A Great Place to Start!

2005-2007 Catalog

11555 Old Oregon Trail
P.O. Box 496006
Redding, CA  96049-6006
(530) 225-4600

Shasta 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, TELEPHONE (415) 506-0234, FAX (415) 506-0238. Shasta College is listed as a public community college in the approved list of the Education Directory, Higher Education Part 3, published by the U.S. Office of Education.

The Shasta-Tehama-Trinity Joint Community College District has made every reasonable effort to determine the accuracy of the information contained in this catalog. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Shasta-Tehama-Trinity Joint Community College District for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District. The District further reserves the right to add, amend, or repeal any of the rules, regulations, policies, and procedures.

In the event of a discrepancy between the electronic edition of the catalog and the print version of the catalog, the online version is the official version. The online version is updated at the start of registration for each semester and, therefore, should be relied upon as the most up-to-date.
Shasta College extends its educational, cultural, and recreational facilities and services to all people in Shasta, Tehama, and Trinity Counties, including parts of Lassen, Modoc, and Humboldt Counties, an area that is more than 10,000 square miles, which is larger than the State of Massachusetts. An eight-member Board of Trustees, which includes a non-voting Student Trustee, represents the Shasta-Tehama-Trinity Joint Community College District.

Because of the diversified goals and needs of its students, Shasta College offers a wide range of programs and services, including counseling, tutoring, student activities, veteran affairs, cultural events, lecture series, workshops, and art exhibits. Shasta College has an extensive Distance Learning network. The Red Bluff Center and continuing education centers at Weaverville, Burney, Corning, and Hayfork utilize interactive television and computer-assisted learning to supplement on-site extended education.

Shasta College is fully accredited by the Western Association of Schools and Colleges, and is listed as a public community college in the approved list of the Education Directory, Higher Education Part 3, published by the U.S. Office of Education. Shasta College was founded in 1948 as part of the Shasta High School District. After opening its doors on Eureka Way in Fall 1950 with 256 day students, it grew so rapidly that in 1964, voters approved a bond issue for construction of a 336 acre campus at the college's present location. Fall 2000 was the 50th Anniversary of Shasta College, serving the north state with pride and distinction.

Welcome Everyone!

¡Bienvenidos a todos!

¡Bienvenidos a Shasta College! Nuestra escuela está aquí para servir a todos los estudiantes. Los estudiantes extranjeros y los que no hablan inglés siempre recibirán las mismas atenciones y oportunidades como cualquier otro estudiante. ¡Nuestro colegio es su colegio!
Welcome to Shasta College!

Shasta College serves Shasta, Tehama, and Trinity Counties as a comprehensive community college offering programs in a broad range of fields of study to prepare you for the new century.

We at Shasta College pride ourselves on our dedication to students as our first priority. You will have the opportunity to have your own personalized education and career plan. Whether your goal is employment upon graduation or transfer to a four-year university, you will know how, at each step, to best steer your own pathway to success.

A decision to enroll at Shasta College is a wise investment of your time, talent and resources. Thousands of successful graduates throughout Northern California and the nation attest to their pride in being part of the Shasta College family. We welcome you to that tradition and to a wide new world of opportunity made possible through higher education.

Don’t forget to visit our website at www.shastacollege.edu
MISSION STATEMENT
The Shasta-Tehama-Trinity Joint Community College District is committed to providing open access and opportunity for success to students who have diverse backgrounds, interests and abilities. By offering programs leading to successful completion of a quality university transfer program, or occupational-technical education, the District is responsive to the needs of our communities within a changing global society. By offering comprehensive campus and community service programs, the District enables students to achieve personal as well as academic potential and contributes to the social, cultural, and economic development of our region.

OPEN ACCESS POLICY
The policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) 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 6 of Division 6 of Title 5 of the California Code of Regulations.

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FALL SEMESTER 2005

August 15  INSTRUCTION BEGINS ON CAMPUS - DAY AND EVENING, ON AND OFF-CAMPUS.
September 2  Last day to register/add for a full-term class.
September 5  Labor Day Holiday
September 6  Census Day for full-term courses.
September 9  Last day to drop a full-term class without record. See grading policy in the College Catalog for last day to drop short-term classes.
September 19  Last day to declare credit/no credit option for full-term classes.
November 11  Veterans' Day Holiday
November 18  Last day to withdraw from a full term class with a "W". (An evaluative grade will be given after this date.)
November 23  No evening courses (5 PM or later starting time). DAY COURSES HELD AS USUAL.
Nov 24-27  Thanksgiving Holidays
Nov. 28 – Jan. 6  Filing Period for Fall Grads to Apply for Associate Degree
December 12-16  Final Examinations
Dec. 17 - Jan. 17  Semester Break

SPRING SEMESTER 2006

January 17  Martin Luther King Holiday
January 18  INSTRUCTION BEGINS - DAY AND EVENING, ON AND OFF-CAMPUS
February 7  Last day to register/add for a full-term class.
February 10  Lincoln's Day Holiday
February 13  Census Day for full-term courses.
February 17  Last day to drop a full-term class without record. See grading policy in the College Catalog for last day to drop short-term classes.
February 20  Washington’s Day Holiday
February 24  Last day to declare credit/no credit option for full-term classes.
April 10-14  Spring Break (Note: No classes will be scheduled on April 8-9 and 15-16)
April 17  Classes Resume
April 17 – June 2  Filing Period for Spring Grads to Apply for Associate Degree
April 28  Last day to withdraw from a full-term class with a "W". (An evaluative grade will be given after this date.)
May 22-26  Final Examinations
May 26  Commencement

For College Calendar dates for the 2006-07 academic year, refer to the Shasta College website at www.shastacollege.edu

Applications and information should be requested from:

Admissions Office, Shasta College
Administration Building
11555 Old Oregon Trail
P.O. Box 496006
Redding, CA 96049-6006
Telephone: (530) 225-4841
Glossary of College Terms

A.A., Associate in Arts Degree – Liberal arts degree, designed for transfer.

Academic Renewal - A means whereby a student may petition to have previous college work (grades and credits) excluded from current grade point average, if that work is more than two years old and is not reflective of the student's present level of ability or performance.

Academic Year - The regular terms of instruction not including summer session. Fall and Spring Semesters.

Advisory on recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

A.S., Associate in Science Degree - degree awarded for technical and occupational programs, and transfer science programs.

ASB - Associated Student Body of Shasta College. All Shasta College students are members of the ASB and are represented by an elected and appointed student government called the ASB Council.

Baccalaureate - Refers to the baccalaureate or bachelor's degree usually achieved after four years of undergraduate college study. Shasta College offers the first two years of baccalaureate work in many fields of study.

Certificate of Achievement - Indicates completion of a specific occupational program of study and training.

Class Load - The number of class units a student takes in any given term. A full time class load is twelve or more units. A standard class load is fifteen units.

Clear Standing - Indicates that a student's grade point average in the previous semester and cumulative grade point average are C (2.0) or better.

Continuing Student - A student who was enrolled at Shasta College during the most recent previous semester.

Coop Ed - Cooperative Education - a program of college credit for work experience combined with college study.

Corequisite - A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Credit - A completed and passed unit of study recorded on the student's official college record.

CSU - California State University System. Of the twenty-three state colleges and universities, the two closest to Shasta College are CSU Chico and CSU Humboldt.

Curriculum - (plural, curricula) often called "discipline." All the courses of study offered by Shasta College. May also refer to a particular course of study (major) and the courses in that area.

Dismissal - A status caused by low academic or progress performance. The dismissed student may not continue at Shasta College without approval for readmission. See catalog section on Academic Regulations.

District - The area served by Shasta College is the Shasta-Tehama-Trinity Joint Community College District. The District is the governing entity of the College.

Drop/Add - Revision of program of courses when a student wants to drop, change, or add a course.

DSPS – Disabled Student Programs and Services – Program providing both physical and educational accommodations to eligible students with disabilities.

Elective - Any course not required for a major field or General Education requirements.

Enrollment - Official recorded placement of a student in a class.

EOPS - Extended Opportunity Programs and Services - Special support services, financial assistance, and educational programs that assist students who have experienced economic and educational disadvantages.

Full-time Student - A student taking twelve or more class units in a regular semester.

G.P.A. - Grade Point Average. The G.P.A. is compounded based on points for each grade received. Per unit an "A" grade is worth 4 points, a "B" worth 3, a "C" worth 2, a "D" worth 1, and an "F" worth 0. The total number of points accumulated is divided by the number of course units taken for a letter grade. Credit (CR), No Credit (NC), or Incomplete (I) grades are not computed in the grade-point average. Current G.P.A. is for the most recent semester. Cumulative G.P.A. is for all College work to date.

General Education Certification - Transfer courses certified by Shasta College for meeting General Education requirements at the California State Universities.
**IGETC** – Intersegmental General Education Transfer Curriculum. A pattern of general education courses which is transferable to both the UC and CSU systems.

**Independent Study** – Independent study provides a forum for advanced work in a given field of study.

**Major** - Area or field of concentration for occupational certificate or associate degree.

**Matriculation** – Matriculation is a process which brings Shasta College into an agreement with a student for the purpose of realizing that student’s educational objectives. The process includes:
- Application
- Records
- Assessment Testing
- Counseling
- Orientation

**Nonresident** - A person who has not lived continuously in California for one full year prior to enrollment.

**Part-time Student** - Any student enrolled in less than 12 units of course work.

**Pell Grant** - A federal financial aid grant available to qualified students that are enrolled in six or more units.

**Petition** - A request, usually written on a standard form, to adjust a study list or curriculum to fit an individual situation and/or request exception to a policy or regulation.

**Prerequisite** - A condition for enrollment in a course or a major. Prerequisites for courses usually consist of a previous course or courses in a related subject and/or the instructor’s permission. Prerequisites are described in the Catalog course descriptions and indicated in the schedule of classes with an asterisk **(** following the course number.

**Probation** - An indication that performance is below standard because of academic or progress deficiencies; a trial period in which a student is permitted to redeem failing grades or deficient units.

**Registration** - The process of providing required information and enrolling in classes each semester.

**Resident** - A person who has resided in California for one full year prior to enrollment and who meets other residency requirements.

**Returning Student** - A student who has previously attended Shasta College but did not enroll during the most recent previous term.

**Semester** - A subdivision of the academic year into two semesters, usually Fall and Spring, each lasting approximately eighteen weeks. To convert semester units to quarter units, multiply by 3/2. To convert quarter units to semester units multiply by 2/3.

**Student Educational Plan** - A process that helps the student select a specific educational goal, describes the responsibilities of the student in reaching that goal, and states in written form the courses, programs and services required to achieve that goal. Required for financial aid and veteran students.

**T.B.A.** - To Be Announced or Arranged is noted in the Schedule of Classes when the instructor, room, or time of a course was not known at time of schedule printing. If the class has no specified hours, the student should contact the instructor to arrange the hours.

**Transcript** - Official copy of a student's academic record (courses and grades).

**Unit** - Courses are assigned a unit value based on one unit of credit for every hour of lecture or 3 hours of laboratory time per week by the student. A student's progress in the college is determined in part by the number of units completed.

**UC** - University of California – The nearest UC to Shasta College is located at Davis.

**University Center** – A partnership between Shasta College and several regional universities to bring four-year Bachelor’s degree programs to our District.

**Work Study** - Usually refers to "College Work Study," a program of federal aid that provides funds for student jobs on campus.
Admission and Matriculation Information

Admissions
Anyone 18 years of age or older or anyone under 18 who has graduated from high school or passed the Calif. High School Proficiency Exam and is a resident of the district may be admitted to Shasta College classes.

Audit
Students must apply in the Admissions and Records Office for permission to audit.

Purpose:
1. Auditing is to allow students to participate in class activities beyond the course repetition limit; and
2. Auditing is to allow students to repeat a course with the intent of upgrading needed skills or reviewing course content.

Eligibility:
1. Students must be eligible for admission to the college as regularly enrolled students;
2. Students may audit classes only when they have exhausted repetition opportunities for the course;
3. Students must meet course prerequisites; and
4. Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate. (Education Code Section 76370(d)).

Fees:
1. The fee for auditing a class shall be the same as any student enrolled in the class for credit but shall not exceed $15 per unit, per semester (Education Code Section 76370(a)). The audit fee is non refundable; and
2. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

Compliance Statement
The Shasta-Tehama-Trinity Joint Community College District complies with the California Education Code, Title 5 of the California Code of Regulations, all pertinent titles and sections of the Civil Rights Act of 1964, Title IX regulations, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all other applicable federal, state, and local laws. In so doing, Shasta College does not discriminate on the basis of race, color, ethnic group identification, marital status, religion, national origin, sexual orientation, gender, age, physical and mental disability or because he/she is perceived to have one or more of the foregoing characteristics. Such nondiscrimination policies extend to all of the functions and activities of the College District including employment, educational programs, services and activities. The District further complies with those state and federal regulations, which prohibit sexual harassment in employment and in the classroom. The Human Resources/Equal Opportunity Employment Office is responsible for ensuring fair and equitable treatment. The unlawful discrimination policy is available at the Human Resources Office and on-line. The office is located in the Administration Building, Room 121, telephone number (530) 225-4656. Students with complaints of discrimination related issues may contact Patricia Demo in the Human Resources/Equal Opportunity Employment Office (530) 225-4609. For further information regarding Section 504 of the Rehabilitation Act, contact the Section 504 Coordinator, Vice President of Student Services, Shasta College, 11555 Old Oregon Trail, P.O. Box 496006, Redding, CA 96049-6006, (530) 225-4707.

El Distrito de Shasta College se adhiere al reglamento de no-discriminación en el empleo de su personal. (Código Educacional 13274). Raza, color, religión, sexo, nacionalidad original o incapacitación (como se define en la Sección 504 del Acta de Rehabilitación del 1973) no son restricciones para emplear, colocar o avanzar al personal en el Distrito. La póliza de este Distrito es que a menos que esté especificadamente exento por estatuto, todos los cursos están completamente abiertos a cualquier estudiante que ha sido admitido al colegio y que cumple con los requisitos establecidos de acuerdo con el Título V del Código Administrativo de California, comenzando con la Sección 58100. El Distrito de Shasta College no discrimina en base a raza, color, religión, sexo, nacionalidad original, edad, incapacitación, estado civil, Veterano de Vietnam, orientación sexual, afiliación a organizaciones o creencias políticas. El uso limitado del idioma inglés no será una barrera para ser admitido a participar en programas vocacionales. Shasta-Tehama-Trinity Joint Community College District está sujeto al Título IX de las Enmiendas Educacionales del 1972. Título VII del Acta de Derechos Civiles, Sección 504 de la ley de Rehabilitación del 1973 y de la ley de Americanos Incapacitados del 1990. Los estudiantes que creen haber sido víctimas de discriminación deben comunicarse con una de las personas que se listan al final de esta sección del catálogo.

Continuing Students
CONTINUING STUDENTS and RETURNING STUDENTS may register as described in the current Schedule of Classes. Students planning to enroll in math or English classes are advised to take the appropriate assessment test and consult with a counselor before registering. See "Assessment Test Information" in the current Schedule of Classes for details on where and when assessment tests are given.
## Course Numbering System for Shasta College

Shasta College has numbered courses to assist students in scheduling. Refer to the complete course description in the catalog for explanation of the course. Numbering is according to the following system:

<table>
<thead>
<tr>
<th>CAN #</th>
<th>SC #</th>
<th>CAN #</th>
<th>SC #</th>
<th>CAN #</th>
<th>SC #</th>
<th>CAN #</th>
<th>SC #</th>
</tr>
</thead>
</table>
| AG 6  | AGRI 19 | AG 12 | AGRI 11 | AG 26 | AGRI 13 | AJ 2 | ADJU 10 | AJ 4 | ADJU 15 | AJ 8 | ADJU 20 | ANTH 2 | ANTH 1 | ANTH 4 | ANTH 2 | ANTH 6 | ARC 3 | ART 2 | ART 2 | ART 4 | ART 6 | ART 8 | ART 10 | ART 12 | ART 14 | ART 16 | ART 18 | ART 20 | ART SEQ A ART 2+3 | BIOL 2 | BIOL 1 | BIOL 4 | ZOOL 1 | BIOL 6 | BOT 1 | BIOL 10 | ANAT 1 | BIOL 12 | PHY 1 | BIOL 14 | MICR 1 | BIOL SEQ A BIOL 1+ ZOOL1+BOT1 | BUS 2 | ACCT 2 | BUS 4 | ACCT 4 | BUS 8 | BUAD 6 | BUS SEQ A ACCT 2+4 | CHEM 2 | CHEM 1A | CHEM 4 | CHEM 1B | CHEM 6 | CHEM 2A | CHEM 8 | CHEM 2B | CHEM SEQ A | CHEM 1A+1B | CHEM SEQ B | CHEM 2A+2B | CSCII 2 | CIS 2 | CSCII 6 | CIS 60 | CSCII 10 | CIS 63 | CSCII 16 | CIS 61 | DRAM 8 | THTR 12 | DRAM 12 | THTR 30 | DRAM 14 | THTR 34 | ECON 2 | ECON 1B | ECON 4 | ECON 1A | ENGL 2 | ENGL 1A | ENGL 4 | ENGL 1B | ENGL 6 | ENGL 31 | ENGL 8 | ENGL 13A | ENGL 10 | ENGL 13B | ENGL 14 | ENGL 11A | ENGL 16 | ENGL 11B | ENGL SEQ A | ENGL 1A+1B | ENGL SEQ B | ENGL 13A+B | ENGL SEQ C | ENGL 11A+B | ENGR 4 | ENGR 45 | ENGR 6 | ENGR 17 | ENGR 8 | ENGR 35 | FCS 2 | FSS 25 | FCS 12 | FSS 16 | FREN 2 | FREN 1 | FREN 4 | FREN 2 | FREN 8 | FREN 3 | FREN 10 | FREN 4 | FREN SEQ A | FREN 1+2 | FREN SEQ B | FREN 3+4 | GEOG 2 | GEOG 1A | GEOG 4 | GEOG 1B | GEOL 2 | GEOL 1 | GERM 2 | GERM 1 | GERM 4 | GERM 2 | GERM 8 | GERM 3 | GERM 10 | GERM SEQ A | GERM 1+2 | GERM SEQ B | GERM 3+4 | GOVT 2 | POLS 2 | HIST 2 | HIST 1A | HIST 4 | HIST 1B | HIST 8 | HIST 17A | HIST 10 | HIST 17B | HIST 14 | HIST 2 | HIST SEQ A | HIST 1A+1B | HIST SEQ B | HIST 17A+17B | JAPN 2 | JAPN 1 | JAPN 4 | JAPN 2 | JAPN 8 | JAPN 3 | JAPN 10 | JAPN 4 | JAPN SEQ A | JAPN 1+2 | JOUR 2 | JOUR 27 | JOUR 4 | JOUR 21 | JOUR 4 | JOUR 21 | JOUR 4 | JOUR 21 | MATH 2 | MATH 8 | MATH 12 | MATH 8 | MATH 16 | MATH 2 | MATH 18 | MATH 3A | MATH 20 | MATH 3B | MATH 22 | MATH 4A | MATH 24 | MATH 4B | MATH 30 | MATH 9 | MATH SEQ A | MATH 3A+3B | MATH SEQ B | MATH 3A+3B | MATH SEQ C | MATH 3A+3B+4A | MUS 2 | MUS 2 | MUS 4 | MUS 3 | MUS 8 | MUS 10 | MUS SEQ A | MUS 2 + 3 | PHIL 2 | PHIL 6 | PHIL 4 | PHIL 7 | PHIL 6 | PHIL 8 | PHYS 2 | PHYS 2A | PHYS 4 | PHYS 2B | PHYS 8 | PHYS 4A | PHYS 12 | PHYS 4B | PHYS 14 | PHYS 4C | PHYS SEQ A | PHYS 2A+ +2B | PHYS SEQ B | PHYS 4A+PHYS 4B | PSY 2 | PSYC 1A | SOC 2 | SOC 1 | SOC 4 | SOC 2 | SOC 4 | SOC 2 | SPAN 2 | SPAN 1 | SPAN 4 | SPAN 2 | SPAN 8 | SPAN 3 | SPAN 10 | SPAN 4 | SPAN SEQ A | SPAN 1+2 | SPAN SEQ B | SPAN 3+4 | SPCH 4 | SPCH 60 | SPCH 6 | SPCH 40 | SPCH 8 | SPCH 10 | SPCH 10 | SPCH 54 | STAT 2 | MATH 14 | 1/20/05

### California Articulation Number (CAN)

Shasta College, in cooperation with selected community colleges, California State Universities, and University of California campuses, is participating in a project entitled the California Articulation Numbering System (CAN). Courses bearing this CAN designation will be accepted in lieu of courses at four-year institutions that carry the same CAN number with a given academic discipline. Full transfer credit for Shasta College CAN courses to participating institutions is thus ensured.

**California Articulation Numbering System (CAN)**

The California Community Colleges, the California State Universities (CSU, Chico; CSU, Fresno; Cal Poly, SLO and Cal Poly, Pomona; and the University of California, Davis, have developed a uniform numbering system for courses in Agriculture, Horticulture and Natural Resources. This numbering system is called CCCAGCANS and is assigned to courses that have a standardized statewide curriculum. For students who have completed courses that have a CCCAGCANS number, this numbering system allows transfer between community colleges, and from the community college to a university, without delay or loss of units.

**CCCAGCANS Numbering System**

The California Community Colleges, the California State Universities (CSU, Chico; CSU, Fresno; Cal Poly, SLO and Cal Poly, Pomona; and the University of California, Davis, have developed a uniform numbering system for courses in Agriculture, Horticulture and Natural Resources. This numbering system is called CCCAGCANS and is assigned to courses that have a standardized statewide curriculum. For students who have completed courses that have a CCCAGCANS number, this numbering system allows transfer between community colleges, and from the community college to a university, without delay or loss of units.
Coursework – Acceptance of Upper Division Work

Shasta College will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at an accredited college or university.
- The course must be deemed comparable to a Shasta College course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses (or graduate level courses) which require attainment of the lower division course competencies may also be accepted.
- The upper division course may be used to satisfy a Shasta College major requirement, an A.S. degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Unit credit will not be awarded toward the 60 units required for the degree. Upper division courses will not be used to certify CSU GE or IGETC requirements.
- For the purposes of ADN or Dental Hygiene prerequisites, the grades earned will be calculated in the same manner as those transferred from another college or university.

Credit/No Credit Policy

Shasta College offers two categories of "credit/no credit" courses. "Credit/no credit" classes are designated in the college catalog and schedule of classes. The catalog and schedule must specify into which "credit/no credit" category each course falls: (Title 5, 55752 (a))

1. "Credit/No Credit" Course: All students are evaluated on a "credit/no credit" basis. Included are courses where there is a single satisfactory standard of performance which shall use CR/NC to the exclusion of other grades. "Credit" shall be assigned for meeting that standard, "no credit" for failure to do so. (Title 5, 55752 (a) (1))

2. "Credit/No Credit" Option: Courses that the Vice President of Academic Affairs has designated as "credit/no credit" and wherein each student may elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit/no credit" or a letter grade. Courses completed under the "credit/no credit" count toward graduation and transfer within the following limitations. (Title 5, 55752 (a) (2))

   a. Students may not use "credit/no credit" grade options for courses required in their major or minor field of study.
   b. Students may not use "credit/no credit" grade option in more than one course per semester, and may apply no more than ten semester credits taken toward the A.A./A.S. degree.
   c. It is the responsibility of the student to be familiar with the "credit/no credit" policy currently in force.

Crime Statistics

The Annual Shasta College Security Report is provided to help ensure a safe environment for our college community and prospective students and employees. This document contains crime statistics for the previous three years in addition to valuable safety and security information. A complete copy of the Security Report may be obtained from the Security Office located in Room 5015. The report is also available through our Campus Website: www.shastacollege.edu, located under Docushare.

Dropping a Class Without Record

Students may drop a class and have no notation appear on their transcripts through the fourth week or 30% of the term for classes less than a semester in length. IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASS(ES). The necessary forms are available from Admissions and Records, Extended Education Centers, or by mail. If a student intends to drop a class and stops attending but fails to file the necessary forms, a failing letter grade may be assigned by the instructor. Students may be dropped by the instructor based on excessive absences from a class so long as the instructor has announced attendance criteria.
Extended Education

Shasta College offers classes at the following Extended Education locations. Staff are available during the listed hours. Course offerings are listed in the Shasta College Schedule of Classes.

<table>
<thead>
<tr>
<th>Site</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermountain Site</td>
<td>(530) 335-2311</td>
<td>MTWTH, 8:00A - 10:00P</td>
</tr>
<tr>
<td>37581 Mountain View Road, Burney, CA</td>
<td></td>
<td>F 8:00A – 5:00P</td>
</tr>
<tr>
<td>Coming Site</td>
<td>(530) 824-5055</td>
<td>MTWTH, 4:30P - 9:00P</td>
</tr>
<tr>
<td>Coming High School, Corning, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hayfork Site</td>
<td>(530) 628-5241</td>
<td>Staff not available</td>
</tr>
<tr>
<td>Hwy 3 &amp; Hyampom Rd, Hayfork, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Bluff Center</td>
<td>(530) 529-8980</td>
<td>MTWTH, 8:00A - 10:00P</td>
</tr>
<tr>
<td>900 Palm Street, Red Bluff, CA</td>
<td></td>
<td>F 8:00A - 5:00P</td>
</tr>
<tr>
<td>Weaverville Site</td>
<td>(530) 623-2231</td>
<td>MTWTH, 8:00 a.m. - 10:00 p.m.</td>
</tr>
<tr>
<td>210 S. Miner Street, Weaverville, CA</td>
<td></td>
<td>F 8:00A - 5:00P</td>
</tr>
</tbody>
</table>

Financial Aid for Enrollment Fees

If you are a California resident, you may qualify for a Board of Governors Grant (BOGG) fee waiver to cover your enrollment fee. There are three ways to qualify for enrollment fee assistance:

1. For 2005-06, if you fall within these income levels*:

<table>
<thead>
<tr>
<th>Number in Household (including yourself)</th>
<th>2004 Total Family Income * (Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13,965 or less</td>
</tr>
<tr>
<td>2</td>
<td>$18,735 or less</td>
</tr>
<tr>
<td>3</td>
<td>$23,505 or less</td>
</tr>
<tr>
<td>4</td>
<td>$28,275 or less</td>
</tr>
<tr>
<td>+</td>
<td>Add $4,770 for each additional dependent</td>
</tr>
</tbody>
</table>

   *These amounts will change for 2006-07

2. If you or your family receives any ONE of the following types of untaxable income:
   a. Aid to Families with Dependent Children (TANF/CALWORKS); or
   b. Supplemental Security Income (SSI/SSP); or
   c. General Assistance/General Relief

3. Special Classification:
   a. Deceased/Disabled Veteran’s Dependent’s Fee Waiver – certification provided by the California Department of Veteran’s Affairs or your county Veteran’s Service Office or the National Guard Adjutant General.
   b. A recipient of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.
   c. A dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

You may also qualify for the BOGG fee waiver by filing the Free Application for Federal Student Aid (FAFSA) located in the insert in this schedule. In addition to enrollment fee assistance, you may qualify for funds to pay for books, supplies, transportation, child care, and more.

DEADLINES: To file for a BOGG fee waiver with the FAFSA, apply NOW. Applications take a minimum of eight (8) weeks to process. For enrollment fee assistance only, apply one (1) week prior to registration.

Students who are awarded a Board of Governors Grant (BOGG) fee waiver after they have paid their enrollment/health fees will be reimbursed only for the semester in which they are granted a BOGG fee waiver. The BOGG fee waivers will not be applied retroactively to prior semesters.

For further information contact: SHASTA COLLEGE FINANCIAL AID OFFICE, Room 108: (530) 225-4735
First-Time Students

MATRICULATION SERVICES

SUCCESS BEGINS WITH A PLAN! The college has found that students who have supplied transcripts, participated in English or Math assessments, attended an orientation and discussed their educational goals with a counselor significantly improve their performance in college. We call this process “matriculation.”

FIRST-TIME STUDENTS are STRONGLY URGED to take advantage of the matriculation services. Those who do will be eligible for “priority registration” and be able to register for classes before the college's Open Registration period.

Participation in matriculation services is OPTIONAL for the following students. If you fall into one of these categories, contact the Admissions Office for appropriate registration information.

1. Students who have received a full array of matriculation services at another California community college;
2. Students who plan to enroll only in courses having no English and/or math skill requirements/prerequisites;
3. Students who plan to enroll in fewer than 6 units and who have "personal interest," advancement in their current jobs, or maintenance of a certificate or license as their goals;
4. Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College; or
5. Students who have completed 30 or more semester units at another college or university and are not pursuing a program or degree objective at Shasta College.

ALL OTHER FIRST TIME STUDENTS should participate in matriculation services. The matriculation process consists of:

1. Application: This starts the process! Request an application packet from the Admissions office. The packet includes an admissions application, as well as transcript request forms and information on Residence Halls, Financial Aid, parking and a variety of campus services. Complete and return the application form to the Admissions Office.

2. Records: Arrange to have official transcripts of high school and previous college work sent to Shasta College. These are important for counseling and program planning. Transcripts sent to Shasta College from other colleges and/or educational institutions at the request of a student become part of the student’s permanent file and are not duplicated nor distributed.

3. Assessment Testing: This service provides students with information that will help them to make appropriate selections of major programs and courses. Reading, writing, and mathematical skill assessment tests are offered to all students at a variety of times and locations on a walk-in basis. See the section titled, “Assessment Test Information” in the current Schedule of Classes for details. Note: Qualifying scores from approved tests taken within the last two years at accredited institutions and sent to Shasta College may exempt students from having to take Shasta College assessment tests.

4. Counseling: Counselors provide information about the college and offer academic, transfer, career, and personal counseling. Specially trained counselors are available to students with special needs. Counseling is offered on both an appointment and drop-in basis. For more information or to make an appointment, call the Admissions Office at (530) 225-4841 or call the Extended Education site closest to you.

5. Orientation: The orientation program provides new students with the support and information they need to ensure a smooth and successful transition into Shasta College. Information on the following is provided as part of the orientation: vocational and certificate programs; transfer requirements; financial aid; EOPS/CARE services; CalWORKs; AmeriCorps; Student Support Services programs; student activities; learning and health services; and a campus tour are provided. For an Orientation appointment, call the Admissions Office at (530) 225-4841. Note: Both Counseling and Orientation appointments can be made with a single call to the Admissions Office.

6. Registration: All first-time students may register for classes during Open Registration. However, students who participate in matriculation services 1 through 5, above, will be given “priority registration” status and may register for classes before the general “Open Registration” period.

Students who have not taken advantage of all of the available matriculation services before their first registration at Shasta College are URGED to do so as soon as possible. Counseling, assessment, and orientation sessions are available throughout the semester. Contact the Admissions Office for further information on how to take advantage of these services.

FOLLOW-UP COUNSELING

Throughout the semester, counselors are available to assist students in planning and achieving their educational and career goals. Services are available on both an appointment and drop-in basis.

Students wishing to appeal any component of the matriculation process should contact the Director of Admissions and Records at (530) 225-4867.
ASSESSMENT TEST INFORMATION
Location: Administration Building, Room 102
All first-time non-exempt students will need to take the Reading, Writing, and Math Assessment. At the time of assessment, all students must provide photo identification (i.e., driver’s license, student body card, passport), know their social security number, and have an application on file at Admissions and Records.

The Assessment Center in Room 102 is open Monday through Friday and on selected Saturdays, except for posted holidays. No appointment is needed. Limited evening assessments are also available. Seating is limited and available on a first come, first served basis. The assessments are on computers. Allow a minimum of two hours to complete all three sections. Assessments are available at Extended Education sites by appointment only.

Students with disabilities should contact Disabled Students Programs and Services (530) 225-4795 for information and assessment accommodations. English-as-a-Second Language students should take the ESL Assessment Exam.

Grading Definitions
The course grading procedure is based on the established course objectives according to the following grade definitions:

A – Excellent - Outstanding achievement of the course objectives. (4 grade points)
B – Good - Above average achievement of the course objectives. The quality of work demonstrates a comprehensive knowledge of the subject matter and a marked ability to interpret it. (3 grade points)
C – Fair to Average - Satisfactory or average achievement of the course objectives. The performance fulfills the course requirements in both quality and quantity and meets acceptable standards for graduation. (2 grade points)
D – Passing - Less than satisfactory achievement below the course objectives but such that is not necessary to repeat the course. The level of achievement is not generally satisfactory for advancement in studies in the same or related areas. (1 grade point)
F – Failing - Failure to achieve objectives of the course. The performance is undeserving of course credit. (0 grade points)
CR - Credit - Satisfactory achievement of course objectives. Student is passing the course with a “C” or better. (Not used in grade point calculations.)
NC - No Credit - Student is doing “D” or “F” work in the course. (Not used in grade point calculations.)

Grading Definitions (continued):
Non-Evaluative Symbols Definitions
I – Incomplete - Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. (Form available from the registrar). This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar 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" may be made up no later than one year following the end of the term in which it was assigned, however, the student may petition the Scholastic Standards Committee for a time extension due to unusual circumstances.
IP - In progress - 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 the 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. The "IP" shall not be used in calculating grade point averages.
RD - Report Delayed - The "RD" symbol shall be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.
W - Withdrawal - Students may withdraw from a class after the official “drop” date and up through the fourteenth week or 75% of the term for classes less than a semester in length. The notation “W” will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive “W’s” shall, however, be used as factors in probation and dismissal procedures. IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN FORMS AND SUBMIT THE NECESSARY PAPERWORK TO WITHDRAW FROM A CLASS(ES). Forms are available from Admissions and Records, Extended Education Centers, or by mail. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.

*This date may vary for classes of less than a full-term length.
Grading

It is the responsibility of the instructor for the assignment of grades in any Shasta College course. To insure that grading is done consistently and fairly, the instructor shall:

1. Develop a grading procedure prior to the beginning of the course and have this procedure clearly communicated to each student on the first day handout of each course.
2. Establish a grading procedure that shall guarantee the academic integrity of the course at the appropriate level.
3. Once established, adhere to the course grading procedure throughout the semester.
4. Give sufficient evaluations throughout the course to insure that students are aware of progress and to inform the students of standing in the course.
5. Abide by established examination schedules of the college.
6. Adhere to established deadline and use appropriate forms for submitting grades to the Records Office.
7. File all grade changes within two (2) years of the original grade being issued.

GRADE CHANGE PROCEDURE

Under no circumstances except for completion of work for removal of an incomplete, may a grade change be made as the result of work completed or presented following the close of a grading period (Administrative Procedure 4231). The Incomplete (I) may be made up no later than one year following the end of the term in which it was assigned. (Note: Fall 79 to Fall 81 students had one semester in which to make up incompletes. Beginning with Fall 81 a written record must be filed by the instructor stipulating the condition to be made for an evaluative grade. ALL GRADE CHANGES MUST BE SUBMITTED DIRECTLY FROM INSTRUCTOR TO ADMISSIONS OFFICE.

GRADE APPEAL PROCEDURE

A change in letter grade can be made only in the case of a declared error by the instructor or an administrative error in posting the grade.

The procedure for appealing a grade is available at the Admissions and Records Office.

International Students

International students must file an admission application; proof of English competency in the form of at least 450 on the TOEFL examination*; health history, including evidence of polio immunization shots or Sabin Oral vaccine, medical statement of immunization against measles, and a certificate of freedom from active tuberculosis; a financial support statement; and high school and college transcripts.

*A minimum TOEFL score of 500 is required for admission into academic courses. Students may be accepted with TOEFL score of 450 with the stipulation that they enroll in ESL course work and maintain full-time status (minimum 12 units) as per INS regulations. Subsequent semester placement into academic courses will be based on ESL assessment or the TOEFL score.

International students applying for fall semester must complete their applications by June 1. Students applying for the spring semester must complete their applications by November 1. Incomplete applications will be redirected for the following semester admission consideration. (At the end of one year from initial application the files of students who do not enroll are destroyed.) Students must pay tuition fees at the time of registration.

International students wishing to attend Shasta College should direct their questions and applications to the Student Development & Information Services Office (Rm 2308), http://www3.shastacollege.edu/internationalstudents/index.htm or the Admissions and Records Office.

Non-Traditional Ways To Earn Credit

ADVANCED PLACEMENT EXAMINATION CREDIT

Shasta College will award credit to students scoring a 3, 4, or 5 on Advanced Placement examinations as indicated below. Students should have test scores sent to the Shasta College Admissions and Records Office and then contact the office during their first semester to have credit posted to their transcripts. Each transfer institution will determine the number of units awarded and the courses satisfied according to individual campus policies. For specific course information, students are encouraged to meet with a counselor.

All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification. Individual CSU campuses may choose to accept more units than those specified below toward completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.
The University of California grants credit for all Advanced Placement examinations on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward General Education or breadth requirements, as determined by evaluators at each campus. Shasta College will certify the units for the IGETC General Education area indicated below.

<table>
<thead>
<tr>
<th>AP Subject Exam</th>
<th>Semester Units</th>
<th>CSU GE</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>3 units</td>
<td>Area C1</td>
<td>Area 3A</td>
</tr>
<tr>
<td>Art Drawing/Studio</td>
<td>3 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3 units</td>
<td>Area B2</td>
<td>Area 5B</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6 units</td>
<td>Area B1/B3</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>3 units</td>
<td>Area D2</td>
<td>Area 4B</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>3 units</td>
<td>Area D2</td>
<td>Area 4B</td>
</tr>
<tr>
<td>English: English Lang/Comp</td>
<td>3 units</td>
<td>Area A2</td>
<td>Area 1A</td>
</tr>
<tr>
<td>English: English Lit/Comp</td>
<td>6 units</td>
<td>Area A2/C2</td>
<td>Area 1A</td>
</tr>
<tr>
<td>French: French Language</td>
<td>6 units</td>
<td>Area C2</td>
<td>Area 6A</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>6 units</td>
<td>Area C2</td>
<td>Area 6A</td>
</tr>
<tr>
<td>German Language</td>
<td>6 units</td>
<td>Area C2</td>
<td>Area 6A</td>
</tr>
<tr>
<td>Government and Politics: U.S.</td>
<td>3 units</td>
<td>Area D8</td>
<td>Area 4H</td>
</tr>
<tr>
<td>Gov. &amp; Politics: Comparative</td>
<td>3 units</td>
<td>Area D8</td>
<td>Area 4H</td>
</tr>
<tr>
<td>History: European History</td>
<td>3 units</td>
<td>Area D6</td>
<td>Area 4F</td>
</tr>
<tr>
<td>History: US History</td>
<td>3 units</td>
<td>Area D6</td>
<td>Area 4F</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3 units</td>
<td>Area C2</td>
<td></td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>3 units</td>
<td>Area C2</td>
<td></td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3 units</td>
<td>Area B4</td>
<td>Area 2A</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3 units</td>
<td>Area B4</td>
<td>Area 2A</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 units</td>
<td>Area C1</td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>6 units</td>
<td>Area B1/B3</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>3 units</td>
<td>Area B1/B3</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Physics C (Elect/Magnet)</td>
<td>3 units</td>
<td>Area B1/B3</td>
<td>Area 5A</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 units</td>
<td>Area D9</td>
<td>Area 4I</td>
</tr>
<tr>
<td>Spanish: Spanish Language</td>
<td>6 units</td>
<td>Area C2</td>
<td>Area 6A</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
<td>6 units</td>
<td>Area C2</td>
<td>Area 6A</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 units</td>
<td>Area B4</td>
<td>Area 2A</td>
</tr>
</tbody>
</table>

CHALLENGE (CREDIT BY EXAMINATION) – BOARD POLICY 4235

A student may challenge a class by taking an examination. Examinations may be taken only once and, if passed, the credit will be posted on the student's permanent academic record. No more than 15 units may be earned through this procedure and only courses determined by each Center of the college are open for the option.

This option is restricted to students registered for credit during the fall or spring semester. Credit by examination is not possible during the summer session. Petition (challenge) forms are available from each Center office. A listing of approved courses can be obtained from the Center office.

CREDIT THROUGH THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) – BOARD POLICY 4235

Upon completion of six semester units at Shasta College, a student may submit official College Level Examination Program (CLEP) test results to Shasta College from the College Entrance Examination Board (CEEB). Contact the CEEB for a testing center location (Shasta College is not a testing center). CEEB established the program to serve students who have a college-level education developed outside of the classroom (e.g. military experience/training). The following restrictions apply:

- Up to 30 semester units may be applied toward an Associate degree.
- A scaled score of 50 or higher on a CLEP examination will earn credit. (For the older General Examinations, a score of 500 or better will earn credit.)
- Units awarded for satisfactory completion of CLEP examinations will post as electives, except as noted by departmental policy referenced below.
- Grades and grade points will not be assigned to CLEP units.
- Units awarded through CLEP will not apply toward the 12-unit residency requirement for Shasta College.
- The University of California (UC) does not accept credit awarded through CLEP.
- Where considered by the appropriate department and division, CLEP Examinations may satisfy specific courses or a specific course prerequisite. Contact the appropriate department or Center to determine which, if any, of the examinations may satisfy specific courses or course prerequisites. Minimum scores for Shasta College course equivalencies, where established, may be obtained from Admissions and Records.
- Contact Admissions and Records Office or Counseling for more information.
- Shasta College will grant credit for the following CLEP Subject Examinations in accordance with the CSU system-wide policy:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Passing Score</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra and Trigonometry</td>
<td>50</td>
<td>3 units</td>
</tr>
<tr>
<td>Calculus and Elementary Functions</td>
<td>50</td>
<td>3 units</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>50</td>
<td>3 units</td>
</tr>
</tbody>
</table>
DISTANCE EDUCATION (DE)
DE is a method of instruction that is designed to offer courses in other than the conventional classroom setting. Courses are available at each of the main Extended Education sites (Anderson, Burney, Corning, Hayfork, Hoopa, Los Molinos, McArthur, Red Bluff, and Weaverville) as well as on campus. Courses are offered in a variety of formats, but all formats may not be available at all sites. Formats include: Internet, Interactive Television (ITV), TV/Internet (TVIN), Audio Tape, streaming-audio, and Video/CD ROM classes. In addition to the instructional formats, all courses include substantial readings, interaction with faculty, and exams. In many cases, much of the course work may be completed off campus.

These courses are designed for individuals who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take courses at their convenience. Students who are usually successful in Distance Education courses are those who enjoy learning independently, are highly motivated, and possess good study skills.

Interactive Television (ITV) Courses: A variety of courses are available at selected sites using two-way interactive video technology. These courses originate on the Redding campus or one of the extended education sites with real time delivery of the classroom activities to the other sites. Students are able to fully interact with the faculty member and other students at each of the sites. Courses are available in a variety of disciplines and meet the transfer, General Education, or vocational requirements for the specific course being taught.

INDEPENDENT STUDY
Independent study provides a forum for advanced work in a given field of study. A student may contract with a full-time instructor to do independent study in a specific subject area in which he/she has exhausted the regular curricular offerings provided that:

99 - Transfer Level Courses* -- The student has a declared major or already possesses a degree and has completed a minimum of 12 transfer units at Shasta College.

199 - Non-Transfer Level Courses* -- The student has completed a minimum of 12 units at Shasta College

Independent study can be taken for .5-2 units. The total hours required are as follows:

.5 unit = 27 hours; 1.0 unit = 54 hours; 1.5 units = 81 hours; and 2.0 units = 108 hours

*Note: Any combination of these courses may be repeated three times (total of four enrollments) or a maximum of four independent study units.

Forms and additional information are available from your instructor or the Center Office.

MILITARY EXPERIENCE
In general, Shasta College will follow the recommendations of the State Board of Education, the University of California, and the American Council of Education in granting credit for military experience. Total credit for military experience is limited to 15 units.

Correspondence courses given by the United States Armed Forces Institute or by an accredited college or university are accepted for credit value as recommended by the American Council on Education. College credit will not be allowed for duplicated training. The total number of units granted for USAFI courses shall not exceed 24 units. No credit will be given at Shasta College for General Education Development tests.

Credits will be granted to those students who present a DD214. The student will be required to provide the Registrar with a copy of his/her DD214 for verification.

Application for such credit must be made on a form obtained from the Registrar's Office at Admissions and Records. This credit must be verified. All new Veterans to Shasta College should call for information and an appointment at (530) 225-4845 or visit the Admissions and Records Office, Bldg. 100.

PRIOR WORK EXPERIENCE
A student having experience related to the program in which he/she is enrolled may be granted credit for such experience. The credit is applicable only for an Associate degree at Shasta College. Students applying for credit should obtain an application from the Admissions & Records Office.

WORKSITE LEARNING
Students who are interested in combining practical work experience with classroom instruction may enroll in a Worksite Learning class. Worksite Learning classes (the complete list of courses provided below) are open entry. This means that the student may enroll throughout the semester, but must complete all work by the end of the semester (per agreement with instructor). One unit of Worksite Learning credit is granted for each 75 hours of actual on-the-job activity for a paid work position or 60 hours for a non-paid work position of on-the-job activity. It is imperative for the student to determine how many units he/she should sign up for. This should be worked out with the instructor in the initial orientation meeting. If the student is unable to verify enough work hours to meet the units for which he/she enrolls, the student will receive an "F" in the course. For example, if a student enrolls in a three (3)-unit worksite learning class and fails to verify 225 paid hours of on-the-job activity by the deadline established by the instructor, the student will receive an "F" in the class. The student has the same withdrawal and add/drop options as for any other course.
The following courses are listed in the catalog under the appropriate disciplines as worksite learning classes. For details look under the specific prefixes. The classes, units, instructors, and times of the initial orientation meetings for each semester are listed in the current schedule of classes. Not all worksite learning classes are offered every semester.

<table>
<thead>
<tr>
<th>Worksite Learning Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 94</td>
</tr>
<tr>
<td>AUTO 94</td>
</tr>
<tr>
<td>BUAD 94</td>
</tr>
<tr>
<td>CAS 94</td>
</tr>
<tr>
<td>CIS 94</td>
</tr>
</tbody>
</table>

Please note that it is up to the instructor in the specific discipline to determine if the student’s proposed work assignments are related to the student’s major. If a proposed work assignment is not discipline/major related, credit will not be granted.

Each worksite learning course has a prerequisite or co-requisite. Check the course description for specific information.

*WSL 94 is considered a General Work Experience course for supervised employment that is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students’ educational goals.

FINANCIAL AID STUDENTS: Worksite learning will NOT be paid unless it is required for the student’s major.

VETERAN STUDENTS: Worksite learning will NOT be paid unless it is required for the student’s major. In addition, veterans receiving veteran’s educational benefits for Work Site Learning units MUST register for the appropriate co-requisite in the same semester.

Prerequisites, Corequisites, Limitations on Enrollment and Advisories

FREQUENTLY ASKED QUESTIONS

What is an “advisory on recommended preparation”? Advisories are intended to identify skills which will broaden or deepen a student’s learning experience, but without which the student can still succeed in the course. The college does not block enrollment in a course for lack of advisory skills.

Where can I find advisories for each course? If a class has an advisory, it will be stated as part of the course description in the Catalog, and will be listed with the course in the Schedule of Classes.

What is a “limitation on enrollment”? All courses are open to enrollment to any student who has been admitted to the college, with the following exceptions. Title 5 Section 58106 allows the college to limit enrollment in specific courses or programs by using: 1) prerequisites and corequisites; 2) health and safety considerations; 3) practical considerations such as facilities limitations, faculty availability and funding limitations; 4) registration systems such as a first-come-first-served, or priority system; 5) statutory, regulatory, or contractual requirements; 6) auditions and tryouts for intercollegiate competition, honors, or public performances courses, 7) blocks of courses for cohorts of students.

NOTE: Shasta College enforces limitations on enrollment.

How do I know which classes have limitations on enrollment? If a class has a limitation on enrollment, it will be specifically stated as part of the course description in the Catalog, and will be listed with the course in the Schedule of Classes.

What is a “prerequisite” or “corequisite”? "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. (Title 5, Section 55200(a)) Such a condition of enrollment can be a course or other preparation a student must have before being permitted to enroll in a target course. Prerequisites provide the student with knowledge and/or a set of skills that substantially increase a student's success. For example: Introduction to Managerial Accounting (ACCT 4) has a prerequisite of Introduction to Financial Accounting (ACCT 2) with a grade of “C” or higher.

There are two types of corequisites: two-way corequisites and one-way corequisites. A “two-way” corequisite is when two (or more) courses are so intertwined that neither course stands alone. A student would not have a reasonable chance to be successful in either course without being concurrently enrolled in both courses. A “one-way” corequisite is when one of the courses depends on the content of the other course, but not vice-versa. Here, only one course would list the other as a corequisite. Often, with one-way corequisites, if you have previously completed the corequisite course, you may be qualified to enroll in the target course.
Why does Shasta College enforce prerequisites and corequisites?
We are legally required to enforce prerequisites. The Shasta College faculty has carefully selected prerequisites by evaluating the skills and concepts needed for success in a target course. They are intended to ensure that a student has a reasonable chance for success. For these reasons, enforcement of prerequisites is in the interest of all students.

How can I satisfy a Prerequisite?
There are three ways you can satisfy a prerequisite at Shasta College.

1. You received a grade of C or higher in the prerequisite course at Shasta College.
   A. If you completed the prerequisite course with a grade of C or higher, you will be allowed to enroll in the target course (as long as space is available.)
   B. If you are currently enrolled in the prerequisite course at the time of registration, you will be allowed to conditionally enroll in the target course (as long as space is available). However, when grades are submitted at the end of the semester, if you did not receive a grade of C or higher in the prerequisite course, you will be dropped from the target course.

2. You satisfied the prerequisite through Course Equivalency.
   There are three ways to satisfy a prerequisite through Course Equivalency: 1) You received a grade of C or higher in an equivalent course at another college, 2) You have a qualifying score on the AP Exam, or 3) You received CLEP credit for the prerequisite course. (For further information about AP Exam scores and CLEP credit, see a counselor, or refer to the Catalog.)

   If you believe you have satisfied the prerequisite through Course Equivalency, then before registration, you should contact Admissions and Records staff, who will direct you through the Course Equivalency Procedure. It is your responsibility to provide supporting documentation, such as transcripts and course description(s) from your previous college(s). You will be allowed to enroll conditionally in the target course for ten working days. If, at the end of ten working days, you cannot provide documentation that you have met the prerequisite through Course Equivalency, then you will be dropped from the course.

3. You satisfied the prerequisite through Multiple Measures.
   Shasta College recognizes that you may have gained the prerequisite skills for some courses by means other than the two mentioned above. For example, you may have completed high school courses that covered the same topics as the prerequisite course. Or, perhaps you gained the prerequisite skills through work experience. Whatever the means, if you have gained skills that are equivalent to those that you would get by taking the prerequisite course at Shasta College, you should take your supporting documentation to a Shasta College counselor before you try to register. The counselor will direct you through the Multiple Measures Procedure.

   Note: If you are attempting to register in a course that has Math, English or Chemistry as a prerequisite, then part of the Multiple Measures Procedure might include taking an Assessment Test at the Assessment Center. You are free to take the Assessment Test before you see your Counselor.

   Note: Because you will be unable to enroll in the target course until a counselor determines that you have satisfied the prerequisite through Multiple Measures, it is in your best interest to see a counselor before attempting to register for the course.

   Note: If you have a disability and believe that you could be successful in the class with reasonable accommodations then see the Counselor for Disabilities, or Learning Disability Specialist, (530) 225-3973, before attempting to register for the course.

What is a Placement Level Number?
In some cases, such as in Math and English, the prerequisite is stated in terms of a Placement Level. Your Placement Level is a number that is based on many factors which may include high school course work and Assessment Test scores. You will be assigned a Placement Level after completion of the Course Equivalency and/or Multiple Measures process.

Can I challenge a prerequisite or corequisite?
Yes, you can. The five grounds for a student to challenge a prerequisite or corequisite are:

1) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite
2) The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites
3) The prerequisite or corequisite is in violation of Title 5
4) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
5) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available, or accessible. For a full description see Title 5, Section 55201(f).

If you believe you have grounds for filing a challenge, go to the Office of Admissions and Records for information on the Prerequisite Challenge Procedure. If you choose to file a challenge, you have the responsibility of showing that grounds exist for the challenge.

Note: If you are citing reason # 1 as the basis for challenging the prerequisite/corequisite, you must first have failed to meet the prerequisite/corequisite through the Multiple Measures Procedure. You should seek advice regarding the challenge from a Counselor.
The three ways a student can meet a prerequisite at Shasta College:

1. Receive a grade of C or higher in the prerequisite course at Shasta College.
   - Student enrolls

2. Course Equivalency:
   - A. Equivalent course at another college
   - B. AP Exam
   - C. CLEP
   - Petition for Equivalency
   - granted
     - Student enrolls
   - denied
     - Student disagrees
     - student agrees
     - Student enrolls

3. Multiple Measures:
   - A. High school course work
   - B. Placement Exam
   - C. etc.
   - denied
     - Student disagrees
     - student agrees
     - Student enrolls
   - granted
     - Student enrolls

Stop
PREREQUISITE/COREQUISITE CHALLENGE PROCEDURE

The student will obtain a Prerequisite/Corequisite Challenge Form at the Admissions & Records Office. The Office of Instruction will retain documentation of Board Policy and Title 5 regulations regarding prerequisite/corequisite challenges. A student may review this information prior to submitting a Prerequisite/Corequisite Challenge Form. A student who chooses to challenge a prerequisite or corequisite may do so for any of the following reasons:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
2. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites;
3. The prerequisite or corequisite is in violation of Title 5;
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available, or accessible;

If a student is citing reason #1 as the basis for challenging the prerequisite/corequisite, the student must first have failed to meet the prerequisite/corequisite through the Multiple Measures Procedure.

A statement of specific skills and abilities needed to enter the class for which the challenge is being issued will be made available to the student through the Office of Instruction on any workday.

The student must complete a Prerequisite/Corequisite Challenge Form. The student must attach a completed and signed Multiple Measures Form to the Prerequisite/Corequisite Challenge Form. The student must return these forms along with the supporting documentation to the Director of Admissions and Records. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Without supporting documentation, the application for a challenge will be considered incomplete and the challenge will be denied. When a complete application is filed, the Director of Admissions and Records will forward the Prerequisite/Corequisite Challenge Form and supporting documentation to the appropriate Academic Center Office. The Academic Center staff will arrange a Challenge Hearing.

If the challenge form is submitted during the period when the student is eligible to register for the course, and if space is available, then the student will be conditionally enrolled in the target course until resolution of the challenge is complete.

Two or more faculty members will conduct the Challenge Hearing. If possible, the faculty members will be from a discipline closely related to the target course. The student will have the right to attend and speak at the Challenge Hearing. Staff from the appropriate Academic Center Office will attempt to notify the student regarding the time and location of the Challenge Hearing at least one business day prior to the start of that hearing. The results of the Challenge Hearing will be documented and forwarded to the student and to the Admissions & Records Office within five business days from the date that the challenge was filed with the Director of Admissions and Records. If the college has not made a decision within five working days, then the student’s challenge is upheld and the Admissions & Records Office will allow the student to enroll in the course.

If a student is citing reason #2, #3, #4 or #5 as the basis for challenging the prerequisite/corequisite, the student must submit a completed Prerequisite/Corequisite Challenge Form along with supporting documentation to the Vice President of Academic Affairs in the Office of Instruction.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Without supporting documentation, the application for a challenge will be considered incomplete and the challenge will be denied. When a complete application is filed, the Vice President of Academic Affairs will conduct a Challenge Hearing. This hearing will include as voting members, the Vice President of Academic Affairs, one faculty from the Curriculum Council and one other faculty, preferably from a discipline closely related to the target course.

The student will have the right to attend and speak at the Challenge Hearing. Staff from the Office of Instruction will attempt to notify the student regarding the time and location of the Challenge Hearing at least one business day prior to the start of that hearing. The results of the Challenge Hearing will be documented and forwarded to the student and to the Admissions & Records Office within five business days from the date that the challenge was filed with the Vice President of Academic Affairs. If the college has not made a decision within five working days, then the student’s challenge is upheld and the Admissions & Records Office will allow the student to enroll in the course.

Note 1: Students who submit a Prerequisite/Corequisite Challenge Form claiming that a specific disability is a factor in their challenge rationale must forward a copy of the Prerequisite/Corequisite Challenge Form to the Disability Resource Center. The Disability Resource Center will determine if accommodations or academic adjustments are warranted.

Note 2: Students who initiate the challenge procedure during registration may obtain the Prerequisite/Corequisite Challenge Form at the registration site and submit the completed form along with supporting documentation at that site. If space is available, the student will be provisionally enrolled in the target course until resolution of the challenge is complete. Staff at the registration site will time-stamp the form and forward it to the Director of Admissions & Records, or to the Vice President of Academic Affairs as appropriate. The Challenge Procedure will then proceed as outlined above.
**Registration and Related Fees**

1. Enrollment Fee: Refer to current class schedule or visit the Shasta College website.
2. Student Health Fee: Refer to current class schedule or visit the Shasta College website.
3. Campus Center Fee: Refer to current class schedule or visit the Shasta College website.
4. Out-of-State Tuition: Refer to current class schedule or visit the Shasta College website.
5. Day and evening parking fee: Refer to current class schedule or visit the Shasta College website (Campus Security).
6. Bus Transportation Fee: Refer to current class schedule or visit the Shasta College website.

**NOTE:** Fees are subject to change. The fee schedule is published each semester in the **Schedule of Classes**.

**Instructions for submitting written request for Shasta College Transcript:**

Beginning with initial enrollment, each student is allowed two (2) free official transcripts or enrollment verifications free; each one thereafter is $3.00 (check or money order payable to Shasta College) enclosed with a written request. Allow 10 business days from date request is received by the Admissions Office for processing. If the student has an earlier deadline, please indicate clearly on the request if it is to be considered a RUSH. A fee of $10.00 will be charged for each RUSH TRANSCRIPT REQUEST. A RUSH TRANSCRIPT REQUEST is defined as a request that specifies immediate action outside our normal processing time. Upon payment of this additional fee, we guarantee that the RUSH TRANSCRIPT REQUEST would be processed within two business days from the date the request is received by our office.* Should the RUSH TRANSCRIPT REQUEST be one of the first two free transcripts and/or enrollment verifications to be provided in accordance with Education code Section 76223, the student will be charged only $7.00 for the rush processing component of the request.

*Contingent upon availability of grades.

Mail written request (including student’s signature) with payment (if necessary) to: Shasta College Admissions Office, ATTN: Transcript Requests, P.O. Box 496006, Redding, CA 96049-6006.

Students may obtain official or unofficial copies of their Shasta College transcript by contacting the Admissions and Records Office.

**REFUNDS**

The enrollment fee is refundable if a class is dropped during the first two weeks of the semester or the first 10% of the class (subject to change for short-term classes). IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASS(ES). The Student Health Fee and the Campus Center Fee is refundable if a student withdraws from college during the first two weeks of instruction (subject to change for short-term classes). All refund drop date information is included on students’ computerized receipt. Contact the Admissions Office for the Out-Of-State Tuition refund policy. Refunds will be mailed each month. Keep your address current with the Admissions and Records Office.

Students who are awarded a Board of Governors Grant (BOGG) fee waiver after they have paid their enrollment/health fees will be reimbursed only for the semester in which they are granted a BOGG fee waiver. The BOGG fee waivers will not be applied retroactively to prior semesters.

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**REFUNDS FOR NON-RESIDENT TUITION IS PRORATED AS FOLLOWS:**

<table>
<thead>
<tr>
<th>Period of Class Instruction</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and during first week of instruction</td>
<td>100%</td>
</tr>
<tr>
<td>During second week class instruction</td>
<td>75%</td>
</tr>
<tr>
<td>During third week class instruction</td>
<td>50%</td>
</tr>
<tr>
<td>During fourth week class instruction</td>
<td>25%</td>
</tr>
<tr>
<td>After fourth week of class meetings</td>
<td>NO REFUNDS WILL BE GIVEN</td>
</tr>
</tbody>
</table>

*Non-Resident tuition refunds for classes less than a full-term length will be prorated according to the above schedule.

***Shasta College reserves the right to change fees and related refund policy without notice.***

**Repetition of a Course**

Repetition of a college course is restricted and shall occur only under the following conditions:

1. Students receiving a D, F, or NC grade in a course may repeat the course once without petition (Title 5, 55761).
2. In order to repeat a course more than once, or to repeat a course in which an A, B, or C grade was earned, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. Decisions of the Scholastic Standards Committee may be appealed to the Superintendent/President. When a course is repeated under the provision, the grade awarded shall not be calculated in the student's grade point average (Title 5, 55763).

**Residency**

**Non-Residents**

A non-resident student is one who does not have residence in the state of California for more than one year immediately preceding the residence determination date. Residence is that location with which a person is considered to have the most settled and permanent connection; it is also that place where that person intends to remain, and during absences, intends to return. Residence results from the union of physical presence with objective evidence that the intent is to remain at that place for an indefinite period of time. A nonresident student must pay out-of-state tuition at the time he/she registers. Once classified as a nonresident, a student must apply to the Admissions Office for reclassification as a resident.
Scholastic Deficiency

For the purposes of Board Policy, the phrases “units attempted”, “all units”, or “all units attempted”, mean all units of credit for which the student was enrolled at Shasta College regardless of whether the student completed the course or received any credit or grade. This specifically includes all “credit”, “no credit”, “I”, and “W” grades. The word “semester” shall refer to the Fall and Spring terms. The condensed summer session is not considered a “semester.”

STANDARDS FOR PROBATION

a. **Academic Probation** - A student who has attempted at least 12 semester 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 in all units which were graded on the basis of the grading scale described in Board Policy, Section 6440.

b. **Progress Probation** - A student who has attempted at least 12 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 of “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%).

c. For record purposes, any changes made in the student’s class schedule as a result of a counselor recommendation shall be treated as occurring within the first four weeks of the semester or 30% of the term for classes less than a semester in length.

NOTIFICATION OF PROBATION

Students shall be notified by the Admissions and Records Office that they are on probation no later than 20 working days after the start of the next successive semester. The notification will include an explanation of the conditions that the student must satisfy as a result of their probation.

REMOVAL FROM PROBATION

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

b. A student on progress probation because of an excess of units for which entries of “W”, “I”, and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

EXTENSION OF PROBATION

a. A student on academic probation who earns a grade point average of 2.0 or better for the semester, but whose cumulative grade point average still results in academic probation, shall have his/her probation extended an additional semester prior to dismissal.

b. A student on progress probation who completes more than 50% of all units attempted for the semester, but whose cumulative records still results in progress probation, shall have his/her probation extended an additional semester prior to dismissal.

Special Admits

**SPECIAL PART-TIME ENROLLMENT (FORMERLY CONCURRENT ENROLLMENT)**

Note: The Special Part-Time Enrollment procedures are currently being revised. Check with Admissions Office for specific details.

A high school student wishing to enroll in Shasta College classes must have the permission of his/her high school principal and follow instructions detailed on the form. Forms are available at the local high schools. Advanced approval for all special admits students (K-12th grade) is required by the Director of Admissions and Records before registration will be allowed. All special admit students should review college assessment test requirements as noted on the reverse side of the concurrent enrollment form.

Special Programs

**HIGH SCHOOL DIPLOMA PROGRAM**

Residents of the college District may work toward a high school diploma by taking college courses. Information is available from the high school from which you plan to receive the diploma. You must request that credit is transferred.

A student who transfers Shasta College course credit to a high school for diploma credit may also use that credit at Shasta College. The completed course will fulfill the subject requirement if it is part of an associate degree program.

**ENGLISH AS A SECOND LANGUAGE**

Shasta College recognizes an increase in numbers of English as a Second Language students. The Office of Instruction provides assistance for these students; contact the Learning Center Coordinator, ESL/Basic Reading Programs, at (530) 225-4828.

Información General Sobre Nuestros Programas.

El Colegio de Shasta sirve a su comunidad con programas educativos y culturales que amplían las experiencias de los estudiantes, desarrollan sus habilidades potenciales y los capacitan para ser productivos y para triunfar en la sociedad. A todos los estudiantes se les ofrece entrada a nuestros programas y a las oportunidades. El Colegio aspira a satisfacer las necesidades individuales, a mantener las normas académicas apropiadas, a proteger la libertad académica y personal, y a promover oportunidades sin discriminación. Para obtener prioridad de matrícula en el siguiente semestre, complete el formulario expresando sus deseos de matricularse. Con mucha anticipación se publica un catálogo que incluye todas las clases ofrecidas en cada semestre escolar. Hay consejeros en cada periodo de matriculación para ayudarle al alumno a planear su programa escolar. El Programa de “ESL” (Inglés como Segunda Lengua) se les ofrece a los estudiantes extranjeros y a los residentes que no hablan inglés. Hay varios niveles de cursos en ESL. Los administradores y los profesores del programa le podrán ayudar a seleccionar los cursos más beneficiales para usted. Los cursos se ofrecen en las mañanas y en las tardes. Si desea más información visite la Oficina #206 o el Aula #210 llame al número 225-4828.
Standards for Dismissal

(a) For purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment (for example, a fall semester followed by a fall semester shall be considered consecutive if the student was not enrolled in the spring semester of that academic year).

(b) A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 2.0 in all units attempted and graded in each of three consecutive semesters, including the semester that placed the student on probation (which were graded on the basis of the grading scale described in Board Policy, Section 6440).

(c) A student who has been placed on progress probation shall be dismissed if the percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NC” (as defined in Board Policy, Section 6440) are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%) in accordance with Board Policy, Section 6440.

NOTIFICATION OF DISMISSAL

1. The Admissions and Records Office shall make every reasonable effort to notify a student of dismissal from Shasta College due to academic disqualification as soon as that information is available following the completion of the semester. If a dismissed student has already enrolled in classes for a fall or spring semester, the Admissions and Records Office will disenroll the student retroactively as of the first day of the new term. The Admissions and Records Office will notify the student in writing of this action. Dismissal does not apply to summer school.

Transfer Information – Lower Division College Program

Shasta College offers the first two years of a four-year college or university program for students who plan to transfer. Students at Shasta College have the opportunity to prepare for transfer to a four-year institution in virtually any major offered by those colleges or universities.

Shasta College students are urged to give careful thought to their transfer major and are invited to consult with a counselor to develop a four-semester plan that enhances their chances of transferring to the college or university of their choice.

Potential transfer students should do all of the following as early as possible:

1. Select the college or university to which they plan to transfer.
2. Select the major they wish to pursue at the college or university selected.
3. Consult a Shasta College counselor for assistance in planning an appropriate course of study that will provide opportunity to complete requirements for admission, for the major, and for General Education.
4. Examine the college catalog, transfer program guides, and other resource materials that are available in the Career and Transfer Center or the counselor’s office.

Remember!! The ultimate responsibility for planning your program is yours!! There are a variety of resources at your disposal to assist you in your educational and career planning.

Withdrawing From a Class with a “W” Grade

Students may withdraw from a class after the official “drop” date and up through the fourteenth week* or 75% of the term for classes less than a semester in length. The notation “W” will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive “W”s shall, however, be used as factors in probation and dismissal procedures.

IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN FORMS AND SUBMIT THE NECESSARY PAPERWORK TO WITHDRAW FROM CLASS(ES). Forms are available from Admissions and Records, Extended Education Centers, or by mail. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.

*This date may vary for classes of less than a full-term length.
Student Rights and Responsibilities

Academic Honesty

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes.

Violation of this policy will result in appropriate disciplinary action.

Examples of such unauthorized behavior include but are not limited to:

Taking Information
a. Copying graded homework assignments from another student.
b. Working together on a take-home test or homework when not specifically permitted by the instructor.
c. Looking at another student’s paper during an examination.
d. Looking at text or notes during an examination when not specifically permitted by the instructor.
e. Accessing another student’s computer and using his/her data as one’s own.

Providing Information
a. Giving one’s work to another to be copied or used in an oral presentation.
b. Giving answers to another student during an examination.
c. After taking an examination, informing a student enrolled in a later course section of questions that appear on the examination.
d. Providing a term paper to another student.
e. Taking an examination, writing a paper, or creating computer data or artistic work for another.

Plagiarism
a. Failing to give credit for ideas, statement of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof.
b. Submitting a paper purchased from a “research” or term paper service.
c. Copying another person’s assignment and handing it in as one’s own.
d. Giving a speech or oral presentation written by another and claiming it as one’s own work.
e. Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
f. Presenting another’s computer data as one’s own.

Other Academic Dishonesty
a. Planning with one or more fellow students to commit any form of academic dishonesty together.
b. Having another student take one’s examination or do one’s computer data or lab experiment.
c. Lying to an instructor to increase a grade.
d. Submitting papers or speeches that are substantially the same for credit in two different courses without prior approval of the instructors involved.
e. Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
f. Removing tests from the classroom without the approval of the instructor, or stealing tests.
g. Copying computer software from a floppy disk or a hard drive unless specifically allowed by the instructor.

Academic Renewal – Board Policy 4240

A student may petition the Scholastic Standards Committee to have up to 30 units of “D” or “F” grades removed from the computation of his/her grade point average for only a Shasta College Associate in Arts degree and/or admisssibility to a campus of the California State College or University System. (Title 5, Sections 55764, 55765). Contact the Admissions and Records Office for petition forms.

Attendance Policy

Attendance policies at Shasta College are based on the belief that students can profit from college only if they attend regularly and are adequately prepared for their classes.

Students are expected to attend all classes. A student who fails to attend the first class meeting of a course without notifying the instructor may be dropped from the class. In addition, an instructor may drop a student for excessive absences. IT IS ALWAYS THE STUDENT’S RESPONSIBILITY TO OFFICIALLY DROP OR WITHDRAW FROM THE CLASS. Students who fail to file the necessary withdrawal forms, even though they stop attending class or fail to pay registration fees, will be assigned a course grade.
Equal Opportunity

Shasta College employs policies and procedures to strengthen and guarantee the premise of equal opportunity for all. Specifically, the College:

1. Practices nondiscrimination in academic programs, employment, promotion, transfer and assignment on the basis of color, ethnic group identification, race, religion, national origin, gender, sexual orientation, age, physical and mental disability, veteran and/or marital status.

2. Reviews its policies and procedures to preclude the possibility of unintentional discrimination against women, minorities, individuals with disabilities and others.

3. Maintains the policy that unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whenever offered 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 Chapter II, Div. 2, Part IV, Title 5, of the California Code of Regulations, commencing with Section 51820.

Extenuating Circumstances (Withdrawal)

Students who must withdraw from college after the fourteenth week of class (75% of the term for classes less than a full term) because of extenuating circumstances, verifiable cases of accidents/illnesses, or other circumstances beyond the control of the student, may petition the Scholastic Standards Committee for authorized withdrawals from their classes. Petitions are available in the Admissions and Records Office.

Privacy Rights of Students

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) requires educational institutions to provide: Access to official education records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain written consent of the student before releasing personally identifiable information about them from records to other than a specified list of persons and agencies; and that these rights extend to present and former students of the College.

1. Education records generally include documents and information related to admission, enrollment in classes, grades, and related information.

2. The Director of Admissions and Records has been designated “Records Officer” as required by the Act.

3. Education records will be made available for inspection and review during working hours by presently and formerly enrolled students, within 45 days following completion and filing of a request form with the Records Officer.

4. A student may challenge the accuracy of his/her educational records and request that the Records Officer make appropriate corrections. If these informal proceedings do not settle the dispute with the student’s records, the student may submit an appeal in writing to the "Designated Officer", the Vice President of Student Services, on forms provided by the office. The "Designated Officer" will then assign the matter within ten (10) school days to a "Hearing Officer," who is the chair of the Scholastic Standards Committee.

5. During the informal proceedings, the Records Officer may make such adjustments or changes not constituting interference of integrity of professional entries. The "Hearing Officer" will set a date for the hearing at the conclusion of which he/she will render a decision to the President of the College who will make the final decision of what action is to be taken.

6. The College may release certain types of "Directory Information" unless the student submits in writing to the "Records Officer" that certain or all such information not be released without his/her consent. “Directory Information” at Shasta College includes: (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, and (5) the most recent previous educational agency or institution attended, and height and weight of members of athletic teams which may be released only by the appropriate athletic staff member or the Dean of the area.

In addition to the above stated "Directory Information," the college may also report student name, address, telephone number, date of birth, level of education, and major to the federal government, including military recruiting agencies in accordance with Public Law 104-208 and 104-206 (Solomon Amendment). Individuals requesting directory information must specify the student’s complete name(s) and any other personally identifiable information that will assist the College to identify the student and research the requested information.

7. Student consent is needed for the release of any non-directory information/records covered by the Act to outside parties. For example: prospective employers, except for those agencies entitled to access under the provisions of the Act (for example: campus officials, other schools, federal educational and auditing officials, and requests in connection with the application or receipt of financial aid).

A copy of the College Board Policy 5040 and other pertinent information are available for review and inspection in the Office of the Director of Admissions and Records.
Smoking and Tobacco Use Restrictions – Board Policy 3555

1. No use of tobacco products is permitted within any college owned and/or leased facility.
2. No use of tobacco products is permitted on the grounds of any college-operated athletic field or facility.
3. No use of tobacco products is permitted in college-owned vehicles.
4. The sale of tobacco products on all college-owned and/or leased property is prohibited.
5. Use of tobacco products on college-owned or leased property is permitted only in special designated areas which are set aside for smoking purposes and are removed from all buildings and major pathways.

Effective date – May 29, 2000

Student Equity Policy – Board Policy 5300

Shasta College attempts to ensure equal opportunity to all students and shall provide prompt review of any complaints of discrimination based on race, color, religion, sex, handicap, or economic conditions.

Student Code of Conduct – Board Policy 5500

Students and visitors to a Shasta College campus are expected to obey all California State laws and all Federal laws that pertain to behavior on a college campus. The following regulations represent reasonable standards of conduct for students and visitors, and shall be followed at all times on a Shasta College campus. Generally, Shasta College’s jurisdiction and discipline shall be limited to conduct that occurs on Shasta College premises or that is related to school activities.

Rules and Regulations: Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Board Policy, Section 5510, 5515, 3550.

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted.
   b. Furnishing false information to any Shasta College official, faculty member or office.
   c. Forgery, alteration or misuse of any Shasta College document, record or instrument of identification.
   d. Tampering with the election of any Shasta College recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Shasta College activities including its public-service functions on or off campus, or other authorized non-Shasta College activities when the act occurs on Shasta College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health and safety of any person.

4. Attempted or actual theft of and/or damage to property of Shasta College or property of a member of the Shasta College community or other personal or public property.

5. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.

6. Failure to comply with direction of Shasta College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to one of these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any Shasta College premises or unauthorized entry to or use of Shasta College premises.

8. Violation of published Shasta College policies, rules or regulations.

9. Violation of federal, state or local law on Shasta College premises or at Shasta College sponsored or supervised activities.

10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

11. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and Shasta College regulations.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Shasta College premises.

13. Participation in a campus demonstration that disrupts the normal operations of Shasta College and infringes on the rights of other members of the Shasta College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on Shasta College premises or at Shasta College sponsored or supervised functions. The use of bicycles, roller blades and skateboards is not permitted in heavy traffic areas or in buildings.

15. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.
Student Code of Conduct – continued

16. Theft or other abuse of computer time and network resources, including but not limited to:
   a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Unauthorized use of phone and electronic devices such as radios, etc.
   e. Use of computing facilities to interfere with the work of another student, faculty member or Shasta College official.
   f. Use of computing facilities to send obscene or abusive messages.
   g. Use of computing facilities to interfere with normal operations of Shasta College computing systems.

17. Abuse of the judicial system, including but not limited to:
   a. Failure to obey the summons of a Shasta College official.
   b. Falsification, distortion or misrepresentation of information before a hearing officer.
   c. Disruption or interference with the orderly conduct of a judicial proceeding.
   d. Institution of a judicial proceeding knowingly without cause.
   e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
   g. Failure to comply with the sanction(s) imposed under the Student Code.
   h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

18. Willful or persistent smoking in any area where smoking is prohibited by lawful authority (Board Policy, Section 3555)

19. Littering of any kind.

20. Misrepresentation of oneself or of an organization to be an agent of Shasta College.

Student Discipline Sanctions – Board Policy 5505

*Refer to the Board Policy for any current updates of language

Sanctions which may be imposed shall include the following:

1. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. Censure: Written reprimand for violation of specified regulations.
3. Disciplinary Probation: Exclusion from participation in designated privileges or extracurricular college activities for a specified period of time.
4. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. Interim Suspension: In compliance with Education Code Section 76032, students may be suspended from classes and other designated areas for a specified period of time, for the day of the removal and the next class meeting.
6. Suspension: Exclusion from classes and campus property and/or sponsored activities.
7. Expulsion: Permanent termination of student's status without possibility of readmission to the college.

Student Discipline Responsibility – Board Policy 5510

*Refer to the Board Policy for any current updates of language

1. Disciplinary Responsibility
   The Director of Student Development and Information Services shall be responsible for administering the Code of Conduct. All violations of the Code shall be reported immediately to the Director of Student Development and Information Services by any person who has knowledge of the commission of any such violations. In the absence of the Director, any member of the academic staff while conducting a class, conducting a field trip, or supervising a student activity may invoke interim suspension as a sanction to maintain order.

Student Disciplinary Hearings and Review – Board Policy 5515

*Refer to the Board Policy for any current updates of language

1. Preliminary Hearing
   The Director of Student Development and Information Services will conduct a preliminary hearing to determine the facts of any alleged violation of the Code of Conduct. This hearing shall be carried out within 48 hours or two school days of notification of the alleged violation.

2. Disciplinary Hearing
   After the preliminary hearing, the Director of Student Development and Information Services will hold a second hearing within 48 hours or two (2) school days which shall establish the disciplinary action to take place. During this hearing, the Director will review the evidence compiled in the preliminary hearing and will impose those sanctions that he/she deems appropriate. The Director will inform the student charged with misconduct the reason for the charge of
misconduct together with a description of the sanction imposed. He/she will further inform the student of his/her right to appeal to the appropriate administrator.

The Director of Student Development and Information Services shall ensure that the best interests of any student charged with an offense are served, recognizing the student's primary need to sustain academic progress. The Director may recommend appropriate professional counseling services where the mental or physical health of the student may have been a contributing factor in the misconduct.

3. Appeal Procedure
After being informed in writing by the Director of Student Development and Information Services, it will be the student's responsibility to request in writing a hearing before the appropriate administrator regarding his/her appeal within three (3) school days. If the student does not appeal, the decision of the Director of Student Development and Information Services will be final. If the student elects to appeal, the sanction imposed will be suspended until the time of the hearing.

4. Administrative Review
The appropriate administrator, upon written appeal from the student, will review the findings in the disciplinary action and the sanctions imposed. The appropriate administrator may modify the sanctions as imposed by the Director of Student Development and Information Services.

5. Mandatory Review of Extreme Sanctions
On the recommendation of the District Superintendent/President, the Board may review any disciplinary sanction. When suspension or expulsions are imposed as sanctions, the Board will review all suspensions and recommendations for expulsion.

6. Cooperation with Law Enforcement Agencies
The Director of Student Development and Information Services shall cooperate fully with state and federal law enforcement agencies in the investigation and enforcement of state and federal law within the limitations imposed by statute assuring students of the right to privacy.

Student Grievance Policy - Board Policy Sections 5425

*Refer to the Board Policy for any current updates of language

**DEFINITION**
For the purpose of this policy a student grievance is an assertion or claim by a student or applicant for admission that a particular rule, or set of rules, established by a local, state or federal law or regulation, or contractual agreement has been violated by the institution and/or its representative(s). This procedure is available for use by any student or applicant for admission who believes that he or she has been subjected to unlawful discrimination on the basis of race, religious creed, color, national origin, handicap, age, or sex.

FIRST LEVEL:
Any student or applicant for admission with a grievance should first attempt to resolve the problem with the appropriate activity or program staff.

SECOND LEVEL:
If the grievance cannot be resolved with staff as specified at the first level within ten (10) working days, the grievant should contact the immediate supervisor.

THIRD LEVEL:
If the grievance cannot be resolved at the second level within ten (10) working days, the grievant should contact the college President, Vice President of Academic Affairs, Vice President for Student Services, or Vice President of Administrative Services, as appropriate. The Vice President, as appropriate, will review the grievance with the supervisor or administrator and attempt to resolve the grievance informally.

If the grievance cannot be resolved informally, the grievant will be asked to state the grievance in writing and a formal hearing will be scheduled within ten (10) working days of receipt of the written complaint. A staff member being grieved shall have the opportunity to respond in writing. The Vice President, as appropriate, will conduct the hearing.

The hearing will include the grievant(s) and the person(s) toward whom the grievance is directed. Each shall be entitled to: 1) representation of his/her choice, including legal counsel when mutually agreed; 2) the right to present witnesses and evidence; and 3) the right to question opposing witnesses. Official minutes of the hearing will be recorded, and, upon request, available to any party to the hearing. The Vice President, as appropriate, shall have five (5) working days after the hearing to render a written decision.

FOURTH LEVEL:
If the grievance cannot be resolved at the third level within fifteen (15) working days, the grievant may seek a review with the College Superintendent. A copy of the stated grievance and minutes of the hearing, if any, will be submitted to the Superintendent for review. The Superintendent shall have ten (10) working days to render a written decision.

FIFTH LEVEL:
If the grievance cannot be resolved at the fourth level within ten (10) working days, the grievant may seek a review before the College Board of Trustees at its next regularly scheduled meeting.

Note: A record of the grievance may only be entered into a classified staff member's personnel file in compliance with Article 5.3 of the Classified Employee's Contract. A record of the grievance may only be entered into a certificated staff member's personnel file in compliance with Article 5.11 of the Academic Employee's Contract. A record of the grievance may only be entered into a student's cumulative file at the student's request.
Student Services and Activities

Shasta College provides a broad spectrum of student services and activities to support the instructional program and to ensure maximum opportunity for success in the student’s chosen major.

**AmeriCorps Program**

AmeriCorps Program is a federally funded program that targets students pursuing a career in Teaching or Early Childhood Education. Services may include lending library, parking permits, registration fees and a scholarship upon successful completion of the program. Students in AmeriCorps must commit for one year to provide 450 hours of service by working in local K-5 classrooms. To be eligible, individuals must be 16 or over, a lawful citizen or permanent resident of the United States, and able to pass a criminal background clearance. AmeriCorps hours may satisfy CalWORKs requirements. For additional information contact the TRDP/AmeriCorps Office at (530) 225-3932.

**Associated Student Body (ASB)**

**CLUBS**

There is a wide choice of special interest and departmental campus clubs for students to join. New clubs form each year. Detailed information on how to organize a new club or how to join an existing one is available in the Associated Student Body offices located in the Campus Center or by phoning (530) 225-4743, or (530) 225-4711.

**STUDENT ACTIVITY CARDS**

When you register at Shasta College, you will be offered the opportunity to buy your Student Activity Card from the Shasta College Associated Student Body (ASB). Funds from the card help ASB in financing the annual homecoming, dances, concerts, Spring Activities Week, and Huck Finn Day. The card allows reduced admission to various ASB sponsored activities. An activity card may be purchased each semester. Information will be available during registration or at the ASB offices located in the Campus Center. This card is your passport that will help to involve you in college activities.

**STUDENT BLOOD FUND**

The Student Blood Fund is monitored by the ASB for use by students during emergency situations requiring blood. This service is provided free of charge and gives students of the college free access to needed units of blood. Blood drives are held throughout the year on campus. Students are urged to support them with a life-giving donation.

**STUDENT GOVERNMENT**

Since virtually all major decisions that are made on the Shasta College campus affect students in some way, student input is welcomed. The organized “student voice” to the campus community is facilitated through the ASB. Student views are represented on councils and committees of the college. The Student Body President is a member of the Board of Trustees. Student concerns are channeled through the Student Senate, which meets weekly. Contact the Office of Student Development and Information Services for dates and times.

For the most part the ASB focuses its attention in three main areas of concern: student needs and concerns, campus activities and student services.

Shasta College students may participate in the Associated Student Body. Students are elected and/or appointed to positions in the various levels of the ASB. The development of leadership qualities through participation is considered to be of prime importance in the student self-government program at the College.

**STUDENT NEWSPAPER**

The college journalism classes publish a newspaper, The Lance. For more information, contact The Lance office at (530) 225-4744.

**Bookstore**

The College Bookstore provides essential products and services that complement the academic environment and facilitate the education process for students, faculty, staff, and alumni as well as to visitors to Shasta College. The Bookstore offers self-service and selection in specialized book departments. Several non-book departments, such as school supplies, food products, emblematic wear, sundries, and gifts are also offered.

The Bookstore is open to the public throughout the school year. The team members of the Bookstore look forward to meeting many of you personally and helping you become better acquainted with the products and services offered. It is our purpose to make your visits to the Bookstore a pleasant and beneficial experience.

During the beginning of each semester the Bookstore has extended hours. Refer to the class schedule, our web page, or please call (530) 242-7574 for more information.

Textbooks can be ordered online at www.shasta.bkstr.com
CalWORKs

CalWORKs is a federally mandated program designed to assist parents who are receiving Temporary Assistance to Needy Families (TANF), formerly AFDC. The goal is to assist these parents in gaining employment by providing vocational training and/or remedial education. Supportive services may include academic counseling, child care assistance, and a work-study program that enables CalWORKs students to meet work activity requirements, gain work experience and earn money that will not impact their grant. Shasta College serves Shasta, Tehama and Trinity students. Shasta College CalWORKs Counselors are available for counseling in locations of each of the three counties. Call (530) 225-3949 for additional information or come by the Shasta College CalWORKS office at the Downtown Mall, 1435 Butte Street, Redding. We’re located just across the street from the Shasta County Department of Social Services (DSS) CalWORKS office at 1400 California Street.

Career and Transfer Center

As part of the counseling function, Shasta College operates a Career and Transfer Center. Located adjacent to the counseling offices in the Administration Building, the Center is a resource for students and the community to use in making career decisions, acquiring occupational information, and learning about four year colleges and universities. It houses a library of occupational information, computerized career exploration programs, and career interest assessments and college/university catalogs. The Career and Transfer Center also offers workshops on selecting an appropriate transfer college and the process of transfer to UC, CSU, and independent colleges. The center sponsors visits to four-year universities each semester. It also hosts admission advisors from four year institutions who meet with students here at Shasta College. The community and students are invited to make use of the variety of materials and counseling services available. For additional information or an orientation call (530) 225-4924 or 225-4935 or drop by Room 125 Monday 9 am to 7 pm, Tuesday through Thursday 8 am to 5 pm, and Friday 9 am to 2 pm when the campus is open.

CARE - Cooperative Agencies Resources for Education (530) 225-4819

The CARE Program is designed as a support service for the EOPS student who is at least 18 years of age and a single head of household, a current recipient of TANF/CalWORKs, has a child under 14 years of age, and is enrolled full-time upon admission into the program. Support services provided for CARE students may include assistance with child care or transportation expenses, supplies, workshops and referrals. The purpose of the program is to assist the CARE student in pursuing educational goals and obtain job/career skills leading to meaningful employment. For additional information, call (530) 225-4819 or visit the CARE Office in the Student Center.

Child Care Services

Shasta College Children’s Campus offers several options to help meet the child care and educational needs of families. The Early Childhood Education Center (225-4734) is a demonstration child development laboratory site providing an enrichment experience for 3, 4, and 5-year old children. A minimum childcare fee is charged and set by the Board of Trustees. Shasta County Head Start and Early Head Start (241-7951) provides an inclusive enriching program with extended day childcare from 7:30 a.m. to 2:30 p.m. Head Start/Early Head Start serves families of infant, toddlers and preschoolers aged eight weeks to five years. Enrollment priority is given to children of College CalWORKS students and low-income eligible families at no fee.

Cultural Activities and Athletics

ART
The Art Department sponsors monthly exhibitions in the College Gallery showing visiting artists, faculty, and a juried student show in May. The realm of art is a viable medium at Shasta College, one that fulfills the aspirations and artistic inclinations of each student. For additional information, call (530) 225-4688.

ATHLETICS
Shasta College, a member of the Golden Valley Conference, Northern California Football Conference, and the Bay Valley Conference, offers a strong and varied athletic program for men and women. The athletic facilities include a gymnasium, a lap swimming pool and a diving pool, lighted tennis courts, weight training room, a cardio exercise room, well-lighted football stadium, archery range, all-weather track and field facility, baseball and softball diamonds, and soccer fields. Shasta College men and women participate in baseball, basketball, cross-country, football, golf, soccer, softball, swimming and diving, tennis, track and field, volleyball and wrestling. Questions regarding athletic eligibility should be directed to the Athletic Director, (530) 245-7337 or the Athletic Counselor (530) 225-4984, or check our website at http://web1.shastacollege.edu/athletics/

MUSIC
The Music Department offers a wide range of musical opportunities that include workshops, clinics, guest performers, musicals, and concerts. The Concert Choir, Vocal Jazz Ensemble, String Ensemble, Wind Ensemble, and Jazz/Rock Ensemble perform for many clubs, schools and activities in the area, as well as performing concerts in the Shasta College Theatre. Evening classes offer opportunities to participate in the Community Symphony Orchestra or Community Chorale, Community Concert Band and Community Jazz Big-Band. The department is an active and creative force on campus, and offers the general student a stimulating change-of-pace. For more information, call (530) 225-4761.

THEATRE ARTS
The Theatre Arts Department offers a variety of theory, production and technical theatre classes. The department features two mainstage productions each academic year. Auditions are held at the beginning of each term and are open to members of the community. Rehearsals are scheduled during the evenings and on weekends. Technical theatre activities occur daily. Community involvement is very welcome. For additional information, call (530) 225-4761.
Services for Students With Disabilities (530) 225-3973

Shasta College offers students with disabilities numerous services including counseling and academic advisement, testing for learning disabilities, readers, tutors, note providers, brailed texts, taped texts, in class interpreting for students who are deaf or hearing impaired, designated parking areas, special equipment, assistive technology, test facilitation, etc. These services, accessed by referral from the DSPS Counselor or Learning Disabilities Specialist, are available to students attending either the main Shasta College campus or the extended education locations throughout the District. The DSPS Counselor and Learning Disability Specialist work with students to evaluate their educational needs and to plan and prescribe suitable programs and services. A specially equipped assistive technology computer lab, located in Room 821, is available for qualifying students with disabilities. For students with developmental challenges, targeted courses and supports are provided through the Transition Services component of the Disability Resource Center. For more information on the various programs and services available through the Disability Resource Center, please call (530) 225-3973 or stop by our office, which is located in the Campus Center.

EOPS (530) 225-4821 Room 2071

EOPS (Extended Opportunity Program and Services) is state-funded and is established at Shasta College to assist students who are low income and educationally disadvantaged with financial and comprehensive support services. The services available to students may include book service awards, EOPS emergency loans, tutoring, academic, personal and career counseling, EOPS transfer assistance, child care assistance, workshops, cultural events and referrals to both on- and off-campus programs. Eligibility for services is determined (under Title 5 regulations) by students filing for a BOGG (Board of Governors Grant) and completing an EOPS application form. For additional information, or for EOPS counseling appointments, call (530) 225-4821 or come to the EOPS Office in the Campus Center.

Financial Aid/Scholarships (530) 225-4735 Room 108

FINANCIAL AID

Shasta College has an extensive financial assistance program designed to assist you if you are unable to pursue your education without such help. Grants, loans, part-time employment and scholarships are available to meet the difference between what you and your family should reasonably be expected to provide, and the expected cost of attending Shasta College.

In determining the type and amount of financial assistance necessary to meet a financial deficit, the college, in keeping with regulations governing the administration of federal financial aid programs, expects the parents to make maximum effort to assist their sons and daughters with college expenses. It is anticipated that each student also should contribute toward his/her education costs.

The financial contribution from the college should be viewed only as supplementary to the financial resources of the applicant and his/her family. See Shasta College Financial Aid Booklet for complete information.

ABILITY TO BENEFIT STUDENT

The Higher Education Technical Amendments of 1991 (Public Law 102-26, enacted April 9, 1991) made several changes that affect the student financial assistance programs authorized by the Higher Education Act of 1965, as amended (HEA). This law mandates new student eligibility requirements for students not possessing a high school diploma or equivalent who seek Title IV student financial assistance. Section 484(d) of the HEA requires for periods of enrollment beginning on or after July 1, 1991 that in order to be eligible to receive Title IV aid, a student who lacks a high school diploma or its equivalent must pass an independently administered test approved by the Secretary of Education.

A student enrolling at Shasta College and applying for financial aid who does not have a high school diploma, GED or high school proficiency certificate must achieve a specific score on the test. Because of this federal law, the college cannot fund anyone without a high school diploma or equivalent or the appropriate score on a U.S. Department of Education approved test. Please contact the Financial Aid Office for additional information.

SCHOLARSHIPS

The Financial Aid Office administers a scholarship program that awards more than $160,000 to students each year. Not all scholarships are based on academic achievement; some consider financial need, ethnicity, field of study, and other criteria. Shasta College scholarship offerings are exclusively available to Shasta College students.

IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2</td>
<td>Priority filing date for financial aid. After this date funds are awarded on a first-come, first-served basis.</td>
</tr>
<tr>
<td>August 15</td>
<td>Fall scholarship applications available.</td>
</tr>
<tr>
<td>October 3</td>
<td>Deadline for Fall scholarship applications.</td>
</tr>
<tr>
<td>December 1</td>
<td>Spring scholarship applications available.</td>
</tr>
<tr>
<td>February 15</td>
<td>Deadline for Spring scholarship applications.</td>
</tr>
</tbody>
</table>

PLEASE NOTE: EMERGENCY REGISTRATION/BOOKS LOANS ARE AVAILABLE FOR STUDENTS WHO QUALIFY.
Honor Society

Shasta College established the Beta Mu Mu chapter of the Phi Theta Kappa International Honor Society on March 19, 2004. The Phi Theta Kappa’s mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Honor society members are invited to join by letter and must have a cumulative GPA of 3.4 and have completed 12 or more transferable units, courses numbered 1-99 in the Shasta College catalog. Invitations to join are generally mailed out within the first six weeks of each semester, announcing orientation dates where eligible students can gain more information about the society. Membership is granted once the eligibility requirements have been met and the appropriate dues are collected. For more information, contact advisors Randy Reed, Joan Adams, or Kevin Fox by e-mail, or stop by Room 150 of the Administration building (100 bldg.) on the main campus and see Nancy deHalas for brochures and a membership application, or visit the chapter web site at http://www3.shastacollege.edu/ptk.

Housing

Shasta College maintains two dormitories, one for 60 women and one for 60 men. A commons building providing recreational space and equipment for both indoor and outdoor activities is part of the facility. A full range of social and recreational activities is programmed monthly for the enjoyment of the residents. Students must carry and maintain satisfactory progress in at least 12 units to remain in the dorms.

Students are advised to apply early. Applications must be accompanied by a refundable deposit. A brochure giving information about the dormitories is available from the Admissions and Records Office. For additional information on the Shasta College dormitories phone (530) 225-4824 or (530) 225-4822.

Students receiving financial aid, upon acceptance, must pay any difference between the amount of the grant and actual dormitory contract before entering the dorms.

Meals may be purchased by students in the cafeteria/snack bar during regular school hours. Snack, soft drink, and hot food machines are available in the commons building.

Off Campus: The college is interested in its students having suitable housing. For students who cannot be accommodated in the dormitories or who prefer to live off-campus, the Housing Office maintains information on rooms and apartments which are offered for rental to college students.

Learning Resource Center (LRC- Library)

It’s easy to get the needed information at the state-of-the-art College Library. We’re no longer just a building with books and magazines. Most resources and many services are available on-line, 7 days per week, 24 hours per day. Explore the vast spectrum of knowledge. The LRC offers the following:

♦ Millions of magazine articles from 5,000 world-wide publications
♦ 100,000 books, videos, films, government documents, audiotapes, etc
♦ 80 computer, video, microform and other workstations, most with ultra-high-speed Internet connections
♦ Friendly, service-oriented staff to help you get started and deal with any research problem encountered
♦ Air conditioned study space
♦ Numerous special resources for the physically challenged

Visit the LRC during the hours listed below or anytime via the Internet at: http://library.shastacollege.edu

LRC HOURS: Monday through Thursday 7:45 a.m. to 8:45 p.m.
Friday 7:45 a.m. to 3:45 p.m.
Saturday/Sunday Closed
225-4777 for Holiday and Summer hours or check the LRC website

Student Employment Services

The Student Employment Center is a resource for students seeking work while attending classes at Shasta College. Staff also assists students in obtaining employment after graduation or at the completion of their training program. Bulletin boards are maintained in major campus buildings listing current job openings and internship opportunities both on and off campus. Job listings are also posted on the Student Employment website (www3.shastacollege.edu/employment). Computers, printers, fax and phone are provided for job search purposes. Resume, cover letter, interviewing and general job search assistance is available. For more information on student employment services, please stop by Room 124 or call (530) 225-4738.

Student Health Services

Student Health/Wellness Services is located in the Campus Center Building. Refer to the schedule of classes for hours. During the Fall and Spring Semesters appointments can be made to see the nurse, family planning services, or the psychological counselor. Besides assisting with minor first aid, health issues, and community referrals, Health/Wellness Services has a multitude of information on lifestyle, nutrition and exercise. For more information on Health Services, please call (530) 225-4627 or visit http://www3.shastacollege.edu/wellness/.
TRIO – Student Support Services (530) 225-3929

Student Support Services is a federally funded TRIO program for eligible full-time students who are preparing to transfer to four-year universities to earn a Bachelor’s Degree. TRIO-SSS provides support services (tutoring, counseling, lending library, calculator loans, orientation, and workshops), cultural and social activities, university tours, and transfer assistance. For additional information visit the TRIO office, Room 2070, in the Campus Center.

Transportation

Both private (Shasta College) and public transportation are provided for students attending Shasta College as follows: Shasta College Transportation provides services to Red Bluff, Corning, Los Molinos, Weaverville and points in between at scheduled stops. Busses arrive and depart from Shasta College’s north parking lot, arriving at Shasta College at approximately 8 a.m. and departing 2:00, 4:00 and 4:30 p.m. For further information regarding fees and for confirmation of schedules, call (530) 225-4817.

PUBLIC CARRIERS

Public transportation (The Ride) for the greater Redding area arrives and departs from Shasta College’s north parking lot, arriving at Shasta College on the hour and departing five (5) minutes after the hour. The Ride is in operation beginning at 6:30 a.m. to 7:30 p.m., Monday through Friday and from 9:30 a.m. to 7:30 p.m. on Saturday. For further information, call (530) 241-2877.

Tutorial Services

The Shasta College Writing Center, located upstairs in the Learning Resources (Library) building is a resource for all writers. Students from all courses, as well as community members, are encouraged to make an appointment to work with a tutor in a one-on-one, write to writer tutoring session. The Writing Center also provides computers for word processing and research purposes, and offers workshops and resources for writers. The college also provides tutoring in Math and Science. Please check with center offices for tutoring services available in various subject matter areas.

UTRAC (formerly University Express) – Room 126B

University Transfer Readiness and Completion (UTRAC) is a program designed for motivated, academically prepared high school seniors whose primary goal is to transfer to a four-year university or college. There will be opportunities to interact with faculty mentors and visiting presenters. Students apply in February for admission to Shasta College for the following fall. They receive assistance with educational planning which, in most cases, prepares them to transfer within two years. For more information, please ask your high school counselor or call Shasta College at 225-4933.

Veterans Educational Benefits

The Admissions and Records Office serves as your liaison between the school and the Veterans Administration to help you apply for educational benefits. We provide support to help you with your education and information on the latest programs, extension of delimiting dates, vocational rehabilitation, etc. Be sure to apply early. It takes the Veterans Administration approximately 90 days to process the paperwork.

All new veterans to Shasta College should call for information at (530) 225-4845 or visit the Admissions and Records Office.
California Nonresident Tuition Exemption
FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES
(The law passed by the Legislature in 2001 as “AB 540”)

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

• Requirements:
  o The student must have attended a high school (public or private) in California for three or more years.
  o The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
  o An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

• Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

• The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

• Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

• Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”

• AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Complete the form on the reverse. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) system has its own nonresident tuition exemption application and affidavit form, but it will accept the exemption request form used by the California Community Colleges and the California State University. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check your campus for specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. General information is available at: www.ucop.edu/sas/sfs/Programs_and_Policies/ab540faqs.htm. For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Complete the form on the reverse. Contact the Office of Admissions and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

Revised October 2003
California Nonresident Tuition Exemption Request  
FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES  

Note: This form is accepted by all California Community Colleges and all Universities in the both the University of California and California State University systems. Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

ELIGIBILITY: 
I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university)____________________________________________ and I declare the following:

Check YES or NO boxes:

☐ Yes ☐ No I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

☐ Yes ☐ No I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9 - 12:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Dates: From – Month/Year</th>
<th>To – Month/Year</th>
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<td></td>
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</tr>
</tbody>
</table>

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus instructions.

Check the box that applies to you -- check only one box:

☐ I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).]

OR

☐ I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box.]

AFFIDAVIT: 
I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)  
Campus/Student Identification Number  
Print Full Mailing Address (Number, Street, City, State, Zip Code)  
Email Address (Optional)  
Phone Number (Optional)  
Signature  
Date  

RETURN COMPLETED FORM TO SHASTA COLLEGE ADMISSIONS AND RECORDS OFFICE FOR APPROVAL  

Revised October 2003
Associate Degrees

Shasta College awards both the Associate in Arts degree and the Associate in Science degree. The pattern of course offerings at Shasta College is designed to be as flexible as possible in meeting individual student needs. Students may enroll in courses for which they qualify without any formal diploma or degree goals. Students have the following options available: Associate in Arts degree, Associate of Science degree, or certificate of completion.

Upon completion of the following requirements a student at Shasta College will be granted an Associate Degree. Responsibility for filing an application for graduation rests with the student and all transcripts for high school and prior college work attempted must be on file for the application to be considered. Both state and local requirements for the degree are listed below. Students at Shasta College have the opportunity to prepare for transfer to a four-year institution in virtually any major offered by those colleges or universities.

I. UNIT REQUIREMENT - At least sixty (60) semester units of course work.

II. SCHOLARSHIP REQUIREMENT - An overall grade point average of not less than 2.00 ("C" average) based on all college work attempted.

III. RESIDENCE REQUIREMENT - The last twelve (12) semester units of the sixty (60) semester units must be completed in residence at Shasta College immediately prior to graduation or a minimum of forty-eight (48) semester units must have been completed in residence at Shasta College if the student is not in attendance at the time of qualification for graduation.

IV. COURSE REQUIREMENTS -

A. Major Field of Study: Select Associate in Arts or Associate in Science degree program.

B. General Education: 21-39 units. Select either Associate, CSU, or IGETC pattern from the following pages.

V. COMPETENCY GRADUATION REQUIREMENTS – Complete English and math requirements on page 43.

The Associate in Arts degree The AA degree is a liberal arts degree. It is designed for the student who wishes to complete lower division requirements in preparation for transfer to a four-year public or private university.

Shasta College offers several AA degrees that prepare students to transfer:

1. AA – Transfer General Education: A total of 60 units are required. Fifty-six of these sixty units must be transferable units (courses numbered 1-99), including ENGL 1A and 30 units of general education courses from the CSU or IGETC general education patterns. (Must include the 21 unit associate GE pattern.)

2. AA – University Studies: A total of 60 units are required including completion of IGETC or the CSU GE pattern with C's or better in specific courses, and a transferable GPA of 2.0 or better. See page 44 for complete requirements.

3. Transfer AA Majors: (Students complete the major and the 33-39 unit CSU or IGETC general education plan)

   - Art
   - Communication Arts
   - Journalism
   - Music
   - Theatre Arts

The Associate in Science degree The AS degree is primarily oriented to technical, science, and occupational programs. It is intended for the student who plans to enter the workforce after completion of the two-year degree or for transfer majors in math, engineering, or sciences.

Shasta College awards the Associate in Science degree for the occupational majors listed below. While these programs may include transferable courses, they are designed to provide the necessary skills that prepare students to enter the workforce. Students planning to transfer should complete one of the Associate in Arts degrees listed above or meet with a counselor to determine the additional courses necessary for transfer.

- Administration of Justice
- Agriculture
- Automotive Technology
- Business Administration
- Accounting Concentration
- General Business Concentration
- Management Concentration
- Real Estate Concentration
- Civil Engineering Technology
- Computer Aided Drafting (CAD) Technology
- Computer and Information Systems
- Business Information Systems Concentration
- Computer Networking Concentration (CCNA Option)
- Computer Networking Concentration (CCNP Option)
- Construction Technology
- Dental Hygiene
- Diesel Technology
- Early Childhood Education
- Equine
- Family Studies
- Fire Technology
- General major*
- Horticulture Management
- Hospitality Management
- Culinary Arts Concentration
- Hotel/Restaurant Management Concentration
- Legal Assistant
- Natural Resources
- Nursing – Associate Degree Nursing
- Office Administration
- Administrative Assistant
- Administrative Assistant – Legal
- Information Processing Specialist
- Medical Office Specialist
- Transcriptionist - Medical
- Veterinary Technician
- Welding Technology

*The General major is an option for the student who desires to customize a major to meet personal interests or goals. It requires completion of an 18-unit major in a single discipline or related disciplines. See a counselor for the list of related disciplines.
Certificates

Please refer to the following pages for details on the certificates listed below:

Accounting Clerk/Bookkeeper
Automotive Engine Performance/Smog Technician
Automotive Machine
Automotive Technology
Business Administration- Entrepreneurship
Civil Engineering Technology
Computer Aided Drafting (CAD) Technology
Computer & Information Systems
  Computer Networking (CCNA)
  Computer Networking (CCNP)
Computer Maintenance
Construction Technology
Customer Service Academy
Diesel Technology
Dietary Service Supervisor
Early Childhood Education
ECE-Family Childcare
Equine
Equipment Operations and Maintenance
Firefighter I Cert Program
Firefighter II Cert Program
Fire Technology-Wildland Firefighter 1 Academy
Geographic Information Systems
Gerontology – currently suspended
Horticulture
Horticulture – Master Floral Design
Horticulture – Irrigation
Horticulture – Landscape and Turf Management
Horticulture – Retail Nursery Sales
Hospitality Management
  Casino Management
  Culinary Arts
  Hotel/Restaurant Management
  Winemaking and Marketing
Journalism
Life Management
Music
Natural Resources
Nurse Aide/Home Health Aide
Nursing-Vocational Nursing
Office Administration
  Clerical Assistant
  Info Processing Specialist
  Medical Billing Specialist
  Records Manager
  Transcriptionist - Medical
Real Estate
Residential Care Counselor Training – currently suspended
Retail Management
Theatre
Watershed Restoration
Water/Wastewater Treatment
Welding Technology
2005-2006
Associate Degree – General Education

General Education - 21 units

General education courses are designed to broaden the knowledge of students, increase their ability to reason clearly and critically, build speaking and writing and quantitative skills, and expose them to different modes of thinking about themselves and the community. These courses are designed to increase an understanding of the natural world, build knowledge of the social world, and foster an appreciation of the arts and culture. Just as the main purpose of course work aimed at developing employment skills is to prepare students to work productively, then the main purpose of general education is to prepare them to be better informed, more skilled citizens--productive not only in the workplace, but also in the community and within the family. The goal is a more well-rounded, responsible individual: healthy in mind and body, tolerant of divergent points of view, able to think rationally and openly, and competent to adapt to a changing world.

In order to complete the General Education requirements, a student must complete twenty-one (21) units of study. Three units must be completed in each of the following areas: 1. Natural Science; 2. Social and Behavioral Sciences; 3. Humanities; 4-a, Language and Rationality, English Composition; 4-b, Oral Communication; 4c, Analytical Thinking, and 5, Multicultural/Living Skills. A course cannot be counted in more than one area of study. A four (4) quarter unit course is deemed equivalent to a three (3) semester unit course.

1. **NATURAL SCIENCE**--Those which examine the physical universe, its life forms and its natural phenomena.  
Three (3) units required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 19 Animal Sci.</td>
<td>BOT 1 Botany</td>
</tr>
<tr>
<td>AGRI 20 Plant Sci</td>
<td>CHEM 1AB Gen Chem</td>
</tr>
<tr>
<td>ANAT 1 Anatómico</td>
<td>CHEM 2AB Intro Chem</td>
</tr>
<tr>
<td>ANTH 1 Phys Anthro</td>
<td>CHEM 6 Chem Enviro</td>
</tr>
<tr>
<td>ASTR 1 Astronomy</td>
<td>CHEM 10 Chem Lib Art</td>
</tr>
<tr>
<td>BIOL 1 Prin of Biol</td>
<td>CHEM 16 Chem Prob Solv</td>
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<tr>
<td>BIOL 5 Human Biol</td>
<td>ENVR 24 Soils</td>
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<tr>
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<td>BIOL 11 Div of Life</td>
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</tr>
<tr>
<td>BIOL 12 Field Biology</td>
<td>MCR 1 Microbiology</td>
</tr>
<tr>
<td>BIOL 14 Heredity</td>
<td>NIHIS 15 Natural History</td>
</tr>
<tr>
<td>BIOL 15 Entomology</td>
<td>NR 1 Intro to Nat Res</td>
</tr>
<tr>
<td>BIOL 60 Biol of Aging</td>
<td>NR 64 Water Resources</td>
</tr>
<tr>
<td></td>
<td>NR 67 Energy &amp; Envir</td>
</tr>
</tbody>
</table>

2. **SOCIAL AND BEHAVIORAL SCIENCES**--Those which focus on people as members of society. Three (3) units required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2 Culture Anth</td>
<td>FSS 16 Marriage Family</td>
</tr>
<tr>
<td>ANTH 5 Man/Cult./Ecol</td>
<td>FSS 18 Adulthood/Aging</td>
</tr>
<tr>
<td>ANTH 14 Relig, Myth, Ritual</td>
<td>FSS 60 Life Management</td>
</tr>
<tr>
<td>ANTH 25 Cult. Hist. Indian</td>
<td>GEOG 1A Env Phy Geog</td>
</tr>
<tr>
<td>ARCH 3 Prin of Arch</td>
<td>GEOG 1B Cultural Geog</td>
</tr>
<tr>
<td>ARCH 4A Field Arch</td>
<td>GEOG 7 Cali Geography</td>
</tr>
<tr>
<td>ECE 1 Human Develop</td>
<td>GEOG 8 Wrld Reg Geog</td>
</tr>
<tr>
<td>ECE 2 Child Fam Comm</td>
<td>HIST 1AB Western Civil</td>
</tr>
<tr>
<td>ECON 1A/B Economics</td>
<td>HIST 2 World Civilization</td>
</tr>
<tr>
<td>ECON 2 Econ Issues</td>
<td>HIST 3 World Civilization</td>
</tr>
<tr>
<td>ECON 17 Econ History</td>
<td>HIST 177 Local Shasta</td>
</tr>
<tr>
<td></td>
<td>HUSV 132 Mental Disord</td>
</tr>
</tbody>
</table>

3. **HUMANITIES**--Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion. Three (3) units required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1 Intro to Art</td>
<td>ENGL 15 Lit Women</td>
</tr>
<tr>
<td>ART 2 Hist of Art</td>
<td>ENGL 16 Poetry</td>
</tr>
<tr>
<td>ART 3 Hist of Art</td>
<td>ENGL 17 Shakespeare</td>
</tr>
<tr>
<td>ART 4 Ethnic Art World</td>
<td>ENGL 18 Afric Amer Lit</td>
</tr>
<tr>
<td>ART 6 Hist/Modern Art</td>
<td>ENGL 19 Bible as Lit</td>
</tr>
<tr>
<td>ENGL 1B Lit &amp; Comp</td>
<td>ENGL 24 Multicult Persp</td>
</tr>
<tr>
<td>ENGL 10B World Lit</td>
<td>ENGL 25 Linguistics</td>
</tr>
<tr>
<td>ENGL 11A/B Surv/Am. Lit</td>
<td>ENGL 31 Creative Writ</td>
</tr>
<tr>
<td>ENGL 13A/B Surv Eng Lit</td>
<td>MUS 11 Jazz History &amp; Rock</td>
</tr>
</tbody>
</table>

4. **LANGUAGE AND RATIONALITY**--Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

a. **English Composition**--Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing. Three (3) units required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 190 Reading &amp; Writing II</td>
<td>BUAD 66 Business Communication</td>
</tr>
<tr>
<td>ENGL 1A Reading &amp; Comp.</td>
<td>BUAD 166 Business English</td>
</tr>
</tbody>
</table>

b. **Oral Communication**--Instruction approved for fulfillment of the oral communication requirement emphasizes the content of communication as well as the form. Emphasis is placed on the psychological, cultural and linguistic factors which affect human communication, including how communication operates in various situations. Course content includes an emphasis on the ability to speak and listen effectively, as well as verbal and non-verbal communication. Three (3) units required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 10 Interper. Comm</td>
<td>SPCH 40 Argument/Debate</td>
</tr>
<tr>
<td>SPCH 20 Intercult Comm.</td>
<td>SPCH 54 Small Group Comm.</td>
</tr>
</tbody>
</table>
A. Competence in reading and in written expression is demonstrated by a grade of "C" or higher in one of the following courses:

1. A grade of "C" or higher in a mathematics course listed from 1-199 (including INTR 15) OR

2. Performance at or above the level specified below on the following examinations:

   a. Analytical Thinking--Courses fulfilling the analytical thinking requirement include mathematics, logic, statistics, computer languages and programming and related disciplines. Students typically choose a mathematical course to meet their math competency requirement at the same time. Three (3) units required.

See Math Competency Requirement listed below

<table>
<thead>
<tr>
<th>AS Level Math:</th>
<th>Other Math Courses:</th>
<th>Other acceptable courses (if math competency has been satisfied):</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 106 Business Math</td>
<td>MATH 102 Inter Algebra</td>
<td>BUAD 45 Human Relations Job</td>
</tr>
<tr>
<td>MATH 100 Tech. Applic. of Mathematics</td>
<td>MATH 2 Precalculus</td>
<td>ENGL 1B Literature and Comp</td>
</tr>
<tr>
<td>MATH 101 Basic Algebra</td>
<td>MATH 3AB Calculus</td>
<td>ENGL 1C Crit Reasoning Writing</td>
</tr>
<tr>
<td>MATH 110 Essential Math</td>
<td>MATH 8 Finite Mathematics</td>
<td>CIS 1 Computer Literacy</td>
</tr>
<tr>
<td></td>
<td>MATH 9 Survey of Calculus</td>
<td>CIS 2 Intro Computer Science</td>
</tr>
<tr>
<td></td>
<td>MATH 10 Trigonometry</td>
<td>CIS 61 C++ Lang Programming</td>
</tr>
<tr>
<td></td>
<td>MATH 11 Patterns of Math</td>
<td>MATH 103 College Algebra</td>
</tr>
<tr>
<td></td>
<td>MATH 13 College Algebra</td>
<td>MATH 14 Statistics</td>
</tr>
<tr>
<td></td>
<td>MATH 14 Statistics</td>
<td>MATH 41AB Conc./Elem Math</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

5. MULTICULTURAL/LIVING SKILLS--Those which encourage lifelong understanding. These courses prepare students to live and work in an increasingly multicultural environment or encourage development as integrated physiological, social and psychological beings. Three (3) units required, from either area.

MULTICULTURAL COURSES:

- ANTH 2 Cultural Anth
- ANTH 25 Culture/NA Ind
- ART 4 Ethnic Art World
- ENGL 10A World Lit

LIVING SKILLS:

- BUAD 10 Intro./Business
- BUAD 45 Hum. Rel/Job
- ECE 1 Human Develop.
- ECE 2 Child/Family/Comm
- ENVR 11 Environ Ethics
- FSS 16 Marriage/Family
- FSS 18 Adulthood/Aging
- FSS 25 Nutrition
- FSS 26 Nutrit./Life Span
- FSS 46 Personal Fin.

OR select a two-unit course and a one-unit course below:

- BUAD 106 Business Math
- BUAD 166
- MATH 101 Basic Algebra
- MATH 102 Precalculus
- MATH 103 College Algebra
- MATH 110 Essential Math
- Other Math Courses:
- Other acceptable courses (if math competency has been satisfied):
Shasta College  2005-2006  
California State Universities - General Education

Shasta College students will meet the General Education requirements for all campuses of the California State University system by completing the following General Education Program. Shasta College may certify a maximum of 39 semester units from Categories A - E. Note: No more than 30 semester units may be certified from Categories B - E. Courses listed more than once may be used to fulfill the requirements of one category only. An additional 9 units of upper division work must be taken at a CSU campus to complete the full 48-unit General Education requirement.

**CATEGORY A:** Students shall select a minimum of nine (9) units in communications in the English language. Students must select one course from each area.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>SPCH 10: Interpersonal Comm.</td>
<td>ENGL 1A: Reading &amp; Comp.</td>
<td>ENGL 1B: Lit. &amp; Comp.</td>
</tr>
<tr>
<td>SPCH 54: Small Group Comm.</td>
<td>SPCH 10: Interpersonal Comm.</td>
<td>PHIL 8: Logic</td>
</tr>
<tr>
<td>SPCH 60: Public Speaking</td>
<td></td>
<td>SPCH 40: Arg. &amp; Debate</td>
</tr>
</tbody>
</table>

**CATEGORY B:** Students shall select a minimum of nine (9) units in the physical universe and its life forms and in mathematical concepts and quantitative reasoning. Students shall select at least three units from each area. One of the courses must have a laboratory. Additional courses may be selected from any area. Courses underlined are designated as laboratory courses.

<table>
<thead>
<tr>
<th>B1/B3: Physical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 1: Astronomy</td>
</tr>
<tr>
<td>CHEM 1B: General Chemistry</td>
</tr>
<tr>
<td>CHEM 2B: Intro to Organic &amp; Bio Chemistry</td>
</tr>
<tr>
<td>CHEM 10: Chemistry for Liberal Arts</td>
</tr>
<tr>
<td>CHEM 16: Chemical Problem Solving</td>
</tr>
<tr>
<td>GEOL 1A: Envir. Physical Geog.</td>
</tr>
<tr>
<td>PHIL 8: Logic</td>
</tr>
<tr>
<td>PHIL 8: Logic</td>
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<tr>
<td>PHIL 8: Logic</td>
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<td>PHIL 8: Logic</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B2/B3: Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1: Physical Anthropology</td>
</tr>
<tr>
<td>B2/B3: Life Sciences</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>BOT 1: General Botany</td>
</tr>
<tr>
<td>HORT 33: Environ. Horticulture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3: Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 33: Environ. Horticulture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B4: Mathematical Concepts and Quantitative Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2: Pre-Calculus Mathematics</td>
</tr>
<tr>
<td>MATH 3A, 3B: Calculus</td>
</tr>
<tr>
<td>MATH 8: Finite Mathematics</td>
</tr>
<tr>
<td>MATH 9: Survey of Calculus</td>
</tr>
<tr>
<td>MATH 10: Plane Trigonometry</td>
</tr>
<tr>
<td>MATH 11: Patterns of Mathematical Thought</td>
</tr>
</tbody>
</table>

**CATEGORY C:** Students shall select a minimum of nine (9) units among the arts, literature, philosophy, and foreign languages, with at least one course in the arts and one in the humanities.

<table>
<thead>
<tr>
<th>C1: Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1: Introduction to Art</td>
</tr>
<tr>
<td>ART 2: History of Western Art</td>
</tr>
<tr>
<td>ART 4: Ethnic Art/World Art</td>
</tr>
<tr>
<td>ART 6: History of Modern Art</td>
</tr>
<tr>
<td>C2: Humanities</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>ENGL 1B: Literature &amp; Composition</td>
</tr>
<tr>
<td><strong>ENGL 10A: World Literature to 1500</strong></td>
</tr>
<tr>
<td><strong>ENGL 10B: World Literature after 1500</strong></td>
</tr>
<tr>
<td>ENGL 11A, 11B: Survey of American Lit.</td>
</tr>
<tr>
<td>ENGL 13A, 13B: Survey of English Lit.</td>
</tr>
<tr>
<td>ENGL 15: Intro to Lit. By/About Women</td>
</tr>
<tr>
<td>ENGL 16: Poetry</td>
</tr>
<tr>
<td>*ENGL 18: African American Lit</td>
</tr>
<tr>
<td>ENGL 19: Survey of Bible as Literature</td>
</tr>
<tr>
<td>*ENGL 24: Multicultural American Lit.</td>
</tr>
<tr>
<td>ENGL 25: Linguistics</td>
</tr>
<tr>
<td>ENGL 31: Creative Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C2: Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1B: Literature &amp; Composition</td>
</tr>
<tr>
<td><strong>ENGL 10A: World Literature to 1500</strong></td>
</tr>
<tr>
<td><strong>ENGL 10B: World Literature after 1500</strong></td>
</tr>
<tr>
<td>ENGL 11A, 11B: Survey of American Lit.</td>
</tr>
<tr>
<td>ENGL 13A, 13B: Survey of English Lit.</td>
</tr>
<tr>
<td>ENGL 15: Intro to Lit. By/About Women</td>
</tr>
<tr>
<td>ENGL 16: Poetry</td>
</tr>
<tr>
<td>*ENGL 18: African American Lit</td>
</tr>
<tr>
<td>ENGL 19: Survey of Bible as Literature</td>
</tr>
<tr>
<td>*ENGL 24: Multicultural American Lit.</td>
</tr>
<tr>
<td>ENGL 25: Linguistics</td>
</tr>
<tr>
<td>ENGL 31: Creative Writing</td>
</tr>
</tbody>
</table>
**Shasta College 2005-06 California State Universities – General Education (continued)**

**CATEGORY D:** Students shall select a minimum of nine (9) units in social, political and economic institutions and behavior, and their historical background, with courses taken in at least two disciplines.

<table>
<thead>
<tr>
<th><strong>D1: Anthropology and Archaeology</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ANTH 2: Cultural Anthropology</em></td>
<td>ANTH 5: Humanity, Culture &amp; Ecology</td>
<td>*ANTH 25: Culture &amp; History/No. Am. Indian</td>
</tr>
<tr>
<td>ARCH 3: Principles of Archaeology</td>
<td>ANTH 14: Religion, Myth, and Ritual</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D2: Economics</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1A, 1B: Principles of Economics</td>
<td>ECON 2: Economic Issues &amp; Policies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D3: Ethnic Studies</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ANTH 25: Culture &amp; Hist/North Am. Indian</em></td>
<td><em>HIST 35: History of Mexican Americans</em></td>
<td><em>SOC 25: Sociology of Minorities</em></td>
</tr>
<tr>
<td><em>GEOG 7: California Geography</em></td>
<td><em>PSYC 20: Cross-cultural Psychology</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D4: Gender Studies</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D5: Geography</td>
<td>D6: History</td>
<td>D7: Interdisciplinary Social or Behavioral Science</td>
</tr>
<tr>
<td>GEOG 1A: Envr Physical Geography</td>
<td>HIST 1A,1B: History of Western Civ.</td>
<td>ECON 17: Economic History of the US</td>
</tr>
<tr>
<td><strong>GEOG 1B: Cultural Geography</strong></td>
<td>HIST 2: World Civ to 1500 C.E.</td>
<td>JOUR 21: Intro. to Mass Communications</td>
</tr>
<tr>
<td></td>
<td><strong>HIST 3: World Civ 1500 to Present</strong></td>
<td>*PSYC 41: Cultural/Soc Context of Childhood</td>
</tr>
<tr>
<td></td>
<td><strong>HIST 17A,17B: U.S. History &amp; Government</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>HIST 38: History of World Religion</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D8: Political Science, Government, and Legal Institutions</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 1: Intro. to Political Science</td>
<td>POLS 12: CA State and Local Government</td>
<td>POLS 25: Global Politics</td>
</tr>
<tr>
<td>POLS 2: Intro. to Amer. Government</td>
<td><strong>POLs 20: Politics of 3rd World Nations</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D9: Psychology</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1A: General Psychology</td>
<td>PSYC 16: Health Psychology</td>
<td>PSYC 46: Human Memory and Learning</td>
</tr>
<tr>
<td>PSYC 14: Understanding Human Behavior</td>
<td>PSYC 17: Abnormal Psychology</td>
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</tr>
<tr>
<td>PSYC 15: Social Psychology</td>
<td><em>PSYC 20: Cross-Cultural Psychology</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D10: Sociology and Criminology</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1: Introduction to Sociology</td>
<td>SOC 15: Sociology of Mass Media</td>
<td>SOC 70: Social Welfare</td>
</tr>
<tr>
<td>SOC 2: Social Problems</td>
<td>SOC 22: Sociology of Aging</td>
<td><em>SOC 25: Sociology of Minorities</em></td>
</tr>
</tbody>
</table>

**AMERICAN HISTORY AND GOVERNMENT REQUIREMENTS FOR GRADUATION FROM A CSU CAMPUS**

Completion of a course in American History and a course in American Government is a requirement to graduate from any of the 23 CSU universities. At Shasta College, HIST 17A or 17B or ECON 17 and POLS 2 will satisfy the requirement.

**CATEGORY E:** Students shall select a minimum of three (3) units in lifelong understanding and development of themselves as integrated physiological, social and psychological entities.

<table>
<thead>
<tr>
<th><strong>E1:</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 60: Biology of Aging</td>
<td>FSS 25: Nutrition</td>
<td>PHY 5: Human Sexuality</td>
</tr>
<tr>
<td>ECE 1: Human Development</td>
<td>FSS 26: Nutrition Through the Life Span</td>
<td>PSYC 1A: General Psychology</td>
</tr>
<tr>
<td>ECE 2: Child, Family, Community</td>
<td>FSS 60: Life Management</td>
<td>PSYC 14: Understanding Human Behavior</td>
</tr>
<tr>
<td>FSS 16: Marriage and Family</td>
<td>HLT 1: Health and Wellness</td>
<td>PSYC 16: Health Psychology</td>
</tr>
<tr>
<td>FSS 18: Adulthood and Aging</td>
<td>HLT 2: Nutrition and Fitness</td>
<td>SOC 22: Sociology of Aging</td>
</tr>
</tbody>
</table>

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

**CHICO STATE** requires two courses to satisfy an Ethnic, Non-Western requirement. Both courses may be part of the 39-unit General Education requirement.

a. Courses with one asterisk (*) meet the Ethnic requirement “to foster and expand general understanding of racial and cultural groups in the United States.” They are ANTH 25, ENGL 18, ENGL 24, HIST 25, HIST 35, SOC 25, and GEOG 7, PSYC 20, PSYC 41, SPCH 20.

b. Courses with two asterisks (**) meet the Non-Western requirement “to foster and expand general understanding of non-western societies and cultures.” They are ANTH 2, HIST 36, HIST 38, ENGL 10A, 10B, ART 4, GEOG 1B, GEOG 8, and POLS 20.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Courses taken for CSU General Education are applied to categories based on the General Education list for the year they are completed.

This is the approved list for courses taken Fall 2005 through Summer 2006. See [www.assist.org](http://www.assist.org) for new course additions.

2/7/05
IGETC INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Students who are planning to transfer to the University of California system or who are undecided about whether to transfer to a UC or CSU may satisfy general education requirements with IGETC. The IGETC will permit a student to transfer from a community college to a campus in either the UC or CSU system without the need to take additional lower division general education courses to satisfy campus general education requirements. Transfer students to UC have the option of following IGETC or completing the general education requirement at the campus they plan to attend. Students pursuing majors that require extensive lower division preparation may not find the IGETC option to be advantageous. Check with a counselor before choosing your general education pattern.

IGETC must be 100% complete before transfer*, and courses must be completed with a "C" grade or better (CR is acceptable).

**AREA 1 - ENGLISH COMMUNICATION**

<table>
<thead>
<tr>
<th>Group A: English Composition (one course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A: Reading &amp; Composition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B: Critical Thinking/English Composition (one course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1C: Critical Reasoning, Reading and Writing</td>
</tr>
</tbody>
</table>

**FOR CSU ONLY:**

<table>
<thead>
<tr>
<th>Group C: Oral Communication (one course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 10: Interpersonal Communication</td>
</tr>
</tbody>
</table>

| SPCH 54: Small Group Communication   |
| SPCH 60: Public Speaking              |

**AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** (one course):

| MATH 2: Pre-Calculus                  |
| MATH 3A: Calculus+                    |
| MATH 3B: Calculus                     |

| MATH 8: Finite Math                   |
| MATH 9: Survey of Calculus+           |
| MATH 13: College Algebra              |

| MATH 14: Intro to Statistics          |

**AREA 3 - ARTS AND HUMANITIES** (three courses; at least one course from the Arts and one from the Humanities):

**ARTS:**

| ART 1: Introduction to Art            |
| ART 2: History of Western Art         |
| ART 3: History of Western Art         |

| ART 4: Ethnic Art of the World        |
| ART 6: History of Modern Art          |
| MUS 10: Music Appreciation            |

| THTR 1: Introduction to Theatre+      |
| THTR 5: 20th Century Theatre          |

**HUMANITIES:**

| ENGL 10A/B: World Literature          |
| ENGL 11A/B: Survey of American Lit.  |
| ENGL 13A/B: Survey of English Lit.   |
| ENGL 15: Lit. By and About Women     |
| ENGL 16: Poetry                      |

| ENGL 18: African American Literature  |
| ENGL 19: Survey of the Bible as Literature |
| ENGL 24: Multicultural Persp in Amer, Lit, |
| ENGL 25: Linguistics                  |
| ENGL 33: Fiction and Film             |

| MUS 11: History of Jazz and Rock     |
| PHIL 6: Intro. to Philosophy         |
| PHIL 7: Ethics & Personal Values     |
| PHIL 10: Life and Death Moral Issues |
| RUSS 2: Elementary Russian           |
| RUSS 3: Intermediate Russian         |
| RUSS 4: Intermediate Russian         |
| SL 92: American Sign Language II     |
| SL 94: American Sign Language III    |
| SL 96: American Sign Language IV     |

| HUM 70: Exploring Contemporary TV    |
| PHIL 6: Intro. to Philosophy         |
| PHIL 7: Ethics & Personal Values     |
| PHIL 10: Life and Death Moral Issues |
| RUSS 2: Elementary Russian           |
| RUSS 3: Intermediate Russian         |
| RUSS 4: Intermediate Russian         |
| SL 92: American Sign Language II     |
| SL 94: American Sign Language III    |
| SL 96: American Sign Language IV     |

| MUS 11: History of Jazz and Rock     |
| PHIL 6: Intro. to Philosophy         |
| PHIL 7: Ethics & Personal Values     |
| PHIL 10: Life and Death Moral Issues |
| RUSS 2: Elementary Russian           |
| RUSS 3: Intermediate Russian         |
| RUSS 4: Intermediate Russian         |
| SL 92: American Sign Language II     |
| SL 94: American Sign Language III    |
| SL 96: American Sign Language IV     |

**AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES** (three courses from at least two disciplines):

| ANTH 2: Cultural Anthropology         |
| ANTH 5: Humanity, Culture and Ecology |
| ANTH 25: Cult/Hist of N. Amer. Indian+|
| ARCH 3: Principles of Archaeology     |
| ECON 1A: Prin. of Economics (Micro)   |
| ECON 1B: Prin. of Economics (Macro)   |
| ECON 2: Economic Issues and Policies  |
| ECON 17: Economic History of the U.S. |
| GEOG 1A: Environ. Physical Geog       |
| GEOG 1B: Cultural Geography           |
| GEOG 7: California Geography          |
| GEOG 8: World Geography               |

| HIST 1A: History of Western Civilization |
| HIST 1B: History of Western Civilization |
| HIST 2: World Civilization to 1500 C.E. |
| HIST 3: World Civilization 1500 to Present |
| HIST 17A: U.S. History and Government |
| HIST 25: African American History      |
| HIST 35: History of Mexican Americans  |
| HIST 36: History of the Far East       |
| HIST 38: History of World Religions    |
| HIST 40: History & Government of CA    |
| HIST 55: History of the American Frontier |
| HIST 57: Russian History of 20th Century |

| POLS 1: Intro. to Political Science  |
| POLS 2: Intro. to American Government |
| POLS 20: Politics of 3rd World Nations |
| POLS 25: Global Politics             |
| PSYC 1A: General Psychology          |
| PSYC 14: Understand. Human Behavior  |
| PSYC 15: Social Psychology           |
| PSYC 17: Abnormal Psychology         |
| PSYC 20: Cross-cultural Psychology   |
| PSYC 41: Cultural/Soc Context-Childhood |
| PSYC 46: Human Memory & Learning     |
| SOC 1: Introduction to Sociology     |
| SOC 2: Social Problems               |
| SOC 15: Sociology of Mass Media      |
| SOC 22: Sociology of Aging           |
| SOC 25: Sociology of Minorities      |

*Transfer credit may be limited by either UC or CSU or both (usually due to duplication of content). Students should consult with a counselor for additional information.
**2005-06 IGETC (continued)**

**AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES** (two courses, one Physical Science and one Biological Science for a minimum of 7 units; at least one course must include a laboratory (underlined))

**PHYSICAL SCIENCES:**

- ASTR 1: Astronomy
- CHEM 1A: General Chemistry
- CHEM 1B: General Chemistry
- CHEM 2A: Intro to Chemistry+
- CHEM 2B: Intro to Org & Bio Chemistry+
- CHEM 6: Intro to Chem Applied Env
- CHEM 10: Chemistry for Liberal Arts+
- CHEM 11: Chemistry Lab/Liberal Arts+

**BIOLOGICAL SCIENCES:**

- AGRI 20: Plant Science
- ANAT 1: Human Anatomy
- ANTH 1: Physical Anthropology
- BIOL 1: Principles of Biology
- BIOL 10: General Biology+

**LANGUAGE OTHER THAN ENGLISH**

Proficiency is required by UC. CSU transfers do not need to meet this requirement. Proficiency is defined as two years of high school study in the same language with a "C" grade or better. If you have not satisfied this requirement in high school, you must take one of these courses:

- FREN 1: Elementary French
- GERM 1: Elementary German
- JAPN 1: Elementary Japanese
- RUSS 1: Elementary Russian
- SL 90: American Sign Language I
- SPAN 1: Elementary Spanish

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY AND AMERICAN IDEALS** (not part of IGETC but may be completed prior to transfer) (Two courses, one from each group):

**GROUP 1:**

- ECON 17: Economic History of the United States
- HIST 17A: U.S. History and Government
- HIST 17B: U.S. History and Government

**GROUP 2:**

- POLS 2: Introduction to American Government

**NOTE:** Courses used to meet this requirement may not be double-counted toward IGETC certification (i.e., may not be counted in Area 4, Social and Behavioral Sciences).

+Transfer credit may be limited by either UC or CSU or both (usually due to duplication of content). Students should consult with a counselor for additional information.

*In rare instances, students may be eligible to complete IGETC after transfer (maximum 2 courses, excluding Areas 1 and 2). The reason must involve a good cause such as illness, unavailable or canceled courses, military service, or unexpected hardships, experienced in the final term before transfer. See a counselor for the appropriate petition. (Effective March 2000)*

This is the approved list for courses taken Fall 2005 through Summer 2006. See [www.assist.org](http://www.assist.org) for new course additions.

2/7/05

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**Associate of Arts - University Studies**

The Associate of Arts Degree, University Studies, is a transfer degree program designed for students who plan to transfer to the University of California or a campus of the California State University System. Completion of Option 1 or Option 2 will satisfy all lower division general education requirements for the stated university system. This program applies to most transfer majors, however some majors require an extensive number of lower division courses to prepare for the upper division major, and in those instances it may be more advantageous to focus on completing those courses rather than all lower division general education courses. See a counselor before selecting your program.

**OPTION 1: IGETC (Intersegmental General Education Transfer Curriculum)**

Students who are planning to transfer to the University of California system or who are undecided about whether to transfer to a UC or CSU may satisfy general education requirements with IGETC.

1. Complete the 33 – 37 unit IGETC pattern on page 44-45 of the catalog.
2. Complete all IGETC courses with a grade of "C" or better.
3. Complete a total of 60 transferable units (numbered 1-99). The additional courses should be selected to meet lower division requirements in your major and then electives to reach 60 units. UC transfer students must select all 60 units from courses on the UC transferable course list (See [www.assist.org](http://www.assist.org)).
4. Achieve a minimum grade point average of 2.0 [UC will require a minimum transfer GPA of 2.4. A higher GPA will be required for admission to most campuses and for high demand majors.]

**OPTION 2: CSU GE (California State Universities – General Education)**

Students who are planning to transfer to one of the 23 campuses of the California State University system may satisfy general education requirements with the CSU pattern.

1. Complete the 39-unit CSU GE pattern on page 42-43 of the catalog.
2. Complete HIST 17A or 17B or ECON 17; complete POLS 2. These two courses may be included as part of the 39-unit pattern.
3. Complete Communication, English, Critical Thinking, and Math requirements (Area A1, A2, A3 and B4) each with a grade of "C" or better.
4. Complete a total of 60 transferable units (numbered 1-99). The additional courses should be selected to meet the lower division requirements in your major and then electives to reach 60 units.
5. Achieve a minimum grade point average of 2.0 [A higher GPA will be required for admission to some campuses and for high demand and impacted majors.]

**Note:**

1. Any student completing the IGETC or CSU General Education requirements will also have met the general education requirements for the Shasta College associate degree.
2. Students should request IGETC or CSU certification when they request that their final transcript be sent to the transfer institution.
Degrees and Certificates

Accounting Clerk/Bookkeeper

Completion of the Certificate Program will prepare the student for entry-level position in accounts receivable, accounts payable, payroll, and general ledger.

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101** Basic Accounting I</td>
</tr>
<tr>
<td>BUAD 10 Introduction to Business</td>
</tr>
<tr>
<td>BUAD 106 Business Math</td>
</tr>
<tr>
<td>BUAD 166 Business English</td>
</tr>
<tr>
<td>OAS 51 Keyboarding I-Beginning Typing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102** Basic Accounting II</td>
</tr>
<tr>
<td>ACCT 103 PC Accounting</td>
</tr>
<tr>
<td>ACCT 104 Payroll Accounting</td>
</tr>
<tr>
<td>BUAD 66 Business Communications</td>
</tr>
<tr>
<td>CIS 10 Excel for Windows-I</td>
</tr>
<tr>
<td>OAS 64 Computerized Ten-Key</td>
</tr>
<tr>
<td>OAS 166 Records Management</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: **28.5**

**Student may take ACCT 2 in place of ACCT 101 or ACCT 102

Administration of Justice

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

A student must maintain a "C" AVERAGE in course work applying to the Administration of Justice degree.

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 10 Introduction to Admin. of Justice</td>
</tr>
<tr>
<td>ADJU 17 Principles and Procedures of the Justice System</td>
</tr>
<tr>
<td>ADJU 23 Career Planning for Admin. of Justice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 15 Concepts of Criminal Law</td>
</tr>
<tr>
<td>ADJU 16 Legal Aspects of Evidence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 20 Principles of Investigation</td>
</tr>
<tr>
<td>ADJU 26 Courtroom Testimony/Report Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 18 Community Relations</td>
</tr>
</tbody>
</table>

In addition to the required major courses, six (6) units must be selected from below:

| ADJU 11 Traffic Control and Investigation | 3 |
| ADJU 21 Police Field Operations | 3 |
| ADJU 22 Juvenile Procedures | 3 |
| ADJU 24 Multi-Cultural Issues/Law Enforcement | 3 |
| ADJU 25 Substantive Law | 3 |
| ADJU 30 Wildlife Law Enforcement | 3 |
| ADJU 40 Institutional and Field Services | 3 |
| ADJU 41 Fundamentals of Crime and Delinquency | 3 |
| ADJU 42 Interviewing and Counseling | 3 |
| CIS 1 Computer Literacy Workshop | 3 |

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Major</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td><strong>21</strong></td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

**The general education requirement includes English Composition. The Administration of Justice student may choose the following alternative by enrolling in ENGL 190 (4 units) or BUAD 166 (3 units) or all three of the following: ENGL 191, ENGL 193 and ENGL 194 (4 units).**
Agriculture

The Agriculture Program provides training for ranching and farming careers and agriculture related jobs in education, sales, services, and distribution of agriculture-related products. Students should contact their counselor or agriculture faculty advisor to choose electives for the particular career they are planning to enter.

Particular attention should be paid to course prerequisites and to whether a class is taught during the fall or spring semester, or both.

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**
Recent input from industry and past graduates indicates that advanced levels of mathematics and English are essential for adequate career preparation. Students who are unable to qualify for the advanced levels of mathematics and English are encouraged to begin their mathematics and English sequence courses as soon as possible.

**Recommended Course Sequence:**

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 51 Agriculture Records and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 52 Computers in Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 54 Resource Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 1 Career Planning for Environ. Resources</td>
<td>2</td>
</tr>
<tr>
<td>ENVR 9 Agriculture/Natural Resources Leadership</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 54* Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 19* Principles of Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 20 Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1A* Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 44 Mechanical Tech. for Environ. Resources</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101* Basic Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 56 Agriculture Practices OR</td>
<td>1-4</td>
</tr>
<tr>
<td>ENVR 94 Worksite Learning OR</td>
<td>1-4</td>
</tr>
<tr>
<td>AGRI 159 Farm Management Experience</td>
<td>7</td>
</tr>
<tr>
<td>CHEM 2A Introduction to Chemistry OR</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 6 Intro. Chemistry Applied to the Environ.</td>
<td>4</td>
</tr>
<tr>
<td>ENV 24 Soils General Education (Social Science)</td>
<td>3</td>
</tr>
<tr>
<td>General Education (Multicultural/Living Skills)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 6 Career Placement - Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AGRI 50 Agriculture Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>General Education (Humanities)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Courses to complete A.S. Degree</td>
<td>0-1</td>
</tr>
</tbody>
</table>

| Required Major Electives | 6 |

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Major</th>
<th>General Education</th>
<th>Electives</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50-56</td>
<td>9</td>
<td>60-65</td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.

1. Students planning to transfer to a college or university should consult a counselor or Agriculture faculty regarding transfer requirements. **TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM A.S. DEGREE REQUIREMENTS.**

2. Sixty (60) units are required for the AS Degree. All graduation requirements are met.

Art

This curriculum qualifies the student for the AS degree with a concentration in the Visual Arts. Transfer Art students should check course requirements with counselors or the transfer college.

**REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:**
Students must complete the "CORE" courses and select nine (9) units from the "RESTRICTED ELECTIVE" courses listed below for their major. In addition, students must fulfill the 33-39 unit general education pattern for CSU or IGETC.

**CORE COURSES:**

| ART 2 | History of Western Art Through Renaissance | 3 |
| ART 3 | History of Western Art Since Renaissance | 3 |
| ART 12 | Beginning Form, Design and Color | 3 |
| ART 13 | Intermediate Form, Design and Color | 3 |
| ART 21A/B | Freehand Drawing | 6 |
Art A.A. Degree – continued:

**RESTRICTED ELECTIVE COURSES:**
Choose nine (9) units in 2-D or 3-D areas (i.e., Ceramics, Drawing, Painting, Glass, Photography, Printmaking, Sculpture)

**Recommended Course Sequence:**

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Second Semester (Spring)</th>
<th>Third Semester (Fall)</th>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 12</td>
<td>ART 13</td>
<td>ART 2</td>
<td>ART 3</td>
</tr>
<tr>
<td>Beginning Form, Design and Color</td>
<td>Intermediate Form, Design and Color</td>
<td>History of Western Art Through Renaissance</td>
<td>History of Western Art Since Renaissance</td>
</tr>
<tr>
<td>ART 21A</td>
<td>ART 21B</td>
<td>ART 2</td>
<td>ART 3</td>
</tr>
<tr>
<td>Freehand Drawing</td>
<td>Freehand Drawing</td>
<td>Art Elective</td>
<td>Art Elective</td>
</tr>
<tr>
<td>2-D or 3-D</td>
<td>2-D or 3-D</td>
<td>2-D or 3-D</td>
<td>2-D or 3-D</td>
</tr>
</tbody>
</table>

**Associate in Arts Degree Requirements**

<table>
<thead>
<tr>
<th>Major</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>18</td>
</tr>
<tr>
<td>Electives</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

**Automotive Engine Performance/Smog Technician**

The goals of this certificate are for students to gain entry-level skills in the automotive engine performance/smog technician field. The objectives are to prepare them for ASE certification and meet the requirements for taking the smog technician license exams.

**REQUIREMENTS FOR CERTIFICATE:**

<table>
<thead>
<tr>
<th>Recommended Course Sequence:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>AUTO 1</td>
</tr>
<tr>
<td>AUTO 20</td>
</tr>
<tr>
<td>AUTO 172</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>AUTO 10</td>
</tr>
<tr>
<td>AUTO 21</td>
</tr>
<tr>
<td>AUTO 150</td>
</tr>
<tr>
<td><strong>Suggested Electives:</strong></td>
</tr>
<tr>
<td>AUTO 94</td>
</tr>
<tr>
<td>Any Automotive course not listed above</td>
</tr>
<tr>
<td>TOTAL UNITS FOR FAST TRACK</td>
</tr>
</tbody>
</table>

**Automotive Machine Certificate**

**REQUIREMENTS FOR CERTIFICATE:**

<table>
<thead>
<tr>
<th>Recommended Course Sequence:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>AUTO 150</td>
</tr>
<tr>
<td>AUTO 152</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>AUTO 180</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>AUTO 181</td>
</tr>
<tr>
<td>AUTO 94</td>
</tr>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
</tr>
</tbody>
</table>
Automotive Technology

The Automotive Technology Program is designed to prepare students for employment and advancement in the automotive field. Curriculum requirements have been developed for certification by the National Institute for Automotive Service Excellence (ASE) program. The curriculum has been planned to provide technical knowledge and laboratory experiences related to a wide range of automotive applications.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 170 Automotive Service Principles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 1 Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150 Auto. Internal Combustion Engines Theory</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 152 Automotive Engines Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>INDE 1 Career Planning for Industrial Technology</td>
<td>1</td>
</tr>
<tr>
<td>MATH 100* Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 10 Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 163 Automotive Heating &amp; Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 147 Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 190* Reading and Writing II ** (see alternative below)</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 20 Engine Performance</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 130 Automotive Steering &amp; Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 161 Manual Drive Trains &amp; Axles</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70 Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 21 Advanced Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 131 Automotive Wheel Alignment</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 162 Automatic Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 94 Automotive Worksite Learning</td>
<td>1</td>
</tr>
<tr>
<td>General Education</td>
<td>6</td>
</tr>
</tbody>
</table>

Suggested Electives:

| AUTO 94 Automotive Worksite Learning (Additional units encouraged) | 1-4 |
| AUTO 172 Basic Area Clean Air Car Course | 3 |
| AUTO 180 Automotive Machinist I | 4 |
| DIES 48 Hydraulics | 4.5 |
| BUAD 10* Introduction to Business | 3 |
| OAS 51 Keyboarding I-Beginning Typing | 3 |

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>51</td>
</tr>
<tr>
<td>General Education</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>66</td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.

**The General Education requirement includes English Composition. Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

REQUIREMENTS FOR CERTIFICATE:

The goals of this program are the same as for the Associate of Science Degree in Automotive Technology except that there are only 6 General Education units required as opposed to the 21 General Education units required in the degree program. The objective is to allow the student to gain entry level skills specific to the automotive industry.

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 170 Automotive Service Principles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 1 Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150 Auto. Internal Combustion Engines Theory</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 152 Automotive Engines Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>INDE 1 Career Planning for Industrial Technology</td>
<td>1</td>
</tr>
<tr>
<td>MATH 100 Technical Applications of Math</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 10 Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 163 Automotive Heating &amp; Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 147 Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 190* Reading &amp; Writing II ** (see below for alternatives)</td>
<td>4</td>
</tr>
</tbody>
</table>
Automotive Technology A.S. Degree – continued:

**Third Semester (Fall)**
- AUTO 20 Engine Performance 4
- AUTO 130 Automotive Steering & Suspension 3
- AUTO 161 Manual Drive Trains & Axles 3
- WELD 70 Beginning Welding 3

**Fourth Semester (Spring)**
- AUTO 21 Advanced Engine Performance 3
- AUTO 131 Automotive Wheel Alignment 2
- AUTO 162 Automotive Transmissions and Transaxles 4
- AUTO 94 Worksite Learning 1

**TOTAL UNITS FOR CERTIFICATE 51**

*Can be used to fulfill General Education requirements.
**Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

---

**Business Administration**

For the following Associate in Science degrees in Business Administration, students must complete the core courses plus those listed for each degree.

- Business Administration – Accounting
- Business Administration – General Business
- Business Administration – Management
- Business Administration – Real Estate

**Required Core Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Basic Accounting I <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2</td>
<td>Introduction to Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUAD 6</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 15</td>
<td>Business and Society</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 106</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, students must satisfy all of the regular Associate in Science degree requirements. For a complete description of those requirements, please refer to the “Associate in Science” section of this catalog.

**Business Administration - Accounting Concentration**

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**Recommended Course Sequence:**

**First Semester (Fall)**
- ACCT 101 Basic Accounting-I **OR** 3
- ACCT 2 Introduction to Financial Accounting

**Second Semester (Spring)**
- ACCT 102 Basic Accounting-II **OR** 3
- ACCT 4 Introduction to Managerial Accounting

**Third Semester (Fall)**
- ACCT 103 PC Accounting 2
- BUAD 45 Human Relations on the Job 3
- BUAD 66 Business Communications 3
- BUAD 106 Business Math 3
- OAS 64 Computerized Ten-Key 0.5

- ACCT 194 Income Tax 3
- BUAD 6 Business Law 3
- CIS Any database 1
- CIS Any spreadsheet 1
- General Education 6
Fourth Semester (Spring)

ACCT 104 Payroll Accounting 2
BUAD 15√ Business and Society 3
General Education 3
Electives 8.5
√ Required Business CORE Course

<table>
<thead>
<tr>
<th>Business Administration – Accounting Concentration A.S. Degree – continued:</th>
</tr>
</thead>
</table>

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>39.5</th>
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<tbody>
<tr>
<td>Additional General Education</td>
<td>12</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

Business Administration – Entrepreneurship Certificate

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>BUAD 40</th>
<th>Entrepreneurship and Small Business Operations</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 41</td>
<td>Leadership and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 42</td>
<td>Financing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 70</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 72</td>
<td>e-Commerce Marketing</td>
<td>1</td>
</tr>
<tr>
<td>BUAD 80</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 86</td>
<td>Decision Making and Problem Solving</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 90</td>
<td>Foundation Essentials: Values and Ethics</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 17

Business Administration - General Business Concentration

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101√ Basic Accounting I OR ACCT 2 Introduction to Financial Accounting</td>
</tr>
<tr>
<td>BUAD 10√ Introduction to Business</td>
</tr>
<tr>
<td>CIS 1√ Computer Literacy Workshop</td>
</tr>
<tr>
<td>General Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45√ Human Relations on the Job</td>
</tr>
<tr>
<td>BUAD 66√ Business Communications</td>
</tr>
<tr>
<td>BUAD 106√ Business Mathematics</td>
</tr>
<tr>
<td>REAL 30</td>
</tr>
<tr>
<td>General Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 6√ Business Law</td>
</tr>
<tr>
<td>BUAD 91 Principles of Management OR</td>
</tr>
<tr>
<td>CIS 4 Business Data Communications</td>
</tr>
<tr>
<td>Required Major Electives: Any BUAD, MKTG, LEGL, REAL, CIS, ACCT or OAS</td>
</tr>
<tr>
<td>General Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 15√ Business and Society</td>
</tr>
<tr>
<td>Required Major Electives: Any BUAD, MKTG, LEGL, REAL, CIS, ACCT or OAS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One of the following courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102 Basic Accounting II</td>
</tr>
<tr>
<td>ACCT 2 Introduction to Financial Accounting</td>
</tr>
<tr>
<td>BUAD 8 Business Law</td>
</tr>
<tr>
<td>BUAD 41 Supervision and Leadership</td>
</tr>
<tr>
<td>BUAD 71 Intro. to e-Commerce</td>
</tr>
<tr>
<td>BUAD 72 e-Commerce Marketing</td>
</tr>
<tr>
<td>MKTG 70 Sales</td>
</tr>
<tr>
<td>MKTG 74 Principles of Marketing</td>
</tr>
<tr>
<td>OAS 51 Keyboarding I-Beginning Typing</td>
</tr>
</tbody>
</table>

| Any Electives (Suggested Electives: BUAD 73, MKTG 76) | 6-8 |
| √ Required Business CORE Course |

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>40-42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional General Education</td>
<td>12</td>
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<tr>
<td>Electives</td>
<td>6-8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>
### Business Administration - Management Concentration

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**Recommended Course Sequence:**

**First Semester (Fall)**
- ACCT 101 √ Basic Accounting I OR ACCT 2 Intro to Financial Acctg. 3
- BUAD 10 √ Introduction to Business 3
- BUAD 106 √ Business Math 3
- CIS 1 √ Computer Literacy Workshop 3
  - General Education 3

**Second Semester (Spring)**
- BUAD 66 √ Business Communications 3
- BUAD 45 √ Human Relations on the Job 3
  - General Education 6

**Third Semester (Fall)**
- BUAD 6 √ Business Law 3
- BUAD 41 √ Supervision and Leadership 3
- BUAD 91 √ Principles of Management 3
- CIS/OAS* √ Computer Applications 1-3
  - Any Electives (Suggested electives BUAD 73, MKTG 76) 6

**Fourth Semester (Spring)**
- BUAD 8 √ Business Law 3
- BUAD 15 √ Business and Society 3
- BUAD 71 OR BUAD 72 √ Intro to e-Commerce OR e-Commerce Marketing 1
- CIS/OAS √ Computer Applications 1-3
- MKTG 70 √ Sales 3
- MKTG 74 √ Principles of Marketing 3
  - General Education 3

*A total of 3 units is required

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>43</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

### Business Administration - Real Estate Concentration

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**Recommended Course Sequence:**

**First Semester (Fall)**
- BUAD 10 √ Introduction to Business 3
- BUAD 45 √ Human Relations on the Job 3
- BUAD 66 √ Business Communications 3
- BUAD 106 √ Business Mathematics 3
- REAL 30 √ Real Estate Principles 3

**Second Semester (Spring)**
- ACCT 101 OR ACCT 2 √ Basic Accounting-I OR Financial Accounting 3
- CIS 1 √ Computer Literacy Workshop 3
- REAL 34 √ Real Estate Finance 3
  - General Education 6

**Third Semester (Fall)**
- BUAD 6 √ Business Law 3
- REAL 32 √ Real Estate Appraisal 3
- REAL 33 √ Legal Aspects of Real Estate 3
  - General Education 6

**Fourth Semester (Spring)**
- BUAD 15 √ Business and Society 3
- MKTG 70 √ Sales 3
- REAL 31 √ Real Estate Practice 3
  - Any Electives 6

*Required Business CORE Course

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>42</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
Civil Engineering Technology

This curriculum is designed to prepare the individual for employment as a Civil Engineering Technician with the potential for more rapid advancement to positions of greater responsibility in surveying and civil construction.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

Students must complete the “CORE” courses listed below in addition to 15 units of general education for the Associate in Science degree requirements. For a complete description of those requirements, please refer to the “Associate in Science” section of this catalog.

First Semester (Fall)
- ENGR 2 Career Planning for Engineering and Engineering Tech. 1
- ENGR 22 Engineering Graphics 2
- ENGR 29 Computer-Aided Drafting (CAD) 2
- ENGR 64 Engineering Materials Testing 3
- MATH 102 Intermediate Algebra 3
- General Education 3

*This course may be waived if student can demonstrate appropriate score on the Math Placement Exam.

Second Semester (Spring)
- ENGR 24 Descriptive Geometry 2
- ENGR 33 Solid Modeling Computer-Aided Drafting 2
- MATH 10 Plane Trigonometry 3
- General Education 6

Third Semester (Fall)
- ENGR 1A Measurements and Plane Surveying 3
- ENGR 27 Map and Computer-Aided Drafting 3
- ENGR 31 Architectural Applications of CAD 2
- ENGR 36 Statics/Strength of Materials for Engr. Tech. 3
- General Education 3

Fourth Semester (Spring)
- ENGR 1B Plane Surveying 3
- ENGR 25 Structural Drafting 3
- PHYS 101 Technical Physics 3
- Any Electives 4
- General Education 3

Required Major Electives: Choose at least three (3) units from the following:
- ENGR 20 Residential Design 2
- ENGR 21 Architectural Drawing 3
- ENGR 30 Intermediate Computer-Aided Drafting 2
- ENGR 32 Adv. Civil Design Applications for CAD 3
- ENGR 94 Engineering Worksite Learning 1-4

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional General Education*</td>
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<td>Electives</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

*General education requirement includes English Composition. The Civil Engineering Technology student may choose one of the following to satisfy this requirement: ENGL 190 or BUAD 166 or a combination of ENGL 191, ENGL 192, or ENGL 194 for a total of 4 units (3 courses)

REQUIREMENTS FOR CERTIFICATE:

This Certificate is designed to provide employable knowledge and skills, with the level of general education reduced from what is required for an AS degree. Students must complete the “CORE” courses and at least three (3) units from the “ELECTIVE” courses listed below.

Recommended Course Sequence:

First Semester (Fall)
- ENGR 2 Career Planning for Engineering and Engineering Tech. 1
- ENGR 22 Engineering Graphics 2
- ENGR 29 Computer-Aided Drafting (CAD) 2
- ENGR 64 Engineering Material Testing 3
- MATH 102 Intermediate Algebra 3

*This course may be waived if student can demonstrate appropriate score on the Math Placement Test.

Second Semester (Spring)
- ENGR 24 Descriptive Geometry 2
- ENGR 33 Solid Modeling Computer-Aided Drafting 2
- MATH 10 Plane Trigonometry 3
Civil Engineering Technology Certificate – continued:

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 1A Measurements and Plane Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 27 Map and Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 31 Architectural Applications for CAD</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 36 Statics/Strength of Materials for Engineering Technicians</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 1B Plane Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 25 Structural Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses:** Choose at least three (3) units from the following:

- ENGR 20 Residential Design 2
- ENGR 21 Architectural Drawing 3
- ENGR 30 Intermediate Computer-Aided Drafting 2
- ENGR 32 Adv. Civil Design Applications for CAD 3
- ENGR 94 Engineering Worksite Learning 1-4

**TOTAL UNITS FOR CERTIFICATE** 38

**Communication Arts**

**REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:**
Students must complete the “CORE” courses listed below for their major. In addition, students must fulfill the 33-39-unit general education pattern for CSU or IGETC.

<table>
<thead>
<tr>
<th>CORE COURSES:</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 4 Humanities through the Film OR THTR 12 Acting 1</td>
<td>3</td>
</tr>
<tr>
<td>HUM 70 Exploring Contemporary Television</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 10 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 20 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 30 Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 40 Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 54 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 60 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence:**

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 10 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 60 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 30 Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 54 Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 4 Humanities through the Film OR THTR 12 Acting 1</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 40 Argumentation and Debate</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 70 Exploring Contemporary Television</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 20 Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Arts Degree Requirements**

<table>
<thead>
<tr>
<th>Major</th>
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<tbody>
<tr>
<td>General Education</td>
<td>15</td>
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<tr>
<td>Electives</td>
<td>21</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Computer Aided Drafting (CAD) Technology**

This curriculum is designed to prepare the individual for employment as a Mechanical Drafter with potential for more rapid advancement into mechanical design and other areas of specialization. If engineering transfer is an option after receiving an A.S. degree, consider alternate engineering transfer courses. See a counselor for details.

**Recommended Course Sequence:**

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1 Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 2 Career Planning for Engineering and Engineering Tech.</td>
<td>1</td>
</tr>
<tr>
<td>ENGR 22 Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 29 Computer-Aided Drafting</td>
<td>2</td>
</tr>
<tr>
<td>MATH 102 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
</tbody>
</table>
Computer Aided Drafting A.S. Degree – continued:

**Second Semester (Spring)**
- ENGR 24 Descriptive Geometry 2
- ENGR 26 Industrial Drafting 4
- ENGR 30 Intermediate Computer-Aided Drafting 2
- MATH 10 Plane Trigonometry 3
  General Education 3

**Third Semester (Fall)**
- ENGR 27 Map and Computer-Aided Drafting 3
- ENGR 31 Architectural Applications of CAD 2
- ENGR 36 Statics/Strength of Materials for Engr. Tech. 3
- ENGR 64 Engineering Material Testing 3
  General Education 3

**Fourth Semester (Spring)**
- ENGR 25 Structural Drafting 3
- ENGR 33 Solid Modeling Computer-Aided Drafting 2
- PHYS 101 Technical Physics 3
  General Education 6

**Required Major Elective Courses**: Choose at least five (5) units from the following:
- CIS 10 Excel for Windows-I 1
- ENGR 1A Measurements and Plane Surveying 3
- ENGR 1B Plane Surveying 3
- ENGR 21 Architectural Drawing 3
- ENGR 32 Adv. Civil Design Applications for CAD 3
- ENGR 94 Engineering Worksite Learning 1-4

(Architectural CAD Drafting preparation should also include ENGR 21, CONS 178, CONS 52, and ENGR 1A or NR 64)

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Additional General Education</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

**Requirements for Certificate**:  
This certificate is designed to provide employable knowledge and skills, with the level of general education reduced from what is required for an Associate in Science degree. Students must complete the “CORE” courses and at least four (4) units from the “ELECTIVE” courses listed below.

**Recommended Course Sequence:**

**First Semester (Fall)**
- ENGR 2 Career Planning for Engineering and Engineering Tech. 1
- ENGR 22 Engineering Graphics 2
- ENGR 29 Computer-Aided Drafting 2
- MATH 102 Intermediate Algebra 3

**Second Semester (Spring)**
- ENGR 24 Descriptive Geometry 2
- ENGR 26 Industrial Drafting 4
- ENGR 30 Intermediate Computer-Aided Drafting 2
- MATH 10 Plane Trigonometry 3

**Third Semester (Fall)**
- ENGR 31 Architectural Applications of CAD 2
- ENGR 36 Statics/Strength of Materials for Engr. Tech. 3

**Fourth Semester (Spring)**
- ENGR 25 Structural Drafting 3
- ENGR 33 Solid Modeling Computer-Aided Drafting 2

**Elective Courses**: Choose at least four (4) units from the following:
- CIS 1 Computer Literacy Workshop 3
- ENGR 1A Measurements and Plane Surveying 3
- ENGR 1B Plane Surveying 3
- ENGR 20 Residential Design 2
- ENGR 21 Architectural Drawing 3
- ENGR 27 Map and Computer-Aided Drafting 3
- ENGR 32 Adv. Civil Design Applications for CAD 3
- ENGR 94 Engineering Worksite Learning 1-4

**Total Units for Certificate**: 33

(Architectural CAD Drafting preparation should also include ENGR 20, ENGR 21, ENGR 31, CONS 178, CONS 52, and ENGR 1A or NR 64)
Computer and Information Systems-
Business Information Systems Concentration

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
Students must complete the "CORE" courses listed below in addition to 21 units of general education for the Associate in Science degree requirements. For a complete description of those requirements, please refer to the "Associate in Science" section of this catalog.

Recommended Course Sequence:

First Semester (Fall)
- ACCT 101 Basic Accounting 1 or
- ACCT 2 Introduction to Financial Accounting 3
- BUAD 10 Introduction to Business (fulfills GE requirement) 3
- CIS 2 Introduction to Computer Science 4
- CIS 70 Windows 1 1
- OAS Word Processing 1
- General Education 3

Second Semester (Spring)
- BUAD 6 Business Law 3
- BUAD 71 Introduction to e-Commerce 1
- BUAD 106* Business Mathematics 3
- CIS Spreadsheet 1
- CIS 60 Visual Basic Programming or
- CIS 61 C++ Language Programming or
- CIS 62 Java Programming or
- CIS 63 Assembler Language Programming 3-4
- CIS 81 Web Design (Front Page I) 1
- General Education 3
- *(Or other math course that meets general education requirement)

Third Semester (Fall)
- BUAD 15 Business and Society 3
- CIS Database 1
- CIS 4 Business Data Communications 3
- CIS 31 CISCO Networking CCNA 1 –Networking Fundamentals 3
- Required Major Elective (see below) 3
- General Education 3

Fourth Semester (Spring)
- BUAD 45 Human Relations on the Job 3
- BUAD 66 Business Communications 3
- CIS 3 Systems Analysis 3
- Required Major Electives (see below) 4
- General Education 3

Required Major Electives: Choose seven (7) units from the following:
- BUAD 72 e-Commerce Marketing 1
- BUAD 73 Web Design/e-Commerce 1
- CIS 5 Help Desk – Level 1 1
- CIS 11 Excel for Windows II 1
- CIS 12 Excel for Windows III 1
- CIS 21 Access for Windows II 1
- CIS 22 Access for Windows III 1
- CIS 32 CISCO Networking CCNA 2-Router Technology 3
- CIS 50 Install, Configure, and Administer MS Windows XP Pro 1
- CIS Second Programming Language (CIS 60, CIS 61, CIS 62, or CIS 63) 3-4
- CIS 71 Windows II 1
- CIS 72 Fundamentals of Unix 3
- CIS 84 HTML-Beginning 1
- CIS 90 A+ Certification Preparation/Cisco IT Essentials I 4
- CIS 92 Introduction to Computer Security – Security + 3
- CIS 94 Computer Information Systems Worksite Learning 1

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th>50-51</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
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<tr>
<td>Additional General Education</td>
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<tr>
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<td>62-63</td>
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</table>
Computer and Information Systems
Computer Networking Concentration-CCNA Option

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
Students must complete the "CORE" courses listed below in addition to 21 units of general education for the Associate in Science degree requirements. For a complete description of those requirements, please refer to the "Associate in Science" section of this catalog.

Recommended Course Sequence:

First Semester (Fall)
- CIS 2* Introduction to Computer Science 4
- CIS 31 Cisco Networking CCNA 1 Networking Fundamentals 3
- CIS 32 Cisco Networking CCNA 2 Routing Technology 3
- CIS 90 A+ Certification Preparation/Cisco IT Essentials I 4
  *Fulfills GE requirement if math requirement already met

Second Semester (Spring)
- BUAD 45 Human Relations on the Job 3
- CIS 33 Cisco Networking CCNA 3-LAN Switching and Design 3
- CIS 34 Cisco Networking CCNA 4-WAN Technology and Design 3
- ELEC 138 Fundamentals of Electronics 4
  General Education 3

Third Semester (Fall)
- CIS 50 Install, Configure and Administer MS Windows XP Pro 1
- CIS 51 Manage/Maintain MS Windows Server 2003 Environment 1
- CIS 52 Manage/Maintain Windows 2003 Network Infrastructure 1
- CIS 81 Web Design (Front Page I) 1
  Required Major Electives (see below) 3
  General Education 9

Fourth Semester (Spring)
- CIS 53 Plan and Maintain Windows 2003 Network Infrastructure 1
- CIS 54 Plan, Implement, Maintain Windows 2003 AD Infrastructure 1
- CIS 55 Designing Windows Server 2003 AD & Network Infrastructure 1
  Required Major Electives (see below) 4
  General Education 6

Summer
- CIS 56 Designing Security for Windows Server 2003 Network 1

Required Major Electives: Choose seven (7) units from the following:
- BUAD 10 Introduction to Business (fulfills GE Requirement) 3
- CIS 5 Help Desk – Level 1 1
- CIS 60 Visual Basic OR CIS 61 C++ OR CIS 62 Java OR
- CIS 63 Assembler Language Programming 3-4

*Fulfills GE requirement if math requirement already met

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th></th>
<th>Major</th>
<th>Additional General Education</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>42</td>
<td>16</td>
<td>60</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR CERTIFICATE

Students who have already completed the CCNA Certification or who have successfully completed the Cisco Network Academy CCNA courses may substitute the CCNP course work for the CCNA course work in this Certificate program. This would consist of taking the CIS 35 through CIS 38 series rather than the CIS 31 through CIS 34 series of classes. The courses are listed as follows:

First Semester (Fall)
- CIS 2* Introduction to Computer Science 4
- CIS 31 Cisco Networking CCNA 1 Networking Fundamentals 3
- CIS 32 Cisco Networking CCNA 2 Routing Technology 3
- CIS 90 A+ Certification Preparation/Cisco IT Essentials I 4

Second Semester (Spring)
- CIS 33 Cisco Networking CCNA 3 LAN Switching and Design 3
- CIS 34 Cisco Networking CCNA 4-WAN Technology and Design 3
- CIS 81 Web Design (Front Page I) 1
- ELEC 138 Fundamentals of Electronics 4

Third Semester (Fall)
- CIS 50 Install, Configure and Administer MS Windows XP Pro 1
- CIS 51 Manage and Maintain a MS Windows Server 2003 Environment 1
- CIS 52 Manage and Maintain Windows 2003 Network Infrastructure 1
### Computer and Information Systems - Computer Networking Concentration - CCNP Option

Prior to enrollment in the first semester of the CCNP Option (A.S. Degree or Certificate), students must have completed CIS 34 with a grade of “C” or higher, current CCNA certification, or the equivalent as determined by the multiple measures process.

#### REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Students must complete the "CORE" courses listed below in addition to 21 units of general education for the Associate in Science degree requirements. For a complete description of those requirements, please refer to the "Associate in Science" section of this catalog.

#### Recommended Course Sequence:

**First Semester (Fall)**
- CIS 2* Introduction to Computer Science 4
- CIS 35 Cisco Networking CCNP 1-Advanced Routing Configuration 3
- CIS 90 A+ Certification Preparation/Cisco IT Essentials I 4
- ELEC 138 Fundamentals of Electronics 4

**Second Semester (Spring)**
- BUAD 45 Human Relations on the Job 3
- CIS 36 Cisco Networking CCNP 2-Remote Access Networks 3
- CIS 81 Web Design (Front Page I) 1
- General Education 6

**Third Semester (Fall)**
- CIS 37 Cisco Networking CCNP 3-Multi-Layer Switching 3
- CIS 50 Install, Configure, and Administer MS Windows XP Pro 1
- CIS 51 Manage/Maintain MW Windows Server 2003 Environment 1
- CIS 52 Manage/Maintain Windows 2003 Network Infrastructure 1
- Required Major Electives (see below) 4
- General Education 6

**Fourth Semester (Spring)**
- CIS 38 Cisco Networking CCNP 4-InterNetworking Troubleshooting 3
- CIS 53 Plan and Maintain Windows 2003 Network Infrastructure 1
- CIS 54 Plan, Implement, Maintain Windows 2003 AD Infrastructure 1
- CIS 55 Designing Windows Server 2003 AD and Network Infrastructure 1
- Required Major Electives (see below) 3
- General Education 6

**Summer**
- CIS 56 Designing Security for Windows Server 2003 Network 1

**Required Major Elective (Choose at least 7 units from the following):**
- BUAD 10 Introduction to Business (fulfills G.E. requirement) 3
- CIS 5 Help Desk – Level 1 1
- CIS 60 Visual Basic OR CIS 61 C++ OR CIS 62 Java OR CIS 63 Assembler Language Programming 3-4
- CIS 72 Fundamentals of Unix 3
- CIS 82 Web Design (Front Page II) 1
- CIS 84 HTML – Beginning 1
- CIS 92 Introduction to Computer Security – Security + 3
- CIS 94 Computer Information Systems Worksite Learning 1

### Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>42</th>
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<tbody>
<tr>
<td>Additional General Education</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

#### REQUIREMENTS FOR CERTIFICATE

**First Semester (Fall)**
- CIS 2* Introduction to Computer Science 4
- CIS 35 Cisco Networking CCNP 1-Advanced Routing Config 3
- CIS 50 Install, Configure, and Administer MS Windows XP Pro 1
- CIS 51 Manage/Maintain MW Windows Server 2003 Environment 1
- CIS 52 Manage/Maintain Windows 2003 Network Infrastructure 1

*Fulfills GE requirement if math requirement is already met*
## Computer and Information Systems/CCNP Option – continued:

### Second Semester (Spring)
- **CIS 36** Cisco Networking CCNP 2 – Remote-Access Networks 3
- **CIS 53** Plan and Maintain Windows 2003 Network Infrastructure 1
- **CIS 54** Plan, Implement, Maintain Windows 2003 AD Infrastructure 1
- **CIS 55** Designing Windows Server 2003 AD and Network Infrastructure 1
- **CIS 81** Web Design (Front Page I) 1
- **CIS 90** A+ Certification Preparation/Cisco IT Essentials I 4

### Summer
- **CIS 56** Designing Security for Windows Server 2003 Network 1

### Third Semester (Fall)
- **CIS 37** Cisco Networking CCNP 3-Multi-Layering Switching 3
- **ELEC 138** Fundamentals of Electronics 4

### Fourth Semester (Spring)
- **CIS 38** Cisco Networking CCNP 4-InterNetworking Troubleshooting 3

**TOTAL UNITS FOR CERTIFICATE** 32

## Computer Maintenance

The Computer Maintenance Certificate Program provides the exposure and training necessary to maintain and troubleshoot common microcomputer systems to the board level. This program provides hands-on training in basic electronics, DOS installation and operation, PC repair and computer management.

**REQUIREMENTS FOR CERTIFICATE:**

**Core Classes**
- Students must complete the core courses listed below
- **CIS 1** Computer Literacy Workshop 3
- **ELEC 138** Fundamentals of Electronics 4
- **ELEC 139** Introduction to Digital & Analog Elect. & Systems 4

**TOTAL CORE UNITS** 11

**Network Emphasis**
- **CIS 31** Cisco Networking CCNA 1-Networking Fundamentals 3
- **CIS 32** Cisco Networking CCNA 2-Routing Technology 3

**TOTAL NETWORK EMPHASIS UNITS** 17

**Computer Emphasis**
- **CIS 90** A+ Certification Preparation/Cisco IT Essentials I 4

**TOTAL COMPUTER EMPHASIS UNITS** 15

## Construction Technology

This curriculum prepares students for entry-level employment in the carpentry trade. Award of specific apprenticeship credit will depend on the employer, local union regulations, aptitude of student as well as curriculum completed. Under normal circumstances, credit for partial fulfillment of apprenticeship requirements can be attained.

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

### Recommended Course Sequence:

#### First Semester (Fall)
- **CONS 53** Materials of Construction 3
- **CONS 71** Woodworking 3
- **CONS 151** Carpentry Practices I 6
- **INDE 1** Career Planning for Industrial Technology 1
- **MATH 100*** Technical Applications of Mathematics 3

#### Second Semester (Spring)
- **CONS 72** Cabinetmaking 3
- **CONS 152** Carpentry Practices II 6
- **CONS 155** Residential Electrical 3
- **ENGL 190* ** Reading and Writing II **(see below for alternative) 4

#### Third Semester (Fall)
- **CONS 154** Residential Plumbing 3
- **CONS 178** Building Codes and Standards 3
- **ENGR 119** Blueprint and Spec. Reading (Architecture) 2
- **WELD 70** Beginning Welding 3
- **General Education** 3
Construction Technology A.S. Degree – continued:

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CONS 52</td>
<td>Residential Estimating</td>
<td>3</td>
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<tr>
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**Suggested Electives:**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUAD 10*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CONS 73</td>
<td>Furniture &amp; Cabinet Finishing</td>
<td>3</td>
</tr>
<tr>
<td>CONS 74</td>
<td>Trim &amp; Detail Finishing</td>
<td>3</td>
</tr>
<tr>
<td>CONS 94</td>
<td>Worksite Learning for Construction Tech.</td>
<td>1-4</td>
</tr>
<tr>
<td>CONS 150</td>
<td>Introduction to Residential Construction</td>
<td>3</td>
</tr>
<tr>
<td>OAS 51</td>
<td>Keyboarding I-Beginning Typing</td>
<td>3</td>
</tr>
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**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
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<td>Major</td>
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<td>61</td>
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*Can be used to fulfill the General Education requirement.

**The General Education requirement includes English Composition. Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

**Requirements for Construction Technology Certificate:**

**Recommended Course Sequence:**

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 53</td>
<td>Materials of Construction</td>
<td>3</td>
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<tr>
<td>CONS 71</td>
<td>Woodworking</td>
<td>3</td>
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<tr>
<td>CONS 151</td>
<td>Carpentry Practices I</td>
<td>6</td>
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<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Technology</td>
<td>1</td>
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<tr>
<td>MATH 100</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
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**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CONS 72</td>
<td>Cabinetmaking</td>
<td>3</td>
</tr>
<tr>
<td>CONS 152</td>
<td>Carpentry Practices II</td>
<td>6</td>
</tr>
<tr>
<td>CONS 155</td>
<td>Residential Electrical</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 190*</td>
<td>Reading and Writing II **(see below for alternative)</td>
<td>4</td>
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</table>

**Third Semester (Fall)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 154</td>
<td>Residential Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CONS 178</td>
<td>Building Codes and Standards</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 119</td>
<td>Blueprint and Specification. Reading (Architectural)</td>
<td>2</td>
</tr>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
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**Fourth Semester (Spring)**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CONS 52</td>
<td>Residential Estimating</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** | 46 |

*Can be used to fulfill General Education requirements.

**Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

**Customer Service Academy Certificate**

The Center for Business, Mathematics, and Technology is offering a Customer Service Academy Certificate to be awarded at the completion of the core courses listed below:

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUAD 81</td>
<td>Stress Management in the Workplace</td>
<td>0.5</td>
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<tr>
<td>BUAD 82</td>
<td>Managing Organizational Change</td>
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</tr>
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<td>BUAD 83</td>
<td>Conflict Resolution</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 84</td>
<td>Attitude in the Workplace</td>
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</tr>
<tr>
<td>BUAD 85</td>
<td>Customer Service in the Workplace</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 86</td>
<td>Decision Making and Problem Solving</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 87</td>
<td>Team Building</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 88</td>
<td>Communicating with People</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 89</td>
<td>Time Management</td>
<td>0.5</td>
</tr>
<tr>
<td>BUAD 90</td>
<td>Foundation Essentials: Values and Ethics</td>
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</table>

**TOTAL UNITS FOR CERTIFICATE** | 5.0 |
Dental Hygiene

The Dental Hygiene Program is designed to train students to work as dental hygienists who have specific knowledge of the dental hygiene profession, a sophisticated level of thinking ability, and the positive character traits (i.e., responsibility, discipline, and initiative) necessary to succeed at any level in the workplace.

All courses in the program will employ an integrated teaching strategy that will include development of critical skills, competence in oral and written English communication, and competence in applied math for problem solving. In addition, all courses will provide a broad understanding of “all aspects of the field (industry).” The program will be articulated with various transfer institutions so that those students who choose to transfer for further study may do so.

REQUIREMENTS FOR ENROLLMENT INTO THE PROGRAM:
1. Students must have a high school diploma or its equivalent
2. Completion of the Humanities requirement and Mathematics competency requirement is necessary for graduation and strongly recommended prior to entering the program.

PREREQUISITE COURSES:
- ANAT 1 Anatomy 5
- PHY 1 Physiology (with Lab) 5
- MICR 1 Microbiology 5
- ENGL 1A Reading and Composition 4
- CHEM 2A Introduction to Chemistry 5
- CHEM 2B Introduction to Organic and Biochemistry 5
- SOC 1 Introduction to Sociology 3
- PSYC 1A General Psychology 3
- SPCH 60 Public Speaking or SPCH 10 Interpersonal Communication 3
- FSS 25 Nutrition 3

TOTAL PREREQUISITE UNITS: 41

Final selection of qualified applicants is competitive. Please contact the Center for Human Development for information regarding the selection criteria used to evaluate qualified applicants

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
- DNTL 10 Oral Biology 3
- DNTL 11 Oral Radiology 3
- DNTL 12 Head and Neck Anatomy 2
- DNTL 13 Dental Health Education/Seminar 2
- DNTL 14 Introduction to Clinic 4
- DNTL 20 Local Anesthesia and Nitrous Oxide 2
- DNTL 21 General and Oral Pathology 4
- DNTL 23 Patient Management and Geriatrics 2
- DNTL 24 Clinical Practice I 4
- DNTL 25 Clinic I Seminar 2
- DNTL 26 Nutrition in Dentistry 1
- DNTL 30 Periodontics I 3
- DNTL 31 Pharmacology 2
- DNTL 32 Dental Materials 2
- DNTL 33 Advanced Clinical Topics 2
- DNTL 34 Clinical Practice II 4
- DNTL 35 Clinic II Seminar 1
- DNTL 40 Periodontics II 1
- DNTL 41 Practice and Financial Management 1
- DNTL 42 Clinic III Seminar 2
- DNTL 43 Clinical Practice III 4
- DNTL 44 Community Oral Health 3
- DNTL 45 Ethics and Jurisprudence 2

TOTAL UNITS FOR MAJOR: 56

Diesel Technology

This curriculum prepares the student for entry into the mechanic trade related to heavy equipment and diesel engines. Award of apprenticeship credit for completion of the program will depend on the employer, local union regulations, aptitude of student, as well as the curriculum completed. The Diesel Technology major requires technical courses to satisfy the minimum requirements for the major. Students are encouraged to take as many technical courses and related electives as their program will permit. When necessary, auto mechanic courses and diesel courses may be interchanged to satisfy major requirements.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence: (for students starting Fall semester)
First Semester (Fall)
- DIES 48 Hydraulics 4.5
- DIES 162 Heavy Duty Power Train 4
- DIES 164 Diesel Performance Analysis 8
- INDE 1 Career Planning for Industrial Tech. 1
Diesel Technology A.S. Degree – continued:

Second Semester (Spring)
AUTO 1 Vehicle Electrical Systems 3
DIES 94 Worksite Learning For Diesel Technology 2
DIES 161 Diesel Technology Field Training 2
DIES 166 Diesel Engines 6
DIES 170 Heavy Duty Braking Systems 4

Third Semester (Fall)
ENGL 190* Reading and Writing II *(see below for alternatives) 4
MATH 100* Technical Applications of Mathematics 3
WELD 70 Beginning Welding General Education 3

Fourth Semester (Spring)
WELD Any Advanced Welding Class 3
General Education 12

Associate in Science Degree Requirements

<p>| | |</p>
<table>
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<tr>
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<tr>
<td>General Education</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>62.5</td>
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</table>

*Can be used to fulfill General Education requirements.
**The General Education requirement includes English Composition. Students may choose one of the following alternatives: ENGL 190 or a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

Recommended Course Sequence: (for students starting Spring semester)

First Semester (Spring)
DIES 48 Hydraulics 4.5
DIES 170 Heavy Duty Braking Systems 4
ENGL 190* Reading and Writing II *(see below for alternatives) 4
INDE 1 Career Planning for Industrial Technology 1
MATH 100* Technical Applications of Mathematics 3
WELD 70 Beginning Welding

Second Semester (Fall)
AUTO 1 Vehicle Electrical Systems 3
DIES 162 Heavy Duty Power Train 4
DIES 164 Diesel Performance Analysis General Education 3

Third Semester (Spring)
DIES 94 Worksite Learning For Diesel Technology 2
DIES 161 Diesel Technology Field Training 2
DIES 166 Diesel Engines 6
WELD Any Advanced Welding Class 3
General Education 3

Fourth Semester (Fall)
General Education 9

Associate in Science Degree Requirements

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Major</td>
<td>47.5</td>
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<tr>
<td>General Education</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>62.5</td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.
**The General Education requirement includes English Composition. Students may choose one of the following alternatives: ENGL 190 or a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

REQUIREMENTS FOR DIESEL TECHNOLOGY CERTIFICATE:

Recommended Course Sequence:

First Semester (Fall)
DIES 48 Hydraulics (F/S) 4.5
DIES 162 Heavy Duty Power Train (F) 4
DIES 164 Diesel Performance Analysis (F) 8
INDE 1 Career Planning for Industrial Tech. (F/S) 1

Second Semester (Spring)
AUTO 1 Vehicle Electric Systems (F/S) 3
DIES 94 Worksite Learning For Diesel Technology 2
DIES 161* Diesel Technology Field Training (S) 2
DIES 166* Diesel Engines (S) 6
DIES 170 Heavy Duty Braking Systems (S) 4
Diesel Technology Certificate – continued:

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENGL 190 Reading and Writing II ** (see below for alternatives)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 100 Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70 Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD Any Advanced Welding Class</td>
<td>3</td>
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<tr>
<td><strong>TOTAL UNITS FOR CERTIFICATE</strong></td>
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</tr>
</tbody>
</table>

**Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.**

Note: This sequence of courses is designed for students who enroll in the fall semester. For students who enroll during the spring semester, please check prerequisites, as it may take a little longer to complete the certificate requirements.

* = Check Prerequisites                (F) = Fall Class Only              (S) = Spring Class Only

Dietary Service Supervisor Certificate

The Center for Business, Mathematics, and Technology is offering a Dietary Service Supervisor Certificate to be awarded at the completion of the core courses listed below:

**REQUIREMENTS FOR CERTIFICATE:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 50</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>DSS 10</td>
<td>Food Production Management</td>
<td>4</td>
</tr>
<tr>
<td>DSS 63</td>
<td>Personnel Management, Supervision Techniques &amp; Training</td>
<td>3</td>
</tr>
<tr>
<td>DSS 94</td>
<td>Dietary Service Supervisor Worksite Learning</td>
<td>3</td>
</tr>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FSS 27</td>
<td>Therapeutic Nutrition</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL UNITS FOR CERTIFICATE</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

Early Childhood Education

The Early Childhood Education Program prepares students to become teachers and directors in programs providing care and learning opportunities for young children. The college courses focus on training for careers in preschools, Head Start, childcare, infant-toddler and school age care, and family childcare. Programs for young children require different qualifications for teachers and child care providers. The A.S. Degree in Early Childhood Education at Shasta College meets course work qualifications for the Child Development Teacher Permit Level and Title 22 staff qualifications for a teacher and director. Additional specified experience with children is required.

Follow the Suggested Sequence of Courses listed below along with the Shasta College catalog for general education and graduation requirements. Particular attention should be given to suggested course advisories, prerequisites, and courses that are offered only during the Fall (F) or Spring (S) terms. An asterisk (*) denotes a course has a suggested prerequisite course requirement or advisory.

There are 44 required Early Childhood Education units for the Associate Degree. Students need to complete core-required courses (39 units) and an additional 5 units selected from offerings listed after the core courses. The additional General Education units (16 units) need to be taken in the following five categories – Natural Science, Humanities, English, Math and Speech. All courses applied to the A.S. ECE Degree must be completed with a “C” grade or better.

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**REQUIRED MAJOR CORE COURSES (Recommended Course Sequence)**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>ECE 1</td>
<td>Human Development (F/S)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 4</td>
<td>Introduction to Early Childhood Education (F/S)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ECE 20</td>
<td>E.C. Curriculum: Introduction to Curriculum (F/S)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ECE 52</td>
<td>Guidance in Adult-Child Relations (S)</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td>ECE 2</td>
<td>Child, Family, Community (F/S)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 7*</td>
<td>Early Childhood Observation &amp; Assessment (F/S)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 11*</td>
<td>Meeting Special Needs of Children (S)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ECE 30*</td>
<td>E.C. Curriculum: Physical Development (S)</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td>ECE 3*</td>
<td>Early Childhood Program Administration (F)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 40*</td>
<td>E.C. Curriculum: Affective Development (F)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 50*</td>
<td>E.C. Curriculum: Cognitive Development (S)</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>ECE 8*</td>
<td>Teaching Practices for Young Children (F)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ECE 15</td>
<td>Health &amp; Safety in Children’s Programs (S)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 16*</td>
<td>Fundamentals of EC Mentoring &amp; Supervision (S)</td>
<td>2</td>
</tr>
</tbody>
</table>
Early Childhood Education A.S. Degree – continued:

Additional Early Childhood Education Program Units

Students must select an additional five units from the ECE program courses listed below:

- ECE 6 Exploring Family Childcare 3
- ECE 10 Early Childhood Learning 3
- ECE 12 Infant-Toddler Learning 3
- ECE 13 Envir. for Infant/Toddler, Preschool or School Age Child Care 2
- ECE 14 School Age and Adolescent Development 3
- ECE 22 EC Curriculum: Infant/Toddler Care 1
- ECE 24 EC Curriculum: School Age Care 1
- ECE 51 Early Childhood Staffing and Management 3
- ECE 152 The Young Child: Movement, Rhythm, and Singing 1
- ECE 155 The Young Child: Introduction to the Montessori Method 1

ECE graduates are qualified to work with children ages 0-5. However, it is recommended that students meet the additional 5-unit requirement by selecting and completing one of the following Specializations (Infant/Toddler or School-Age). A Specialization is required for the Master Teacher Level of the Child Development Permit, issued by the California Commission on Teaching Credentialing. Associate and Teacher Levels do not require a Specialization.

INFANT/TODDLER TEACHING SPECIALIZATION

- ECE 13 Envir. for Infant/Toddler, Preschool or School Age Child Care 2
- ECE 12 Infant-Toddler Learning 3
- ECE 22 E.C. Curriculum: Infant/Toddler Care 1

SCHOOL-AGE TEACHING SPECIALIZATION

- ECE 13 Envir. for Infant/Toddler, Preschool or School-Age Child Care 2
- ECE 14 School-Age and Adolescent Development 3
- ECE 24 E.C. Curriculum: School-Age Care 1

Suggested Electives:

- FSS 16 Marriage and Family 3
- FSS 25 Nutrition 3
- FSS 60 Life Management 3
- MUS 1 Music Fundamentals 3
- PSYC 41 Cultural/Social Context of Childhood 3
- SPCH 54 Small Group Communication 3

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Required Major Core Courses</th>
<th>39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Additional ECE Program Units</td>
<td>5</td>
</tr>
<tr>
<td>* Additional General Education</td>
<td>16</td>
</tr>
<tr>
<td>*(Natural Science, Humanities, English, Math, and Speech)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR CERTIFICATE:

The Early Childhood Education Certificate offers students initial training to work with young children. After completion of the 16 unit certificate requirements, the student qualifies for employment as an entry-level teacher in private child care settings licensed through the Department of Social Services. The Early Childhood Education Certificate course work also meets the training requirements for the Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing.

The courses listed below may also be applied to an Early Childhood Education AS Degree (See college counselor and Recommended Course Sequence for Associate of Science Degree). Particular attention should be given to suggested course prerequisites and to courses that are offered only during the Fall or Spring terms. Probable time of course offering is indicated by a F (Fall), S (Spring). An asterisk (*) means that there is a prerequisite (condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in that course).

All courses to be applied to the Early Childhood Education Certificate must be completed with a "C" grade or better.

Recommended Course Sequence:

**First Semester (Fall)**

- ECE 1 Human Development (F/S) 3
- ECE 4 Intro. to Early Childhood Education (F/S) 1
- ECE 20 E.C. Curriculum: Intro. to Curriculum (F/S) 2

**Second Semester (Spring)**

- ECE 2 Child, Family, Community (F/S) 3
- ECE 52 Guidance in Adult-Child Relations (S) 3

**Select four (4) units from the following courses**

- ECE 7 Early Childhood Observation and Assessment (F/S) 1
- ECE 11 Meeting Special Needs of Children (S) 3
- ECE 13 Envir. for Infant/Toddler, Preschool or School Age Child Care (F) 3
- ECE 30 E.C. Curriculum: Physical Development (S) 3
- ECE 50 E.C. Curriculum: Cognitive Development (F) 3
- ECE 40 E.C. Curriculum: Affective Development (S) 3

**TOTAL UNITS** 16
Early Childhood Education - Family Childcare

The Early Childhood Education Family Childcare Certificate offers students initial training for employment as a family childcare provider. After completion of the 16-unit certification program, the student will be prepared to seek a family childcare provider position or family childcare licensure (assuming ability to pass Community Care Licensing [Social Services Department] requirements related to physical site).

Follow the suggested sequence of courses listed below along with the Shasta College catalog. Particular attention should be given to course advisories, prerequisites, and courses that are offered only during the Fall (F) or Spring (S) terms. An asterisk (*) denotes a course that has a prerequisite course requirement.

All courses to be applied to the Early Childhood Education Family Childcare Certificate must be completed with a “C” grade or better.

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1 Human Development (F/S)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6 Exploring Family Childcare (F/S)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 20 E.C. Curriculum: Intro. to Curriculum (F/S)</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2 Child, Family, Community (F/S)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 13 Environments for Infant/Toddler, PS, S-A</td>
<td>2</td>
</tr>
</tbody>
</table>

Select three (3) units from the following courses: 3 units

- ECE 11* Meeting Special Needs of Children – 2 units (S)
- ECE 12 Infant/Toddler Learning – 3 units (F)
- ECE 14 School-Age Learning – 3 units (S)
- ECE 22 EC Curriculum: Infant/Toddler Care – 1 unit (F)
- ECE 24 EC Curriculum: School Age Care – 1 unit (S)
- ECE 30* EC Curriculum: Physical Development – 3 units (S)
- ECE 40* EC Curriculum: Affective Development – 3 units (F)
- ECE 50* EC Curriculum: Cognitive Development – 3 units (S)
- ECE 52 Guidance in Adult-Child Relations – 3 units (S)

TOTAL UNITS FOR CERTIFICATE: 16

Equine Science

This curriculum is designed to provide training in a wide variety of jobs available in the Equine industry; jobs including horse training, horse grooming and care, horse packing, stable management, and others. Classes for this major will mainly be offered during the evening program. Students interested in this major should secure a worksite position early in the program to confirm their desire for working in this industry as well as gaining practical experience.

Students planning to transfer to a college or university should consult a Counselor or Agriculture Faculty Advisor regarding transfer requirements. TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS.

Students who do not qualify for advanced levels of mathematics are strongly encouraged to enroll in MATH 100 Technical Applications of Math as preparation for degree requirements. Sixty (60) units are required for A.S. degree. All graduation requirements are met.

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 12 Horsemanship</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 52 Computers in Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 56 Agriculture Practices OR</td>
<td>2-4</td>
</tr>
<tr>
<td>ENVR 94 Worksite Learning</td>
<td>2-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVR 1 Career Planning for Environ. Resources</td>
<td>2</td>
</tr>
<tr>
<td>SPCH 54* Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Education (Social Science)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 13 Horse Husbandry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1A* Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>AGRI 20* Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 44 Mechanical Technology for Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101* Basic Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

AGRI 16 Veterinary Practices 2
AGRI 21 Horse Management 3
AGRI 51 Agriculture Records and Analysis 3
AGRI 54 Resource Economics 3
General Education (Multicultural/Living Skills) 3
Equine Science A.S. Degree – continued:

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 6</td>
<td>Career Placement - Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AGRI 11</td>
<td>Feeds and Feeding</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 50</td>
<td>Agriculture Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 24</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education (Humanities)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>51-53</td>
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<tr>
<td>General Education</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>60-62</td>
</tr>
</tbody>
</table>

Suggested additional courses which will broaden the AS Degree (recommended consultation with Agriculture faculty):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 14</td>
<td>Western Riding and Training</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 110</td>
<td>Horse Training</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 112</td>
<td>Horseshoeing</td>
<td>2</td>
</tr>
<tr>
<td>AGRI 114</td>
<td>English Riding and Training</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 9</td>
<td>Agriculture and Natural Resources Leadership</td>
<td>1</td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.

**Requirements for Certificate:**

**Core Courses for Certificate:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 6</td>
<td>Career Placement - Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AGRI 11</td>
<td>Feeds and Feeding</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 12</td>
<td>Horsemanship</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 13</td>
<td>Horse Husbandry</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 16</td>
<td>Veterinary Practices</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 56</td>
<td>Agriculture Practices OR</td>
<td>1-4</td>
</tr>
<tr>
<td>ENVR 94</td>
<td>Worksite Learning</td>
<td>1-4</td>
</tr>
<tr>
<td>ENVR 1</td>
<td>Career Planning for Environ. Resources</td>
<td>2</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 54</td>
<td>Small Group Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Elective Courses:** Choose nine (9) units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 14</td>
<td>Western Riding and Training</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 110</td>
<td>Horse Training</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 112</td>
<td>Horseshoeing</td>
<td>2</td>
</tr>
<tr>
<td>AGRI 114</td>
<td>English Riding and Training</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 9</td>
<td>Agriculture and Natural Resources Leadership</td>
<td>1</td>
</tr>
<tr>
<td>ENVR 44</td>
<td>Mechanical Tech. for Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS FOR CERTIFICATE</strong></td>
<td><strong>31</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment Operations and Maintenance**

This curriculum is designed to provide employable skills essential to several occupations and emphasizes the "learning-by-doing" method of instruction on modern up-to-date equipment.

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 6</td>
<td>Career Placement – Agriculture OR</td>
<td>1</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Technology</td>
<td></td>
</tr>
<tr>
<td>CONS 46</td>
<td>Equipment Operations and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CONS 48</td>
<td>Surveying for Equipment Operators</td>
<td>2</td>
</tr>
<tr>
<td>CONS 55</td>
<td>Equipment Operations Skills Development OR</td>
<td>1-2</td>
</tr>
<tr>
<td>ENVR 94</td>
<td>Environmental Resources Worksite Learning</td>
<td></td>
</tr>
<tr>
<td>ENVR 24</td>
<td>Soils OR</td>
<td>3</td>
</tr>
<tr>
<td>DIES 48</td>
<td>Hydraulics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENVR 44</td>
<td>Mech.anical Tech. for Environmental Resources OR</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
<td></td>
</tr>
<tr>
<td>ENVR 47</td>
<td>Project Construction for Equipment Operations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100*</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*or Math Placement Level 3 or higher</td>
<td></td>
</tr>
<tr>
<td>NR 66</td>
<td>Watershed Restoration Practicum</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Current CPR/First Aid Certification (Required)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 21-23.5

Suggested Courses: AGRI 149, AUTO 1, DIES 166, DIES 170, ENGR 118, SPCH 54, WELD 170, English, Computers
Family Studies (formerly Home Economics)

This program is designed to provide students with foundational skills and knowledge about human action and interaction within the primary social, cultural and economic unit in our society—the family. Individual and family issues that arise from changing societal patterns have created a vast need for a variety of support services. Students with an AS degree will have the opportunity to enter the career ladder in a number of entry level or paraprofessional positions or have the foundation to transfer in a related major at a four-year college or university.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
There are 34 units required for the Associate Science Degree in Family Studies. Students need to complete the required core courses (28 units) and an additional 6 units selected from the options listed after the core courses. An additional 12 units of General Education, plus electives to total 60 units will complete the A.S. Degree requirements. Students who wish to transfer should consult the CSU and IGETC General Education requirements as well as specific lower division requirements for their desired major at a particular four-year institution, in order to make the best use of their time.

Recommended Course Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 16 Marriage &amp; Family</td>
</tr>
<tr>
<td>ECE 1 Human Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 60 Life Management</td>
</tr>
<tr>
<td>SPCH 10 Interpersonal Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 25 Nutrition</td>
</tr>
<tr>
<td>ECE 2 Child, Family &amp; Community</td>
</tr>
<tr>
<td>PSYC 41 Cultural/Social Context of Childhood</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 46 Personal Finance</td>
</tr>
<tr>
<td>FSS 18 Adulthood and Aging</td>
</tr>
<tr>
<td>FSS 94 Worksite Learning</td>
</tr>
</tbody>
</table>

In addition, students must complete a total of 6 units from the options listed below:
Choose 3 units from the following:
- PSYC 1A General Psychology | 3
- PSYC 14 Understanding Human Behavior | 3

Choose 3 units from the following:
- SOC 1 Introduction to Sociology | 3
- SOC 2 Social Problems | 3
- HUSV 132 Introduction to Mental Disorders | 3

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>8-31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Additional Units</td>
<td>6</td>
</tr>
<tr>
<td>General Education</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>1-14</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

Fire Technology

The Fire Technology curriculum is planned to serve both as an in-service program and as a pre-employment two-year program for community college students aspiring to enter the field of firefighting. Each student must complete thirty-five and a half (35½) units. Fire Technology majors may be required to fulfill a tour of duty at a local fire station.

The suggested course sequence has been supplied to the Counseling Division by the Instructional Division. Students are urged to use this outline along with the Shasta College catalog. Particular attention should be paid to course prerequisites and to whether a class is taught Fall or Spring semester or both. Courses listed may be offered either in spring or fall semesters, or at the discretion of the division.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
Students must complete the "CORE" courses listed below for their major. In addition, students must satisfy all the regular Assoc. in Science degree requirements. For a complete description of those requirements, please refer to the "Associate in Science" section of this catalog.

Recommended Course Sequence:
Courses listed may be offered either in spring or fall semesters, or at the discretion of the Department. This course sequence is based on students who are not taking the Firefighter I Academy. Students who want to complete the Firefighter I Academy should plan on committing one full semester to that class (25 total units).

First Semester (Fall)
- FIRS 70 Introduction to Fire Technology | 3
- FIRS 71 Fire Behavior and Combustion | 3
- FIRS 74 Fire Protection Equipment and Systems | 3
- FIRS 79 Firefighter Safety and Survival | 3
- FIRS 85 Fire Command IA | 2

Second Semester (Spring)
- FIRS 72 Fire Prevention Technology | 3
- FIRS 86 Building Construction for the Fire Service | 3
- FIRS 101 Career Placement | 1
- FIRS 189 Fire Investigation I | 2
- FAID 175 EMT I Basic | 3.5
  General Education | 3
Fire Technology A.S. Degree – continued:

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 5</td>
<td>Introduction to Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH 10, 20, 54 or 60 General Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education</td>
<td>6</td>
</tr>
</tbody>
</table>

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>12.5</td>
</tr>
</tbody>
</table>

**Suggested Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 191</td>
<td>Fire Investigation 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIRS 104</td>
<td>Fire Fighter I Academy</td>
<td>21</td>
</tr>
<tr>
<td>FIRS 87</td>
<td>Fire Command 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIRS 94</td>
<td>Fire Fighter Trainee Worksite Learning</td>
<td>4</td>
</tr>
<tr>
<td>FIRS 180</td>
<td>Fire Management I</td>
<td>2</td>
</tr>
<tr>
<td>FIRS 108</td>
<td>Fire Fighter II Academy</td>
<td>5</td>
</tr>
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</table>

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
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<tr>
<td>General Education</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>12.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60.0</td>
</tr>
</tbody>
</table>

**California State Firefighter I and II Certification**

Students wishing to apply for California State Fire Marshal’s Office Firefighter I or II certification must meet the following criteria:

- Complete the required coursework as outlined by the State Fire Marshal’s Office.
- Work a minimum of either six months as a paid full-time firefighter or 12 months as a volunteer.
- A recommendation and signature on appropriate form from the Fire Chief of the department that a student works for or volunteers at is a mandatory requirement.

Note: No college in California certifies individuals as Firefighter I or Firefighter II. All certifications are approved by the California State Fire Marshal’s Office.

**Fire Technology – Wildland Firefighter I Academy**

Students completing this certificate will have the basic firefighting training as required by the U.S. Forest Service and California Department of Forestry for seasonal or permanent employment in fire fighting.

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 73</td>
<td>Wildland Firefighter I Academy</td>
<td>4</td>
</tr>
</tbody>
</table>

**Geographic Information Systems**

The Geographic Information Systems (GIS) Certificate at Shasta College provides students the skills needed to apply GIS technology to a variety of applications. Students will develop foundation skills in computer usage and map fundamentals. From this foundation GIS fundamentals will be taught, both in conceptual and practical terms. The application of GIS to various problems will be emphasized. All students will work on real world projects. Related technologies, such as global positioning systems (GPS) and image analysis will be introduced.

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 10</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 11</td>
<td>Advanced GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS 12</td>
<td>Databases for Geographic Information Systems</td>
<td>2</td>
</tr>
<tr>
<td>GIS 13</td>
<td>Mobile GIS/GPS</td>
<td>1</td>
</tr>
<tr>
<td>GIS 94</td>
<td>GIS Worksite Learning</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 10</td>
<td>Map Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 60</td>
<td>Basic Programming Language</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units for Certificate:**

17

**Additional Supporting Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 90</td>
<td>Working with GIS</td>
<td>1</td>
</tr>
<tr>
<td>GIS 97</td>
<td>Special Topics in GIS</td>
<td>1</td>
</tr>
<tr>
<td>ENGR 29</td>
<td>Map and Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 20</td>
<td>Access for Windows I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 21</td>
<td>Access for Windows II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 22</td>
<td>Access for Windows III</td>
<td>1</td>
</tr>
<tr>
<td>NR 83</td>
<td>Introduction to Global Positioning Systems (GPS)</td>
<td>1</td>
</tr>
</tbody>
</table>
Gerontology Certificate

This program is temporarily suspended.

The Gerontology Certificate Program provides students with knowledge about the human aging process and the skills necessary to work directly in the field of aging. Students will develop the basic skills and knowledge regarding sociological, biological, and psychological aspects of a diverse aging society. Course work includes working with dementia, families, nutritional needs and death and dying issues. Students with a Gerontology Certificate are prepared to work in long term care settings, senior centers, social service agencies, adult day care, in home care and community organizations.

REQUIREMENTS CERTIFICATE:

CORE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 60</td>
<td>Biology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GERO 77</td>
<td>Family Dynamics and Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOC 22</td>
<td>Sociology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>FSS 18</td>
<td>Adulthood and Aging</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, students must choose five (5) units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>GERO 64</td>
<td>Coping With Mental Illness And Dementia In Old Age</td>
<td>3</td>
</tr>
<tr>
<td>GERO 24</td>
<td>Ethnic Diversity and Aging</td>
<td>2</td>
</tr>
<tr>
<td>GERO 75</td>
<td>Death And Dying</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 17

Horticulture

The Green Industry is a huge industry with many different career opportunities. Nursery sales exceed $55 billion nationally. California sells $13.26 billion in nursery and floral products annually and the Landscape Industry continues to grow rapidly as population increases both statewide and locally. The Shasta College Horticulture Program will introduce students to an array of horticulture opportunities and provide them with the necessary skills to begin a career in the horticultural field. Job opportunities continue to outnumber the number of graduates in our local area. Career choices range from city and county parks; state and federal organizations; garden centers, independent, local and national chains; landscape maintenance business; floral design and arrangement; landscape design and installation and nursery and landscape management positions. Courses include directed practical experience in a modern horticulture facility that includes a floral lab room, 7,000 square feet of greenhouses and 20,000 square feet of landscaping. Many landscaping operations are also done on the beautiful 300-acre college campus.

Students should contact their counselor or environmental horticulture faculty advisor to choose electives for the particular career they are planning to enter. Particular attention should be paid to course prerequisites and whether a class is taught fall or spring semester, or both.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE

Students who do not qualify for advanced levels of mathematics are strongly encouraged to enroll in MATH 100-Technical Applications of Math as preparation for degree requirements.

Recommended Course Sequence:

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVR 52</td>
<td>Computers in Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>HORT 22</td>
<td>Nursery Practices and Plant Propagation</td>
<td>2</td>
</tr>
<tr>
<td>HORT 27</td>
<td>Plant Identification and Taxonomy</td>
<td>1</td>
</tr>
<tr>
<td>HORT 28</td>
<td>Plant Identification and Taxonomy</td>
<td>1</td>
</tr>
<tr>
<td>HORT 29</td>
<td>Plant Identification and Taxonomy</td>
<td>1</td>
</tr>
<tr>
<td>HORT 33</td>
<td>Environmental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education (Oral Communication)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 23</td>
<td>Nursery Practices and Management</td>
<td>2</td>
</tr>
<tr>
<td>HORT 35</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 38</td>
<td>Landscape and Turf Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100*</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education (Multicultural/Living Skills)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A*</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 44</td>
<td>Mechanical Tech. for Environ. Resources</td>
<td>3</td>
</tr>
<tr>
<td>HORT 31.1</td>
<td>Landscape Irrigation</td>
<td>1</td>
</tr>
<tr>
<td>HORT 31.2</td>
<td>Landscape Irrigation</td>
<td>1</td>
</tr>
<tr>
<td>HORT 31.3</td>
<td>Landscape Irrigation</td>
<td>1</td>
</tr>
<tr>
<td>HORT 56</td>
<td>Ornamental Horticulture Practices OR</td>
<td>1-4</td>
</tr>
<tr>
<td>HORT 94</td>
<td>Horticulture Worksite Learning</td>
<td>1-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Education (Humanities)</td>
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</table>
Horticulture A.S. Degree – continued:

Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2A</td>
<td>5</td>
</tr>
<tr>
<td>ENVR 24</td>
<td>3</td>
</tr>
<tr>
<td>HORT 7</td>
<td>1</td>
</tr>
<tr>
<td>HORT 26</td>
<td>3</td>
</tr>
<tr>
<td>NR 83</td>
<td>1</td>
</tr>
<tr>
<td>General Education (Social Science)</td>
<td>3</td>
</tr>
<tr>
<td>Elective courses to complete A.S. Degree</td>
<td>1-2</td>
</tr>
</tbody>
</table>

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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<tbody>
<tr>
<td>Major</td>
<td>46-49</td>
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<tr>
<td>General Education</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>60-63</td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.

1. Students planning to transfer to a college or university should consult a counselor or Agriculture Faculty Advisor regarding transfer requirements. **TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM A.S. DEGREE REQUIREMENTS.**
2. Sixty (60) units are required for the A.S. Degree. All graduation requirements are met.

REQUIREMENTS FOR HORTICULTURE CERTIFICATE:

**CORE COURSES FOR CERTIFICATE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 190</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 24</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 44</td>
<td>3</td>
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<td>ENVR 52</td>
<td>3</td>
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<td>HORT 7</td>
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<td>HORT 22</td>
<td>2</td>
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<td>HORT 23</td>
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<td>HORT 26</td>
<td>3</td>
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<td>HORT 27</td>
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<td>HORT 28</td>
<td>1</td>
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<tr>
<td>HORT 29</td>
<td>1</td>
</tr>
<tr>
<td>HORT 31.1</td>
<td>1</td>
</tr>
<tr>
<td>HORT 31.2</td>
<td>1</td>
</tr>
<tr>
<td>HORT 31.3</td>
<td>1</td>
</tr>
<tr>
<td>HORT 33</td>
<td>3</td>
</tr>
<tr>
<td>HORT 35</td>
<td>3</td>
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<tr>
<td>HORT 37</td>
<td>3</td>
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<td>HORT 38</td>
<td>3</td>
</tr>
<tr>
<td>HORT 39</td>
<td>1.5</td>
</tr>
<tr>
<td>HORT 94</td>
<td>1-2</td>
</tr>
<tr>
<td>MATH 100</td>
<td>3</td>
</tr>
<tr>
<td>NR 83</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE**  44-47

**Students may choose one of the following alternatives:** ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.

**Horticulture – Master Floral Design Certificate**

This curriculum is designed to provide floral design skills for entry-level jobs within the industry and training for advancement not easily available from on-the-job training.

REQUIREMENTS FOR CERTIFICATE:

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HORT 34</td>
<td>2</td>
</tr>
<tr>
<td>HORT 36</td>
<td>2</td>
</tr>
<tr>
<td>HORT 41</td>
<td>1.5</td>
</tr>
<tr>
<td>HORT 45</td>
<td>1.0</td>
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</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 37</td>
<td>3</td>
</tr>
<tr>
<td>HORT 40</td>
<td>2</td>
</tr>
<tr>
<td>HORT 44</td>
<td>2</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 39</td>
<td>1.5</td>
</tr>
<tr>
<td>HORT 94</td>
<td>1-2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE**  16-17

**RECOMMENDED COURSES (not required):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
</tr>
<tr>
<td>HORT 26</td>
<td>Horticulture Careers Survey and Placement</td>
</tr>
<tr>
<td>HORT 28</td>
<td>Plant Identification and Taxonomy</td>
</tr>
<tr>
<td>HORT 29</td>
<td>Plant Identification and Taxonomy</td>
</tr>
<tr>
<td>HORT 97</td>
<td>Special Topics in Environmental Horticulture</td>
</tr>
</tbody>
</table>
Horticulture - Irrigation Certificate

The Irrigation Certificate Program provides students with the skills, knowledge and hands-on experience necessary to meet the Irrigation Association standards to apply for the Auditor, Contractor or Designer Exams. Students will develop the basic skills and knowledge about irrigation principles and practices. They will explore and become familiar with the current practices in agriculture, landscape, turf management and residential industries. Students will have access to practical applications and computer training on these topics as well as worksite learning opportunities. Basic soil and plant science, electrical principles and pumping technologies will be covered.

REQUIREMENTS FOR CERTIFICATE:

CORE COURSES:
- AGRI 25 Irrigation Practices 3
- HORT 31 Landscape Irrigation 3
- ENVR 24 Soils 3
- HORT 35 Landscape Design 3

In addition, students must complete one of the following:
- AGRI 20 Plant Science 4
- ENVR 44 Mechanical Technology for Environmental Resources 3
- HORT 38 Landscape and Turf Management 3
- HORT 56 Ornamental Horticulture Practices 1-4
- HORT 94 Horticulture Worksite Learning 1-4

TOTAL UNITS FOR CERTIFICATE: 13-16

In addition to the core courses, students will need to complete additional hours of work experience in order to take the Contractor or Designers Certification Exam with the Irrigation Association. Shasta College plans on making these opportunities available through Ornamental Horticulture Practices (HORT 56) or Horticulture Worksite Learning (HORT 94). Those students taking the Certified Irrigation Contractors exam would also need skills in layout, staking, business, management, and codes.

Horticulture – Retail Nursery Sales

This curriculum is designed to help prepare the student for the certification exam administered by the California Association of Nurseries and Garden Centers, and entry into the world of Ornamental Horticulture. The requirement of work experience is an important part of this certification. See details on the CANGC.org website.

REQUIREMENTS FOR CERTIFICATE:

- HORT 23 Nursery Practices & Management 2
- HORT 26 Plant Protection 3
- HORT 27 Plant Identification and Taxonomy 1
- HORT 28 Plant Identification and Taxonomy 1
- HORT 29 Plant Identification and Taxonomy 1
- HORT 35 Landscape Design 3
- HORT 38 Landscape and Turf Management 3

Choose one of the following:
- HORT 56 Ornamental Horticulture Practices 1-2
- HORT 94 Horticulture Worksite Learning 1-3

TOTAL UNITS FOR CERTIFICATE: 15-17

RECOMMENDED COURSES (not required):
- BUAD 45 Human Relations on the Job
- BUAD 106 Business Mathematics
- HORT 37 Nursery and Florist Management
- MKTG 72 Advertising

Horticulture – Landscape & Turf Management

Students completing this certificate will be able to plant and maintain landscapes and turf grass for recreational, municipal, commercial and residential use.

REQUIREMENTS FOR CERTIFICATE:

- ENVR 24 Soils 3
- CONS 46 Equipment Operations and Maintenance 3
- ENVR 44 Mechanical Technology for Environmental Resources 3
- HORT 26 Plant Protection 3
- HORT 31.1 Landscape Irrigation 1
- HORT 31.2 Landscape Irrigation 1
- HORT 31.3 Landscape Irrigation 1
- HORT 38 Landscape and Turf Management 3
- HORT 75 Water Gardening 1
- HORT 94 Horticulture Worksite Learning 1

TOTAL UNITS FOR CERTIFICATE: 17
Refer to Hospitality—Winemaking and Marketing for additional information on this certificate.

Hospitality Management

The Shasta College Hospitality Program is designed to provide students with the basic skills, abilities and knowledge necessary to prepare them for various positions in the hotel/motels, restaurants, clubs, cafeterias, contract feeders, schools, resorts, recreation companies, airlines and cruise ship operations.

The student must complete the “CORE” courses listed below. In addition, students must satisfy all of the regular Associate in Science degree requirements. For a complete description of those requirements, please refer to the “Associate in Science” section of this catalog.

BUAD 66 Business Communications 3
BUAD 106 Business Mathematics 3
CIS 1 Computer Literacy Workshop 3
CULA 50 Sanitation and Safety 2
CULA 55 Purchasing 2
HOSP 10 Introduction to the Hospitality Industry 3
HOSP 40 Human Resources Management in the Hospitality Industry 3
HOSP 65 Hospitality Supervision 3

Hospitality Management - Casino Management Concentration

REQUIREMENTS FOR CERTIFICATE:
This certificate has been developed in response to community needs for training in the casino industry. Hospitality and tourism is one of the world’s largest industry segments. In terms of gross revenues and number of employees, this is one of the fastest growing industries worldwide. Casinos make up a fundamental part of overall hospitality operations, and are considered to be the major revenue producer for many hotels and resorts around the globe. Casino operations and management here at Shasta College concentrates on students who are interested in pursuing any aspect of casino or gaming related operations.

CAS 10 Introduction to Casino Operations 2
CAS 20 The History of Gaming/Native American Gaming 1
CAS 30 Casino Surveillance 3
CAS 40 Casino Management and Operations 3
CAS 50 Casino Marketing/Consumer Behavior 3
CAS 94 Casino Management Worksite Learning 1-4
TOTAL UNITS FOR CERTIFICATE 13-16

Hospitality Management - Culinary Arts Concentration

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

First Semester (Fall)
BUAD 106 Business Mathematics 3
CULA 45 Basic Food Production 5
CULA 50 Sanitation and Safety 2
FSS 25 Nutrition 3
HOSP 10 Introduction to the Hospitality Industry 3

Second Semester (Spring)
CULA 46 Advanced Foods 5
CULA 49 Menu Planning and Cost Analysis 2
CULA 55 Purchasing 2
CULA 94 Culinary Arts Works Site Learning 1
CULA 161 The Art of Garde Manger 2
HOSP 40 Human Resource Management in the Hospitality Industry 3

Third Semester (Fall)
CULA 172 Baking 2
HOSP 65 Hospitality Supervision 3

Fourth Semester (Spring)
BUAD 66 Business Communications 3
General Education 12

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>48</td>
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<tr>
<td>Additional General Education</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>
Hospitality Management-Culinary Arts Concentration – continued:

REQUIREMENTS FOR CERTIFICATE:

First Semester
- BUAD 106 Business Mathematics 3
- CULA 45 Basic Food Production 5
- CULA 50 Sanitation and Safety 2
- FSS 25 Nutrition 3
- HOSP 10 Introduction to the Hospitality Industry 3

Second Semester
- CULA 46 Advanced Foods 5
- CULA 49 Menu Planning and Cost Analysis 2
- CULA 55 Purchasing 2
- CULA 94 Culinary Arts Worksite Learning 1
- CULA 161 The Art of Garde Manger 2
- HOSP 40 Human Resource Management in the Hospitality Industry 3

Third Semester
- CIS 1 Computer Literacy Workshop 3
- CULA 60 Beverage Management 2
- CULA 65 Dining Room Service 3
- CULA 94 Culinary Arts Worksite Learning 1
- CULA 172 Baking 2
- HOSP 65 Hospitality Supervision 3

TOTAL UNITS FOR CERTIFICATE 45

Hospitality Management - Hotel/Restaurant Management Concentration

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

First Semester (Fall)
- BUAD 106 Business Mathematics 3
- CIS 1 Computer Literacy Workshop 3
- CULA 50 Safety and Sanitation 2
- HOSP 10 Introduction to the Hospitality Industry 3
- General Education 3

Second Semester (Spring)
- BUAD 66 Business Communications 3
- BUAD 80 Customer Service 3
- CULA 55 Purchasing 2
- HOSP 20 Hospitality Operations Management 3
- HOSP 94 Hospitality Worksite Learning 1
- General Education 3

Third Semester (Fall)
- HOSP 35 Computer Applications in the Hospitality Industry 3
- HOSP 45 Legal Aspects of the Hospitality Industry 2
- HOSP 50 Hospitality Marketing, Sales and Advertising 3
- HOSP 65 Hospitality Supervision 3
- HOSP 94 Hospitality Worksite Learning 2
- General Education 3

Fourth Semester (Spring)
- CULA 73 Introduction to Wines OR
- CULA 66 Wine with Food 2
- HOSP 40 Human Resource Management in the Hospitality Industry 3
- HOSP 60 Hospitality and Financial Management 3
- HOSP 94 Hospitality Worksite Learning 1
- General Education 6

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
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<tbody>
<tr>
<td>Additional General Education</td>
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<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

REQUIREMENTS FOR CERTIFICATE:

- BUAD 80 Principles of Customer Service 3
- HOSP 10 Introduction to the Hospitality Industry 3
- HOSP 20 Hospitality Operations Management 3
- HOSP 35 Computer Applications in the Hospitality Industry 3
- HOSP 40 Human Resource Management in the Hospitality Industry 3
- HOSP 94 Hospitality Worksite Learning 2

TOTAL UNITS FOR CERTIFICATE 17
Hospitality – Winemaking and Marketing

The Winemaking and Marketing Certificate is designed to provide students with hands-on experience in winemaking, viticultural practices, and wine analysis. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee, as well as the home winemaker, interested in career or skills development. Hands-on winemaking from crush through fermentation, sensory evaluation, product marketing, and food and wine pairing will be covered.

**REQUIREMENTS FOR CERTIFICATE:**

- CULA 66 Wine With Food 2
- CULA 73 Introduction to Wine 2
- CULA 74 Basic Winemaking 2
- CULA 76 Intermediate Winemaking 2
- CULA 78 Sensory Evaluation of Wine 2
- CULA 80 Wine Sales and Marketing 3
- HORT 80 Vineyard Construction and Design 1
- HORT 81 Vineyard Care 1
- HORT 94 Horticulture Worksite Learning 1

**TOTAL UNITS FOR CERTIFICATE:** 16

Journalism

This curriculum is designed to provide preparation for careers in newspaper and magazine editorial work, advertising and graphics, television and radio news, or public relations; and to provide a study of the media of mass communications for those students who feel it would contribute to their liberal education.

**REQUIREMENTS FOR CERTIFICATE:**

- JOUR 21 Introduction to Mass Communications 3
- JOUR 24 Newspaper Production 6
- JOUR 27 Newswriting and Reporting 3
- JOUR 29 Photojournalism 2
- MKTG 70 Sales OR MKTG 72 Advertising 3
- SPCH 10 Interpersonal Communication 3

**TOTAL UNITS FOR CERTIFICATE:** 20

**REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:**

Students must complete the courses required for the Certificate. In addition, students must fulfill the 33-39-unit general education pattern for CSU or IGETC.

Legal Assistant

The Legal Assistant Program is designed to prepare individuals for employment as legal assistants in law firms, corporations, banks, insurance companies, and government agencies. Legal assistants are also referred to as paralegals. The legal assistant, under the supervision of an attorney, provides a variety of services to lawyers and clients. These may include research, investigation, interviewing clients or witnesses, preparing depositions, and drafting legal memoranda and briefs. The legal assistant can do any type of legal work that does not involve giving advice to clients or representing clients in court. The faculty for this program consists of practicing attorneys. Classes are offered in the evening only.

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**Recommended Course Sequence:**

**First Semester (Fall):**
- LEGL 139 Introduction to Paralegalism 3
- LEGL 140 Legal Research and Writing I 3
- LEGL 144 Civil Procedure and Litigation 3
- General Education 6

**Second Semester (Spring):**
- CIS 1 Computer Literacy Workshop 3
- LEGL 141 Legal Research and Writing II 3
- LEGL 142 Discovery 3
- General Education 6

**Third Semester (Fall):**
- LEGL 143 Real Estate Law 3
- LEGL 145 Torts 3
- LEGL 147 Contracts, Employment and Agency 2
- General Education 6

**Fourth Semester (Spring):**
- LEGL 94 Legal Assistant Worksite Learning 2
- LEGL 148 Family Law 3
- LEGL 149 Commercial Law 2
- LEGL 153 Probate 3
Legal Assistant A.S. Degree – continued:

Required Major Electives: Choose six (6) units from the following:

- BUAD 6 Business Law 3
- BUAD 8 Business Law 3
- LEGL 94 Legal Assistant Worksite Learning 1-2
- LEGL 146 Bankruptcy Practices 2
- LEGL 150 Business Organizations 2
- LEGL 151 Estate Planning 3
- LEGL 152 Collections and Judgments 2
- LEGL 155 Techniques of Interview and Investigation 2
- LEGL 156 Criminal Law and Procedures 3
- OAS 91 Word for Windows I 1
- OAS 162 Legal Form Preparation 3

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Required Major Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>42</td>
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<td>Additional General Education</td>
<td>18</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

**Life Management**

This certificate is designed to provide students with the information, perceptions and skills necessary to move toward responsible independence and effective interpersonal relationships. Resources such as time, money and energy will be stressed along with the study of the physical, mental, emotional and social needs of all ages. This curriculum is essential for preparing individuals to balance personal, family and work responsibilities throughout the life cycle.

All courses to be applied to the Life Management Certificate must be completed with a "C" grade or better.

**REQUIREMENTS FOR CERTIFICATE:**

Students must complete the courses listed below with a "C" grade or better:

- ECE 1 Human Development 3
- FSS 16 Marriage and Family 3
- FSS 60 Life Management 3
- FSS 25 Nutrition 3
- FSS 46 Personal Finance 3

**TOTAL UNITS FOR CERTIFICATE:** 15

**Music**

**REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:**

Students must complete the courses required for the Certificate. In addition, students fulfill the 33-39 unit general education pattern for CSU or IGETC.

NOTE: Students planning to transfer to National Association of Schools of Music (NASM) accredited universities to complete a BA degree in Music, in addition to meeting the above-listed major requirements, will be required to show proficiency in the following areas: theory, keyboard skills, vocal skills, music history/appreciation, and applied musicianship. Such students should successfully complete 4 units of Directed Independent Study/Music classes in addition to the major requirements listed above. Directed independent study classes are for full-time music majors and are for collegiate study on individual instruments or voice. Directed independent study requires permission of instructor to enroll.

**Recommended Course Sequence:**

**First Semester (Fall)**

- MUS 2 Diatonic Harmony and Musicianship 5
- MUS 30-60 Two Music Ensembles (1 required for core) 2
- MUS 61* Performance Analysis 0.5
- Directed Independent Study/Music 1
- General Education/Electives

**Second Semester (Spring)**

- MUS 3 Diatonic Harmony and Musicianship 5
- MUS 30-60 Two Music Ensembles (1 required for core) 2
- MUS 61* Performance Analysis 0.5
- Directed Independent Study/Music 1
- General Education/Electives

**Third Semester (Fall)**

- MUS 4 Chromatic Harmony 5
- MUS 30-60 Two Music Ensembles (1 required for core) 2
- MUS 61* Performance Analysis 0.5
- Directed Independent Study/Music 1
- General Education/Electives

**Fourth Semester (Spring)**

- MUS 5 20th Century Harmony 5
- MUS 30-60 Two Music Ensembles (1 required for core) 2
- MUS 61* Performance Analysis 0.5
- Directed Independent Study/Music 1
- General Education/Electives

\( \checkmark \) Required Music CORE Course

* Highly Recommended
Music A.A. Degree – continued:

**Recommended Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1</td>
<td>Music Fundamentals (pre-Music Major only)</td>
</tr>
<tr>
<td>MUS 7</td>
<td>Beginning Arranging and Songwriting</td>
</tr>
<tr>
<td>MUS 10</td>
<td>Music Appreciation (valid for G.E.)</td>
</tr>
<tr>
<td>MUS 11</td>
<td>History of Jazz and Rock (valid for G.E.)</td>
</tr>
<tr>
<td>MUS 12</td>
<td>Introductions to Computers and Elect. Inst. in Music</td>
</tr>
<tr>
<td>MUS 22</td>
<td>Beginning Piano (pre-Music Major only)</td>
</tr>
<tr>
<td>MUS 29/30</td>
<td>Beginning/Intermediate Voice</td>
</tr>
<tr>
<td>MUS 61</td>
<td>Performance Analyses</td>
</tr>
<tr>
<td></td>
<td>Directed Independent Study/Music</td>
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</table>

**Associate in Arts Degree Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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</thead>
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<tr>
<td>Major</td>
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<tr>
<td>General Education</td>
<td>21</td>
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<tr>
<td>Electives</td>
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<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**REQUIREMENTS FOR CERTIFICATE:**

Completion of this Certificate will prepare the student for employment in retail music merchandising and private music instruction.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 2</td>
<td>Diatonic Harmony and Musicianship</td>
</tr>
<tr>
<td>MUS 3</td>
<td>Diatonic Harmony and Musicianship</td>
</tr>
<tr>
<td>MUS 4</td>
<td>Chromatic Harmony</td>
</tr>
<tr>
<td>MUS 5</td>
<td>20th Century Harmony</td>
</tr>
</tbody>
</table>

Choose four (4) units from the following (one per semester):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 30-60</td>
<td>Music Ensembles (Small or Large)</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE:**

24

**Natural Resources**

This curriculum is designed to provide technician-level training for students interested in working in such areas as wildlife, forestry, range, and outdoor recreation. Typical employers include local, county, and U.S. Government agencies, as well as private companies. Particular attention should be paid to course prerequisites and to whether a class is taught during the fall or spring semester, or both.

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

Students who do not qualify for advanced levels of mathematics are strongly encouraged to enroll in MATH 100- Technical Applications of Math as preparation for degree requirements.

**Recommended Course Sequence:**

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVR 60*</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 10</td>
<td>Map Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>NR 1</td>
<td>Introduction to Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 54*</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100*</td>
<td>Technical Applications of Math</td>
<td>3</td>
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</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVR 44</td>
<td>Mechanical Technology for Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>NR 6</td>
<td>Native Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>NR 8</td>
<td>Career Placement for Natural Resources</td>
<td>1</td>
</tr>
<tr>
<td>NR 65</td>
<td>Forest Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ENVR 52</td>
<td>Computers in Environmental Resources</td>
<td>3</td>
</tr>
<tr>
<td>NR 66</td>
<td>Watershed Restoration Practicum</td>
<td>2</td>
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</table>

**Summer Session**

<table>
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<tr>
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<tbody>
<tr>
<td>ENVR 94</td>
<td>Environmental Resources Worksite Learning</td>
<td>1</td>
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<tr>
<td></td>
<td>General Education (Humanities)</td>
<td>3</td>
</tr>
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</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 10</td>
<td>Introduction to Geographic Information Systems (GIS)</td>
<td>3</td>
</tr>
<tr>
<td>NR 59</td>
<td>Outdoor Recreation and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>NR 64</td>
<td>Water Resources</td>
<td>3</td>
</tr>
<tr>
<td>NR 50</td>
<td>Natural Resource Measurements</td>
<td>3</td>
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</table>

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A*</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 24</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>NR 70</td>
<td>Wildlife Management and Conservation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education (Multicultural/Living Skills)</td>
<td>3</td>
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<td></td>
<td>General Education (Social Science)</td>
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**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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<tbody>
<tr>
<td>Major</td>
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<td><strong>TOTAL</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

*Can be used to fulfill General Education requirements.

1. Students planning to transfer to a college or university should consult a counselor or Natural Resource Faculty Advisor regarding transfer requirements.
Natural Resources Program – continued:

**REQUIREMENTS FOR CERTIFICATE:**

### Fall Semester
- NR 1 Introduction to Natural Resources 3
- GEOG 10** Map Reading and Interpretation 3
- GIS 10 Introduction to GIS 3
- ENVR 52 Computers in Environmental Resources 3
- NR 50** Natural Resources Measurements 3

### Spring Semester
- NR 6 Native Plant Identification 3
- NR 65 Forest Ecology 3
- NR 66** Watershed Restoration Practicum 2
- NR 83 Introduction to GPS 1
- NR 70 Wildlife Conservation and Management 3

### Summer Semester
- ENVR 94 Worksite Learning 1

**TOTAL UNITS FOR CERTIFICATE** 28

**These courses also count towards the Watershed Restoration Certificate.**

---

**Nurse Aide/Home Health Aide**
Curriculum for this course is designed to prepare a student to work in any one of several health care situations, (acute care hospital, long term care, and home care).

Students, at their expense, are required to have a physical examination and immunizations prior to entering the Nurse Aide/Home Health Aide course. Students must meet established physical criteria to participate in the clinical area and have a current Basic CPR card Class C.

**REQUIREMENTS FOR CERTIFICATE:**

- HEOC 180 Nurse Aide/Home Health Aide 13

**TOTAL UNITS FOR CERTIFICATE:** 13

---

**Nursing – Associate Degree Nursing**
The educational objective of the Associate in Science Degree Nursing program is to prepare the student who, upon graduation and successful completion of the NCLEX-RN, will be able to function within the scope of nursing as defined by the State of California Nursing Practice Act. Students, at their expense, are required to have a physical examination and necessary immunizations prior to entering the Associate Degree Nursing program. Students must meet established physical criteria to participate in the clinical area, have a current Basic Life Support—Health Care Provider card (includes two-person rescue and infant resuscitation), provide proof of drug testing and a completed background check.

Note: All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

**Graduation Requirements:**
1. Completion of the Humanities requirement.
2. Completion of competence in mathematics. *MATH 101 Basic Algebra or MATH 100 Technical Application of Mathematics are the advised courses for meeting this requirement.*

Due to the time commitments of the A.D.N. program, it is strongly recommended to complete the graduation requirements before entering the program.

**ENROLLMENT CRITERIA FOR THE PROGRAM:**
Students filing enrollment packets must be a high school graduate or equivalent. The "PREREQUISITE SCIENCE" courses listed below must be completed with a 3.0 GPA.

**PREREQUISITE COURSES:**

- ANAT 1 Anatomy 5
- MICR 1 *Microbiology 5
- PHY 1 Physiology (with lab) 5

Students must complete the remaining "PREREQUISITE" courses listed below with a grade of “C” or better in each course.

- ENGL 1A Reading and Composition 4
- Choose one of the following:
  - SOC 1 Introduction to Sociology 3
  - SOC 2 Social Problems 3
- Choose one of the following:
  - PSYC 1A General Psychology 3
  - PSYC 14 Understanding Human Behavior 3
- Choose one of the following:
  - SPCH 10 Interpersonal Communication 3
  - SPCH 60 Public Speaking 3
  - SPCH 54 Small Group Communication 3

**TOTAL UNITS OF PREREQUISITES:** 28

*Check course description for prerequisite
REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Students must be enrolled into the ADN program. Students must then complete the courses listed below.

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>REGN 60</td>
<td>Theoretical Foundations of Nursing Care</td>
<td>REGN 70</td>
<td>REGN 80</td>
<td>REGN 90</td>
</tr>
<tr>
<td>REGN 61</td>
<td>Clinical Foundations of Nursing Care</td>
<td>REGN 71</td>
<td>REGN 81</td>
<td>REGN 91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REGN 72</td>
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<td></td>
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<td>REGN 70</td>
<td>REGN 80</td>
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<td></td>
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<td>REGN 71</td>
<td>REGN 81</td>
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<tr>
<td></td>
<td></td>
<td>REGN 72</td>
<td>REGN 82</td>
<td></td>
</tr>
</tbody>
</table>

**Course Sequence:***

**First Semester**
- REGN 60: Theoretical Foundations of Nursing Care 6
- REGN 61: Clinical Foundations of Nursing Care 6

**Second Semester**
- REGN 70: Theoretical Concepts of Medical-Surgical Nursing 7
- REGN 71: Clinical Concepts of Medical-Surgical Nursing 4.5
- REGN 72: Assessment Concepts of Medical-Surgical Nursing 0.5

**Third Semester**
- REGN 80: Concepts of Mental Health and Community Based Nursing 4
- REGN 81: Theoretical Concepts of Medical-Surgical Nursing II 4
- REGN 82: Clinical Concepts of the Continuum of Adult Healthcare 4

**Fourth Semester**
- REGN 90: Theoretical & Clinical Concepts of Family and Maternal-Child Nursing 6
- REGN 91: Theoretical & Clinical Concepts of Mgmt & Medical-Surgical Nursing III 6

**TOTAL UNITS FOR MAJOR:** 48

**NOTE:** In order to progress through the nursing courses, students must demonstrate competence in both the theory and clinical components. Failing or Withdrawning from any one of the semester’s co-requisite courses requires withdrawal from all of that semester’s co-requisite courses.

Licensed Vocational Nurses and students with previous nursing education who have been enrolled in a class will be given the opportunity to receive units and credit toward completion of the A.S. degree program by challenge in theory and clinical performance (this is only after being enrolled in the class). LVNs may elect to take a non-degree program consisting of twenty (20) units in nursing and ten (10) units of related science.

**Nursing – Vocational Nursing**

This curriculum is designed to prepare selected individuals to provide nursing care requiring technical-manual skills under the supervision of a Registered Nurse or physician. Upon successful completion of the program, a student receives a Certificate of Completion and is eligible to take the NCLEX-PN for licensure as a Vocational Nurse. Students who have had previous education and experience in nursing will be given the opportunity to receive credit toward completion of the program.

Space in the program is limited to 30 students. A new class is enrolled every three semesters. In order to be eligible for enrollment, students must satisfy the prerequisites listed below.

**Note:** All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

**PREREQUISITES TO VOCATIONAL NURSING PROGRAM:**
1. Students must have a high school diploma or equivalent.
2. Students must be a current Certified Nurse Aide.
3. Students must complete the following courses with a "C" grade or better.
   - BIOL 5: Introduction to Human Biology 3
   - BIOL 6: Human Biology Lab 1
   - SCE 1: Human Development 3
   - FSS 25: Nutrition 3
   - PSYC 14: Understanding Human Behavior 3

**REQUIREMENTS FOR CERTIFICATE:**

Students must be enrolled in the program in order to take the courses listed below. Students, at their expense, are required to have a physical examination and immunizations prior to entering the program. Students must meet established physical criteria to participate in the clinical area, have a current Basic CPR card Class C, provide proof of drug testing, and a completed background check.

Students must complete the courses below in order to receive the certificate:
- VOCN 160: Foundations of Nursing Practice 15
- VOCN 161: Nursing of Adults 13
- VOCN 162: Nursing of Adults and Children 13

**TOTAL UNITS FOR CERTIFICATE:** 41

**NOTE:** Students must show competence in both clinical and theory components (a "C" grade or better) in order to progress through the curriculum. A failing clinical grade results in removal from the program regardless of the theory grade.
**Office Administration**

For the following Associate in Science degrees or certificates, students must complete the CORE courses plus those courses listed for each certificate/degree.

<table>
<thead>
<tr>
<th>Associate in Science Degree</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Clerical Assistant</td>
</tr>
<tr>
<td>Administrative Assistant – Legal</td>
<td>Information Processing Specialist</td>
</tr>
<tr>
<td>Information Processing Specialist</td>
<td>Medical Billing Specialist</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>Records Manager</td>
</tr>
<tr>
<td>Transcriptionist-Medical</td>
<td></td>
</tr>
<tr>
<td>Transcriptionist-Medical</td>
<td></td>
</tr>
</tbody>
</table>

In addition, for the AS degree the student must satisfy all of the regular AS degree requirements. For a complete description of those requirements, please refer to the “Associate in Science” section of this catalog. ►Some required courses listed below may also satisfy general education requirements.

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 166</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OAS 51</td>
<td>Keyboarding I-Beginning Typing OR</td>
<td>1-3</td>
</tr>
<tr>
<td>OAS 91</td>
<td>Word for Windows-I</td>
<td></td>
</tr>
<tr>
<td>OAS 52</td>
<td>Keyboarding II-Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OAS 64</td>
<td>Computerized Ten-Key</td>
<td>0.5</td>
</tr>
<tr>
<td>OAS 157</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OAS 166</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>OAS 171</td>
<td>Proofreading Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CORE UNITS**  17.5-19.5

► Indicates required courses that may also satisfy General Education requirements
√ Indicates a core course in the semester sequencing
* Upon completion of OAS 51 with a grade of C or better, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

**Office Administration – Administrative Assistant**

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

This curriculum provides training for students interested in possessing a mastery of office skills. The program is designed for students to enter the office support service of government, business, and industry. It shares many of the same courses as the Information Processing Specialist program.

**Recommended Course Sequence:**

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 166</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>OAS 51</td>
<td>Keyboarding I-Beginning Typing OR</td>
<td>1-3</td>
</tr>
<tr>
<td>OAS 91</td>
<td>Word for Windows-I</td>
<td></td>
</tr>
<tr>
<td>OAS 64</td>
<td>Computerized Ten-Key</td>
<td>0.5</td>
</tr>
<tr>
<td>OAS 157</td>
<td>Office Procedures</td>
<td>3</td>
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</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 106</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 10</td>
<td>Excel for Windows-I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 70</td>
<td>Windows I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 80</td>
<td>Internet Basics</td>
<td>1</td>
</tr>
<tr>
<td>OAS 52</td>
<td>Keyboarding II-Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OAS 92</td>
<td>Word for Windows II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>General Education</td>
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</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OAS 53</td>
<td>Keyboarding III</td>
<td>3</td>
</tr>
<tr>
<td>OAS 58</td>
<td>Word Processing Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OAS 171</td>
<td>Proofreading Skills</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Any Elective</td>
<td>3.5-5.5</td>
</tr>
<tr>
<td></td>
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</table>

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 66</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OAS 60</td>
<td>Office Troubleshooting</td>
<td>1</td>
</tr>
<tr>
<td>OAS 80</td>
<td>Outlook</td>
<td>1</td>
</tr>
<tr>
<td>OAS 94</td>
<td>PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>OAS 166</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>General Education</td>
<td>6</td>
</tr>
</tbody>
</table>
Highly recommended electives:

- CIS 20 Access for Windows-I 1
- CIS 81 Web Design (Front Page I) 1
- OAS 63 Voice Recognition Software 1
- OAS 93 Word for Windows-III 1
- OAS 96 Integrated Computer Applications 2
- OAS 152 Keyboarding for Speed and Accuracy 0.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

### Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>42.5 - 44.5</th>
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<tbody>
<tr>
<td>Additional General Education</td>
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<tr>
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<tr>
<td>TOTAL</td>
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</table>

### Office Administration – Administrative Assistant – Legal

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

Designed for the student to acquire entry-level skills in the legal secretarial field. Students will develop skills in transcription and develop knowledge of legal terms. The student will become familiar with the law office, the court structure, litigation, family law, wills and probate, corporations, real estate, bankruptcy, and criminal law.

**Recommended Course Sequence:**

#### First Semester (Fall)
- LEGL 139 Introduction to Paralegalism 3
- LEGL 144 Civil Procedures and Litigation 3
- OAS 51 - Keyboarding I-Beginning Typing 3
- OAS 157 Office Procedures 3
- General Education 3

#### Second Semester (Spring)
- BUAD 45 - Human Relations on the Job 3
- BUAD 166 Business English 3
- LEGL 142 Discovery 3
- OAS 52 - Keyboarding II-Intermediate Typing 3
- OAS 64 - Computerized Ten-Key 0.5
- General Education 3

#### Third Semester (Fall)
- CIS 1 - Computer Literacy Workshop 3
- LEGL 140 Legal Research and Writing 3
- OAS 58 Word Processing Transcription 3
- General Education 6

#### Fourth Semester (Spring)
- ACCT 101 Basic Accounting I 3
- BUAD 66 Business Communications 3
- LEGL 94 Worksite Learning 1-4
- OAS 162 Legal Form Preparation 3
- Any Elective 0-1.5
- General Education 3

**Highly recommended electives:**

- BUAD 8 Business Law 3
- BUAD 106 Business Mathematics 3
- CIS 20 Access for Windows – I 1
- CIS 80 Internet Basics 1
- CIS 81 Web Design (Front Page I) 1
- OAS 63 Voice Recognition Software 1
- OAS 80 Outlook 1
- OAS 92 Word for Windows II 1
- OAS 96 Integrated Computer Applications 2
- OAS 152 Keyboarding for Speed and Accuracy 0.5
- OAS 166 Records Management 2
- OAS 171 - Proofreading Skills 2

### Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
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</table>
Office Administration - Clerical Assistant

REQUIREMENTS FOR CERTIFICATE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUAD 166</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CIS 10</td>
<td>Excel for Windows – I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 70</td>
<td>Windows I</td>
<td>1</td>
</tr>
<tr>
<td>OAS 51</td>
<td>Keyboarding I (Beginning Typing)</td>
<td>3</td>
</tr>
<tr>
<td>OAS 52</td>
<td>Keyboarding II (Intermediate Typing)</td>
<td>3</td>
</tr>
<tr>
<td>OAS 64</td>
<td>Computerized 10-Key</td>
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<tr>
<td>OAS 80</td>
<td>Outlook</td>
<td>1</td>
</tr>
<tr>
<td>OAS 94</td>
<td>PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>OAS 152</td>
<td>Keyboarding for Speed and Accuracy</td>
<td>0.5</td>
</tr>
<tr>
<td>OAS 157</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE**

17

Office Administration - Information Processing Specialist

The Information Processing Specialist Program is designed to prepare students with the skills necessary to enter the office support service of government, business, and industry. Students will gain competency in word processing, spreadsheet, database and desktop publishing applications. This program shares many of the same courses as the Office Administration - Administrative Assistant degree, but includes more information processing courses. Upon completion of the program, the student will have the ability to meet the demands of the office.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUAD 166</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>CIS 70</td>
<td>Windows I</td>
<td>1</td>
</tr>
<tr>
<td>OAS 51</td>
<td>Keyboarding I (Beginning Typing)</td>
<td></td>
</tr>
<tr>
<td>OAS 91</td>
<td>Word for Windows-I</td>
<td></td>
</tr>
<tr>
<td>OAS 64</td>
<td>Computerized Ten-Key</td>
<td>0.5</td>
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<tr>
<td>OAS 157</td>
<td>Office Procedures</td>
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**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUAD 106</td>
<td>Business Mathematics</td>
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<td>CIS 10</td>
<td>Excel for Windows-I</td>
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</tr>
<tr>
<td>CIS 11</td>
<td>Excel for Windows-II</td>
<td>1</td>
</tr>
<tr>
<td>CIS 80</td>
<td>Internet Basics</td>
<td>1</td>
</tr>
<tr>
<td>OAS 52</td>
<td>Keyboarding II-Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OAS 92</td>
<td>Word for Windows-II</td>
<td>1</td>
</tr>
<tr>
<td>OAS 93</td>
<td>Word for Windows-III</td>
<td>1</td>
</tr>
<tr>
<td>OAS 171</td>
<td>Proofreading Skills</td>
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**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>CIS 20</td>
<td>Access for Windows-I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 21</td>
<td>Access for Windows-II</td>
<td>1</td>
</tr>
<tr>
<td>OAS 58</td>
<td>Word Processing Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OAS 94</td>
<td>PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>OAS 166</td>
<td>Records Management</td>
<td>2</td>
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<td></td>
<td>General Education</td>
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<tr>
<td></td>
<td>Any Elective</td>
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**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 66</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 81</td>
<td>Web Design (Front Page I)</td>
<td>1</td>
</tr>
<tr>
<td>OAS 80</td>
<td>Outlook</td>
<td>1</td>
</tr>
<tr>
<td>OAS 96</td>
<td>Integrated Computer Applications</td>
<td>2</td>
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<tr>
<td></td>
<td>General Education</td>
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</table>

**Highly Recommended Elective:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAS 63</td>
<td>Voice Recognition Software</td>
<td>1</td>
</tr>
<tr>
<td>OAS 152</td>
<td>Keyboarding for Speed and Accuracy</td>
<td>0.5</td>
</tr>
</tbody>
</table>

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major</strong></td>
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<td>2.5-4.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>60</td>
</tr>
</tbody>
</table>
Office Administration – Information Processing Specialist – continued:

**REQUIREMENTS FOR CERTIFICATE:**

**First Semester (Fall)**
- BUAD 166 √ Business English 3
- CIS 1 Computer Literacy Workshop 3
- CIS 70 Windows I 1

*OAS 51 √ Keyboarding I-Beginning Typing OR
- OAS 91 √ Word for Windows I 1-3*

- OAS 64 √ Computerized Ten Key 0.5
- OAS 157 √ Office Procedures 3
- OAS 166 √ Records Management 2

**Second Semester (Spring)**
- BUAD 45 √ Human Relations on the Job 3
- CIS 10 Excel for Windows-I 1
- CIS 20 Access for Windows-I 1
- CIS 80 √ Internet Basics 1
- OAS 52 √ Keyboarding II-Intermediate Typing 3
- OAS 58 √ Word Processing Transcription 3
- OAS 60 √ Office Troubleshooting 1
- OAS 80 √ Outlook 1
- OAS 94 √ PowerPoint 1
- OAS 171 √ Proofreading 2

**TOTAL UNITS FOR CERTIFICATE:** 30.5-32.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

Office Administration — Medical Billing Specialist

This program is designed to prepare the student for an entry-level position as a medical billing specialist to prepare claims for health care facilities, clinics, physicians’ offices, medical equipment companies, and medical billing service companies. Upon completion of this program, the graduate should have the necessary knowledge and skills to secure employment in either the medical provider or health carrier sectors.

**REQUIREMENTS FOR CERTIFICATE:**

**Recommended Course Sequence:**

**First Semester (Fall)**
- BUAD 45 √ Human Relations on the Job 3
- BUAD 166 √ Business English 3
- HECO 110 Medical Terminology 3

*OAS 51 √ Keyboarding I-Beginning Typing OR
- OAS 91 √ Word for Windows I 1-3*

- OAS 64 √ Computerized Ten-Key 0.5
- OAS 158 Medical Office Procedures 3

**Second Semester (Spring)**
- HECO 11 Advanced Medical Terminology 3
- OAS 52 √ Keyboarding II-Intermediate Typing 3
- OAS 112 Basic ICD-9-CM and CPT-4 Coding 3
- OAS 150 Medical Insurance Billing 3
- OAS 171 √ Proofreading Skills 2

**TOTAL UNITS FOR CERTIFICATE** 27.5-29.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.
Office Administration – Medical Office Specialist

This curriculum is designed to prepare the individual with clerical medical office skills for entry-level employment in physicians’ offices, health care facilities, clinics, laboratories, health and accident insurance companies, and related clerical duties essential to medical office assisting.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

**First Semester (Fall)**
- BUAD 45 \( \checkmark \) Human Relations on the Job 3
- BUAD 106 Business Mathematics 3
- BUAD 166 \( \checkmark \) Business English 3
- OAS 51 \( \checkmark \) Keyboarding I-Beginning Typing OR
- OAS 91 \( \checkmark \) Word for Windows I* 1-3
- OAS 64 \( \checkmark \) Computerized Ten-Key 0.5

**Second Semester (Spring)**
- BUAD 66 Business Communications 3
- HEOC 110 Medical Terminology 3
- OAS 52 \( \checkmark \) Keyboarding II-Intermediate Typing 3
- OAS 63 Voice Recognition Software 1
- OAS 158 Medical Office Procedures 3
- OAS 171 \( \checkmark \) Proofreading Skills 2

**Third Semester (Fall)**
- BUAD 66 Business Communications 3
- HEOC 110 Advanced Medical Terminology 3
- OAS 53 Keyboarding III—Adv. And Technical Typing 3
- OAS 112 Basic ICD-9-CM and CPT-4 Coding 3
- OAS 159 Word Processing I - Medical Transcription 1.5
- General Education 3

**Fourth Semester (Spring)**
- ACCT 103 PC Accounting 2
- OAS 113 Advanced ICD-9-CM and CPT-4 Coding 3
- OAS 150 Medical Insurance Billing 3
- OAS 160 Word Processing II-Med. Transcription 1.5
- General Education 6

Highly recommended electives:
- CIS 10 Excel for Windows-I 1
- CIS 20 Access for Windows-I 1
- CIS 80 Internet Basics 1
- OAS 92 Word for Windows II 1
- OAS 152 Keyboarding for Speed and Accuracy 0.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Additional General Education</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Office Administration – Records Manager

This curriculum is designed to enable the student to develop an understanding of the field of records management - the criteria by which records were created, stored, retrieved, and disposed of; clear-cut rules for alphabetic, numeric, subject, and geographic filing; the foundation of records storage methods; and principles for the selection of records personnel, equipment, and supplies.

REQUIREMENTS FOR CERTIFICATE:

Recommended Course Sequence:

**First Semester (Fall)**
- BUAD 166 \( \checkmark \) Business English 3
- CIS 70 \( \checkmark \) Windows I 1
- *OAS 51 \( \checkmark \) Keyboarding I-Beginning Typing OR
- *OAS 91 \( \checkmark \) Word for Windows I 1-3
- OAS 157 Office Procedures 3
- OAS 166 Records Management 2
- OAS 75 Records Management 2

**Second Semester (Spring)**
- BUAD 45 \( \checkmark \) Human Relations on the Job 3
- BUAD 106 Business Mathematics 3
- CIS 20 Access for Windows-I 1
- OAS 52 \( \checkmark \) Keyboarding II-Intermediate Typing 3
- OAS 64 \( \checkmark \) Computerized Ten-Key 0.5
- OAS 92 Word for Windows II 1
- OAS 171 \( \checkmark \) Proofreading 2

*OAS 157 must be completed before OAS 158 can be taken.

**Optional Electives:**
- OAS 92 Word for Windows II 1
- OAS 171 Proofreading 2
- OAS 172 Professional Communication 2
- OAS 173 Professional Development 2
- OAS 174 Office Procedures 3
Office Administration – Records Manager Certificate – continued:

Highly Recommended Electives:
- CIS 21 Access for Windows-II 1
- OAS 93 Word for Windows-III 1
- OAS 152 Speed, Accuracy, Refresher Typing 0.5

TOTAL UNITS FOR CERTIFICATE 23.5-25.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

Office Administration – Transcriptionist – Medical

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:
This program is designed to prepare the student for a position as an entry-level transcriptionist in a medical office, health care facility, or any office where transcriptionist skills are required.

Recommended Course Sequence:

First Semester (Fall)
- BUAD 166 √ Business English 3
- *OAS 51 √ Keyboarding I-Beginning Typing OR
- *OAS 91 √ Word for Windows-I 1-3
  OAS 64 √ Computerized Ten-Key 0.5
  OAS 158 √ Medical Office Procedures 3
  OAS 171 √ Proofreading Skills 2
  General Education 3

Second Semester (Spring)
- HEOC 110 Medical Terminology 3
- OAS 52 √ Keyboarding II-Intermediate Typing 3
- OAS 58 Word Processing Transcription 3
- OAS 92 Word for Windows-II 1
- OAS 166 √ Records Management 2
  Any Electives 3

Third Semester (Fall)
- BUAD 45 √ Human Relations on the Job 3
- BUAD 66 Business Communications 3
- HEOC 111 Advanced Medical Terminology 3
- OAS 93 Word for Windows-III 1
  General Education 3
  Any Electives 1.5-3.5

Fourth Semester (Spring)
- BIOL 5 Introduction to Human Biology 3
- BIOL 6 Introduction to Human Biology Lab 1
- OAS 53 Keyboarding III-Adv. and Technical Typing 3
- OAS 159 Word Processing I - Med. Transcription 1.5
- OAS 160 Word Processing II - Med. Trans. 1.5
  General Education 6

Highly Recommended Electives:
- CIS 80 Internet Basics 1
- OAS 63 Voice Recognition Software 1
- OAS 152 Keyboarding for Speed and Accuracy 0.5

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Major</th>
<th>41.5-43.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional General Education</td>
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<tr>
<td>Electives</td>
<td>4.5-6.5</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

REQUIREMENTS FOR CERTIFICATE:
This program is designed to prepare the student for a position as a secretary or a transcriptionist in a medical office, or any office where transcriptionist skills are required.

Recommended Course Sequence:

First Semester (Fall)
- BUAD 166 √ Business English 3
- *OAS 51 √ Keyboarding I-Beginning Typing OR
- *OAS 91 √ Word for Windows-I 1-3
  OAS 64 √ Computerized Ten-Key 0.5
  OAS 158 √ Medical Office Procedures 3
  OAS 171 √ Proofreading Skills 2
Office Administrative – Transcriptionist-Medical – continued:

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45√</td>
</tr>
<tr>
<td>HEOC 110</td>
</tr>
<tr>
<td>OAS 52√</td>
</tr>
<tr>
<td>OAS 58</td>
</tr>
<tr>
<td>OAS 92</td>
</tr>
<tr>
<td>OAS 166√</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 66</td>
</tr>
<tr>
<td>HEOC 111</td>
</tr>
<tr>
<td>OAS 53</td>
</tr>
<tr>
<td>OAS 159</td>
</tr>
<tr>
<td>OAS 160</td>
</tr>
</tbody>
</table>

Highly recommended electives:
CIS 80 | Internet Basics | 1 |
OAS 93 | Word for Windows III | 1 |

TOTAL UNITS FOR CERTIFICATE: 36.5-38.5

*Upon completion of OAS 51 with a grade of C or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

Real Estate
Provides training for people who wish to enter the real estate industry, including such fields as general real estate sales and brokerage financing, appraising and escrow. Because of its highly competitive nature, it is recommended that students seek advisement from a counselor to channel their efforts toward one of the specific areas. A real estate license will be required to enter certain fields of employment.

REQUIREMENTS FOR CERTIFICATE:
Students must complete the "CORE" courses and choose six (6) units from the "ELECTIVE" courses listed below.

Core Courses:
- BUAD 6 | Business Law | 3
- REAL 30 | Real Estate Principles | 3
- REAL 31 | Real Estate Practice | 3
- REAL 32 | Real Estate Appraisal | 3
- REAL 33 | Legal Aspects of Real Estate | 3
- REAL 34 | Real Estate Finance | 3
- ACCT 101 | Basic Accounting I OR | 3
- REAL 135 | Real Estate Economics | 3
- REAL 136 | Introductions to Escrow OR | 3
- REAL 138 | Advanced Real Estate Appraisal | 3

TOTAL UNITS FOR CORE: 24

Elective Courses: Select at least six (6) units for the Certificate
- BUAD 8 | Business Law | 3
- BUAD 41 | Leadership and Supervision | 3
- BUAD 44 | Investments | 3
- BUAD 66 | Business Communications | 3
- BUAD 91 | Principles of Management | 3
- BUAD 106 | Business Mathematics | 3
- BUAD 166 | Business English | 3
- CIS 1 | Computer Literacy Workshop OR | 3
- CIS 2 | Introduction to Computer Science | 3-4
- ECON 1A | Principles of Economics - Micro | 3
- GEOG 7 | California Geography | 3
- MKTG 70 | Sales | 3
- MKTG 72 | Advertising | 3
- MKTG 74 | Principles of Marketing | 3
- OAS 51 | Keyboarding I-Beginning Typing | 3

TOTAL UNITS FOR CERTIFICATE: 30

Residential Care Counselor Training

This program is temporarily suspended.
The program is designed to provide students with the needed expertise to work with individuals with special needs, including those in residential care.

REQUIREMENTS FOR CERTIFICATE:

<table>
<thead>
<tr>
<th>Residential Care Counselor Training Certificate Currently Not Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 130</td>
</tr>
<tr>
<td>HUSV 131</td>
</tr>
<tr>
<td>HUSV 132</td>
</tr>
<tr>
<td>HUSV 133</td>
</tr>
<tr>
<td>HUSV 134</td>
</tr>
<tr>
<td>HUSV 135</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 17
Retail Management
This program is designed to enable students to find entry-level positions in the retail selling areas as sales personnel.

REQUIREMENTS FOR CERTIFICATE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 41</td>
<td>Leadership and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 45</td>
<td>Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 91</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 106</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 74</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 176</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 10</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 30

Theatre Arts

REQUIREMENTS FOR CERTIFICATE:

Students must complete the courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 1</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 5</td>
<td>20th Century Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 8</td>
<td>Theatre Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 9</td>
<td>Theatre Appreciation II</td>
<td>3</td>
</tr>
<tr>
<td>THTR 12</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 23</td>
<td>Mainstage Production I</td>
<td>2-3</td>
</tr>
<tr>
<td>THTR 30</td>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 31</td>
<td>Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>THTR 41</td>
<td>Theatre Laboratory</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 26-27

REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:

Students must complete the courses required for the Certificate. In addition, students fulfill the 33-39-unit general education pattern for CSU or IGETC.

<table>
<thead>
<tr>
<th>Associate in Arts Degree Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>23-24</td>
</tr>
<tr>
<td>General Education</td>
<td>18</td>
</tr>
<tr>
<td>Electives</td>
<td>18-19</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

Veterinary Technician

The main program goal is to provide hands-on training to students interested in becoming Registered Veterinary Technicians (RVT). They will also receive the practical field experience working under a licensed veterinarian that is required in order to take the RVT exam. They will gain competencies in the following areas: 1) veterinary anatomy, physiology, and medical terminology; b) veterinary practices; c) fundamentals of animal health technology; d) health and diseases of animals; e) veterinary radiology and imaging; f) veterinary anesthesiology, surgical assisting and dentistry; and g) care of exotic and laboratory animals.

The revised core courses in Veterinary Technology are being offered this year and have a lab component. The courses are mostly being held at the Haven Humane Society Veterinary Clinic facility that is equipped with the most up-to-date equipment. One of the advantages of having the new degree program is that students will be required to get work experience with a licensed veterinarian while taking classes, and should be able to complete the majority of required hours by the time they graduate. For more information or additional requirements, or for students pursuing the alternate route, they should obtain the Alternate Route Workbook from the California Veterinary Medical Association.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVR 1</td>
<td>Career Planning for Environmental Resources</td>
<td>2</td>
</tr>
<tr>
<td>SPCH 54*</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>VETT 1</td>
<td>Veterinary Anatomy, Physiology &amp; Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 100*</td>
<td>Technical Applications of Math</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 16</td>
<td>Veterinary Practices</td>
<td>2</td>
</tr>
<tr>
<td>STU 92</td>
<td>Worksite Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENVR 94</td>
<td>Environmental Resources Worksite Learning</td>
<td>2</td>
</tr>
</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 10*</td>
<td>Chemistry for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 19</td>
<td>Principles of Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66*</td>
<td>Business Communications OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 1A*</td>
<td>Reading and Composition</td>
<td>3-4</td>
</tr>
<tr>
<td>VETT 2</td>
<td>Fundamentals of Animal Health Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENVR 94</td>
<td>Environmental Resources Worksite Learning</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>General Education (Humanities)</td>
<td>3</td>
</tr>
</tbody>
</table>
Veterinary Technician A.S. Degree – continued:

**Third Semester (Fall)**
- VETT 3  Health and Disease of Animals  4
- FSS 25*  Nutrition  3
- ENVR 94  Environmental Resources Worksite Learning  2
- VETT 4  Veterinary Radiology and Imaging  2
- General Education (Social Sciences)  3

**Fourth Semester (Spring)**
- VETT 5  Vet. Anesthesiology, Surgical Assist. and Dentistry  4
- AGRI 11  Feeds and Feeding  3
- ENVR 94  Environmental Resources Worksite Learning  2
- VETT 6  Care of Exotic and Laboratory Animals  1
- AGRI 6  Career Placement Agriculture  1

*Can be used to fulfill General Education requirements.

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major</strong></td>
</tr>
<tr>
<td><strong>General Education</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

**Watershed Restoration Certificate**
This certificate provides full-time students as well as professionals related to various agencies and industries an opportunity to obtain knowledge, skills and hands-on training related to the many facets of watershed restoration including regulations, mapping, water quality, data collection, recent advances in erosion control and bio-engineering applications and techniques, and heavy equipment operations.

**REQUIREMENTS FOR CERTIFICATE:**
- CONS 46  Equipment Operation and Maintenance  3
- ENVR 47  Project Construction for Equipment Operations  3
- GEOG 10  Map Reading and Interpretation  3
- NR 50  Natural Resources Measurements  3
- NR 64  Water Resources  3
- NR 66  Watershed Restoration  2

**TOTAL UNITS FOR CERTIFICATE**  17

**Water/Wastewater Treatment**
This program is designed to provide entry-level training and upgrading for California water and wastewater public and private agency operators. A student seeking introduction into either water or wastewater fields would benefit by taking the entire course offerings. It is strongly recommended that students complete MATH 101-Basic Algebra and CHEM 2A-Introduction to Chemistry before completing the requirements of the program.

**REQUIREMENTS FOR CERTIFICATE**
- NR 177  Introduction to Wastewater Treatment  3
- NR 180  Introduction to Water Treatment Tech  3
- NR 181  Intermediate Water Treatment Technology  3
- NR 186  Advanced Wastewater Treatment  3
- NR 183  Intermediate Wastewater Treatment  3
- NR 184  Small Water Systems and Distribution  3

**TOTAL UNITS FOR CERTIFICATE**  18

**Welding Technology**
The Welding Technology Program is designed to prepare students for positions in a variety of trades or service industries requiring technically trained and/or certified welders. The program is designed to prepare students for the opportunity to become certified welders under the standards set by the American Welding Society. Students can receive their certification by the American Welding Society in a variety of processes as part of the instructional program. The program is available in three formats:

- Associate in Science Degree in Welding Technology
- Certificates from Shasta College in Welding Technology
- Certification by the American Welding Society as a certified welder

**REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:**

**Recommended Course Sequence:**

**First Semester (Fall)**
- ENGR 118  Blueprint and Specification Reading (Mechanical)  2
- INDE 1  Career Planning for Industrial Technology  1
- MATH 100  Technical Applications of Mathematics  3
- WELD 70  Beginning Welding  3
- WELD 170  Introduction to ARC Welding  3
- WELD 174  Structural Steel MIG Welding  3
Welding Technology A.S. Degree – continued:

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 48</td>
<td>Hydraulics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL 190*</td>
<td>Reading and Writing II ** (see below for alternative)</td>
<td>4</td>
</tr>
<tr>
<td>WELD 171</td>
<td>Intermediate ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 173</td>
<td>Structural Steel Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD 178</td>
<td>Pipe Welding Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 175</td>
<td>TIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 182</td>
<td>Advanced ARC Welding</td>
<td>1</td>
</tr>
<tr>
<td>WELD 184</td>
<td>Advanced GTAW (TIG) Welding</td>
<td>1</td>
</tr>
<tr>
<td>WELD 188</td>
<td>Advanced GMAW (MIG) Welding</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>General Education</td>
<td>9</td>
</tr>
</tbody>
</table>

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 186</td>
<td>Advanced Pipe Welding</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>General Education</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Suggested Electives:**

- BUAD 41 Leadership and Supervision: 3 units
- CONS 53 Materials of Construction: 3 units
- DIES 30 Hydraulic Troubleshooting: 1 unit
- ENGR 120 Mechanical Drawing: 2 units
- IS 99 Independent Study: 0.5-2 units
- PHYS 101 Technical Physics: 3 units
- WELD 94 Worksite Learning for Welding Technology: 1-4 units
- WELD 176 GMAW (MIG) Welding: 3 units

**Associate in Science Degree Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>40.5</td>
</tr>
<tr>
<td>General Education</td>
<td>15</td>
</tr>
<tr>
<td>Electives</td>
<td>4.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

Can be used to fulfill General Education requirements. **The General Education requirement includes English Composition. Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.**

**REQUIREMENTS FOR CERTIFICATE (ONE-YEAR/FAST TRACK PROGRAM):**

**Recommended Course Sequence:**

**First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 118</td>
<td>Blueprint &amp; Specification Reading</td>
<td>2</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning</td>
<td>1</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 170</td>
<td>Introduction to ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 174</td>
<td>Structural Steel MIG Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 48</td>
<td>Hydraulics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL 190*</td>
<td>Reading and Writing II **(see below for alternative)</td>
<td>4</td>
</tr>
<tr>
<td>WELD 171</td>
<td>Intermediate ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 173</td>
<td>Structural Steel Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD 175</td>
<td>TIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 178</td>
<td>Pipe Welding Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR FAST TRACK** 35.5

**Students may choose one of the following alternatives: ENGL 190 OR a combination of ENGL 191, and two units selected from the following courses: ENGL 192, ENGL 193 or ENGL 194 for a total of 4 units.**

**REQUIREMENTS FOR AMERICAN WELDING SOCIETY CERTIFICATION:**

In order to become certified by the American Welding Society, the following courses are offered for the student to increase his/her skill and knowledge. Certification by the American Welding Society is dependent upon the meeting of criteria as determined by the certified welding inspector. The completion of these courses is recommended, but does not guarantee certification by the American Welding Society.

- WELD 182 Advanced ARC Welding: 1 unit
- WELD 184 Advanced GTAW (TIG) Welding: 1 unit
- WELD 186 Advanced Pipe Welding: 2 units
- WELD 188 Advanced GMAW (MIG) Welding: 1 unit
### Course Descriptions

**ACCOUNTING (ACCT)**

*See Also: BUAD, CIS, MKTG, OAS, REAL*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2</td>
<td>INTRODUCTION TO FINANCIAL ACCOUNTING</td>
<td>3</td>
<td>(CAN# BUS 2) (CAN# BUS SEQ A) (S)</td>
</tr>
<tr>
<td></td>
<td>Class Hours: 54 lecture total</td>
<td></td>
<td>A beginning accounting course for the student planning on transferring to a four-year university. Students will learn how accounting meets the information needs of various users of financial statements by developing and communicating information that is useful in decision making. The course is a prerequisite for ACCT 4, Introduction to Managerial Accounting.</td>
</tr>
<tr>
<td>ACCT 4</td>
<td>INTRODUCTION TO MANAGERIAL ACCOUNTING</td>
<td>3</td>
<td>(CAN# BUS 4) (CAN# BUS SEQ A) (F/S)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: A grade of C or higher in ACCT 2 (CAN BUS 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: A grade of C or higher in MATH 101 or Math Placement Level 3 or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Hours: 54 lecture total</td>
<td></td>
<td>A continuation of ACCT 2. The emphasis will be on internal uses of how accounting meets the information needs of various users by developing and communicating information that is useful in decision making. Required for transfer business and accounting majors needing one semester of managerial accounting.</td>
</tr>
<tr>
<td>ACCT 97</td>
<td>SPECIAL TOPICS IN ACCOUNTING</td>
<td>.5-2</td>
<td>(CR/NC Option) (I)</td>
</tr>
<tr>
<td></td>
<td>Class Hours: 9-36 lecture total</td>
<td></td>
<td>This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in accounting. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. <em>Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</em></td>
</tr>
<tr>
<td>ACCT 98</td>
<td>SPECIAL LAB TOPICS IN ACCOUNTING</td>
<td>.5-2</td>
<td>(CR/NC Option) (I)</td>
</tr>
<tr>
<td></td>
<td>Class Hours: 27-108 lab total</td>
<td></td>
<td>This course is designed to give students an opportunity to explore a variety of topics dealing with changing topics/knowledge in accounting. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. <em>Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</em></td>
</tr>
<tr>
<td>ACCT 101</td>
<td>BASIC ACCOUNTING I</td>
<td>3</td>
<td>(F/S)</td>
</tr>
<tr>
<td></td>
<td>Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.</td>
<td></td>
<td>A beginning course based on the double-entry bookkeeping system with an emphasis on a procedural approach. Topics include: accrual, cash, and modified cash basis of accounting systems; the accounting cycle, transaction analysis (rules of debits and credits), journalizing, posting, worksheets, preparation of financial statements, adjusting, closing, and reversing entries; combination journal; petty cash; bank reconciliations; special journals, accounts receivable, accounts payable; and basic payroll procedures. The course culminates with the student keeping a set of books using special journals for a small merchandising sole proprietorship for the last month of the fiscal year. This course is not transferable to a four-year college or university. The equivalent of this course in content and objective may also be offered on the Internet.</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>BASIC ACCOUNTING II</td>
<td>3</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: A grade of C or higher in ACCT 101 or ACCT 2</td>
<td></td>
<td>A continuation of ACCT 101 maintaining the procedural approach. Topics include: accounting for notes payable, notes receivable, inventories, fixed assets, partnerships, corporations, long-term debt, and cash flows. The course culminates with the student keeping a manual set of books for a small merchandising partnership for the last month of the fiscal year. This course is not transferable to a four-year college or university.</td>
</tr>
<tr>
<td>ACCT 103</td>
<td>PC ACCOUNTING</td>
<td>2</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: A grade of C or higher in ACCT 101 or ACCT 2</td>
<td></td>
<td>Accounting on microcomputers emphasizes the major areas of a computerized accounting system. This course provides the student with hands-on opportunities to determine procedure, analyze transactions, enter data and print reports and financial statements related to the General Ledger, Depreciation, Accounts Receivable, Accounts Payable, Payroll, Financial Statement Analysis, and Inventory Control.</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>PAYROLL ACCOUNTING</td>
<td>2</td>
<td>(S)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: A grade of C or higher in ACCT 101 or ACCT 2, BUAD 106, and OAS 64</td>
<td></td>
<td>Payroll Accounting emphasizes the methods of computing wages and salaries, the methods of keeping records, and the preparation of government reports. This course is designed to provide training in the complexities of payroll accounting for vocational purposes.</td>
</tr>
</tbody>
</table>

*"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.*
ADAPTIVE STUDIES (ADAP)

ADAP 100  SELF MANAGED LEARNING FOR STUDENTS WITH DISABILITIES (formerly SPED 100) – 3 Units (CR/NC Option) (F/S)
Class Hours: 36 lecture/54 lab total
Introduction and practice of college study skills and techniques to enhance student success. Emphasis of this course will be on self-assessment for the student who has a disability, as well as information dissemination. Topics to be discussed will include personal goals, counseling, the college experience, career exploration, study skills and college support services and programs. The law and the disabled will be discussed.

ADAP 101  ADAPTIVE ASSESSMENT AND COMPUTING (formerly SPED 101) – 1 Unit (CR/NC Option) (F/S)
Class Hours: 54 lab total
Adaptive Assessment and Computing is designed for students with learning disabilities that desire more understanding of the adaptive tools available for use with computer technology. After being individually assessed for learning disabilities and adaptive computer needs, each student will be learning ways of tailoring the computer to more effectively manage their specific learning disability. Note: This course may be repeated 3 times for a total of 4 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ADAP 200  CAREER PLANNING AND DEVELOPMENT – 1 Unit (CR/NC Option) (F/S)
Class Hours: 18 lecture total
This course is designed as a career development and planning option for transitioning students who have disabilities. It is a component of a three-course series focusing on transition issues. Career development, self-determination and self-advocacy. The content of the course is designed to assist students in the processes of 1) Finding a career that coincides with their individual interests and talents, 2) Matching personality assets to career characteristics, 3) Training in the researching of career choices and employment opportunities, 4) Matching vocational skills to career choices, 5) Developing and initiating an education/career plan consisting of goals and options, 6) Identifying educational opportunities available to attain career goals.

ADAP 240  ADAPTIVE DRAWING AND PAINTING (formerly SPED 240) – 1-2 Units (CR/NC Option) (F/S)
Class Hours: 54-108 lab total
A beginning to intermediate course exploring basic drawing, painting and expressive art techniques. This course will provide an introduction to basic art mediums such as: colored pens and pencils, graphite, pastels, ink, mixed media, watercolor and/or acrylics. It is designed to meet the developmental/intra-individual needs of learning disabled students and/or those with adaptive needs. Note: This class may be repeated three times for a total of four enrollments since course content varies and supervised repetition and practice enhance skills.

ADAP 254  ADAPTED COMPUTER SKILLS (formerly SPED 254) – 1 Unit (CR/NC Option) (F/S)
Class Hours: 54 lab total
Adapted Computer Skills is recommended for students who have developmental disabilities and who are planning to participate in the supported employment or supported living options that are evolving in our community as alternatives to segregated adult programs and services. Course content will include the use of adapted computer instructional strategies and adaptations (behavior analysis, software and/or hardware), personal digital equipment and software programs aimed toward increasing academic, vocational and social skill levels. An evaluation to select appropriate adaptive computer software and hardware for completion of instructional tasks will be completed individually with each student. A detailed analysis completed with each student will be used to individualize instructional plans. E-mail and Internet access, using assistive adaptations, will be included within the instructional regimen. The use of personal digital environments will be included in order to enhance generalization of skills to multiple environments. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ADAP 255  HUMAN AWARENESS (formerly SPED 255) – 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
This course is being provided as a much more focused curricular offering in social-sexual education skills for students who have developmental disabilities (significant cognitive deficits). As opportunities for people with developmental disabilities have broadened from the limited options available in segregated day programs, the skills necessary for responsible independence in the community, such as those broadly categorized as self-protection, for example, are seen by educators in the field as essential. The aim of this course is to prepare students to tackle the rights as well as the responsibilities of adult life and to assist individuals to achieve an interdependent balance that is essential in order to enjoy a meaningful quality of life. The course will cover several related areas of the domestic domain over the course of four semesters: 1) Self-awareness/self-esteem, 2) Health and hygiene, 3) Self-protection, and 4) Relationships. Note: Since the subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
ADAP 256  READING FOR LIFE SKILLS (formerly SPED 256) – 2 Units (CR/NC Option) (I)

Class Hours: 18 lecture/54 lab total

This course is designed to meet the vocational preparation needs of students who have developmental disabilities. The objectives of the course are specifically designated in the Student Educational Contract, (SEC), that is individually prepared for each student. The course should be considered for the student who is preparing for employment and independent living in the near term. Training may include familiarity with educational symbols, sight vocabulary, and frequently encountered public signs, word attack skills and reading comprehension.  Note: This class may be repeated three times for four enrollments as skills and supervised repetition and practice enhance proficiencies.

ADAP 258  MATHEMATICS FOR LIFE SKILLS (formerly SPED 258) – 2 Units (CR/NC Option) (F/S)

Class Hours: 18 lecture/54 lab total

The course is designed to meet the needs of the student with significant cognitive deficits for independent living and vocational preparation training. The objectives of the course are specifically designated in the Student Educational Contract, (SEC), that is individually prepared for each student. The course should be considered for the student who is preparing for employment and independent living in the near term. Training may include, personal budget, measurements, time clocks and scheduling, interpreting pay stub information, determining the effects of supported employment on SSI payments, calculator use, and support for regular education course work in math.  Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice and amount to an accommodation to student learning styles.

ADAP 297  SPECIAL TOPICS IN SPECIAL EDUCATION (formerly SPED 297) – .5-2.0 Units (CR/NC Option) (F/S)

Class hours: 9-36 lecture total

This course is designed to give students an opportunity to explore a variety of topics dealing with special education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes.  Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ADAP 298  SPECIAL TOPICS IN SPECIAL EDUCATION (formerly SPED 298) – 0.5-2.0 Units (CR/NC Option) (I)

Class hours: 27-108 lab total

This course is designed to give students an opportunity to explore a variety of topics dealing with special education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes.  Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ADAP 373  COMMUNITY INVOLVEMENT (formerly SPED 373) – 0 Units (CR/NC Option) (F/S)

Note: This course is designed specifically for adults with developmental disabilities who are able to function independently in a group setting.

Class Hours: 27-108 lab total

This course is for adults with developmental disabilities who desire to participate in service organizations within their communities. Students will nominate and elect class officers, who will conduct each meeting. Students will participate in meetings, either as officer or general member, using simplified Robert’s Rules of Order. With guidance of the instructor, students will determine an appropriate project (i.e., to put on a spaghetti dinner fundraiser for Special Olympics), break the project into specific tasks, volunteer for the tasks, and complete the project.  Note: This course is designed specifically for adults with developmental disabilities who are able to function independently in a group setting. This class may be repeated 3 times for a total of 4 enrollments since course content varies and supervised repetition and practice enhance skills.

ADAP 377  VOCATIONAL EDUC. FOR PERSONS WITH DISABILITIES (formerly SPED 377) – 0 Units (CR/NC Option)(F/S)

Class Hours: 27-270 lab total

This course is for adults with developmental disabilities who attend a site-based vocational workshop on a regular basis. This course will teach students the fundamentals of specific jobs, such as teacher’s aide, mailroom clerk, and/or ground maintenance. This course will also teach students general information regarding finding and keeping a job, such as filling out applications, appropriate behaviors, and safety. This course will also cover general information that could be applied to many other jobs, i.e., telling time, handling money, measurement (both linear and volume), and avoiding illness. This course is designed specifically for adults with developmental disabilities who are able to function independently in a group setting.

ADMINISTRATION OF JUSTICE  (ADJU)

ADJU 10  INTRODUCTION TO ADMINISTRATION OF JUSTICE – 3 Units (CR/NC Option) (CAN# AJ 2) (F)

Class Hours: 54 lecture total

The history and philosophy of administration of justice in America; recapitulation of the system identifying the various subsystems, role expectation, and their interrelationships; theories of crime, punishment, and rehabilitation ethics, education and training for professionalism in the system.  Required for Administration of Justice majors.

ADJU 11  TRAFFIC CONTROL AND INVESTIGATION – (3 Units) (CR/NC Option) (S/I)

Class Hours: 54 lecture total

A study of the vehicle code of the State of California as it pertains to Law Enforcement Officers and discussions of leading court cases. Covers Vehicle Code definitions, organization of the D.M.V. and C.H.P., registration, licensing, and Rules of the Road covering all moving vehicle violations, parking, pedestrian and equipment violations. Also, a study of the principles and practices of accident investigation, including selective enforcement procedures and data use, hit-and-run accidents, determination of speed from skid marks.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Options</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 15</td>
<td>CONCEPTS OF CRIMINAL LAW</td>
<td>3</td>
<td>CR/NC</td>
<td>Historical development and philosophy of law definitions, concepts, specific Penal Code sections and their application to the criminal justice system. Principles of constitutional, federal, and state and civil laws as they apply to and affect law enforcement; rights, duties and limitation of officers and citizens structure, definition, and case study applicable sections of the Health and Safety Code and other related codes. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 16</td>
<td>LEGAL ASPECTS OF EVIDENCE</td>
<td>3</td>
<td>CR/NC</td>
<td>Origin, development and philosophy of evidence; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights, search and seizure, the case study approach. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 17</td>
<td>PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM</td>
<td>3</td>
<td>CR/NC</td>
<td>The study of California and federal courts systems, detailed analysis of all aspects of the criminal justice system, especially identifying functions and relationships between the various sub-systems procedures from incident to final disposition; function of constitutional, federal, state, and civil law as it applies to and affects criminal justice. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 18</td>
<td>COMMUNITY RELATIONS</td>
<td>3</td>
<td>CR/NC</td>
<td>An in-depth exploration of the roles of the Administration of Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationship and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 20</td>
<td>PRINCIPLES OF INVESTIGATION</td>
<td>3</td>
<td>CR/NC</td>
<td>The study of basic principles of all types of investigation utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 21</td>
<td>POLICE FIELD OPERATIONS</td>
<td>3</td>
<td>CR/NC</td>
<td>Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice System.</td>
</tr>
<tr>
<td>ADJU 22</td>
<td>JUVENILE PROCEDURES</td>
<td>3</td>
<td>CR/NC</td>
<td>The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.</td>
</tr>
<tr>
<td>ADJU 23</td>
<td>CAREER PLANNING FOR ADMINISTRATION OF JUSTICE</td>
<td>3</td>
<td>CR/NC</td>
<td>Career Planning for Administration of Justice is designed to acquaint students with current employment techniques and standards in multiple areas of the Administration of Justice field. Students will be exposed to multi-agency recruiting, testing and hiring practices. Students will learn to identify personal problematic areas regarding these practices and will be instructed as to how to seek out and obtain possible solutions to these problems.</td>
</tr>
<tr>
<td>ADJU 24</td>
<td>MULTI-CULTURAL ISSUES IN LAW ENFORCEMENT</td>
<td>3</td>
<td>CR/NC</td>
<td>This class identifies cultural diversity issues related to law enforcement. Specific areas such as history, current make-up, value of diversity, recognition and handling are discussed. Law enforcement issues relative to sexual harassment, victimology and crisis intervention are covered. Course satisfies P.O.S.T. Basic Academy Part 1 curriculum requirements.</td>
</tr>
<tr>
<td>ADJU 25</td>
<td>SUBSTANTIVE LAW</td>
<td>3</td>
<td>CR/NC</td>
<td>An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statues.</td>
</tr>
<tr>
<td>ADJU 26</td>
<td>COURTROOM TESTIMONY AND REPORT WRITING</td>
<td>3</td>
<td>CR/NC</td>
<td>Provides practical instruction and experience in the proper techniques of report writing and courtroom presentation of evidence. Major emphasis will include the correct writing process, spelling, main elements of a report, report content as well as important aspects of courtroom testimony. Required for Administration of Justice majors.</td>
</tr>
<tr>
<td>ADJU 30</td>
<td>WILDLIFE LAW ENFORCEMENT</td>
<td>3</td>
<td>CR/NC</td>
<td>Students will develop an understanding of the practice of wildlife enforcement. Students will analyze various wildlife enforcement situations and learn to apply management techniques to properly and safely utilize our wildlife populations.</td>
</tr>
</tbody>
</table>
ADJU 40 INSTITUTIONAL AND FIELD SERVICES – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course shall cover the philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations is presented. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques is discussed, as well as, rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.

ADJU 41 FUNDAMENTALS OF CRIME AND DELINQUENCY – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course shall cover the philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations is presented. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques is discussed, as well as, rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.

ADJU 42 INTERVIEWING AND COUNSELING – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry-level practitioners in corrections, counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel.

ADJU 60 CHILD ABUSE ASSESSMENT AND REPORTING – .5 Unit (CR/NC) (I)
Class Hours: 9 lecture total
Designed to provide training for those who are required to have child abuse assessment and reporting training such as child care and health care workers, social workers, criminal justice workers, marriage and family and child counselors. It will cover child abuse laws as they pertain to the detection and reporting of abuse and assessment. It will provide information on prevention, counseling, interviewing, and referral. This would also be appropriate for teachers, foster parents, and others who work with children.

ADJU 94 ADMINISTRATION OF JUSTICE WORKSITE LEARNING – 1-4 Units (CR/NC Option) (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs related to the student’s major. All WSL classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meetings of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ADJU 100 P.C. 832 ARREST COURSE – 2 Units (CR/NC) (F/S)
Note: This course does not include P.C. 832 Firearms Training. Students wishing to receive such training need to concurrently enroll in ADJU 102. Students taking this course may be required to submit fingerprint card to DOJ and pay a substantial fee for a background check. Instructor will explain requirements at first class session.
Class Hours: 40 lecture total
Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, and discretionary decision-making, mandatory for all peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training.

ADJU 102 P.C. 832 FIREARMS (formerly ADJU 110) – .5 Unit (CR/NC Only) (F/S)
Corequisite: Students must be concurrently enrolled in, or have completed ADJU 100 with a grade of C or higher.
Note: Students taking this course must submit and pass the Department of Justice fingerprint check – requires fees.
Class Hours: 27 lab total
Course meets curriculum and competency objectives for the firearms portion of the Commission on Peace Officer Standards and Training (P.O.S.T.) P.C. 832 training standard. Students will receive training on use and safety of firearms. They will also be required to fire a handgun and meet an accuracy standard established by P.O.S.T.

ADJU 103 COMMUNITY RESOURCES AND CRISIS INTERVENTION – 2 Units (CR/NC Option) (F/S)
Class Hours: 36 lecture total
The course will familiarize students with community health, education, and social service resources as related to identified social problems. In-depth instruction will be provided regarding crisis communication skills including active listening, community referrals, and problem-solving. Students will be able to communicate in crisis situations and identify appropriate referrals through a problem-solving perspective.

ADJU 106 SEXUAL ASSAULT AND DOMESTIC VIOLENCE EDUCATION & TRAINING – 4 Units
Class Hours: 72 lecture total
This course covers the history, causes and dynamics of domestic violence and sexual assault. It will also cover existing laws and regulation in California with regards to sexual assault and domestic violence. Incident impact on individuals, family structure and the community will be discussed. The course is specifically designed to provide training to those who may become involved in crisis intervention and sexual assault and domestic violence victim advocacy, as well as those pursuing a career in law enforcement, education or social services.

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ADJU 131 REGULAR BASIC COURSE MODULAR FORMAT LEVEL III ACADEMY – 4.5 Units (F/S)
Prerequisite: A grade of Credit in both ADJU 100 and ADJU 102
Class Hours: 78 lecture (includes 6 hours written testing and 4 hours remediation/retesting)/27 lab total
A course certified by the Commission on Peace Officer Standards and Training that meets the regular basic training requirements of a Modular Level III Regular Basic Academy. This is a regular basic course that includes training in law, patrol procedures, criminal investigation, arrest methods, juvenile procedures, vehicle operations, discretionary decision-making, community relations, and firearms. State mandates require that students successfully complete ADJU 100 and ADJU 102.

ADJU 132 REGULAR BASIC COURSE MODULAR FORMAT LEVEL II ACADEMY – 8 Units (F/S)
Limitation on Enrollment: Student must have successfully completed a P.O.S.T. certified Module 3 course within the last three years.
Class Hours: 90 lecture/162 lab total
A course certified by the Commission on Peace Officer Standards and Training that meets the regular basic training requirements of a Modular Level II Regular Basic Academy. This is an advanced course that includes training in law, patrol procedures, criminal investigation, arrest methods, juvenile procedures, vehicle operations, discretionary decision-making, community relations, and firearms. State mandates require that students successfully complete Modular Level III prior to enrolling in this course.

ADJU 197 SPECIAL TOPICS IN ADMINISTRATION OF JUSTICE – .5-3 Units (I)
Class Hours: 9-54 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge and new laws in Administration of Justice. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Administration of Justice majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ADJU 312 HANDGUN SAFETY RECERTIFICATION – 0 Units (I)
Note: Course does not include range instruction.
Class Hours: 6 hours total
Designed for handgun owners who wish to remain current regarding the legal and moral aspects of handgun usage. State law now requires CCW renewal applicants to receive a minimum of four hours training every two years.

AGRICULTURE (AGRI)

AGRI 6 CAREER PLACEMENT – AGRICULTURE – 1 Unit (CR/NC Option) (S)
Note: Designed for students concurrently completing or who have completed the core course requirements in a vocational major.
Class Hours: 18 lecture total
This class will assist students in getting the best possible employment upon graduation. Students will learn interview techniques, will develop an employment portfolio, and will contact several prospective employers. Life goals will be developed complete with a plan of action. This class is required for all agriculture majors.

AGRI 10 LIVESTOCK SELECTION – 3 Units (CR/NC Option) (I)
Class Hours: 36 lecture/54 lab total
A course designed to evaluate and select desirable production livestock. Animal genetics, performance records, grading and meat quality characteristics will be discussed as important tools in selection. The majority of lab time will be spent judging live animals. Field trips to area ranches may be taken.

AGRI 11 FEEDS AND FEEDING – 3 Units (CR/NC Option) (CAN# AG 12) (S)
Class Hours: 54 lecture total
A study of the digestive physiology of farm animals; their utilization of the basic nutrients, feedstuffs, and feed additives. Common feeds in Northern California will be used to blend practical farm rations for beef, dairy, sheep, swine and horses. Time will be allotted to cost analysis of commercial feeds and least-cost computer ration programs.

AGRI 12 HORSEMANSHIP – 3 Units (CR/NC Option) (F)
Class Hours: 36 lecture/54 lab total
This course is designed for those interested in learning to ride and handle horses. Includes basic equitation, proper seat and hands, tack identification and use, and basic care and grooming of the pleasure horse. A horse is recommended.

AGRI 13 HORSE HUSBANDRY – 3 Units (CR/NC Option) (CAN# AG 26) (S)
Class Hours: 54 lecture total
The study of horse production practices including breed types, selection, conformation, nutrition, breeding and first aid. Emphasis will be placed on general health care and how to detect health problems. This course is designed for the beginner to intermediate horseperson.

AGRI 14 WESTERN RIDING AND TRAINING (formerly AGRI 111) – 3 Units (CR/NC Option) (F)
Class Hours: 36 lecture/54 lab total
This course specializes in the many phases of Western riding and training. It is suited for intermediate level riders and those interested in a career. Subjects covered include basic training, groundwork, showing, trail riding, and more. It is essential in the Certificate Program as it better prepares the student to enter the horse business. Note: This course may be repeated one time for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.
### ARTIFICIAL INSEMINATION – 1 Unit (CR/NC Option) (I)

**Class Hours:** 9 lecture / 27 lab total  
Students will use the materials presented in class to identify one breeding synchronization program that will work in a typical beef operation. A presentation of the pros and cons will be given to the class in a discussion format.

### VETERINARY PRACTICES – 2 Units (CR/NC Option) (F)

**Class Hours:** 18 lecture / 54 lab total  
An introduction to common veterinary practices, sanitation, and livestock disease endemic to Northern California. Special emphasis will be given to parasite control and preventive vaccination programs. Lab activities will include demonstrations and student participation in performing castration, worming, vaccinations, and animal handling and restraint procedures.

### BEEF PRODUCTION – 2 Units (CR/NC Option) (F)

**Note:** Field trips will be taken to various beef production operations in northern California and southern Oregon. These field trips are intended to expose students to every facet of beef production from cow/calf to packer.  
**Class Hours:** 27 lecture / 27 lab total  
Beef production in the community, state, and nation, breeds and breeding, care and management, market grades and classes, judging and selection, principles and practices of purebred commercial and feedlot production, including housing, equipment and record-keeping. Field trips are a required part of the course.

### SWINE PRODUCTION – 2 Units (CR/NC Option) (I)

**Class Hours:** 36 lecture / 6 lab total  
Course emphasizes the practices used in the production of commercial swine in California. General husbandry, selection, breeding, housing, and record keeping topics will be covered. Students will participate in lab activities conducted at the HRL-Holistic Resource Laboratory as an integral part of this course.

### PRINCIPLES OF ANIMAL SCIENCE - 3 Units (CR/NC Option) (CAN# AG 6) (S)

**Class Hours:** 36 lecture / 54 lab total  
An introduction to the principles of animal science presented in terms of an animal's biological cycle or production. Topics will include basic nutrition, genetics, reproduction, and animal health relating to domestic farm animals. In addition to investigating modern production practices, the impact of animal agriculture upon mankind and the environment will also be considered. The weekly lab session will be devoted to investigating the basic management practices associated with each livestock species.

### PLANT SCIENCE – 4 Units (CR/NC Option) (S)

**Class Hours:** 54 lecture / 54 lab total  
An introduction to the biological principles of plant growth and development. Ecosystem relationships will be covered with particular emphasis on succession, water cycle, mineral cycle, and energy flow. In addition to investigating modern production and marketing practices of agronomic crops, the impact of commercial crop production upon mankind and the environment will be considered. Field trips to local areas will be included.

### HORSE MANAGEMENT (formerly AGRI 115) – 3 Units (CR/NC Option) (F)

**Class Hours:** 54 lecture total  
An intensive study of the horse industry including factors for career success, including small stable management. Record keeping and facility management are also discussed. This class will emphasize the necessary skills needed to be a manager of a boarding, breeding, or training facility.

### SHEEP PRODUCTION – 2 Units (CR/NC Option) (I)

**Class Hours:** 27 lecture / 27 lab total  
A survey of the sheep industry in California covering breeds, breeding practices, feeding and marketing strategy. Students will participate in planned lab activities at the HRL-Holistic Resources Laboratory and should dress appropriately.

### IRRIGATION PRACTICES – 3 Units (CR/NC Option) (I)

**Class Hours:** 36 lecture / 54 lab total  
This course involves the principles and practices of California water delivery. Basic topics of plant-soil-moisture relationships and water movement in the soil, water quality, water law, measurements of water, evaluation of irrigation methods, systems, wells and pumps will be included.

### AGRICULTURE RESOURCE MANAGEMENT – 3 Units (CR/NC Option) (S)

**Class Hours:** 36 lecture / 54 lab total  
A unique non-traditional land management class based on “sustainable,” “regenerative,” or “holistic” principles and practices. The total course will focus around the use of a “model” for making land management decisions for public and private lands. This class is appropriate for managing ranches and farms or for anyone interested in sustainable land management. **Note:** This course may be repeated one time for a total of two enrollments since course content varies and skills are enhanced by supervised repetition.

### AGRICULTURE RECORDS AND ANALYSIS – 3 Units (CR/NC Option) (F)

**Class Hours:** 54 lecture total  
A study of the elements of agricultural record-keeping and their analysis for maximum efficiency. Course includes compiling a depreciation record, financial statement, simple accounting, and obtaining credit.

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AGRI 54 RESOURCE ECONOMICS – 3 Units (CR/NC Option) (F)
Class Hours: 54 lecture total
An introduction to economic and business principles as they relate to resource management. The focus of the course will be to relate economic theories and principles to applied agri-business and resource management problem solving. Student involvement in a practical marketing, financing, promotions, business analysis, retailing, or some other practical economic problem will be required.

AGRI 56 AGRICULTURE PRACTICES, HOLISTIC RESOURCE CENTER (formerly AGRI 56NR) – 1-4 Units (CR/NC Option) (S)
Class Hours: 54 lab hours per unit
The practical application of skills needed to be successful in agriculture and natural resources will be learned by working in the Shasta College Holistic Resource Center and in the community. Required of all transfer agriculture, production agriculture, and ornamental horticulture majors. Note: This course may be repeated three times for a maximum of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

AGRI 58 STUDENT ENTERPRISE PROJECTS – 1-4 Units (F/S)
Corequisite: Students must be concurrently enrolled in at least 9 units in the Agriculture or Natural Resources Area. Limitation on Enrollment: Student must have a sponsoring instructor from the Center for Science, Industry and Natural Resources. Note: Student projects are subject to approval by a project evaluation committee. Class Hours: 9 lecture/27-189 lab total
Selection and completion of a management/production enterprise project under faculty supervision. Each student will be required to develop a project plan, timeline, budget and contract with the sponsoring instructor.

AGRI 97 SPECIAL TOPICS IN AGRICULTURE – .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 total hours
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in agriculture. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

AGRI 98 SPECIAL TOPICS IN AGRICULTURE – LAB SKILLS – .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics in a lab setting dealing with changing knowledge in agriculture. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

AGRI 110 HORSE TRAINING – 3 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in AGRI 12
Class Hours: 36 lecture/54 lab total
A versatile approach to the basic principles involved in handling and training the young horse. Curriculum includes groundwork, trailering, starting a colt, and advancing the green horse. Problem solving will be discussed and worked on throughout the course. Horses are desired. Note: This course may be repeated one time for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

AGRI 112 HORSESHOEING – 2 Units (CR/NC Option) (F/S)
Note: Students must provide their own horse for shoeing. Class Hours: 27 lecture/27 lab total
Course offers the student an opportunity to study the anatomy and physiology of the horse’s foot, leg, and posture. Instruction will be given in trimming of horse’s feet and in the fitting and nailing of shoes.

AGRI 114 ENGLISH RIDING AND TRAINING – 3 Units (CR/NC Option) (I)
Note: Horses are not provided and helmets are required Class Hours: 36 lecture/54 lab total
This course specializes in the many phases of English riding and training. It will bring together the material which is important to the student interested in horses as a career. This course helps to prepare the student to enter the horse business as a riding instructor, trainer, or manager. Horses are desirable. Note: This course may be repeated one time for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

AGRI 115 SHOWING AND TRAINING THE HUNTER/JUMPER – 2 Units (CR/NC Option) (F)
Class Hours: 18 lecture/54 lab total
Course designed to introduce the Intermediate or advanced rider to the proper selection, training and showing of the classic English hunter/jumper. Topics covered through labs and lecture will include training, basic dressage and flatwork, approaching jumper safe and properly, fitting the hunter/jumper and rider for shows, and organizational techniques to enhance shared experience.

AGRI 117 SHEEP SHEARING – 1 Unit (CR/NC Option) (S)
Note: Individual should be physically able to handle large animals. Class Hours: 9 lecture/27 lab total
A course designed to introduce and improve sheep shearing techniques by the New Zealand method. An increasing level of proficiency will be expected in shearing, tagging, blade grinding, equipment maintenance, and wool handling. Students will shear 30-100 head of sheep. Students should be physically able to handle large animals.
AGRI 118  STOCK DOG TRAINING – 1 Unit  (CR/NC Option)  (S)
Class Hours:  9 lecture/27 lab total
This course is designed to familiarize students with basic techniques of handling and training working stock dogs in preparation for ranch work and trailing. Demonstrations and hands-on involvement will include: working characteristics of different stock dog breeds, proper handler positioning, and basic obedience related to the working stock dog. Dogs present must have proof of valid rabies vaccination and be controlled on a leash. Note: Since skills are enhanced by supervised practice and repetition, this course may be repeated one time for a total of two enrollments.

AGRI 126  PESTICIDE TRAINING – .5 Unit  (CR/NC Option)  (F)
Class Hours:  10 lecture total
This course is designed to meet the continuing education requirement for pesticide applicators and pest control advisors. The focus of the course is on methods and calculations necessary to apply pesticides safely, accurately and efficiently and to look at alternative techniques being used and developed for management of plant pests.

AGRI 127  SELECTED TOPICS IN AGRICULTURE: HORSE SELECTION – .5 Unit  (CR/NC Only)  (I)
Class Hours:  9 lecture total
Course will review the techniques involved in horse selection. Basic selection for confirmation, health, suitability to the buyer, and basic costs involved will also be covered.

AGRI 128  SELECTED TOPICS IN AGRICULTURE: HORSE HEALTH TIPS – .5 Unit  (CR/NC Only)  (I)
Class Hours:  9 lecture total
Course deals with the routine health of equine including vaccinations, parasite control, and common diseases. Emphasis is on preventive maintenance and necessary managerial practices needed to keep the equine athlete, broodmare or family horse in good health.

AGRI 159  FARM MANAGEMENT EXPERIENCE – 4 Units  (CR/NC Option)  (F/S)
Class Hours:  18 lecture/162 lab total
A practicum course dealing with the operation and management of the college farm and farm dormitory. Students are assigned specific farm responsibilities on a monthly basis. The subject of group living and group problem solving will also be discussed. Note: This class can be repeated up to three times for a total of four enrollments.

AGRI 197  SPECIAL TOPICS IN AGRICULTURE – .5-2 Units  (CR/NC Option)  (I)
Class Hours:  9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in agriculture. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ANATOMY  (ANAT)

ANAT 1  HUMAN ANATOMY – 5 Units  (CAN # BIOL 10)  (F/S)
Advisory:  A grade of C or higher in ENGL 190 or English Placement Level 6 or higher
Note: May be taken concurrently with PHYS 1
Class Hours:  54 lecture/54 lab/18 discussion total
A college-level introductory course in human anatomy. A systematic hands-on approach to the anatomy of the human body. Human cadavers and/or mammalian dissection is used as a teaching resource. May be taken concurrently with PHY 1.

ANTHROPOLOGY  (ANTH)

ANTH 1  PHYSICAL ANTHROPOLOGY – 3 Units  (CR/NC Option)  (CAN# ANTH 2)  (F/S)
Prerequisite: A grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Note: For Distance Education format, student must have access to the Internet.
Class Hours:  54 lecture total  (when offered in the Distance Education format, hours will total 162)
Topics include the theories of human origins and the evolution of life in general; classification of primates, introduction to living primates and primate behavior, genetics, population genetics, the fossil record, the evolution of hominid behavior, the evolution of language, environment and technology; hunting and the evolution of society; the evolution and condition of modern humans. The Distance Education version of Physical Anthropology is offered only over the Internet, but it is the same in content as that offered on campus.

ANTH 2  CULTURAL ANTHROPOLOGY – 3 Units  (CR/NC Option)  (CAN# ANTH 4)  (F/S)
Advisory: A grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Note: For Distance Education format, student must have access to the Internet.
Class Hours:  54 lecture total  (when offered in the Distance Education format, hours will total 162)
An introductory course exploring the nature of culture as the human adaptation to the natural world. It includes such topics as making a living, family structure, social organization and institutions, language, religion, art, and cultural change. The Distance Education version of Cultural Anthropology may be offered over the Internet, but it is the same in content as that offered on campus.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ANTH 5</td>
<td>HUMANITY, CULTURE, AND ECOLOGY – 3 Units (CR/NC Option) (F/S)</td>
<td></td>
<td>An ecological perspective of cultures as adaptations to diverse habitats, and explorations of how these adaptations respond to environmental alterations. Emphasis will be placed on adaptive strategies and challenges in contemporary societies. The Distance Education version of this course is offered only over the Internet, but it is the same in content as that offered on campus.</td>
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<tr>
<td>ANTH 14</td>
<td>RELIGION, MYTH AND RITUAL – 3 Units (CR/NC Option) (I)</td>
<td></td>
<td>A cross-cultural study of the forms and functions of myth and ritual in contemporary and historical societies. Emphasis will be on non-Western traditional groups and understanding their religious beliefs in a culturally relative context.</td>
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<tr>
<td>ANTH 25</td>
<td>CULTURE AND HISTORY OF THE NORTH AMERICAN INDIAN – 3 Units (CR/NC Option) (F/S)</td>
<td></td>
<td>A course dealing with the history and culture of the North American Indian. Emphasis will be upon the origins, spread and diversification, and the development of Native American civilizations in North America. Consideration will be given to how the arts, economics, and cultural contributions of Native Americans have influenced the modern world.</td>
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**ARCHAEOLOGY (ARCH)**

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<tbody>
<tr>
<td>ARCH 3</td>
<td>PRINCIPLES OF ARCHAEOLOGY – 3 Units (CAN# ANTH 6) (F)</td>
<td></td>
<td>An introductory course to the study of world prehistory and historical archaeology through the analysis of archaeological method, theory, and regional developments. The course includes case study examination of the fundamental concepts of archaeology and the changing theoretical orientations of archaeology in the contemporary world.</td>
</tr>
<tr>
<td>ARCH 4</td>
<td>FIELD ARCHAEOLOGY – 3 Units (CR/NC Option) (S)</td>
<td></td>
<td>An introductory course in the practical application of archaeological principles and methods. Students will become familiar with the basic techniques of scientific archaeological excavation and site survey, mapping, photographing, data recording, cataloging and preservation of archaeological specimens. Note: This course may be repeated three times for a total of four enrollments, since course content varies and skills are enhanced by repetition and practice.</td>
</tr>
<tr>
<td>ARCH 5</td>
<td>LABORATORY AND FIELD METHODS IN ARCHAEOLOGY – .5-2 Units (S)</td>
<td></td>
<td>This is a course that emphasizes both the field aspects of archaeology coupled with post-field laboratory analysis and data interpretation. Method and theory of both field survey, excavation and recording and post-field data processing and curation and subsequent interpretation and explanation will be the class focus. Some work may require overnight stays. Students will assume positions of crew chiefs, laboratory chiefs, mappers, camp organizers, etc. under the instructor’s direction. Students will participate in preliminary site analysis, interpretive projects, and cultural material processing. Note: This course may be repeated three times for a total of four enrollments, since course content varies and skills are enhanced by repetition and practice.</td>
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**ART (ART)**

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<tr>
<td>ART 1</td>
<td>INTRODUCTION TO ART – 3 Units (F/S)</td>
<td></td>
<td>A basic course in the visual arts including architecture, craft, graphics, painting and sculpture. Historical periods and the artist's role in society are covered in the Stone Age, Middle Ages, Renaissance, Baroque, Classical, Romantic, Impressionism, and Twentieth Century. Fundamental concepts of line, color, shade, texture, form and volume are examined by two- and three-dimensional examples. Required for Art Core Program and recommended for Humanities elective.</td>
</tr>
<tr>
<td>ART 2</td>
<td>HISTORY OF WESTERN ART THROUGH THE RENAISSANCE – 3 Units (CR/NC Option) (CAN# ART 2) (CAN# ART SEQ A) (F)</td>
<td></td>
<td>A historical survey course of the visual arts including architecture, crafts, engraving, etching, graphics, painting, sculpture, and woodcuts. Historical periods covered are Stone Age, Egyptian, Mesopotamian, Aegean, Greek, Etruscan, Roman, Byzantine, Christian, Medieval, Romanesque, Gothic and Renaissance. (30,000 B.C. - 1500 A.D.) Required for the Art Core Program and recommended for Humanities elective.</td>
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<tr>
<td>ART 3</td>
<td>HISTORY OF WESTERN ART SINCE THE RENAISSANCE – 3 Units (CR/NC Option) (CAN# ART 4) (CAN# ART</td>
<td></td>
<td>Recommended basic skills eligibility levels are as follows: ART 1, Art History classes, ART 35, ART 45 and ART 55 -- ENGL 190. All other classes -- ENGL 280 skills. Math recommendations are noted in course descriptions.</td>
</tr>
</tbody>
</table>
SEQ A) (S)
Class Hours: 54 lecture total
A historical survey course of the visual arts from the year 1500 through the 20th Century, with emphasis on painting, sculpture and architecture.

ART 4 ETHNIC ART OF THE WORLD – 3 Units (I)
Class Hours: 54 lecture total
A survey course of the visual arts of Ethnic and Indian Cultures. Explored are the Eskimo, North West Coast, Pueblo, Apache, Navaho, Iroquois, Plains, Southeastern, California, Mexico, Peru, Africa, Polynesia, Melanesia, Micronesia, India, Japan, China, and Barbarians. Stress is given to the styles, motifs, symbols and meaning of the cultures by examining crafts, drawings, sculpture, woodcuts and paintings. This course designed for Humanities elective, recommended for Art Core Programs, and required for Art History Concentration.

ART 6 HISTORY OF MODERN ART – 3 Units (I)
Class Hours: 54 lecture total
An in-depth study of visual expression since 1860, starting with pre-Impressionist stirring and tracing the development of modernism through significant art movements in the 20th Century.

ART 12 BEGINNING FORM, DESIGN AND COLOR (formerly ART 14A) – 3 Units (CR/NC Option) (CAN# ART 14) (F/S)
Class Hours: 36 lecture/72 lab total
An interpretative course using two-dimensional form concepts and color theory with the application to three-dimensional form. The development of personal ideas and direction, the use of scale, surface effects, and new materials (synthetics). More concern is given to presentation, focus and consistency.

ART 15 THREE DIMENSIONAL DESIGN – 3 Units (CAN# ART 16) (I)
Class Hours: 36 lecture/72 lab total
Experiments involving the elements and principles of design in the creation of three-dimensional form and space relationships. Transfers to all California State Universities and California Universities. This course may be repeated once for a total of two enrollments since course content varies and skill development is enhanced with a successive enrollment.

ART 16 PENCIL RENDERING – 2 Units (I)
Class Hours: 18 lecture/54 lab total
A fundamental course to prepare pictorial presentation applicable to advertising, architectural and industrial design, landscapes and illustrations using mechanical perspective and rendering media. Course designed for Architectural majors and recommended for Art majors. Note: This course may be repeated once for a total of two enrollments since course content varies and skill development is enhanced with a successive enrollment.

ART 17 SHADES, SHADOWS, AND PERSPECTIVES (formerly ART 17AD) – 3 Units (CR/NC Option) (I)
Class Hours: 36 lecture/72 lab total
A basic course in the use of various perspective techniques, using one and two point as well as grids. This course is designed for Art, Architecture, Graphic Design and Landscape Architecture students. It involves developing three-dimensional drawings of building structures, objects, etc., using perspective techniques and adding value rendering as well as shadows to create finished work. Note: This course may be repeated once for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ART 21A FREEHAND DRAWING – 3 Units (CAN# ART 8) (CR/NC Option) (F/S)
Class Hours: 36 lecture/72 lab total
An introductory course in the basic methods and tools of drawing using idea and technical development. A variety of materials will be used for this purpose. Course is required for Art Core Program.

ART 21B FREEHAND DRAWING – 3 Units (CR/NC Option) (S)
Prerequisite: A grade of C or higher in ART 21A
Class Hours: 36 lecture/72 lab total
A developmental course designed to expand upon the information and techniques learned in 21A. Greater concern for personal idea development, consistency and presentation techniques. More information given on paper and its manufacture, drawing materials and the techniques of developing a professional portfolio. A variety of materials will be used for this purpose.

ART 23 PEN, BRUSH AND INK – 2 Units (I)
Class Hours: 18 lecture/54 lab total
A course in the techniques using landscape, free brush, and still life drawings. Course is designed for Architecture majors and recommended for Commercial Art, Craft Concentration Program. Note: This course may be repeated once for a total of two enrollments since course content varies and skill development is enhanced with a successive enrollment.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year.
Subject to change. Check the current class schedule.
**ART 26**  BEGINNING WATERCOLOR PAINTING *(formerly ART 26AB)* – 3 Units *(CR/NC Option)* *(F/S)*
Class Hours: 36 lecture/72 lab total
An introductory course in watercolor painting methods as they apply to the visual arts. Methods covered include wet wash, wash, stroke and glaze overlays, with emphasis on creative interpretation and expression. Note: This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

**ART 27**  INTERMEDIATE WATERCOLOR PAINTING *(formerly ART 26CD)* – 3 Units *(CR/NC Option)* *(F/S)*
Prerequisite: A grade of C or higher in two semesters of ART 26
Class Hours: 36 lecture/72 lab total
A developmental course designed to expand upon the information and techniques learned in ART 26. General attention will be given to personal idea development, consistency, presentation techniques and working with more independence. The student will be expected to increase quality and number of paintings completed during the semester. The student will also learn to develop a professional portfolio and to communicate professionally. Note: This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

**ART 29**  BEGINNING PAINTING *(formerly ART 25AB)* - 3 Units *(CAN# 10)* *(F/S)*
Class Hours: 36 lecture/72 lab total
A creative course in the use of oil, polymer, and other synthetic media on canvas, hardboard, or metal. Application of these media and other media use in representation and abstract form. Course required for Painting Concentration. Note: This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

**ART 30**  INTERMEDIATE PAINTING *(formerly ART 25CD)* – 3 Units *(F/S)*
Prerequisite: A grade of C or higher in two semesters of ART 29
Class Hours: 36 lecture/72 lab total
A developmental course designed to expand upon the information and techniques learned in ART 29-Beginning Painting. General attention will be given to personal idea development, consistency, presentation techniques and working with more independence. The student will be expected to increase quality and number of paintings completed during the semester. The student will also learn to develop a professional portfolio and to communicate professionally. Note: This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

**ART 31**  BEGINNING FIGURE DRAWING *(formerly ART 22AB)* – 3 Units *(F/S)*
Prerequisite: A grade of C or higher in ART 21A
Class Hours: 36 lecture/72 lab total
An introductory course in creative drawing of the nude human figure. Emphasis will be placed on anatomy, proportion, composition, and development of personal expression. Course required for Art Core Program. Note: This course may be repeated once for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**ART 32**  INTERMEDIATE FIGURE DRAWING *(formerly ART 22CD)* – 3 Units *(F/S)*
Prerequisite: A grade of C or higher in two semesters of ART 31
Class Hours: 36 lecture/72 lab total
A developmental course designed to expand on information and techniques learned in ART 31-Beginning Figure Drawing. Attention will be given to the development of a more personal interpretation of the figure, technique, consistency, presentation and the resolution and execution of ideas with greater independence. The student will produce and critically discuss increasingly sophisticated works which will become part of his/her professional portfolio. Note: This course may be repeated once for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**ART 35**  BEGINNING CERAMICS – 3 Units *(CR/NC Option)* *(CAN# ART 6)* *(F/S)*
Class Hours: 36 lecture/72 lab total
An introductory course developing skills in hand-building with coils, slabs, and the use of the potter's wheel. The course includes glazing, decorative techniques, properties of clay and firing of ceramic forms. Note: This course may be repeated once for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**ART 36**  ADVANCED CERAMICS – 3 Units *(CR/NC Option)* *(I)*
Prerequisite: A grade of C or higher in ART 35
Class Hours: 36 lecture/72 lab total
This is an advanced ceramics course emphasizing studio problems which involve the potter's wheel, construction of molds and advanced hand-building techniques. Note: This course may be repeated once for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**ART 45**  BEGINNING GLASS BLOWING *(formerly ART 45AB)* – 3 Units *(CR/NC Option)* *(F/S)*
Class Hours: 36 lecture/72 lab total
A course that develops skills and aesthetic awareness in hand blown glass. The course includes safety procedures, use of glass working tools, design and execution of simple hand blown forms, formulary of melting and recycling of glass. Course designed for Glass and Crafts Concentration Programs. All students in the glass blowing classes are required to sign up for 2 hours of studio work outside of regular class hours. Note: This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.
### ART 62  INTERMEDIATE CREATIVE PHOTOGRAPHY – 3 Units (CR/NC Option)  (F/S)

**Prerequisite:** A grade of C or higher in ART 61  
**Class Hours:** 36 lecture/72 lab total  
A developmental course designed to expand upon the information and techniques learned in ART 55, Beginning Sculpture. General attention will be given to personal idea development, consistency, presentation, techniques and working with more independence. The student will be expected to increase quality and size of sculpture pieces during the semester. The student will also learn to develop a professional portfolio and to communicate professionally. **Note:** This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

### ART 60A  BASIC PHOTOGRAPHY AND DARKROOM – 3 Units (CR/NC Option) (CAN # ART 18) (F/S)

**Class Hours:** 36 lecture/72 lab total  
An introductory course presenting the origins and history of photography, camera and lens familiarization, exposure, metering, film development, printing procedures, print presentation, composition and standards of quality. Emphasis is placed on black and white negative and print quality along with content, composition and personal expression.

### ART 61  BEGINNING CREATIVE PHOTOGRAPHY – 3 Units (CR/NC Option) (F/S)

**Class Hours:** 27 lecture/81 lab total  
A course that concentrates on expressive and aesthetic aspects of photography in fine art. Emphasis will be placed on camera use, composition, film exposure and darkroom techniques to achieve artistic effect.

### ART 62  INTERMEDIATE CREATIVE PHOTOGRAPHY – 3 Units (CR/NC Option) (F)

**Prerequisite:** A grade of C or higher in ART 60A or a grade of C or higher in ART 61  
**Class Hours:** 27 lecture/81 lab total  
A continuation of techniques covered in ART 61. Emphasis will be on negative quality, the fine print and presentation. Ongoing study will concentrate on creative development of the personal idiom in creation of a portfolio, aesthetics and critical though process. **Note:** This course may be repeated three times for a total of 4 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

### ART 63  35MM SLIDE PHOTOGRAPHY – 3 Units (CR/NC Option) (I)

**Prerequisite:** A grade of C or higher in ART 60A or a grade of C or higher in ART 61  
**Note:** May not transfer to four-year institution for Art majors  
**Class Hours:** 45 lecture/27 lab total  
A concentrated course in the application of concepts and techniques in the production of transparency materials for free lance, commercial, and portrait applications. Subjects covered are photography color theory, types of slide films, processing slides, visual evaluation of slides, presentation and basic slide printing applications.

### ART 80A  GRAPHIC DESIGN – 2 Units (CR/NC Option) (F/S)

**Class Hours:** 18 lecture/36 lab total  
An introduction to the commercial art field with emphasis on production techniques for the graphic arts. Subjects covered include rendering, typography, layout and design, printing processes, copy preparation, studio techniques and equipment.

### ART 80B  GRAPHIC DESIGN – 2 Units (CR/NC Option) (F/S)

**Prerequisite:** A grade of C or higher in ART 80A  
**Class Hours:** 18 lecture/36 lab total  
A developmental course using techniques from ART 80A with emphasis on graphic design. Subjects covered are designing with color, photography, literary illustration, advertising design, promotional graphics, instructional illustration, business practices, and portfolio development.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
ART 97 SPECIAL STUDIO ART TOPICS -- .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students studio-based instruction and experience in a variety of art processes not regularly covered in other art classes. A different topic/process will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Art majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

ART 98 SPECIAL ART TOPICS -- .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This non-studio course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge and contemporary and historical issues in the field of art. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Art majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

THE 100 SERIES OF COURSES ARE SPECIFIC SUBJECT AREAS TAKEN FROM THE TRANSFER (1-98) COURSES AS SHORT-TERM INTRODUCTION COURSES:

ART 110 MIXED MEDIA: WORKS ON PAPER -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
This course selectively and aesthetically combines various media and techniques of drawing, painting, photo, printing and collage into two-dimensional works. Underlying the instruction is a historical component which emphasizes modern and contemporary art to broaden the students’ interest and awareness of contemporary trends. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

ART 121 ILLUSTRATION (formerly ART 121W) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
Designed to develop a personal approach to the problems of pictorial elucidation and provides an understanding of the use of visual media to illustrate verbal content. It develops a knowledge of the more common graphic media and of design elements in relationship to illustration. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

ART 122 PORTRAIT PAINTING (formerly ART 125W) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
A basic course in the materials, tools, composition, proportion, lighting, shadow patterns, anatomy, value, color, line and study of other masters in portrait painting. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

ART 123 LANDSCAPE PAINTING (formerly ART 125X) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
A basic course to introduce the techniques of landscape painting, specifically the areas of pictorial materials, space, simple perspective, composition, value, color, scale, texture, line, and the study of other landscape painters. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

ART 124 INTRODUCTION TO PAINTING (formerly ART 125Y) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
Designed as an introductory segment to the practice and theory of painting. This course will focus upon those aspects of pictorial organization employed in the formation of representational painting. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

ART 125 INTRODUCTION TO WATERCOLOR (formerly ART 126W) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
A preliminary course in watercolor methods, such as wet wash, stroke and glaze overlays, with emphasis on creative interpretation of the environment. Note: This course may be repeated three times for a maximum of four enrollments since skills are enhanced by supervised repetition and practice.

ART 126 NATURE IN WATERCOLOR (formerly ART 126X) -- 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
An extensive course in different watercolor methods, such as: wet wash, stroke, and glaze overlays, with emphasis on creative interpretation of subjects in nature. Note: This course may be repeated three times for a maximum of four enrollments since skills are enhanced by supervised repetition and practice.

ART 301 BEGINNING, INTERMEDIATE & ADV. DRAWING & PAINTING-MIXED MEDIA -- 0 Units (I)
Class Hours: 6-108 lab total
An introductory, intermediate and advanced course incorporating basic drawing techniques using a variety of pencils and covering composition, color mixing, brush strokes, watercolor, acrylic, oil and pastels. The course is designed to provide stimulation and growth for individual adults through art activities.

ART 302 ART EXPRESSION FOR SENIORS -- 0 Units (I)
Class Hours: 6-108 lab total
Come and express yourself in colorful explorations. "Draw" upon your life experiences: your memories, dreams and reflections. Learn to create designs and images using paints, watercolor crayons, collage, colored pens/pencils, ink, pastels, fiber and clay. Course designed for older adults, no previous art experience is necessary.
ASTRONOMY  (ASTR)

ASTR 1  ASTRONOMY – 3 Units (CR/NC Option) (F/S)
Class Hours:  54 lecture total
A survey course designed to introduce the science of astronomy. This course covers aspects of archaeoastronomy, telescope optics, radio astronomy, prominent scientists, planets and moons, the sun, stars, stellar evolution and galaxies.

ASTR 5  COSMOLOGY – 1 Unit (CR/NC Option) (I)
Class Hours:  27 lecture total
A course designed to introduce past and current scientific evidence addressing the size, mass distribution and evolution of the universe. Elementary particles, fundamental forces, time, inflationary models, cosmic strings, bubble universes and the large-scale structure of the universe are included topics.

ASTR 6  EXTRATERRESTRIAL LIFE – 1 Unit (CR/NC Option) (I)
Class Hours:  18 lecture total
A course designed to introduce the strategies and techniques scientists utilize to search and identify extraterrestrial intelligence. Search strategies, methods of detection, probability of the presence of habitable planets, terraforming, message content, interstellar travel, intelligence, and methods of communication are discussed.

AUTOMOTIVE TECHNOLOGY  (AUTO)

NOTE: STUDENTS MUST PROVIDE THEIR OWN HAND TOOLS FOR TECHNICAL CLASSES IN THE DIESEL TECHNOLOGY AND AUTOMOTIVE TECHNOLOGY MAJORS IN ORDER TO COMPLETE REQUIRED COURSE OBJECTIVES.

AUTO 1  VEHICLE ELECTRICAL SYSTEMS – 3 Units (F/S)
Class Hours:  36 lecture/72 lab total
Designed to cover the basic theory of electricity and magnetism, as well as areas of operation, testing and service of vehicle batteries, switches, relays, starters and starting systems, alternators, regulators, charging systems and light circuits. The course includes electrical theory, repair procedures, and ASE laboratory tasks. This course, along with AUTO 10, is designed to prepare students to become ASE certified in area A-6. Required for Automotive and Diesel Technology majors with emphasis on electrical systems.

AUTO 10  AUTOMOTIVE ELECTRONICS (formerly AUTO 110) – 3 Units (S)
Prerequisite: A grade of C or higher in AUTO 1
Class Hours:  36 lecture/72 lab total
This course is designed to establish an understanding of electronic theory and solid state technology as it applies to the automobile. The student will learn to read wiring schematics, calculate voltages, current flow, and resistances within parallel and series circuits, and to properly use related testing equipment used for diagnosis. This course includes electrical/electronic theory, repair procedures, and ASE laboratory tasks. This course, along with AUTO 1, is designed to prepare students to become ASE certified in area A-6.

AUTO 20  ENGINE PERFORMANCE – 4 Units (F)
Class Hours:  36 lecture/108 lab total
This course is designed to give students the understanding of the operation of automotive engines and related systems such as electrical, ignition and fuel delivery. The course will also provide students with entry level skills to diagnose, service and repair these systems using current industry tools and equipment. This course includes ASE laboratory tasks and is designed to prepare students to become ASE certified in area A-8.

AUTO 21  ADVANCED ENGINE PERFORMANCE – 3 Units (S)
Prerequisite: A grade of C or higher in AUTO 20
Class Hours:  36 lecture/72 lab total
This course is designed to continue the study of engine performance by including the emission control systems and computer controlled engine operation. The course will also provide students with entry level skills to diagnose, service and repair these systems using current industry tools and equipment. This course includes ASE laboratory tasks and, along with AUTO 20, is designed to prepare students to become ASE certified in areas A-8 and L-1.

AUTO 30  POLLUTION PREVENTION TRAINING FOR AUTOMOTIVE FACILITIES – 3 Units (CR/NC Option) (F/S)
Note: Students must have access to and a working knowledge of the Internet and Windows
Class Hours:  162 total hours (Internet Class)
This online course will instruct the student in proper ways to manage hazardous wastes generated by an automotive repair facility. The course is divided into three modules. Module 1 deals with the concepts of pollution prevention. Module 2 covers the waste streams inherent to automotive repair facilities. Module 3 requires each student to develop and perform an environmental audit of an automotive repair facility.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
AUTO 94  WORKSITE LEARNING FOR AUTOMOTIVE TECHNOLOGY – 1-4 Units  (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course. Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

AUTO 130  AUTOMOTIVE STEERING AND SUSPENSION – 3 Units  (F)
Class Hours: 36 lecture/54 lab total
This course is designed to give students the entry level skills required to diagnose, service, and repair modern automotive wheel and tire, steering, and suspension systems. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course, along with AUTO 131, is designed to prepare students to become ASE certified in area A-4.

AUTO 131  AUTOMOTIVE WHEEL ALIGNMENT – 2 Units  (S)
Prerequisite: A grade of C or higher in AUTO 130
Class Hours: 18 lecture/60 lab total
This course is designed to give students the entry level skills required to perform complete four-wheel alignments on modern automobiles and light trucks. The course includes theory of alignment principles and the operation of industry standard alignment equipment. This course, along with AUTO 130, is designed to prepare students to become ASE certified in area A-4.

AUTO 147  AUTOMOTIVE BRAKING SYSTEMS – 3 Units  (S)
Class Hours: 36 lecture/72 lab total
This course is designed to provide the entry level skills needed to diagnose, service, and repair various braking systems found on domestic and import automobiles and light trucks. The course includes brake theory, repair procedures, and ASE laboratory tasks, and is designed to prepare students to become ASE certified in area A-5. Standard and power assist, drum and disc type systems and anti-lock braking systems are included in this course.

AUTO 150  AUTOMOTIVE INTERNAL COMBUSTION ENGINES THEORY – 3 Units  (F/S)
Class Hours: 54 lecture total
This course is designed to cover the fundamentals of the modern internal combustion engine including theory, diagnosis, and overhaul procedures. Completion of this course along with AUTO 152, will prepare students to become certified in ASE areas A-1, M-1, M-2 and M-3.

AUTO 152  AUTOMOTIVE ENGINES LABORATORY – 3 Units  (F/S)
Corequisite: Students must be concurrently enrolled in, or have completed AUTO 150 with a grade of C or higher
Class Hours: 162 lab total
This course is designed to provide entry level skills required to overhaul the modern internal combustion engine. ASE and AERA based tasks utilize hand and power tools and modern machining equipment. Completion of this course along with AUTO 150 will prepare students to become certified in ASE areas A-1, M-1, M-2 and M-3.

AUTO 161  MANUAL DRIVE TRAIN AND AXLES – 3 Units  (F)
Class Hours: 36 lecture/72 lab total
A course designed to give a technical and working knowledge of manual drive trains and axles. Subject matter covered includes clutch diagnosis and repair, manual transmission diagnosis and repair, transaxle diagnosis and repair, drive (half) shaft and universal joint diagnosis and repair, rear axle diagnosis and repair, four-wheel drive component diagnosis and repair, theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-3.

AUTO 162  AUTOMATIC TRANSMISSIONS AND TRANSAXLES – 4 Units  (S)
Class Hours: 36 lecture/108 lab total
A course designed to give a working knowledge of automatic transmissions and transaxles. Subject matter covered will include transmission/transaxle maintenance and adjustment, in-vehicle transmission/transaxle repair, and off-vehicle transmission/transaxle repair. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-2.

AUTO 163  HEATING, AIR CONDITIONING AND ACCESSORIES – 3 Units  (S)
Class Hours: 36 lecture/54 lab total
This course is designed to give students a technical and working knowledge of automotive heating and air conditioning systems. Emphasis is placed on entry level skills necessary for diagnosing, servicing, and repairing modern automotive heating and air conditioning systems. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-7.

AUTO 164  ELECTRONIC AND HIGH PERFORMANCE AUTOMATIC TRANSMISSIONS – 2 Units  (F/S)
Class Hours: 18 lecture/54 lab total
A course designed to give a working knowledge of electronic automatic transmissions and transaxles. Subject matter covered includes a review of hydraulic and electronic principles, in-vehicle transmission/transaxle diagnosis and repair, and off-vehicle transmissions/transaxle repair. The course includes theory of operation, repair procedures, and use of diagnostic equipment necessary for problem solving on the modern electronic transmissions and transaxles. Also covered will be applications for automatic transmissions in the area of high performance vehicles.
**AUTO 170**  AUTOMOTIVE SERVICE PRINCIPLES – 2 Units  (F)
*Class Hours: 18 lecture/54 lab total*
This course is designed as an introduction to the modern automobile with a focus on maintenance and service procedures. Emphasis will be placed on safety, consumer awareness, tool usage, and vehicle systems. Students will be required to provide a vehicle on which to perform the maintenance and service procedures and will need to have the necessary owners manual or service manual for that vehicle.

**AUTO 172**  BASIC AREA CLEAN AIR CAR COURSE – 3 Units  (F)
*Class Hours: 36 lecture/72 lab total*
This course is designed to prepare students for entry into the Bureau of Automotive Repairs Smog Check Program. Successful completion of this course will allow any student to apply for an interim smog license. Before taking the ASE certification tests A6, A8 and L1, it is highly recommended that students complete the requirements for an Engine Performance Certificate. ASE Certification in areas A-6 and A-8 will be required by the Bureau for application for a Basic Smog License Exam and ASE Certification in areas A-6, A-8 and L-1 for application for the Advanced Smog License Exam.

**AUTO 173**  ENHANCED AREA CLEAN AIR CAR COURSE – 1 Unit  (I)
*Note: This course satisfies the BAR “20 Hour Update Course” requirement and the “BAR 97 Transition Class”*
*Class Hours: 18 lecture/10 lab total*
This course is approved and required by the Bureau of Automotive Repair for technicians who wish to update their Basic Area Technician License to the Advanced Emission Specialist Technician License or technicians who wish to renew their Advanced Emission Specialist Technician License. The course covers detailed diagnostic and repair strategies for vehicles that fail BAR-97 Loaded Mode Emissions Inspection and satisfies the BAR “20 Hour Update Course” course requirement and the “BAR 97 Transition Class.”

**AUTO 175**  OBD II UPDATE TRAINING – 1 Unit  (F/S)
*Advisory: A student should have a good understanding of the OBD I operating system to be successful in this course.*
*Class Hours: 20 lecture total*
This course is intended to give the student a general overview of the On-Board Diagnostics II (OBD II) operating system used on today’s vehicles. There are many facets to the OBD II operating system that go beyond the generic format described in the course textbooks. This course, and the accompanying final examination, are designed around the generic OBD II system, as mandated by the California Air Resources Board (CARB) and the United States Environmental Protection Agency (USEPA). This course will be taught using this generic format. The Bureau of Automotive Repair requires this course in order to obtain or retain a smog inspection license.

**AUTO 180**  AUTOMOTIVE MACHINIST I – 4 Units  (F/S)
*Prerequisite: A grade of C or higher in AUTO 150 and AUTO 152, or a grade of C or higher in DIES 160 and DIES 162*
*Note: Basic hand tools required*
*Class Hours: 36 lecture/108 lab total*
This course is designed to give the student instruction in the use of precision equipment required in the reconditioning of modern automotive engines. Students completing this course will have the manipulative skills and the knowledge of the various machine tools required to completely remanufacture automotive engines.

**AUTO 181**  AUTOMOTIVE MACHINIST II – 4 Units  (F/S)
*Prerequisite: A grade of C or higher in AUTO 180*
*Note: Basic hand tools required*
*Class Hours: 36 lecture/108 lab total*
This course will build on the skills obtained in AUTO 180, Automotive Machinist I, and will provide new skills in the following areas: advanced machining techniques, high performance machines, changing fixtures, maintenance and service of machine tools.

**AUTO 197**  SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY – .5-2 Units  (CR/NC Option)  (I)
*Class Hours: 9-36 lecture total*
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of Automotive Technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Automotive majors; open to anyone with an interest in the topic. *Note: This course may be repeated three times for a total of four enrollments.*

**AVIATION MAINTENANCE TECHNOLOGY ** (AVIA)

**AVIA 101**  AVIATION GROUND SCHOOL – 3 Units  (CR/NC Only)  (I)
*Class Hours: 54 lecture total*
Course is designed to prepare the student for qualification to take the Federal Aviation Administration private pilot's written exam.

**AVIA 105**  INSTRUMENT GROUND SCHOOL – 3 Units  (CR/NC Only)  (I)
*Class Hours: 54 lecture total*
This course will provide knowledge and data for the student to take the Federal Aviation Administration Instrument pilot's written exam.

“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year. Subject to change. Check the current class schedule.
### BIOLOGICAL SCIENCES (BIOL)

**BIOL 1**  
**PRINCIPLES OF BIOLOGY – 4 Units (CAN# BIOL 2) (BIOL SEQ A) (F/S)**  
- **Prerequisite:** A grade of C or higher in CHEM 1A  
- **Class Hours:** 36 lecture/108 lab total  
- A biological science emphasizing molecular and cellular organization, energetics of respiration and photosynthesis, cell integration and development. General principles of heredity, evolution, speciation and ecology. Intended for majors in science.

**BIOL 5**  
**INTRODUCTION TO HUMAN BIOLOGY - 3 Units (F/S)**  
- **Class Hours:** 54 lecture total  
- An introductory one semester course in human anatomy and physiology. Topics include the cells, tissues, and selected anatomy and physiology of all the human systems.

**BIOL 6**  
**INTRODUCTION TO HUMAN BIOLOGY LABORATORY – 1 Unit (F/S)**  
- **Corequisite:** Student must be concurrently enrolled in, or have completed BIOL 5 with a grade of C or higher  
- **Class Hours:** 54 lab total  
- A laboratory course designed to complement BIOL 5. A one-semester human anatomy and physiology laboratory course. Exercises include microscopy, practical anatomy, physiology, and physiological instrumentation.

**BIOL 10**  
**GENERAL BIOLOGY – 4 Units (CR/NC Option) (F/S)**  
- **Class Hours:** 54 lecture/54 lab total  
- This course is an introduction to the major concepts of modern biology. Topics covered include cell biology, heredity and nature of genes, evolution, diversity of life, and principles of ecology. Emphasis will be placed on those aspects of biology that are rapidly reshaping our culture. This is an approved general education course for non-life science majors who desire an introductory biology course with laboratory.

**BIOL 11**  
**DIVERSITY OF LIFE – 3 Units (CR/NC Option) (I)**  
- **Note:** Student must have access to the Internet  
- **Class Hours:** 162 total hours  
- This course is a non-laboratory, computer-based life science course and is available only on the Internet. Topics include diversity of living things, interrelationships among living things, adaptations and evolution of living things, cell division and heredity, and the human organism. For more information on how to register and what is expected of the student refer to the title, DIVERSITY OF LIFE on the Homepage of Shasta College at http://www.shastacollege.edu.

**BIOL 12**  
**FIELD BIOLOGY – 3 Units (I)**  
- **Class Hours:** 36 lecture/54 lab total  
- Plant and animal morphology, classification and ecological relationships examined through field and laboratory study. Principles of ecology illustrated in the context of biotic communities of Northern California.

**BIOL 14**  
**HEREDITY – 3 Units (F)**  
- **Class Hours:** 54 lecture total  
- An introduction to the biological, medical and environmental basis of man’s inheritance.

**BIOL 15**  
**ENTOMOLOGY – 3 Units (I)**  
- **Class Hours:** 36 lecture/54 lab total  
- An introduction to the study of insects, their biology, anatomy, classification, and relation to human welfare.

**BIOL 30**  
**NATURE PHOTOGRAPHY – 1 Unit (CR/NC Option) (I)**  
- **Note:** Students must provide a camera, film, and processing  
- **Class Hours:** 9 lecture/27 lab total  
- Methods and techniques used in nature photography. Includes, micro, macro, wide angle, normal and telephotography.

**BIOL 60**  
** BIOLOGY OF AGING – 3 Units (CR/NC Option) (I)**  
- **Class Hours:** 54 lecture total  
- This course examines processes and responses of the individual during the aging process. Emphasis will be on the difference between normal aging in the absence of disease and aging with disease. Topics include: Mental health, mental disease, sexuality, physical aspects of aging, acute illness, chronic illness, dying, and theories of aging.

### BOTANY (BOT)

**BOT 1**  
**GENERAL BOTANY – 4 Units (CAN# BIOL 6) (BIOL SEQ A) (S)**  
- **Class Hours:** 36 lecture/108 lab total  
- An introduction to the structure, physiology, reproduction, life cycles and taxonomic of major plant and plant-like groups.

**BOT 50**  
**WILDFLOWERS OF CALIFORNIA – 1 Unit (CR/NC Only) (S)**  
- **Note:** Two all-day Saturday field trips will be required.  
- **Class Hours:** 18 lecture /11 lab total  
- Local wildflowers are examined closely in the laboratory in order to learn their structural characteristics. This knowledge will be used to identify flowers using a plant identification key and for sight identification. The field trips reinforce identification skills by allowing students to observe these flowers in their natural setting. A supplementary course for botany, biology, forestry, ornamental horticulture, and natural resources students; elementary and high school teachers; and general interest. *Five three-hour class meetings and two all day Saturday field trips.*
BUAD 6  BUSINESS LAW – 3 Units (CAN# BUS 8) (F/S)
Class Hours: 54 lecture total
This course primarily involves the legal ramifications of business and personal conduct in the areas of business contracts and agency. In addition, it includes an introduction to the American legal system, alternative dispute resolution, business torts and ethics.

BUAD 8  BUSINESS LAW – 3 Units (S)
Class Hours: 54 lecture total
This course involves the various parameters and requirements of business organizations, security devices, bankruptcy with personal and intellectual property issues.

BUAD 10  INTRODUCTION TO BUSINESS – 3 Units (F/S)
Advisory: A grade of C or higher in ENGL 280 or English Placement level 5 or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A survey course for both business and non-business majors covering the major field of business. Dynamics and complexities of the competitive business world including international business are explored through the study of topics including forms of business ownership, social responsibility and ethics, entrepreneurship, personnel, management and marketing concepts, securities market and other major aspects of business. Designed to provide students with familiarity with basic principles and practices of contemporary business, knowledge of business terminology, and an understanding of how business works within the U.S. economic system. Due to its introductory nature, it is recommended that this course be taken as a first business course. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 12  INTERNATIONAL BUSINESS – 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in BUAD 10, and a grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
An introduction to the essentials of international business and the environmental forces that impact on the managerial decision process. Gives an overview of global business with emphasis on cultural differences and global business concepts and issues influencing international business decision-making. Course examines the physical, financial, political, legal, competitive, labor, marketing, economic, and sociocultural constraints and opportunities of foreign market analysis and trade management. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 15  BUSINESS AND SOCIETY – 3 Units (F/S)
Class Hours: 54 lecture total
The purpose of this course is to acquaint the student with the American enterprise system, impart consumer knowledge, become aware of business issues and their effect on merchants as well as customers, understand the consumer's role in relation to the marketplace, explore current business and ethical issues, and develop an appreciation for the complexity of business decision making.

BUAD 40  ENTREPRENEURSHIP AND SMALL BUSINESS OPERATIONS – 3 Units (I)
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is an entrepreneurial perspective of starting a small business. The course covers techniques and methods of starting and managing a small business enterprise and incorporates the development of a sound business plan that includes a financial, management, and marketing analysis. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 41  LEADERSHIP & SUPERVISION (formerly Personnel Management) – 3 Units (CR/NC Option) (F)
Note: Students taking the Internet format of this course must have access and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course focuses on the role of the first-line supervisor in the organization. There is particular emphasis on team building, coping with organizational change, leadership styles, motivating employees, and the supervisor's role in monitoring the primary management functions of planning, organizing, directing and controlling.

BUAD 42  FINANCING A SMALL BUSINESS – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A course designed to give an understanding of the various ways of funding a business venture. The course explores how to raise money for growing or starting a small business by reviewing sources of public and private debt, equity capital, Initial Public Offering, commercial loans and SBA-guaranteed programs. The equivalent of this course in content and objectives may also be offered on the Internet.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
BUAD 44  INVESTMENTS (formerly FIN 44) – 3 Units (CR/NC Option) (I)

Class Hours: 54 lecture total
Course designed to help the student gain an understanding of stocks, bonds, and other securities. Students will be encouraged to develop their own investment philosophy based on an understanding of the securities market and methods of analyzing that market. Recommended for students wanting an understanding of how businesses raise capital in the securities market. The student will develop a hypothetical personal investment portfolio, which will be tracked with the assistance of a web-based monitoring system.

BUAD 45  HUMAN RELATIONS ON THE JOB – 3 Units (F/S)

Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Human Relations on the Job is a course designed to give the student the opportunity to increase interpersonal skills. There is particular emphasis on communication, motivation, leadership, and group decision skills. Emphasis is placed on improved relationships among employees and between employees and employers. Topics include communication processes and styles, attitudes, values, motivation, leadership, valuing diversity, and reinforcement on the job. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 66  BUSINESS COMMUNICATIONS – 3 Units (F/S)

Prerequisite: A grade of C or higher in BUAD 166 or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course provides implementation of letter-writing principles and techniques through expository and argumentative writing. Additionally, the writing of employment portfolio, business letters and vocational survey (team project) is required. Application of electronic communication (Netiquette, E-mail format, Internet uses) will also be presented. This is a required course for many major and certificate programs and an alternate requirement or suggested elective in others. This class also satisfied the A.A. General Education Requirement for English. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 71  INTRODUCTION TO e-COMMERCE – 1 Unit (CR/NC Option) (I)

Class Hours: 18 lecture total
This course is an introduction to e-commerce principles. Topics include an overview of where e-commerce fits into the business, e-commerce basics, cost-benefit of e-commerce solutions, planning and development. This course offers practical suggestions to individuals involved in or planning an e-commerce business or business component.

BUAD 72  e-COMMERCE MARKETING – 1 Unit (CR/NC Option) (I)

Class Hours: 18 lecture total
E-Commerce Marketing (electronic commerce) is the study of all the online or electronic-based activities that facilitate manufacturing goods and services by the producer to satisfy the wants and needs of the consumer. Electronic marketing draws heavily on networks’ technology to coordinate market research, aid product development, and develop strategies and tactics to persuade consumers to buy, provide for online distribution, maintain customer records, conduct customer satisfaction surveys, and gather consumer feedback. Electronic marketing advances the overall marketing program that in turn supports the company’s overall marketing business objectives.

BUAD 73  WEB DESIGN CONCEPTS FOR e-COMMERCE – 1 Unit (CR/NC) (I)

Class Hours: 18 lecture total
This course is a conceptual approach to basic principles/concepts of web design for e-commerce applications. Topics include analysis of established e-commerce web sites; internet principles and access; storefront services; software options; advertising options; search engines and directories; monitoring customers; understanding forms; databases; shopping carts; and payment processing. This is a CONCEPTUAL course and does not involve the hands-on development of web sites.

BUAD 80  PRINCIPLES OF CUSTOMER SERVICE – 3 Units (I)

Class Hours: 54 lecture total
This course is designed to provide the student with understanding and knowledge to the importance of meeting the needs of customers in a service economy. Students will gain insight into employer and customer expectation of service levels. Emphasis will be placed on developing specific skills and abilities critical to providing excellent customer service. In addition, the student will be introduced to the concepts of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.

BUAD 81  STRESS MANAGEMENT IN THE WORKPLACE – .5 Unit (CR/NC Only) (I)

Class Hours: 9 lecture total
This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included in the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations.

BUAD 82  MANAGING ORGANIZATION CHANGE – .5 Unit (Credit/No Credit Only) (I)

Class Hours: 9 lecture total
This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organization change.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BUAD 83</td>
<td>CONFLICT RESOLUTION – .5 Unit (Credit/No Credit Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to provide the student with an analysis of attitudes and behavior, which create conflict between individuals and groups within an organization.</td>
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<tr>
<td>BUAD 84</td>
<td>ATTITUDE IN THE WORKPLACE – .5 Unit (Credit/No Credit Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one’s attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others.</td>
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<tr>
<td>BUAD 85</td>
<td>CUSTOMER SERVICE IN THE WORKPLACE – .5 Unit (CR/NC) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of the customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.</td>
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<td>BUAD 86</td>
<td>DECISION MAKING AND PROBLEM SOLVING – .5 Unit (CR/NC Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to introduce the student to decision making and problem solving as a supervisor.</td>
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<td>BUAD 87</td>
<td>TEAM BUILDING – ½ Unit (CR/NC Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.</td>
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<tr>
<td>BUAD 88</td>
<td>COMMUNICATING WITH PEOPLE – .5 Unit (CR/NC Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills.</td>
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<tr>
<td>BUAD 89</td>
<td>TIME MANAGEMENT – .5 Unit (Credit/No Credit Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.</td>
<td></td>
</tr>
<tr>
<td>BUAD 90</td>
<td>FOUNDATION ESSENTIALS: VALUES AND ETHICS—.5 Unit (Credit/No Credit Only) (I)</td>
<td>Class Hours: 9 lecture total</td>
<td>This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor carrying out his/her duties will be emphasized.</td>
<td></td>
</tr>
<tr>
<td>BUAD 91</td>
<td>PRINCIPLES OF MANAGEMENT – 3 Units (F)</td>
<td>Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows</td>
<td>Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)</td>
<td>This is a basic course to broaden the student’s knowledge of the business organization emphasizing how the organizational structure can affect personnel, productivity, and ultimately the success of the firm. This course is required for the business Management Certificate Program and is designed to assist any student who may already be on the lower rungs of the management ladder wishing to become more knowledgeable about organization and management theory. The course should stimulate thought and discussion of several aspects of management and provide a limited opportunity for public speaking. The equivalent of this course is content and objectives may also be offered on the Internet.</td>
</tr>
<tr>
<td>BUAD 92</td>
<td>PROJECT MANAGEMENT: PRINCIPLES AND PRACTICES – 3 Units (CR/NC Option) (I)</td>
<td>Advisory: This is a specialized business course recommended for students with business experience.</td>
<td>Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows</td>
<td>Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)</td>
</tr>
</tbody>
</table>

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
BUAD 94 BUSINESS WORKSITE LEARNING – 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

BUAD 97 SPECIAL TOPICS IN BUSINESS ADMINISTRATION – .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in business administration. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

BUAD 98 SPECIAL LAB TOPICS IN BUSINESS ADMINISTRATION – .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in business administration. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

BUAD 106 BUSINESS MATHEMATICS – 3 Units (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in MATH 240 or Math Placement Level 2 or higher
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A required course in several business occupational majors and suggested elective in others. Student entering this class should have a strong foundation of basic arithmetic skills of adding, subtracting, multiplying, and dividing of whole numbers, fractions, decimals, and percentage values. The class consists of applications of these skills to such business problems as markup, simple, discount, and compound interests, trade and cash discounts, insurance, installment buying, and depreciation. Waiver: Under certain circumstances, this course may be waived for some A.A. degrees or certificate requirements by substituting MATH 102 or higher math course. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 120 STARTING A SMALL BUSINESS – THE ENTREPRENEUR – 1 Unit (CR/NC Option) (F/S)
Class Hours: 18 lecture total
A survey course that explores various components that need to be considered for anyone contemplating or currently operating a small business – the Entrepreneur. The major class project will be the development of a basic executive summary of the student’s business of choice.

BUAD 166 BUSINESS ENGLISH - 3 Units (F/S)
Prerequisite: English Placement Level 5 or higher
Note: Students taking the Internet format of this course must have access and working knowledge of Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course provides an effective command of written English for transaction of business. Emphasis is given to grammar, spelling, vocabulary, and punctuation, and the format of the business letter, including expository and argumentative writing. A required course for many majors and certificate programs and an alternative requirement or suggested elective in others. Class also satisfies the A.A. General Education requirement. The equivalent of this course in content and objectives may also be offered on the Internet.

BUAD 378 TUTORING WORKSHOP – 0 Units (F/S)
Class Hours: TBA
Individualized workshops developed for students having difficulty in the area of Business and Computer Science. Students will receive individualized tutoring to help them overcome difficulties in classroom assignments.

CASINO MANAGEMENT (CAS)

CAS 10 INTRODUCTION TO CASINO OPERATIONS – 2 Units (CR/NC Option) (F)
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 27 lecture/27 lab total (when offered in the Distance Education format, hours will total 108)
An orientation into the various aspects of the casino and gaming industry. Includes a study of legal gaming jurisdictions, an introduction to typical casino games, basic playing strategies and money management techniques, customer service, establishment of casino credit, comps, and casino junkets. This course also focuses on the history of casinos and on modern-day trends, career opportunities, and recent innovations in the casino industry. The equivalent of this course in content and objectives may also be offered on the Internet.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS 20</td>
<td>THE HISTORY OF GAMING/NATIVE AMERICAN GAMING</td>
<td>1</td>
<td>A grade of C or higher in MATH 240 or Math Placement Level 2 or higher</td>
</tr>
<tr>
<td>CAS 30</td>
<td>CASINO SURVEILLANCE - 3 Units (CR/NC Option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CAS 40</td>
<td>CASINO MANAGEMENT AND OPERATIONS – 3 Units (CR/NC Option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CAS 50</td>
<td>CASINO MARKETING/CONSUMER BEHAVIOR – 3 Units (CR/NC Option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CAS 94</td>
<td>CASINO MANAGEMENT WORKSITE LEARNING – 1-4 Units (F/S)</td>
<td>1-4</td>
<td></td>
</tr>
<tr>
<td>CAS 97</td>
<td>SPECIAL TOPICS IN CASINO MANAGEMENT – .5-2 Units (CR/NC Option)</td>
<td>.5-2</td>
<td></td>
</tr>
<tr>
<td>CAS 98</td>
<td>SPECIAL LAB TOPICS IN CASINO MANAGEMENT – .5-2 Units (CR/NC Option)</td>
<td>.5-2</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.

Class Hours: 18 lecture total (when offered in the Distance Education format, hours will total 54)

This course reviews the historical landmarks in the casino and gaming industry within the United States. It focuses primarily on the legalization of gaming in Nevada and California. This course will also examine the economic and employment impacts of gaming on local jurisdictions. Students will also review the current and future developments of gaming. The equivalent of this course in content and objectives may also be offered on the Internet.

Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1A</td>
<td>GENERAL CHEMISTRY – 5 Units (CR/NC Option)</td>
<td>5</td>
<td>A grade of C or higher in CHEM 16 or CHEM 2A, or a score of 20 or higher on the California Chemistry Diagnostic test and a grade of C or higher in MATH 102 or Math Placement Level 4 or higher. (If you have completed one year of high school chemistry with a grade of C or higher, you will be eligible to enroll in this course once you have seen a counselor.) Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lecture/54 lab/18 discussion</td>
</tr>
<tr>
<td>CHEM 1B</td>
<td>GENERAL CHEMISTRY – 5 Units (CAN# CHEM 4)</td>
<td>5</td>
<td>A grade of C or higher in CHEM 1A Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lecture/108 lab total</td>
</tr>
<tr>
<td>CHEM 2A</td>
<td>INTRODUCTION TO CHEMISTRY – 5 Units (CAN# CHEM 6)</td>
<td>5</td>
<td>A grade of C or higher in MATH 101 or Math Placement Level 3 or higher Note: The lecture/discussion portion of this course may be offered as distance education. Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lecture/18 discussion/54 lab total (when offered in the Distance Education format, lecture hours will total 216) This course is a survey of inorganic chemistry and some organic chemistry suitable for agriculture and nursing students. The basic fundamentals of the metric system, chemical nomenclature, atomic and molecular structure, chemical reactions, energy changes, states of matter, solutions, chemical equilibria and kinetics, and organic functional groups are presented. The quantitative nature of chemistry is developed by introduction of the Avogadro’s number and the mole and continuing with stoichiometry, gas law, solution concentrations and pH calculations.</td>
</tr>
<tr>
<td>CHEM 2B</td>
<td>INTRODUCTION TO ORGANIC AND BIOCHEMISTRY – 5 Units (CAN # CHEM 8)</td>
<td>5</td>
<td>A grade of C or higher in CHEM 2A or CHEM 1A; and a grade of C or higher in MATH 101 or Math Placement Level 3 or higher Note: The lecture/discussion portion of this course may be offered as distance education. Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lecture/54 lab/18 discussion total (when offered in the Distance Education format, hours will total 216) A survey of the major classes of organic compounds including structure, nomenclature, properties, reactions, and the reaction mechanisms; an introduction to the biochemistry of proteins, carbohydrates, lipids, nucleic acids and their basic metabolic reactions. Suitable for nursing, dental hygiene, agriculture/natural resources and non-science majors.</td>
</tr>
<tr>
<td>CHEM 6</td>
<td>INTRODUCTORY CHEMISTRY APPLIED TO THE ENVIRONMENT – 4 Units</td>
<td>4</td>
<td>A grade of C or higher in MATH 101, or Math Placement Level 3 or higher Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 36 lecture/108 lab total An introduction to the basic principles of general chemistry. Emphasis will be placed on applications to the chemistry of the environment, soils, water, air, agriculture, natural resources, and related consumer products. This course is suitable for environmental technology, agriculture, natural resources, and liberal arts students.</td>
</tr>
<tr>
<td>CHEM 10</td>
<td>CHEMISTRY FOR THE LIBERAL ARTS – 3 Units</td>
<td>3</td>
<td>CHEM 10 will meet the general education requirement for a laboratory science if taken with CHEM 11 Class Hours: 54 lecture (when offered in the Distance Education format, hours will total 162) A non-mathematical introduction to the major concepts of chemistry with attention to their relevance to practical and societal problems. This course is intended for non-science majors who wish to gain an appreciation for the application of chemistry to everyday living. The course includes such topics as nuclear energy and energy alternatives; health issues of drugs; food additives, nutrition, hormones; chemicals for household use, chemicals in the environment, and synthetics. This course may include field trips. This course will meet the general education requirement for a laboratory science if the laboratory course is taken with CHEM 11.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Pre/Corequisites</td>
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<tr>
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<tr>
<td>CHEM 11</td>
<td>CHEMISTRY LABORATORY FOR THE LIBERAL ARTS – 1 Unit (F/S)</td>
<td></td>
<td>Corequisite: Students must be concurrently enrolled in, or have completed CHEM 10 with a grade of C or higher. Note: CHEM 10 taken with CHEM 11 meets GE requirement in science. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lab total (when offered in the Distance Education format, hours will total 54). Laboratory experiments and demonstrations, almost entirely non-mathematical, covering the basic concepts of the lecture course, CHEM 10. The laboratory is designed to help students learn how to use various chemicals around us, safely and effectively. This course may include field trips. This course will satisfy the general education requirement for a laboratory science if taken with CHEM 10.</td>
</tr>
<tr>
<td>CHEM 16</td>
<td>CHEMICAL PROBLEM-SOLVING – 3 Units (CR/NC Option) (F/S/I)</td>
<td></td>
<td>Advisory: A grade of C or higher in MATH 101 or Math Placement Level 3 or higher. Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 54 lecture total.</td>
</tr>
<tr>
<td>CHEM 26</td>
<td>FUNDAMENTALS OF GENERAL, ORGANIC, AND BIOCHEMISTRY – 4 Units (F/S/I)</td>
<td></td>
<td>Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows. Class Hours: 72 lecture total (when offered in the Distance Education format, hours will total 216). An introduction to the fundamental principles of general, organic, and biochemistry delivered completely online that will emphasize practical applications to nursing and health professions. This course will fulfill the CSU-Chico requirement for entry to the RN and BSN program and is also suitable for AA degree programs and non-science transfer students.</td>
</tr>
<tr>
<td>CHEM 70</td>
<td>ORGANIC CHEMISTRY – 3 Units (F)</td>
<td></td>
<td>Prerequisite: A grade of C or higher in CHEM 1B. Note: CHEM 70A should be taken concurrently with CHEM 70 for science majors for transfer. Class Hours: 54 lecture total.</td>
</tr>
<tr>
<td>CHEM 70A</td>
<td>ORGANIC CHEMISTRY LABORATORY - 2 Units (F)</td>
<td></td>
<td>Prerequisite: A grade of C or higher in CHEM 1B. Corequisite: Students must be concurrently enrolled in, or have completed CHEM 70 with a grade of C or higher. Note: Chemistry majors are required to take CHEM 70A concurrently with CHEM 70. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 108 lab total.</td>
</tr>
<tr>
<td>CHEM 71</td>
<td>ORGANIC CHEMISTRY – 3 Units (S)</td>
<td></td>
<td>Prerequisite: A grade of C or higher in CHEM 70. Note: CHEM 71A should be taken concurrently with CHEM 71 for science majors for transfer. Class Hours: 54 lecture total. A continuation of CHEM 70. Infrared Spectroscopy, Mass Spectrometry, Nuclear Magnetic Resonance, Conjugated Dienes and Ultraviolet Spectroscopy, Benzene and Aromaticity, Chemistry of Benzene, Electrophilic Aromatic Substitution Alcohols and Phenols, Ethers and Epoxides, Thiols and Sulfides, Aldehydes and Ketones, Carboxylic Acids, Carboxylic Acid Derivatives and Nucleophilic Acyl substitution, Carboxyl alpha-substitution Reactions Carboxyl Condensation, Amines, Carbohydrates, Amino Acids, Peptides and Proteins, Lipids. This course completes a two-semester sequence for science majors. CHEM 71A, laboratory course, should be taken concurrently for science majors. Check school of transfer for their requirements.</td>
</tr>
<tr>
<td>CHEM 71A</td>
<td>ORGANIC CHEMISTRY LABORATORY – 2 Units (S)</td>
<td></td>
<td>Prerequisite: A grade of C or higher in CHEM 70A. Corequisite: Students must be concurrently enrolled in, or have completed CHEM 71 with a grade of C or higher. Note: Chemistry majors are required to take CHEM 71A concurrently with CHEM 71. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Class Hours: 108 lab total. A continuation of Organic CHEM 70A. Theory and application of organic chemistry laboratory techniques.</td>
</tr>
<tr>
<td>CHEM 97</td>
<td>SPECIAL TOPICS IN CHEMISTRY – .5-.2 Units (CR/NC Option) (I)</td>
<td></td>
<td>Class Hours: 9-36 lecture total. This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in chemistry. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</td>
</tr>
</tbody>
</table>

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COMMUNICATIONS  (COM)

COM 20  INTRODUCTION TO MULTI-MEDIA – 3 Units (CR/NC Option) (F)
Class Hours: 54 lecture total
This class studies how multimedia programs are designed and produced. Professional and amateur productions are extensively analyzed for form, content and overall design effectiveness. The class traces the process of a typical multimedia project from start to finish. This includes design implementation, user analysis, interface and interaction considerations, project management and client needs assessment. The class explores the technical aspects of production, including capturing and compressing sound and visual images. Delivery systems such as the Internet and CD ROM are evaluated. An overview of “tools of the trade” examines a variety of production and editing software. The class is not platform specific nor does it attempt to teach all the software discussed.

COM 21  MULTI-MEDIA AUTHORING – 3 Units (CR/NC Option) (S)
Class Hours: 54 lecture total
This course will acquaint you with the process of designing and producing effective multi-media presentations. You will work individually and as a part of a creative team. The focus is on identifying and analyzing audiences; designing, adapting, and organizing information for multi-media presentations. Software such as Final Cut Pro, Adobe Premier and Macromedia Director are complex tools that will be explored. The class also will explore basic planning strategies, production techniques, materials and equipment involved in a computer multimedia production. Students will be expected to complete at least two projects suitable for a portfolio.

COM 22  BEGINNING TV PRODUCTION – 3 Units (F/S)
Class Hours: 27 lecture/81 lab total
A basic course in the theory and operation of television broadcast equipment. Students will complete projects and activities so that they can effectively operate broadcast equipment and understand its engineering and production capabilities. This is a beginning course in television production.

COM 30  INTRODUCTION TO AUDIO RECORDING – 3 Units (CR/NC Option) (F)
Class Hours: 36 lecture/54 lab total
This is an introduction to the fundamentals of audio recording. Concepts covered will be the fundamentals of electricity, musical acoustics and audio theory. Course enrollment is open to communication and non-communication majors. Topics include: basics of electricity, acoustics, psychoacoustics, audio measurement terms and concepts, microphones, mixers, signal processing and hard disk recording.

COM 31  INTRODUCTION TO DIGITAL AUDIO – 3 Units (CR/NC Option) (S)
Class Hours: 36 lecture/54 lab total
This is an introduction to the fundamentals of digital audio theory, editing, MIDI sequencing and the production of digital audio for the web and video and a variety of other media. Topics to be covered are digital audio theory, two track digital editing, multi-channel recording, digital sequencing, and time-code. Course enrollment is open to communication and non-communication majors.

COM 50  SPECIAL TOPICS IN COMMUNICATION DESIGN – .5-3 Units (CR/NC Option)
Class Hours: 27-162 lab
This course is designed to give students experiential instruction in a variety of communication settings. It focuses on the design, implementation, management, and coordination of the technical elements of production of communication design projects. Students will design multimedia projects, manipulate digital and analog sounds and images, and develop and produce television, radio, or internet content. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. This course may be repeated three times for a total of four enrollments.

COMPUTER INFORMATION SYSTEMS  (CIS)

CIS 1  COMPUTER LITERACY WORKSHOP (formerly MIS 19) – 3 Units (F/S)
Note: Class will require outside time using a computer with appropriate software. Some access is allowed on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Office 2000 Professional (or better). Class Hours: 45 lecture/27 lab total (when offered in the Distance Education format, hours will total 162)
This course is designed to help students achieve a degree of computer literacy by presenting a complete discussion of computers and data-processing – hardware, software, history, programming languages, computer ethics, and cultural implications. Simulations provide a broad knowledge of computer components and usage. Practical hands-on applications of system software and productivity software increase literacy and competency in the rapidly changing world of computers. The equivalent of this course in content and objectives may also be offered on the Internet.
CIS 2  
INTRODUCTION TO COMPUTER SCIENCE (formerly MIS 20)  – 4 Units  (CAN # CSCI 2)  (F/S)

Class Hours:  72 lecture total

This course is designed as an introduction to business data processing for those students planning on a career in the general field of computer science. Computer history, hardware, software, processing, systems, programming languages, storage devices, careers, and impact on society will be explored to enable the student to become computer literate. Common business applications are used to examine a wide range of methods for processing data in the interactive mode. The student will design, code, and debug programs in languages such as Machine, Assembler, Java, C and/or BASIC as assigned.

CIS 3  
SYSTEMS ANALYSIS METHODS (formerly MIS 29)  – 3 Units  (S)

Note:  Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.

Class Hours:  54 lecture total  (when offered in the Distance Education format, hours will total 162)

Information Systems Analysis with emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data structures, file designs, input and output designs and programs specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. This course specifically satisfies requirements for the CIS-4 course in the DPMA Education Foundation Model Curriculum for Undergraduate Computer Information Systems Education. The equivalent of the course in content and objectives may also be offered on the Internet.

CIS 4  
BUSINESS DATA COMMUNICATIONS (formerly MIS 30)  – 3 Units  (F)

Advisory:  A grade of C or higher in CIS 1 or CIS 2 or equivalent computer experience recommended for success.

Note:  Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.

Class Hours:  54 lecture total  (when offered in the Distance Education format, hour will total 162)

Covers the concepts, vocabulary, design issues, and techniques currently used in the area of data communications. Topics include history and evolution of the Internet, transmission media, interconnection topology, control methods, protocols, types of nodes, network interfaces, bridges, gateways, performance considerations, maintenance considerations, and security considerations. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 5  
HELP DESK – LEVEL 1 (formerly MIS 90)  – 1 Unit  (CR/NC Option)  (I)

Class Hours:  54 lecture total

The program is designed to educate students as computer support specialists in order to compete for positions such as help desk or technical support technicians. Students will examine the different types of help desks, the available help desk career paths, and the kinds of knowledge, skills, and abilities they need to be successful in a help desk environment. They will gain an understanding of how people, processes, technology and information affect the typical help desk structure and how outstanding customer service is the bottom line.

CIS 10  
EXCEL FOR WINDOWS – I (formerly MIS 73)  – 1 Unit  (CR/NC Option)  (F/S)

Advisory:  Ability to type 25 wpm

Note:  Class will require outside time using a computer with appropriate software. Some access is allowed on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to and a working knowledge of the Internet, plus access to the software Windows 98 (or better) and Office 2000 (or better).

Class Hours:  18 lecture/9 lab total  (when offered in the Distance Education format, hour will total 63)

This is an introductory course that introduces the concepts, principles, and uses of the EXCEL spreadsheet through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include use of the Windows environment; creating, editing, formatting, and printing a worksheet; charts/graphs development; and formulas/functions using relative, absolute and mixed cell reference. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 11  
EXCEL FOR WINDOWS – II (formerly MIS 74)  – 1 Unit  (CR/NC Option)  (F/S)

Advisory:  A grade of C or higher in CIS 10. Ability to type 25 wpm

Note:  Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to and a working knowledge of the Internet, plus access to the software Windows 98 (or better) and Office 2000 (or better).

Class Hours:  18 lecture/9 lab total  (when offered in the Distance Education format, hour will total 63)

Designed to expand and improve worksheet skills through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include workbook management, control, and protection; utilizing the worksheet as a database, customizing charts/graphs; exchanging data between software programs; and using EXCEL to collaborate over the Internet. This course provides preparation for Microsoft Office User Specialist (MOUS) Excel Certification. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 12  
EXCEL FOR WINDOWS – III (formerly MIS 75)  – 1 Unit  (CR/NC Option)  (F/S)

Advisory:  A grade of C or higher in CIS 11. Ability to type 25 words per minute.

Note:  Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to and a working knowledge of the Internet, plus access to the software Windows 98 (or better) and Office 2000 (or better).

Class Hours:  18 lecture/9 lab total  (when offered in the Distance Education format, hour will total 63)

Designed to expand and improve worksheet skills to a more advanced level of proficiency through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of file management and worksheet concepts; macros; filtering, subtotaling, and validating data lists; worksheets analysis tools –

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.

Subject to change. Check the current class schedule.
input areas, Scenario Summary, data tables, Goal Seek, Solver and Pivot Tables; customizing and controlling the worksheet; workgroups; and VBA (Visual Basic Applications). This course provides preparation for Microsoft Office User Specialist (MOUS) Excel Certification, Expert. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 20  ACCESS FOR WINDOWS – I (formerly MIS 53) - 1 Unit (CR/NC Option) (F/S)
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Office 2000 (or better).
Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hour will total 63)
This course introduces the concepts, principles, and creation of the database through multi-media lecture/demonstration/discussion using Microsoft ACCESS on an IBM compatible microcomputer. Topics to be covered include: Windows file management; the principles and elements of the database; design of tables and data entry; maintenance of the database for accuracy; queries for sorting, linking related tables, and selecting specific records; development of forms for viewing as well as entering data; and reports for presenting printed copy of the database and/or selected records. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 21  ACCESS FOR WINDOWS – II (formerly MIS 54) - 1 Unit (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in CIS 20
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Office 2000 (or better).
Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hour will total 63)
Designed to expand and improve database management skills through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of file management and database concepts; queries involving linked tables. Logical operators, calculated fields, and crosstab queries; presentation of data through forms and reports (including field calculations and graphics); creating hyperlinks among programs and web pages; and advanced queries. This course provides preparation for Microsoft Office User Specialist (MOUS) Access Certification. The equivalent of this course in content and objectives may also be offered on the Internet.

CIS 22  ACCESS FOR WINDOWS – III (formerly MIS 55) - 1 Unit (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in CIS 21
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.
Class Hours: 18 lecture/9 lab total
Designed to expand and improve database management skills to a more advanced level of proficiency through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of file management and database concepts; management, maintenance, and protection of the database and its objects; development and use of macros and modules; customizing forms and reports; providing user-friendly access; and analyzing database performance. This course provides preparation for Microsoft Office User Specialist (MOUS) Access Certification, Expert.

CIS 31  CISCO NETWORKING CCNA 1 – NETWORKING FUNDAMENTALS (formerly MIS 32/MIS 1) – 3 Units (F)
Advisory: A grade of C or higher in CIS 2
Class Hours: 45 lecture/27 lab total
This course is the first in a four-course series designed to prepare students for the Cisco Certified Networking Associate (CCNA) Exam. This course is offered by Shasta College as the Cisco Regional Networking Academy in the region. Instructional materials developed by Cisco Systems are utilized for the course. The course covers the fundamentals of computer networking. Specific topics will include: OSI Model, industry standards, networking protocols, networking components and media, IP addressing, subnet masks, network topologies, LAN design, cables and jacks, power and noise, network installation, network management and troubleshooting, introduction to routing and routed protocols.

CIS 32  CISCO NETWORKING CCNA 2 – ROUTING TECHNOLOGY (formerly MIS 32/MIS 2) – 3 Units (F)
Prerequisite: A grade of C or higher in CIS 31
Class Hours: 45 lecture/27 lab total
This course is the second in a four-course series designed to prepare students for the Cisco Certified Networking Associate (CCNA) Exam. This course is offered by Shasta College as the Cisco Regional Networking Academy in the region. Instructional materials developed by Cisco Systems are utilized for the course. The course covers WANs and Routers, Router CLI, Router Components, Router Start-up and Setup, Router Configuration, IOS Images, TCP/IP, IP Addressing, Routing, Routing Protocols, and Network Troubleshooting. The course utilizes multi-media, computer-based training materials plus hands-on lab experience with LAN switches and routers.

CIS 33  CISCO NETWORKING CCNA 3 – LAN SWITCHING AND DESIGN (formerly MIS 33/MIS 3) – 3 Units (S)
Prerequisite: A grade of C or higher in CIS 32
Class Hours: 45 lecture/27 lab total
This course is the third in a four-course series designed to prepare students for the Cisco Certified Networking Associate (CCNA) Exam. This course is offered by Shasta College as the Cisco Regional Networking Academy in the region. Instructional materials developed by Cisco Systems are utilized for the course. The course covers LAN Switching, Virtual LANs, LAN Design, IGRP protocols, Access Control Lists, Novell IPX protocol, and network management. The course utilizes multi-media, computer-based training materials plus hands-on lab experience with LAN switches and routers.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Class Hours</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 34</td>
<td>CISCO NETWORKING CCNA 4 – WAN TECHNOLOGY &amp; DESIGN (formerly MIS 34/MIS 4)</td>
<td>3</td>
<td>A grade of C or higher in CIS 33</td>
<td>45 lecture/27 lab total</td>
<td>A grade of C or higher in CIS 34 or CCNA certification</td>
</tr>
<tr>
<td>CIS 35</td>
<td>CISCO NETWORKING CCNP 1 – ADVANCED ROUTING CONFIGURATION (formerly MIS 5)</td>
<td>3</td>
<td>A grade of C or higher in CIS 34 or CCNA certification</td>
<td>36 lecture/54 lab total</td>
<td>CIS 35, CIS 36, and CIS 37 may be taken in any order</td>
</tr>
<tr>
<td>CIS 36</td>
<td>CISCO NETWORKING CCNP 2 – REMOTE-ACCESS NETWORKS (formerly MIS 6)</td>
<td>3</td>
<td>A grade of C or higher in CIS 34 or CCNA certification</td>
<td>36 lecture/54 lab total</td>
<td>CIS 35, CIS 36, and CIS 37 may be taken in any order</td>
</tr>
<tr>
<td>CIS 37</td>
<td>CISCO NETWORKING CCNP 3 – MULTI-LAYER SWITCHING (formerly MIS 7)</td>
<td>3</td>
<td>A grade of C or higher in CIS 34 or CCNA certification</td>
<td>36 lecture/54 lab total</td>
<td>CIS 35, CIS 36, and CIS 37 may be taken in any order</td>
</tr>
<tr>
<td>CIS 38</td>
<td>CISCO NETWORKING CCNP 4 – INTERNETWORK TROUBLESHOOTING (formerly MIS 8)</td>
<td>3</td>
<td>A grade of C or higher in CIS 35, CIS 36, CIS 37</td>
<td>36 lecture/54 lab total</td>
<td>CIS 35, CIS 36, and CIS 37 may be taken in any order</td>
</tr>
<tr>
<td>CIS 39</td>
<td>CISCO NETWORKING – FUNDAMENTALS OF NETWORK SECURITY</td>
<td>3</td>
<td>A grade of C or higher in CIS 34 or CCNA Certification</td>
<td>45 lecture/27 lab total</td>
<td>A grade of C or higher in CIS 34 or CCNA Certification</td>
</tr>
<tr>
<td>CIS 40</td>
<td>INSTALL, CONFIGURE, AND ADMINISTER MS WINDOWS XP PROFESSIONAL</td>
<td>1</td>
<td>9 lecture/27 lab total</td>
<td>9 lecture/27 lab total</td>
<td>A Microsoft Certified Professional course. The terminology, planning, installation, configuring, administering and troubleshooting of Microsoft Windows XP Professional will be covered. This course is specifically designed to prepare the student to successfully participate in the Installing, Configuring, and Administering Microsoft Windows XP Professional examination to become a Microsoft Certified Professional (MCP).</td>
</tr>
</tbody>
</table>

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
CIS 51 MANAGE AND MAINTAIN A MS WINDOWS SERVER 2003 ENVIRONMENT – 1 Unit (F)
Class Hours: 9 lecture/27 lab total
The terminology, managing, maintaining, configuring, administering and troubleshooting of Microsoft Windows Server 2003 will be covered. This course is specifically designed to prepare the student to successfully participate in the Managing and Maintaining Microsoft Windows Server 2003 Environment examination to become a Microsoft Certified Professional (MCP).

CIS 52 MANAGE AND MAINTAIN WINDOWS 2003 NETWORK INFRASTRUCTURE – 1 Unit (F)
Class Hours: 9 lecture/27 lab total
The terminology, implementing, managing, maintaining, configuring, administering and troubleshooting of Microsoft Windows Server 2003 network infrastructure will be covered. This course is specifically designed to prepare the student to successfully participate in the Implementing, Managing and Maintaining Microsoft Windows Server 2003 Network Infrastructure examination to become a Microsoft Certified Professional (MCP).

CIS 53 PLAN AND MAINTAIN WINDOWS 2003 NETWORK INFRASTRUCTURE – 1 Unit (S)
Class Hours: 9 lecture/27 lab total
The terminology, planning, and maintaining, a Microsoft Windows Server 2003 network infrastructure will be covered. This course is specifically designed to prepare the student to successfully participate in the Planning and Maintaining Microsoft Windows Server 2003 Network Infrastructure examination to become a Microsoft Certified Professional (MCP).

CIS 54 PLAN, IMPLEMENT AND MAINTAIN WINDOWS 2003 AD NETWORK INFRASTRUCTURE – 1 Unit (S)
Class Hours: 9 lecture/27 lab total
The terminology, planning, implementing and maintaining a Microsoft Windows Server 2003 active directory infrastructure will be covered. This course is specifically designed to prepare the student to successfully participate in the Planning, Implementing and Maintaining Microsoft Windows Server 2003 Active Directory Infrastructure examination to become a Microsoft Certified Professional (MCP).

CIS 55 DESIGNING A WINDOWS SERVER 2003 AD AND NETWORK INFRASTRUCTURE – 1 Unit (S)
Class Hours: 9 lecture/27 lab total
The terminology and design of a Microsoft Windows Server 2003 Active Directory network infrastructure will be covered. This course is specifically designed to prepare the student to successfully participate in the Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure examination to become a Microsoft Certified Professional (MCP).

CIS 56 DESIGNING SECURITY FOR A WINDOWS SERVER 2003 NETWORK – 1 Unit (Summer)
Class Hours: 9 lecture/27 lab total
The terminology and design of security for a Microsoft Windows Server 2003 Network will be covered. This course is specifically designed to prepare the student to successfully participate in the Designing Security for a Windows Server 2003 Network examination to become a Microsoft Certified Professional (MCP).

CIS 60 VISUAL BASIC PROGRAMMING (formerly BUSI 27/MIS 27) - 3 Units (CAN# CSCI 6) (I)
Advisory: A grade of C or higher in CIS 2
Class Hours: 36 lecture/54 lab total
This course is intended to teach programming techniques using Visual Basic language. Students will be introduced to Visual Basic statements including, but not limited to input, output, computation, looping, arrays, subroutines, file processing commands, form layout, objects, events and Visual Basic tools. Students will design, code, test and execute several detailed business-oriented programs ranging from very simple to complex.

CIS 61 C++ LANGUAGE PROGRAMMING (formerly MIS 25) - 3 Units (CAN # CSCI 16) (I)
Advisory: A grade of C or higher in CIS 2
Class Hours: 36 lecture/54 lab total
A study of the C++ Programming language. Emphasis is placed on programming theory and structure including data types, selection and iteration structures, functions, arrays, pointers, graphics, objects and classes.

CIS 62 JAVA PROGRAMMING (formerly MIS 17) - 3 Units (I)
Advisory: A grade of C or higher in CIS 2
Class Hours: 36 lecture/54 lab total
Java is a platform-neutral, object-oriented, and secure programming language that is quickly becoming the standard programming language for creating interactive content on the World Wide Web (WWW). This course covers Java programming language and the standard Java class libraries.

CIS 63 ASSEMBLER LANGUAGE PROGRAMMING (formerly MIS 24) - 4 Units (CAN # CSCI 10) (I)
Prerequisite: A grade of C or higher in CIS 2, and a grade of C or higher in one of the following courses: CIS 60, CIS 61, or CIS 62.
Class Hours: 54 lecture/54 lab total
In this course students will learn the functions and organization of a modern computer microprocessor including control unit, ALU, register files, cache memory, program counter, and instruction register. The internal binary representation of both data and instructions will be studied including ASCII characters, instruction formats, and two’s complement number system. Emphasis will be placed on understanding machine language instruction formats and developing computer programs in assembly language. Integer instruction sets will be the primary focus, but floating point instructions will be introduced. A pseudocoding technique will be learned which will facilitate development of code in assembly language. Programming techniques and concepts will be studied including function calls, argument passing, use of the stack, array handling, sorting and searching, reentrant coding, recursive programming, exceptions and interrupts, pipelining, number conversions, and program debugging and documentation. This course is designed to meet transfer requirements in computer science to four-year universities.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Offerings</th>
<th>Prerequisite</th>
<th>Advisory</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 80</td>
<td>INTERNET BASICS (formerly MIS 81) - 1 Unit (CR/NC Option) (F/S)</td>
<td>1</td>
<td>(when offered in the Distance Education format, hours will total 63)</td>
<td>Students taking the Internet format of this class must have access to the Internet and Windows 98 (or better)</td>
<td>Basic knowledge of word processing, Windows, and the Internet</td>
<td>Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to the Internet and Windows.</td>
</tr>
<tr>
<td>CIS 81</td>
<td>WEB DESIGN (FRONTPAGE I) - 1 Unit (CR/NC Option) (S)</td>
<td>1</td>
<td>(when offered in the Distance Education format, hours will total 63)</td>
<td>Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.</td>
<td>Basic knowledge of word processing, Windows, and the Internet</td>
<td>Focus is on the advanced functions of creating, editing, saving, and publishing Web pages. Topics include formatting text, graphical elements, hypertext links, lists, tables, forms, and other active web authoring elements. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
</tr>
<tr>
<td>CIS 82</td>
<td>WEB DESIGN (FRONTPAGE II) - 1 Unit (CR/NC Option) (I)</td>
<td>1</td>
<td>(when offered in the Distance Education format, hours will total 63)</td>
<td>Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.</td>
<td>A grade of C or higher in CIS 81</td>
<td>Focus is on the advanced functions of creating, editing, saving, and publishing Web pages. Topics include advanced design principles, advanced graphical elements, page transitions, hit counters, hyperlink hot spots, creation of sub-webs and discussion webs, creation of PDF files and forms, and other active web authoring elements. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
</tr>
<tr>
<td>CIS 84</td>
<td>HTML – BEGINNING – 1 Unit (CR/NC Option) (I)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>This class does not require any special software. Assignments may include work outside class, with the use of a computer with standard browsers like Internet Explorer or Netscape Navigator. Computer access is provided on campus at the Math and Business Learning Center. Introductory course to the Hypertext Markup Language for web page authoring, through lecture and hands-on classes. Topics include: HTML &quot;TAG&quot; structure and attributes. Basic &lt;HTML&gt;, &lt;HEAD&gt; and &lt;BODY&gt; components of a web document. Text formatting: color, font types, sizes, subscripts and superscripts, underlining, special symbols, paragraph structure, text elements of the page.</td>
</tr>
</tbody>
</table>

CIS 85  HTML – INTERMEDIATE – 1 Unit (CR/NC Option) (I)
Prerequisite: A grade of C or higher in CIS 84
Note: This class does not require any special software. Assignments may include work outside class, with the use of a computer with standard browsers like Internet Explorer or Netscape Navigator. Some computer access is provided on campus at the Math and Business Learning Center.
Class Hours: 18 lecture/9 lab total
Intermediate level course on the Hypertext Markup Language for web page authoring, through lecture and hands-on classes. Topics include: use of FRAME structures and targeting links within FRAMES, FORMS and their attributes. Layout and text formatting with the use of the STYLE tag. Basic multimedia creation, and incorporation of multimedia files in web pages. Insertion of applets in an HTML document. Importing Dynamic HTML to the web page structure.

CIS 90  A+ CERTIFICATION PREPARATION/CISCO IT ESSENTIALS I – 4 Units (F/S)
Advisory: A grade of C or higher in CIS 2
Note: This course replaces ELEC 20, 21, 22, 23 and 24 for A+ Certification
Class Hours: 54 lecture/54 lab total
This course provides the student with the knowledge and skills to pass the A+ Core Hardware and the A+ OS Technologies certification tests. The CompTIA A+ certification exams are nationally recognized, and measures essential competencies for an entry-level computer technician. Topics covered are microcomputer architecture, personal computer hardware, including Microsoft Windows installations, configurations and troubleshooting. Students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems.

CIS 92  INTRODUCTION TO COMPUTER SECURITY – SECURITY + – 3 Units (F/S)
Advisory: A grade of C or higher in CIS 31
Class Hours: 45 lecture/27 lab total
This course provides the student with background, requirements, policies and procedures for establishing and maintaining computer and information system security. Course elements include: Risk discovery and assessment; system planning with cost/benefits analyses; management policies; security practices and procedures within system life cycles and system recovery. The course will stress applied solutions to computer security problems, preparing students for the CompTIA Security+ Certification exam.

CIS 94  COMPUTER INFORMATION SYSTEMS WORKSITE LEARNING – 1-4 Units (CR/NC Option) (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs related to the student’s major. All WSL classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

CIS 97  SPECIAL TOPICS IN MANAGEMENT INFORMATION SYSTEMS (formerly MIS 97) - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in management information systems. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

CIS 98  SPECIAL LAB TOPICS IN MANAGEMENT INFORMATION SYSTEMS (formerly MIS 98) - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in management information systems. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

CIS 197  SPECIAL TOPICS IN COMPUTER TECHNOLOGY (formerly MIS 197) - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of office technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommend for any of the Office Technologies majors or Business majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

CIS 198  SPECIAL LAB TOPICS IN COMPUTER TECHNOLOGY (formerly MIS 198) - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in computer technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
CONSTRUCTION TECHNOLOGY (CONS)

CONS 46  EQUIPMENT OPERATIONS & MAINTENANCE (formerly AGRI 46/ENVR 46) - 3 Units (CR/NC Option) (F/S)
Limitation on Enrollment: Student must produce a negative test result in accordance with the Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 27 lecture/81 lab total
This course covers basic skill-level operation and maintenance of on- and off-road heavy equipment including agriculture and earth moving. Students will not be allowed to operate road equipment without license and driving record. Operational equipment used may include any of the following: dump truck, grader, backhoe, dozer, farm tractor, loader, excavator, forklift, and scraper.

CONS 48  SURVEYING FOR EQUIPMENT OPERATORS (formerly AGRI 48) - 2 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in MATH 100
Class Hours: 18 lecture/54 lab total
This course teaches basic surveying techniques and concepts with emphasis on application for heavy equipment operators. It involves basic problem solving, grade setting and checking, leveling, distance measurement, cut-fill ratio, and basic mapping. The course has a heavy emphasis on field work using various equipment and instruments including levels, compasses tapes, as well as various state-of-the-art electronic surveying devices. This course will prepare students for work on a heavy equipment construction crew.

CONS 52  RESIDENTIAL ESTIMATING - 3 Units (S)
Class Hours: 54 lecture total
This course is designed for learning construction-estimating techniques for both small and medium sized construction projects. It includes estimating materials, costs, labor, taxes, insurance fees, overhead, profit, transportation and contingencies common in the residential construction industry. In this class students will be responsible for interpreting blueprints, developing budgets and estimates, as well as planning a construction project representative of current industry activity.

CONS 53  MATERIALS OF CONSTRUCTION - 3 Units (F)
Class Hours: 54 lecture total
A general survey course covering building materials from concrete to roofing. It covers topics such as map reading, blueprint interpretation, building code requirements and the methods of application of the said materials as they relate to building construction techniques. In this class students will become familiar with traditional as well as the latest construction materials, their characteristics, uses, and field applications.

CONS 55  EQUIPMENT OPERATIONS SKILLS DEVELOPMENT (formerly AGRI 56EH/AGRI 55/ENVR 55) - 1-4 Units (CR/NC Option) (F)
Prerequisite: A grade of C or higher in CONS 46
Limitation on Enrollment: Student must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 54 lab hours per unit
The practical application of skills needed to be successful in equipment operation. Includes farm and industrial equipment such as wheel and crawler tractors, forklift, backhoe, motor grader and scraper. Service and adjustment will also be a part of this course. Required of all transfer agriculture, production agriculture, and ornamental horticulture majors. Note: This course may be repeated three times for a maximum of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

CONS 71  WOODWORKING (formerly CONS 71A) - 3 Units (F/S)
Class Hours: 36 lecture/54 lab total
This course is designed to develop skill and appreciation in the woodworking craft. Instruction is given on safety and proper use of hand tools and power machinery. In this course the student may work on a project of their own choice.

CONS 72  CABINETMAKING (formerly CONS 71B) - 3 Units (F/S)
Prerequisite: A grade of C or higher in CONS 71
Class Hours: 36 lecture/54 lab total
This course will enable the student to have an understanding of cabinet standards, typical types found in most kitchens, bathrooms and garages. Styles of kitchens, types of layouts for all four basic case type cabinets. Be able to select counter tops, drawer construction and door construction.

CONS 73  FURNITURE AND CABINET FINISHING (formerly CONS 71C) - 3 Units (S)
Prerequisite: A grade of C or higher in CONS 71
Class Hours: 36 lecture/54 lab total
This course is designed to teach inorganic as well as organic finishing in vocational and industrial applications. It is divided into sections which describe various categories in the broad field of cabinet finishing.

CONS 74  TRIM AND DETAIL FINISHING (formerly CONS 71D) - 3 Units (F)
Prerequisite: A grade of C or higher in CONS 71
Class Hours: 36 lecture/54 lab total
This course will provide essential knowledge and skill related to deck, closet treatments, inside and outside window and door treatments.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
CONS 94 WORKSITE LEARNING FOR CONSTRUCTION TECHNOLOGY - 1-4 Units (F/S)

Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course. Students must have completed 30 units of required construction technology course work.

Class Hours: 75 hours paid or 60 hours non-paid per unit

This course is designed for employment on approved jobs related to the students major and is supervised by a College representative to ensure that the work experience is of educational value. Good work habits through actual job performance is stressed. One to four units per semester may be taken depending on hours and nature of jobs. One unit of worksite learning credit is granted for 75 hours paid or 60 hours non-paid of on-the-job activity. Note: This course may be repeated three times for a total of four enrollments since content differs and skills are enhanced by supervised repetition and practice.

CONS 148 SURVEYING AND GRADE SETTING FOR CONSTRUCTION - 1 Unit (CR/NC Only) (I)

Note: Previous construction experience will be helpful

Class Hours: 9 lecture/27 lab total

This is an advanced level course designed to give the participants practical skills and knowledge in the latest technology and applications related to surveying for construction and grade setting. The course will emphasize skills development and hands-on exercises as well as provide an opportunity for participants to discuss related topics with industry leaders.

CONS 150 INTRODUCTION TO RESIDENTIAL CONSTRUCTION - 3 Units (F/S)

Class Hours: 54 lecture total

This course is recommended for entry-level students in the construction trades. Instruction will include tool safety, estimating costs, foundations, framing, plumbing, electrical, mechanical, and finish carpentry work. The student will gain a basic knowledge of the building trades.

CONS 151 CARPENTRY PRACTICES I - 6 Units (F)

Class Hours: 54 lecture/162 lab total

The purpose of this two-year course is to train competent persons for the construction field. Related information including interpretation of layout, estimation of construction costs and choice quantities of materials will be emphasized. Basic skills will be developed with each phase of the job: foundation, framing, exterior and interior trim, and cabinet work. The course will permit the student to fulfill the greater portion of apprenticeship requirement while enjoying the atmosphere of higher education. Basic information of building codes will be covered.

CONS 152 CARPENTRY PRACTICES II - 6 Units (S)

Class Hours: 54 lecture/162 lab total

The purpose of this class is to train and develop educational opportunities for persons in the construction industry. Related information including interpretation of layout, estimation of construction costs and choice quantities of materials will be emphasized. Basic skills will be developed with each phase of the job, foundation, framing, exterior and interior trim. The course will permit the student to fulfill the greater portion of apprenticeship requirements while enjoying the atmosphere of higher education. Basic information about building codes will be covered.

CONS 154 RESIDENTIAL PLUMBING - 3 Units (F)

Class Hours: 36 lecture/54 lab total

This course is designed to give the student entry-level job skills in the residential plumbing trade.

CONS 155 RESIDENTIAL ELECTRICAL - 3 Units (S)

Class Hours: 36 lecture/54 lab total

This course in residential electrical is designed to give the student a basic understanding of how to run a variety of circuits, grounding systems, and familiarize them to the National Electrical Code.

CONS 168 GENERAL SHOP/WOODWORKING - 2 Units (CR/NC Option) (F/S/I)

Class Hours: 18 lecture/54 lab total

A skill development course in furniture construction. Course activities will stress power tool setup and use. Related instruction will include wood selection and ordering, furniture plan reading and development, joints, adhesives, abrasives, finishes, furniture hardware, and fasteners. Students will select projects that will demonstrate skills. Note: Since skills are enhanced by supervised practice and repetition, this course may be repeated three times for a total of four enrollments.

CONS 178 BUILDING CODES AND STANDARDS - 3 Units (F/S)

Class Hours: 54 lecture total

This course is designed to provide the craftsman, building, designer, and inspector with knowledge and insight regarding building regulations and requirements for minimum construction guidelines and specifications. It covers the use of the latest Uniform Building, Plumbing, Mechanical and Electric Codes and assists in using them to the builder’s advantage. The class also provides information on sources of assistance and publications to meet the needs for dwelling construction industry.

CONS 197 SPECIAL TOPICS IN CONSTRUCTION TECHNOLOGY - .5-2 Units (CR/NC Option) (I)

Class Hours: 9-36 lecture total

This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge and historical issues in the field of Construction Technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Construction Technology majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.
COOPERATIVE EDUCATION (COOP)

COOP 94  COOPERATIVE EDUCATION – 4 or 8 Units (F/S)
Limitation on Enrollment: Successful completion of 7 units of course work in the occupational discipline (as defined in the Shasta College Related Disciplines List) prior to enrollment

Note: Student limited to one other class during a semester of Co-op Ed (alternative Plan)

Place of employment must be an “Approved Site” as determined by the Co-op Ed Coordinator

Class Hours: 300 hours per four (4) units paid work/240 hours per four (4) units non-paid work

The Cooperative Education (Co-op Ed) course is considered as an Alternative Plan of Worksite Learning designed to offer students work experience related to their occupational area. Co-op Ed allows the student to alternatively attend college and work in an occupational area (as defined in the Shasta College Related Disciplines List). A maximum of (8) eight units per semester, for a total of 12 units can be earned for Co-op Ed. Sixteen (16) units is the maximum a student can earn for the combined Co-op Ed/WSL occupational courses. A student cannot transfer between the WSL and Co-op Ed Plans until they have earned at least seven (7) units of additional class work after completion of the WSL or Co-op Ed course. Note: The Co-op Ed course can be repeated one time for a maximum of 12 units.

CULINARY ARTS (CULA)

The following courses will require extensive reading and math exercises.

CULA 45  BASIC FOOD PRODUCTION – 5 Units (F/S)
Corequisite: Students must be concurrently enrolled in, or have completed CULA 50 with a grade of C or higher
Class Hours: 18 lecture/216 lab total

This course involves preparing and cooking of foods, understanding kitchen operations and the proper use of safety and sanitation procedures in the kitchen. This will prepare the students for the Advanced Food Preparation class and will prepare skilled food personnel in kitchen procedures.

CULA 46  ADVANCED FOODS – 5 Units (S)
Prerequisite: A grade of C or higher in CULA 45 and a grade of C or higher in CULA 50
Class Hours: 18 lecture/216 lab total

This course examines advanced principles of food preparation of foods served in restaurants. Emphasis given to the planning and preparation of food products relating to restaurants, hotels, and specialty food operations.

CULA 49  MENU PLANNING AND COST ANALYSIS – 2 Units (S)
Class Hours: 27 lecture/27 lab total

This course is designed to summarize the basic principles of menu planning and layout for various food service operations. Topics included are pricing, nutrition, and types of menus.

CULA 50  SANITATION & SAFETY (formerly CULA 150) - 2 Units (F/S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 36 lecture

The course examines the basic principles of hygiene and sanitation and the application of these principles to food service operations. It also includes safety elements in good service planning; description of maintenance and operation of the appropriate food service equipment, and OSHA regulations. Emphasis will be placed on the supervisors’ responsibilities in maintaining high sanitation and safety standards.

CULA 55  PURCHASING (formerly CULA 155) - 2 Units (S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 36 lecture total (when offered in the Distance Education format, hour will total 108)

This course will cover the function of purchasing from the viewpoint of management. It discusses channels of distribution, buying techniques, specification writing and other principles needed to perform this critical activity. The equivalent of this course in content and objectives may also be offered on the Internet.

CULA 56  CATERING (formerly CULA 156) - 1 Unit (I)
Corequisite: Students must be concurrently enrolled in CULA 94
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 18 lecture total

This course is an overview of different aspects of operating a successful catering business. The focus is to learn various management techniques that will assist students in the catering industry. Students must concurrently enroll in a minimum of one unit in CULA 94 at a catering training facility. (This one unit of CULA 94 applies to the program requirement of three units of Worksite Learning for the spring semester.)

CULA 60  BEVERAGE MANAGEMENT – 2 Units (F)
Class Hours: 36 lecture total

Identification, production, purchasing, and service of spirits, wine and beer products. Marketing, menu development, and cost controls of a beverage operation. Special emphasis on staffing, training, and legal regulations for beverage sales.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
CULA 65  DINING ROOM SERVICE – 3 Units (F/S)
Class Hours: 27 lecture/81 lab
In this course, students will learn in a live environment, the skills and techniques of the “front of the house” service staff. Throughout this course, students will rotate through basic dining room positions, learning and practicing their skills in front of dining room guests, in our public dining facility. Emphasis will be on the basic serving techniques and on customer satisfaction.

CULA 66  WINE WITH FOOD – 2 Units (F)
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 36 lecture total
This course is designed to teach students the applied approach to match wine and food from different parts of the world using flavors, textures, and components present in food and wine as complementing strategies. Emphasis on menu planning, preparation of foods, cooking methods, and tasting wines with food. Concepts can be applied to home preparation of food with wine, restaurant food production with wine, and dining out.

CULA 73  INTRODUCTION TO WINES - 2 Units (S)
Limitation on Enrollment: Students must be 21 years of age or older to take this course
Class Hours: 36 lecture total
Characteristics of wines from the major varietals emphasized. Identification of wines from the wine districts of California, France, Germany, and Italy. The concept of food and wine pairing will also be evaluated.

CULA 74  BASIC WINEMAKING - 2 Units (CR/NC Option) (F)
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 27 lecture/27 lab
This is a course in the basic science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee, as well as the home winemaker, interested in career or skills development. Hands-on winemaking from crush through fermentation will be covered.

CULA 76  INTERMEDIATE WINEMAKING - 2 Units (CR/NC Option) (S)
Prerequisite: A grade of C or higher in CULA 74
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 27 lecture/27 lab
This is an intermediate course in the science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee, as well as the home winemaker, interested in career or skills development. This course encompasses winemaking in the realms of wine analysis, chemistry, and treatments.

CULA 78  SENSORY EVALUATION OF WINE - 2 Units (CR/NC Option) (S)
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 36 lecture
This course will provide the student a better understanding of wine by learning about the senses and how to use them. Students will learn how to describe wines precisely, practice tasting varietals, learn how to judge good and bad wines, and how a wine’s sensory characteristics are created in the vineyard and the winery.

CULA 80  WINE SALES AND MARKETING - 3 Units (CR/NC Option) (F)
Class Hours: 54 lecture
This course explains the principles and strategies of wine marketing and sales. The information covered will help winery personnel or distributors understand this unique market. Students will develop a successful marketing plan.

CULA 94  CULINARY ARTS WORKSITE LEARNING - 1-4 Units (F/S)
Corequisite: Students must be concurrently enrolled in CULA 45 or 46, or have completed CULA 45 or 46 with a grade of C or higher
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs related to the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice. Culinary Arts majors must have a minimum of 3 units for both fall and spring semesters for each year.

CULA 97  SPECIAL TOPICS IN CULINARY ARTS - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in culinary arts. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes.
Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
CULA 98  SPECIAL LAB TOPICS IN CULINARY ARTS - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in culinary arts. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

CULA 159  STOCKS, SOUPS, SAUCES & BASIC CULINARY PREPARATION - 2 Units (I)
Class Hours: 18 lecture/54 lab total
Demonstration and practical application in the preparation of various stocks, soups, and sauces involving different methods of cooking meat, fish, seafood, poultry and vegetables. The uses of culinary terms, equipment and hand tools will be applied to preparation of stocks, soups, and sauces.

CULA 161  THE ART OF GARDE MANGER (PREPARATION & PRESENTATION OF GARNISHED FOODS)-2 Units (S)
Class Hours: 18 lecture/54 lab total
This course is about the artwork of the food service industry that blends aesthetic and practical aspects of food presentation. The course stresses skills in producing a variety of cold food products. The student will also prepare items appropriate for buffet presentations which will include decorative pieces.

CULA 167  CAFETERIA BASIC SKILLS: BASIC FOODS - 3 Units (I)
Class Hours: 45 lecture/27 lab total
An overview of basic skills involved in preparing and serving nutritious, acceptable foods in schools, child care centers, and family day care programs. Subject areas include food preparation principles and standardized recipes including qualities of standard food products; components of the reimbursable meal pattern; *United States Dietary Guidelines; and the four food groups; safety and sanitation standards and procedures; portion control; basics of work improvements and record keeping; and methods for developing positive staff morale.

CULA 170  MENU DESIGN - 3 Units (I)
Class Hours: 54 lecture total
An overview of menu planning for child nutrition programs including meal planning options, nutrition standards, menu writing, student preferences, marketing and evaluation. Procedures for developing standardized products, budgetary controls, and evaluating procurement and delivery systems meeting federal, state, and local standards.

CULA 171  INTRODUCTION TO CHILD NUTRITION PROGRAMS FOR MANAGERS - 3 Units (I)
Class Hours: 54 lecture total
An overview of challenges and responsibilities in child nutrition programs; school and food service organization; nutrition issues and the evaluation of nutrition information; meal planning and food acceptability; issues in food procurement; nutrient retention in food production; requirements for sanitation and safety; records and accountability; cost control procedures; personnel job satisfaction and professionalism; training procedures; marketing, public relations, and nutrition education.

CULA 172  BAKING - 2 Units (I)
Class Hours: 18 lecture/54 lab total
Students in this course will learn and practice dessert and bread production from formulas used in quantity food service. Cost and nutritional content will be emphasized.

DANCE  (DAN)

DAN 20  MODERN DANCE I (formerly PE 43) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
Fundamental movement, techniques, terminology, basic rhythm and simple choreography of modern dance. Note: This class may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DAN 21  MODERN DANCE 2 (formerly PE 43 and PE 40 and HPE 36AD) - .5-1 Unit (CR/NC Option) (S)
Class Hours: 27 or 54 total activity
A class for modern dance students interested in more technical and sophisticated performing and choreography. Note: This course may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DAN 30  BALLET 1 (formerly PE 41 and HPE 37AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
A class of beginning ballet techniques, the use of accompaniment and choreographing short ballet patterns. Note: This class may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DAN 31  BALLET 2 (formerly PE 44 and HPE 45AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
A class for ballet students interested in more technical and sophisticated performing and choreography. Note: This course may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
DAN 40  JAZZ DANCE 1 (formerly PE 42 and HPE 72AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
Fundamental movement, techniques, terminology, basic rhythm, and simple choreography of modern dance. Note: This class may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DAN 41  JAZZ DANCE 2 (formerly PE 45 and HPE 46AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
A class for jazz dance students interested in more technical and sophisticated performing and choreography. Note: This course may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DAN 50  TAP DANCE 1 (formerly PE 46) - .5-1 Unit (CR/NC Option) (F)
Class Hours: 27 or 54 total activity
This class will introduce beginning sounds of tap. It will build technique, both physical and mental of this classic art form. Note: Course may be repeated three times for a total of four enrollments since skill and proficiencies are enhanced by repetition and practice.

DENTAL (DNTL)

DNTL 10  ORAL BIOLOGY - 3 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Note: The student must present enrollment letter to the instructor on the first day of school
Class Hours: 54 lecture/18 lab total
The study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to proper dental hygiene procedures.

DNTL 11  ORAL RADIOLOGY - 3 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Note: The student must present enrollment letter to the instructor on the first day of school
Class Hours: 36 lecture/54 lab total
This course focuses on radiation physics, biology, protection, quality, dental techniques, film processing and mounting, interpretation of errors, recognition of anatomical landmarks, and evidence of pathologies. Students practice skills on radiographic models and student patients in a clinical setting; all skills are taught to clinical competence. This course builds on basic and dental sciences and prepares for clinical dental hygiene practice.

DNTL 12  HEAD AND NECK ANATOMY - 2 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Note: The student must present enrollment letter to the instructor on the first day of school
Class Hours: 27 lecture/27 lab total
This course studies the anatomical structures of the head and neck regions and relates these structures to the clinical practice of Dental Hygiene.

DNTL 13  DENTAL HEALTH EDUCATION/SEMINAR - 2 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 36 lecture total
Principles and practices of prevention and control of dental disease with emphasis on nutrition, and plaque control, motivation and chairside patient education.

DNTL 14  INTRODUCTION TO CLINIC - 4 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 36 lecture/108 lab total
Introduction to all clinical procedures and skills needed for Dental Hygiene.

DNTL 20  LOCAL ANESTHESIA AND NITROUS OXIDE - 2 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 10,DNTL 11,DNTL 12,DNTL 13 and DNTL 14.
Class Hours: 18 lecture/54 lab total
Covers the pharmacology and physiology of local anesthetic agents and effective technique in delivery of these agents to the oral cavity. Focuses on the anatomy of the nerves, physiology of nerve conduction, and how anesthesia works. Discusses the prevention and management of associated emergencies. Skills are practiced in a clinical setting on student patients: all skills are taught to clinical competence.

DNTL 21  GENERAL AND ORAL PATHOLOGY - 4 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 10,DNTL 11,DNTL 12, DNTL 13and DNTL 14.
Class Hours: 72 lecture total
Pathological processes of inflammation, immunology defense, degeneration, neoplasm, developmental disorders, healing and repair. Recognition of abnormalities in the human body with a special emphasis on normal and abnormal conditions in the oral cavity.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Class Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>DNTL 23</td>
<td>PATIENT MANAGEMENT AND GERIATRICS - 2 Units</td>
<td>2</td>
<td>A grade of C or higher in each of the following courses: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14.</td>
<td>Lecture: 36 total</td>
<td>This course teaches characteristics of individual patients, motivation, and management of same and interpersonal communication. Treatment of the compromised patient and myofunctional therapy is presented.</td>
</tr>
<tr>
<td>DNTL 24</td>
<td>CLINICAL PRACTICE I - 4 Units</td>
<td>4</td>
<td>A grade of C or higher in each of the following courses: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14.</td>
<td>Lecture: 18 total, Lab: 162 total</td>
<td>Provides beginning clinical experience in the treatment of adult and child patients. Various clinical procedures utilizing scaling and polishing techniques, oral inspection, cancer screening, dental and periodontal charting, principles of ultrasonic scaling, plaque control instruction and fluoride application will be taught.</td>
</tr>
<tr>
<td>DNTL 25</td>
<td>CLINIC I SEMINAR - 2 Units</td>
<td>2</td>
<td>A grade of C or higher in each of the following courses: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14.</td>
<td>Lecture: 36 total</td>
<td>Provides an expanded learning experience through lectures, demonstrations and guest speakers.</td>
</tr>
<tr>
<td>DNTL 26</td>
<td>NUTRITION IN DENTISTRY - 1 Unit</td>
<td>1</td>
<td>A grade of C or higher in each of the following courses: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14.</td>
<td>Lecture: 18 total</td>
<td>Provides the basic principles of nutrition and their relationship to dental health. To teach students to perform dietary surveys on clinic patients and to plan nutritional dietary programs.</td>
</tr>
<tr>
<td>DNTL 27</td>
<td>SUMMER CLINIC 27 - 1 Unit (CR/NC Only)</td>
<td>1</td>
<td>Completion of DNTL 11, DNTL 12, DNTL 14, DNTL 20, DNTL 23, DNTL 24</td>
<td>Lab: 54 total</td>
<td>This course will provide students with the opportunity to become more proficient in the clinical skills learned and practiced during previous clinical courses including instrumentation techniques, patient assessment, and administration of local anesthesia.</td>
</tr>
<tr>
<td>DNTL 30</td>
<td>PERIODONTICS I - 3 Units</td>
<td>3</td>
<td>A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26</td>
<td>Lecture: 54 total</td>
<td>A course in periodontics teaching identification of the normal periodontium and recognition of deviations from normal; the etiology and principles of periodontal diseases, examination procedures, treatment and preventative measures.</td>
</tr>
<tr>
<td>DNTL 31</td>
<td>PHARMACOLOGY - 2 Units</td>
<td>2</td>
<td>A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26</td>
<td>Lecture: 36 total</td>
<td>Focuses on pharmacology as it affects the clinical practice of dentistry. Emphasizes drugs commonly used in dentistry, for treatment of common systemic and oral diseases, and for emergency treatment: effects, administration, and toxicology. Builds on basic and dental sciences and prepares for clinical dental hygiene practice.</td>
</tr>
<tr>
<td>DNTL 32</td>
<td>DENTAL MATERIALS - 2 Units</td>
<td>2</td>
<td>A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26</td>
<td>Lecture: 36/18 lab total</td>
<td>Presents the history, composition, chemical and physical properties and use of materials commonly utilized in the dental laboratory and dental operator. Builds on dental sciences. Provides laboratory experience in performing common dental laboratory procedures and prepares for the clinical practice of extended functions. All skills are taught to competence.</td>
</tr>
<tr>
<td>DNTL 33</td>
<td>ADVANCED CLINICAL TOPICS - 2 Units</td>
<td>2</td>
<td>A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26</td>
<td>Lecture: 36 total</td>
<td>This course is designed to present advanced topics and current technology used in the dental hygiene field such as soft tissue curettage, root morphology and periodontal instrumentation, oral brush biopsy, non-surgical periodontal dressings, care for dental implants, oral maxillofacial surgery and orthodontics.</td>
</tr>
<tr>
<td>DNTL 34</td>
<td>CLINICAL PRACTICE II - 4 Units</td>
<td>4</td>
<td>A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26</td>
<td>Lab: 216 total</td>
<td>Advanced skills of dental hygiene practice, including assessment and treatment are practiced on patients in a clinical setting, with emphasis on planning and comprehensive treatment; all skills are taught to clinical competence. Expands on the procedures and techniques introduced in previous preclinical and clinical courses. Builds on basic and dental sciences and prepares for clinical dental hygiene practice.</td>
</tr>
</tbody>
</table>

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
DNTL 35  CLINICAL II SEMINAR - 1 Unit
Prerequisite: A grade of C or higher in each of the following courses: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and DNTL 26
Class Hours: 18 lecture total
Provides an expanded learning experience through discussion of dental hygiene care for the culturally diverse, tobacco cessation counseling, and seminar study of clinical cases. Builds on basic and dental sciences and prepares for clinical dental hygiene practice.

DNTL 40  PERIODONTICS II - 1 Unit
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34 and DNTL 35
Class Hours: 18 lecture total
A course to enhance assessment skill applicable in the treatment of patients with advanced periodontal disease. To teach the dental hygienist ethical and clinical responsibility in periodontal disorders and to teach the relationship of the specialty practice of periodontics within the broad scope of dentistry and the legal ramifications thereof.

DNTL 41  PRACTICE AND FINANCIAL MANAGEMENT - 1 Unit
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35
Class Hours: 18 lecture total
Office practice management; ethical and legal aspects of dentistry and dental hygiene, and business matters relating to dental hygiene practice.

DNTL 42  CLINIC III SEMINAR - 2 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35
Class Hours: 18 lecture/54 lab total
Provides an expanded clinical experience exposure through independent study or additional clinical experience.

DNTL 43  CLINICAL PRACTICE III - 4 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35
Class Hours: 216 lab total
Provides students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their state and national board examinations.

DNTL 44  COMMUNITY ORAL HEALTH - 3 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35
Class Hours: 54 lecture total
Introduces students to the principles and practices of dental public health. The emphasis is placed on the role of the dental hygienist as an innovator of, and an educator in community health programs. Public health issues will be introduced and completely discussed.

DNTL 45  ETHICS AND JURISPRUDENCE - 2 Units
Prerequisite: A grade of C or higher in each of the following courses: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35
Class Hours: 36 lecture total
The study of the fundamental factors necessary to be employed and practice within the ethical and legal framework of the state dental practice act and the code of ethics of the American Dental Association.

DNTL 54  SUMMER CLINIC 54 - 1 Unit (CR/NC Only)
Prerequisite: A grade of C or higher in each of the following courses: DNTL 14, DNTL 20, DNTL 24, DNTL 30, DNTL 34, DNTL 43
Class Hours: 54 lab total
This course will provide students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare for success on their state clinical licensing examinations. This course is offered on a credit/no credit basis only.

DIESEL TECHNOLOGY (DIES)

NOTE: STUDENTS MUST PROVIDE THEIR OWN HAND TOOLS FOR TECHNICAL CLASSES IN THE DIESEL TECHNOLOGY AND AUTOMOTIVE TECHNOLOGY MAJORS IN ORDER TO COMPLETE REQUIRED COURSE OBJECTIVES.

DIES 30  HYDRAULIC TROUBLESHOOTING - 1 Unit (F/S)
Prerequisite: A grade of C or higher in DIES 48
Class Hours: 9 lecture/27 lab total
This class is intended to demonstrate safe and effective troubleshooting procedures as required for industrial and mobile hydraulic equipment.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Delivery Type</th>
<th>Prerequisite</th>
<th>Class Hours</th>
<th>Corequisite/Prerequisite Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 48</td>
<td>HYDRAULICS - 4.5 Units (CR/NC Option) (F/S)</td>
<td>4.5</td>
<td>F/S</td>
<td></td>
<td>72 lecture/36 lab total</td>
<td>A study of the theory, application, and component parts of hydraulic systems. This course will emphasize fundamentals in dismantling, inspection, and troubleshooting hydraulic components and complete systems. Closed-loop application, inspection and trouble-shooting will be studied. This course is required for all Diesel Technology, Welding Technology and Equipment Operations and Maintenance majors.</td>
</tr>
<tr>
<td>DIES 49</td>
<td>ADVANCED HYDRAULICS - 3 Units (CR/NC Option) (S/I)</td>
<td>3</td>
<td>S/I</td>
<td>Prerequisite: A grade of C or higher in DIES 48</td>
<td>36 lecture/72 lab total</td>
<td>This course will emphasize the application of cylinders and motor used to control fluid power systems. Hydraulic-pneumatic circuitry, maintenance, repair, and closed loop drives will be covered. Recommended for Equipment Operations and Maintenance, production, agriculture, and diesel majors.</td>
</tr>
<tr>
<td>DIES 94</td>
<td>WORKSITE LEARNING FOR DIESEL TECHNOLOGY - 2 Units (F/S)</td>
<td>2</td>
<td>F/S</td>
<td>Corequisite: Students must be concurrently enrolled in DIES 161</td>
<td>150 hours paid Worksite-based Learning  hours or 120 hours non-paid Worksite-based Learning</td>
<td></td>
</tr>
<tr>
<td>DIES 158</td>
<td>DIESEL TUNE-UP AND FUEL SYSTEMS - 4 Units (I)</td>
<td>4</td>
<td>I</td>
<td></td>
<td>36 lecture/108 lab total</td>
<td>This course will cover diesel fuel systems as related to testing, calibrating and diagnostic procedures. Mechanical and electronic diesel engine fuel controls will be covered.</td>
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<tr>
<td>DIES 160</td>
<td>DIESEL ENGINE ELECTRONIC CONTROL – 4.5 Units (I)</td>
<td>4.5</td>
<td>I</td>
<td>Prerequisite: A grade of C or higher in DIES 164</td>
<td>72 lecture/36 lab total</td>
<td>This course will cover electronic diesel engine control systems as related to testing, calibrating and diagnostic procedures. The use industry software generated computer programs will be utilized.</td>
</tr>
<tr>
<td>DIES 161</td>
<td>DIESEL TECHNOLOGY FIELD TRAINING – 2 Units (F/S)</td>
<td>2</td>
<td>F/S</td>
<td>Prerequisite: A grade of C or higher in DIES 162</td>
<td>36 lecture total</td>
<td>This course is designed to prepare the student for a career in the diesel technology field. Classroom instruction will include work-site expectations, interview techniques, and assessment of work performance. The student will be placed with local industry at various diesel repair facilities to expose them to actual industry standards.</td>
</tr>
<tr>
<td>DIES 162</td>
<td>HEAVY DUTY POWER TRAIN - 4 Units (F)</td>
<td>4</td>
<td>F</td>
<td></td>
<td>54 lecture/54 lab total</td>
<td>This course covers shop practices in service, repair, adjustment and preventive maintenance of heavy duty drive trains.</td>
</tr>
<tr>
<td>DIES 164</td>
<td>DIESEL PERFORMANCE ANALYSIS - 8 Units (F)</td>
<td>8</td>
<td>F</td>
<td></td>
<td>108 lecture/108 lab total</td>
<td>Diesel fuel systems, composition of fuels, combustion chamber design, manifolds, fuel and air filters, fuel transfer pumps, fuel-injection pumps and injectors are taught in this class. Mechanical and electronic fuel controls will be analyzed. You will learn testing, calibrating and diagnostic procedures, using modern test equipment. Performance analysis of diesel engines as related to the California Air Resources Board Heavy Duty Vehicle Smoke and Tampering Inspection Program as mandated by Senate Bill 1997 of 1988 will be covered.</td>
</tr>
<tr>
<td>DIES 165</td>
<td>AIR BRAKE SYSTEMS AND TROUBLESHOOTING - 2 Units (I)</td>
<td>2</td>
<td>I</td>
<td></td>
<td>36 lecture total</td>
<td>This course will cover the operation and troubleshooting of air brakes pertaining to heavy duty equipment.</td>
</tr>
<tr>
<td>DIES 166</td>
<td>DIESEL ENGINES - 6 Units (S)</td>
<td>6</td>
<td>S</td>
<td>Prerequisite: A grade of C or higher in DIES 164</td>
<td>54 lecture/162 lab total</td>
<td>This course is an in-depth study of various diesel engines, theory of design, operation and application. This lab will provide training in the disassembly and inspection of diesel engines, practical assembly procedures and technical analysis of engine services.</td>
</tr>
<tr>
<td>DIES 168</td>
<td>DISASSEMBLY AND ASSEMBLY OF THE CUMMINS DIESEL ENGINE - 2.5 Units (S)</td>
<td>2.5</td>
<td>S</td>
<td></td>
<td>27 lecture/72 lab total</td>
<td>This course is an in-depth study of Cummins diesel engines, theory of design, operation and application. The lab will provide training in the disassembly and inspection of Cummins diesel engines, practical assembly procedures and technical analysis of engine service.</td>
</tr>
</tbody>
</table>

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
DIES 170  HEAVY DUTY BRAKING SYSTEMS - 4 Units (S)
Class Hours:  54 lecture/54 lab total
This course will cover the basic design and repair of foundation brakes and air systems pertaining to heavy duty vehicles.

DIES 191  DISASSEMBLY AND ASSEMBLY OF THE DETROIT DIESEL ENGINE - 2.5 Units (I)
Class Hours:  27 lecture/72 lab total
An in-depth study of Detroit diesel engines, theory of design, operation and application. The lab will provide training in the disassembly and inspection of Detroit diesel engines, practical assembly procedures and technical analysis of engines service.

DIES 197  SPECIAL TOPICS IN DIESEL TECHNOLOGY - .5-2 Units (CR/NC Option) (I)
Class Hours:  9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of Diesel Technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Diesel Technology majors; open to anyone with an interest in the topic.  Note: This course may be repeated three times for a total of four enrollments.

Dietary Services Supervisor (DSS)

DSS 10  FOOD PRODUCTION MANAGEMENT - 4 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in CULA 50
Class Hours:  54 lecture/54 lab total
This course will cover effective management skills in food production and the role of the Dietary Service Supervisor. Basic institutional cooking skills will be developed including using weight and measures, choosing ingredients and food preparation methods. Students will be involved in menu planning and costing, recipe standardization and recipe costing. Instruction on the selection, safety and usage of institutional equipment will be provided.

DSS 63  PERSONNEL MANAGEMENT, SUPERVISION TECHNIQUES, AND TRAINING - 3 Units (CR/NC Option) (I)
Class Hours:  54 lecture total
This course includes methods of supervision and leadership which are applicable to the food service industry. Methods and techniques of recruitment, selection, training and evaluation of personnel are covered. Record maintenance, enforcement of safety and sanitary standards; supervision of food service employees are stressed.

DSS 94  DIETARY SERVICE SUPERVISOR WORKSITE LEARNING – 1-4 Units (I)
Prerequisite: A grade of C or higher in each of the following courses: DSS 10, DSS 63, and FSS 27
Limitation on Enrollments: During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours:  75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance.  This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice. Dietary Service Supervisor majors must have a minimum of 3 units for both fall and spring semesters for each year.

Early Childhood Education (ECE)

ECE 1  HUMAN DEVELOPMENT - 3 Units (F/S)
Class Hours:  54 lecture total
This course involves a study of development and behavior throughout the human life span. Classic and up-to-date research on the physical, cognitive, and psychosocial domains will be presented. Theories will be integrated with practical application concepts throughout the course, underscoring the importance of life-long learning and adaptation.

ECE 2  CHILD, FAMILY, COMMUNITY - 3 Units (F/S)
Class Hours:  54 lecture total
Child, Family, Community introduces the student to the interacting influences of family life and community experiences that affect the developing child. The course focuses on the primary social relationships and social settings within the context of dissimilar family patterns. The study encourages understanding and practical utilization of community systems and resources that promote quality outcomes for both preschool and school age children, families, schools, and communities.

ECE 3  EARLY CHILDHOOD PROGRAM ADMINISTRATION - 3 Units (F)
Prerequisite: A grade of C or higher in ECE 7
Note: This course meets the Title 22 requirements for Teacher/Director qualifications. Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows
Class Hours:  54 lecture total (when offered in the Distance Education format, hours will total 162)
This course identifies and assesses the principles and practices of managing early childhood programs. Course content will focus on overall administrative procedures for various programs providing care and learning for children ages zero to eight. The topics include: regulatory agencies, licensing and compliance with local and state requirements, funding and budgeting, staff selection and scheduling, and enrollment and operational policies and reports. The equivalent of this course in content and objectives may also be offered on the Internet.
ECE 4  INTRODUCTION TO EARLY CHILDHOOD EDUCATION - 1 Unit (F/S)

Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows

Class Hours: 18 lecture total (when offered in the Distance Education format, hours will total 54)

Introduction to Early Childhood Education provides the student with a basic orientation to careers related to working with young children. The course will offer an overview of child care settings, characteristics of effective child care providers and teachers, ethical issues and standards of this field, and training and employment opportunities. The equivalent of this course in content and objectives may also be offered on the Internet.

ECE 6  EXPLORING FAMILY CHILDCARE (formerly ECE 153) - 3 Units (I)

Class Hours: 54 lecture total

This course provides an introduction to family childcare. Topics presented include an overview of regulations, family childcare management, application of child growth and development principles, importance of culturally diverse and age appropriate activities, and safe and healthful setting in a family childcare.

ECE 7  EARLY CHILDHOOD OBSERVATION AND ASSESSMENT - 3 Units (F/S)

Prerequisite: A grade of C or higher in ECE 1

Note: Lab hours will be fulfilled at the on-campus Early Childhood Center

Class Hours: 36 lecture/54 lab total

This course provides the student with opportunities for further study of development and behavior of young children by developing skills in observation and assessment.

ECE 8  TEACHING PRACTICES FOR YOUNG CHILDREN - 5 Units (F)

Prerequisite: A grade of C or higher in ECE 7

Note: Supervised field site experience for the California Child Development Permit will be obtained through the course lab hours at the Shasta College Early Childhood Education Center.

Class Hours: 54 lecture/108 lab total

This course focuses on identifying, developing and refining skills and behaviors essential for effective teaching of young children. The course is intended for students who are concurrently working or volunteering in center-based programs for young children (infant, toddler, preschool or after school care) where they have the opportunity to work directly with the children to test the methods and refine the teaching skills explored in the course.

ECE 10  EARLY CHILDHOOD LEARNING - 3 Units (I)

Class Hours: 54 lecture total

This course focuses on the developmental learning process of children ages three to eight. Attention will be given to the application of current studies providing insight into the maturational stages as they relate to the acquisition of knowledge. Topics will include: individuality, readiness, transitions, competence, and developmentally appropriate strategies during the preschool and primary school years.

ECE 11  MEETING SPECIAL NEEDS OF CHILDREN - 2 Units (S)

Prerequisite: A grade of C or higher in ECE 1

Class Hours: 36 lecture total

This course will focus on the special needs and behaviors of young children. Emphasis will be placed on classification and assessment of special needs, developmentally appropriate practices specific to special needs children with an emphasis on teaching strategies for classroom inclusion.

ECE 12  INFANT TODDLER LEARNING - 3 Units (F)

Class Hours: 54 lecture total

This course focuses on developmental research and current practices in care and learning during infancy and toddlerhood. Emphasis will be on understanding developmental stages, planning optimal environments and clarifying the care giving role of teachers and child care workers for children during the first two years of life.

ECE 13  ENVIRONMENTS FOR INFANT/TODDLER, PRESCHOOL OR SCHOOL-AGE CHILD CARE – 2 Units (F)

Class Hours: 36 lecture total

This course provides an in-depth study into the planning and implementation of developmentally appropriate learning environments for young children. Emphasis will be placed upon increasing the student’s skills in critically analyzing education settings for young children. Special attention will be given to both indoor and outdoor environments, selection and storage of materials, appropriate application of local, state and national safety requirements. Note: Within the first two weeks of class students using this course for the Specialization requirement for the California Child Development Permit must inform the instructor of their intention and class assignments will be focused appropriately. Students will receive a letter of verification of Specialization upon successful completion of this course.

ECE 14  SCHOOL AGE AND ADOLESCENT DEVELOPMENT - 3 Units (S)

Class Hours: 54 lecture total

A course focusing on growth, development and behavior of school age children and adolescents. Current research and theoretical concepts will be discussed and analyzed for practical implications and applications to assist those living with and/or working with school age children and adolescents.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.

Subject to change. Check the current class schedule.
ECE 51  EARLY CHILDHOOD STAFFING AND MANAGEMENT - 3 Units (I)

Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.

Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)

This course offers an expanded study of operational resources to manage an early care and learning program for young children. The managerial process in an early childhood education setting will be reviewed with special attention given to planning. Students will acquire an understanding of the philosophies and strategies for developing and documenting integrated curricula for early childhood programs. The equivalent of this course in content and objectives may also be offered on the Internet.

ECE 15  HEALTH AND SAFETY IN CHILDREN'S PROGRAMS - 3 Units (S)

Class Hours: 54 lecture total

Provides an opportunity for teachers and child care workers to focus on the broad dimension of health and safety in children's programs. Fundamentals of a safe environment, including knowledge of state and local regulations, will be covered. Illness and disease identification, prevention, and care, and nutritional needs awareness will be explored. Health and safety community resources and their application to the children's curriculum will also be highlighted.

ECE 40  E.C. CURRICULUM: AFFECTIVE DEVELOPMENT - 3 Units (F)

Prerequisite: A grade of C or higher in ECE 20

Class Hours: 54 lecture total

This course presents methods and rationale for enhancing young children's thinking and language abilities. Students will acquire skills to coordinate experiences that integrate activities from curriculum areas including communication and literacy, mathematics, and science. The coursework will require students to organize and implement appropriately planned activities that meet young children's needs and instructional accountability. Students will acquire strategies with focus on intentional learning for integrating literacy practices that strengthen young children's cognitive skills.

ECE 22  E.C. CURRICULUM: INFANT/TODDLER CARE - 1 Unit (F)

Class Hours: 18 lecture total

A course focusing on the planning, preparation and presentation of developmentally appropriate curriculum activities and materials for use with infants and toddlers to support physical, social-emotional, cognitive and language development.

ECE 30  E.C. CURRICULUM: PHYSICAL DEVELOPMENT - 3 Units (S)

Prerequisite: A grade of C or higher in ECE 20

Class Hours: 54 lecture total

Students will explore the factors that affect and facilitate physical growth and development of young children. The course will first explore the developmental aspects of planning appropriate experiences with application of children's assessed needs and interests. An integrated curriculum will be created with focus on three curriculum content areas: health and nutrition; music and rhythm; and perceptual and motor development. Curriculum planning for physical development will include documentation of integrated experiences, focusing on appropriate early childhood care and learning and literacy practices that strengthen children's physical abilities.

ECE 24  E.C. CURRICULUM: SCHOOL AGE CARE - 1 Unit (S)

Class Hours: 18 lecture total

This course will examine the planning and presentation of curriculum experiences for school age children in an extended care setting. Opportunities to develop skills in enhancing the school age child's day with developmental experiences and positive social interaction will be provided. Focus will be placed on individualized and group activities to encourage the development of self-esteem, motivation for learning, and recreational skills.

ECE 50  E.C. CURRICULUM: COGNITIVE DEVELOPMENT - 3 Units (S)

Prerequisite: A grade of C or higher in ECE 20

Class Hours: 54 lecture total

This course presents methods and rationale for enhancing young children's thinking and language abilities. Students will acquire skills to coordinate experiences that integrate activities from curriculum areas including communication and literacy, mathematics, and science. The coursework will require students to organize and implement appropriately planned activities that meet young children's needs and instructional accountability. Students will acquire strategies with focus on intentional learning for integrating literacy practices that strengthen young children's cognitive skills.
staff interrelationships as well as communication skills with parents and volunteers. The selection process for staffing a program for young children will be explored with study of performance evaluation, retention and professional development. The equivalent of this course in content and objectives may also be offered on the Internet.

**ECE 52** GUIDANCE IN ADULT-CHILD RELATIONS - 3 Units (S)

*Class Hours:* 54 lecture total

This course explores principles and strategies of positive guidance that are both effective and flexible for adults interacting with young and school age children. Cognitive, social, and emotional characteristics and needs of children will be examined. This course would be of interest to parents, educators, caregivers, and any adult involved with or interested in children.

**ECE 94** EARLY CHILDHOOD EDUCATION WORKSITE LEARNING - 1-4 Units

*Limitation on Enrollment:* During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.

*Class Hours:* 75 hours paid or 60 hours non-paid per unit

Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**ECE 152** THE YOUNG CHILD: MOVEMENT, RHYTHM, AND SINGING (formerly ECE 152A) - 1 Unit (I)

*Class Hours:* 18 lecture total

A course exploring advanced techniques in the planning and presentation of curriculum appropriate for young children in the areas of movement, rhythm and singing.

**ECE 155** THE YOUNG CHILD: INTRODUCTION TO THE MONTESSORI METHOD (formerly ECE 152F) - 1 Unit (I)

*Class Hours:* 18 lecture total

This course will introduce the student to the teaching and theory of Dr. Maria Montessori. This method of preparing a preschool environment, which promotes independence in the young child, will be presented through lectures and demonstrations.

**ECE 197** SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION - .5-2 Units (CR/NC Option)

*Class Hours:* 9-36 lecture total

This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in early childhood education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. *Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.*

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**ECONOMICS (ECON)**

**ECON 1A** PRINCIPLES OF ECONOMICS (MICRO) - 3 Units (CR/NC Option) (CAN# ECON 4) (F/S)

*Advisory:* A grade of C or higher in ENGL 280, or English Placement Level 5 or higher *(ECON 1A is not a prerequisite for ECON 1B)*

*Note:* Students taking the Internet format of this course must have access to the Internet.

*Class Hours:* 54 lecture total *(when offered in the Distance Education format, hours will total 162)*

This course is a study of the basic institutions and principles of microeconomics and so it concentrates on the parts of an economic system; the markets, the producers, the consumers and the structures of basic industries along with systems for relative resource use and income determination.

**ECON 1B** PRINCIPLES OF ECONOMICS (MACRO) - 3 Units (CR/NC Option) (CAN# ECON 2) (F/S)

*Advisory:* A grade of C or higher in ENGL 280, or English Placement Level 5 or higher *(ECON 1A is not a prerequisite for ECON 1B)*

*Note:* Students taking the Internet format of this course must have access to the Internet.

*Class Hours:* 54 lecture total *(when offered in the Distance Education format, hours will total 162)*

This course studies the basic economic institutions and principles as they pertain to the entire economic system such as money and banking, determinants of national income, employment, output and the roles played by government in using monetary and fiscal policy to promote the mandates of the Employment Act of 1946. This course is also offered in several Distance Education formats but is the same in content as that offered on campus.

**ECON 2** ECONOMIC ISSUES AND POLICIES - 3 Units (CR/NC Option) (I)

*Advisory:* A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

*Class Hours:* 54 lecture total

This course approaches the study of economics not from the standpoint of theory and principle but through the investigation of problems. The purpose is to identify cause(s) and to construct solutions while being mindful of the philosophies, values, and attitudes involved. This course is designed specifically for those not required to take ECON 1A-1B.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year.

Subject to change. Check the current class schedule.
EDUCATION (EDUC)

EDUC 1  INTRODUCTION TO TEACHING - 3 Units (I)
Class Hours: 54 lecture total
This introductory course on contemporary education practices in the United States is designed to acquaint the student interested in becoming a teacher with leading theories and issues in education today. Topics included are educational history, organization, teacher-child relationships, teaching methods, school resources, staff relations, curriculum patterns, authority, and discipline in the schools.

EDUC 2  LITERACY AND INSTRUCTION – 3 Units (F/S)
Class Hours: 54 lecture total
This course serves as a theoretical framework for how humans acquire language and literacy skills from childhood through adulthood. It will provide practical information for developing language and literacy in a classroom program, which will enhance first and second language and cognitive academic development, in culturally diverse contexts.

EDUC 7  BEHAVIOR MANAGEMENT IN EDUCATION – 2 Units (F)
Class Hours: 36 lecture total
Designed for preparing educators to work effectively with individual and small groups of students in today's classroom. Topics will include effective communication and behavior management strategies.

EDUC 8  ELEMENTARY EDUCATION CURRICULUM – 3 Units (S)
Class Hours: 54 lecture total
This course is designed to prepare elementary school educators with the knowledge and understanding to assist with the implementation of elementary curriculum. Topics will include an understanding of the California essential standards, and the use of specific grade level assessments to effectively address individual student needs.

EDUC 9  LEARNING MODALITIES FOR ELEMENTARY EDUCATION – 3 Units (S)
Class Hours: 54 lecture total
This course is designed for preparing paraprofessionals to gain knowledge and understanding of strategies to use in the remedial teaching of the California State Math Standards. Topics will include understanding core mathematical concepts, student multiple intelligences, student learning styles and use of games and manipulatives to acquire mathematical skills as they relate to the California essential standards.

EDUC 10  LAWS AND SERVICES FOR SPECIAL EDUCATION – 3 Units (F)
Class Hours: 54 lecture total
This course is designed to prepare paraprofessionals to work effectively with students identified as having special education needs. The course will cover the 13 handicapping conditions, how students qualify for special ed. Services, and the laws and regulations that govern special education practices.

EDUC 94  EDUCATION WORKSITE LEARNING - .5-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

EDUC 97  SPECIAL TOPICS IN EDUCATION - .5-3 Units (CR/NC Option)
Class Hours: 9-54 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

EDUC 197  SPECIAL TOPICS IN EDUCATION - .5-2 Units (CR/NC Option)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 9-54 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
EDTE 55  CLASSROOM EXPERIENCE I – READING - 1 Unit (F)
Corequisite: Student must be concurrently enrolled in EDUC 94
Class Hours:  18 lecture total
EDTE 55 is an introduction to the teaching profession designed for students wishing to obtain a multiple subject teaching credential. Classroom instruction is aligned with fieldwork so that prospective teachers acquire planned structured observations and experiences in K-8 classrooms that demonstrate exemplary practice as described in the California Standards for the Teaching Profession. The class provides an overview of various important aspects of the teaching profession, including current issues and legislation in education, state requirements for teacher certification, elementary school curriculum, student diversity, factors which affect learning, and effective classroom procedures and routines. Discussion sessions assist prospective teachers in making connections between college courses and instruction in elementary public schools. Emphasis is upon application in the content areas of reading and language.

EDTE 60  CLASSROOM EXPERIENCE II – READING - 1 Unit (S)
Corequisite: Student must be concurrently enrolled in EDUC 94
Class Hours:  18 lecture total
EDTE 60 is designed to deepen awareness and knowledge about each of the six California Standards for the Teaching Profession. Discussion sessions assist prospective teachers in making connections between college courses and instruction in elementary schools. Emphasis is on application in the content areas of reading and language.

EDTE 65  MATH I CLASSROOM EXPERIENCE – 1 Unit (F)
Corequisite: Student must be concurrently enrolled in EDUC 94
Class Hours:  18 lecture total
EDTE 65 is designed to deepen awareness and knowledge about the role, function, and responsibilities of the teacher in today’s public school setting. Prospective teachers learn theories related to child development, as well as various age level cognitive, physical, emotional and social characteristics which impact learning. Prospective teachers gain knowledge and practice regarding tests required for teacher certification, including the CBEST, CSET, and RICA. Classroom instruction is aligned with fieldwork so that prospective teachers acquire planned structured observations and experiences in K-8 classrooms that demonstrate exemplary practice as described in the California Standards for the Teaching Profession. Discussion sessions assist prospective teachers in making connections between college courses and instruction in elementary schools. Emphasis is upon application in the content area of math.

EDTE 70  MATH II CLASSROOM EXPERIENCE – 1 Unit (S)
Corequisite: Student must be concurrently enrolled in EDUC 94
Class Hours:  18 lecture total
EDTE 70 is designed to deepen awareness and knowledge about each of the six California Standards for the Teaching Profession, including topics addressed within the standards and ways in which the standards drive and support effective instructional practices. The class promotes understanding about math content standards and developmentally appropriate strategies to teach math at various grade levels. Prospective teachers learn about effective instructional practices for diverse student populations, including English language learners, students with various types of disabilities, and students with special needs associated with economics and culture. Classroom instruction is aligned with fieldwork so that prospective teachers acquire planned structured observations and experiences in K-8 classrooms that demonstrate exemplary practice as described in the California Standards for the Teaching Profession. Discussion sessions assist prospective teachers in making connections between college courses and instruction in elementary schools. Emphasis is upon application in the content area of math.

ELEC 30  AC/DC CIRCUITS - 6 Units (F)
Corequisite: Students must be concurrently enrolled in, or have completed MATH 102 with a grade of C or higher, or have Math Placement Level 4 or higher
Note: Students will be required to provide a calculator, DMM and basic tools.
Class Hours:  72 lecture/108 lab total
Alternating and direct current circuits are studied using Ohm’s Law, power laws, Thevenin’s Theorem, and Mesh Analysis. The course will also study resistor color codes, resistive circuit analysis capacitance, inductance, reactance, impedance, R-C time constants, magnetism, generation of a wave, resonance, Phasors, instrumentation and electronic simulations as they apply to AC/DC circuits.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
ELEC 31  SOLID STATE DEVICES - 4 Units (I)
Prerequisite: A grade of C or higher in ELEC 30
Class Hours: 54 lecture/54 lab total
This class is a study of the characteristics, applications, and simulation of semiconductor devices and circuits. Devices covered are diodes, zener diodes, bipolar transistors, junction field effect transistors, and silicon-controlled rectifiers. Topics include rectification, power supplies, AC/DC load lines, biasing techniques, equivalents circuits, single and multi-stage amplifiers, and feedback application in power supplies and amplifiers. This class introduces the concept of device models and the use of electronic simulation.

ELEC 32  DIGITAL COMPUTER ELECTRONICS - 3 Units (CR/NC Option) (I)
Prerequisite: A grade of C or higher in ELEC 30
Class Hours: 36 lecture/54 lab total
Numbering systems, binary arithmetic, basic gates, Karnaugh mapping, bubble convention, adders, shift registers, multiplexers, counters, 555 timers, truth tables, and flip-flops are studied. The lab experience is rich in applications and hands-on experiments. Electronic workbench software is available for student use.

ELEC 33  MICROPROCESSOR TECHNOLOGY - 3 Units (I)
Prerequisite: A grade of C or higher in ELEC 32
Class Hours: 36 lecture/54 lab total
A continuation of digital electronics beginning with a review of computer systems and architectures. A complete system analysis of the 8086 Intel microprocessor is performed. Chip level analysis of 8086-based microprocessor systems, computer interfacing, assembly language programming, and microprocessor troubleshooting are key topics covered. Structured programming techniques, flow charts, stack usage, interrupts, bus structures, common interface chips, and other related topics are covered.

ELEC 35  ELECTRONIC CIRCUITS AND DEVICES I - 4 Units (I)
Prerequisite: A grade of C or higher in ELEC 31
Class Hours: 54 lecture/54 lab total
Transistor physics, mathematical and graphical techniques are utilized to study D-C multistage amplifiers and power amplifiers. The Miller Effect is applied to the study of amplifier frequency response. In addition, the student will write a resume and give an oral, technical presentation.

ELEC 37  DIGITAL SYSTEMS - 4 Units (I)
Prerequisite: A grade of C or higher in ELEC 33
Class Hours: 54 lecture/54 lab total
A continuation of ELEC 33 beginning with a review of the computer architecture and an overview of the IBM PC. Chip level analysis of DMA transfers, PC bus interfacing, communication protocols, CRT displays, floppy and hard disk drive technologies are discussed. Design of hardware circuits to interface microprocessors with industrial equipment and input/output transducers for control systems are also studied. Logical troubleshooting techniques of these microcomputer systems and peripheral equipment are analyzed using low level programming techniques in assembly and "C" languages.

ELEC 39  ELECTRONIC CIRCUITS AND DEVICES II - 3 Units (I)
Prerequisite: A grade of C or higher in ELEC 35
Class Hours: 36 lecture/54 lab total
This course will cover transistor physics, graphical techniques, computer simulation and mathematical analysis. Subjects studied will include regulated power supplies, VMOS transistors, switching power supplies, and other selected topics in the analog design field.

ELEC 94  ELECTRONICS WORKSITE LEARNING – 1-4 Units (I)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ELEC 97  SPECIAL TOPICS IN ELECTRONICS - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in electronics. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ELEC 98  SPECIAL LAB TOPICS IN ELECTRONICS - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in electronics. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
ELEC 128 COMPUTER-ASSISTED CIRCUIT DESIGN - 3 Units (I)
Advisory: A grade of C or higher in ELEC 30 or a grade of C or higher in ENGR 29
Class Hours: 36 lecture/54 lab total
Designed for Computer Electronic A.A. Degree program students, Computer Repair students, as well as Drafting students who wish to be introduced to computer-aided circuit design techniques. Computer circuit simulation and analysis, computer-aided drawing techniques, computer-aided printed circuit board development, fabrication and assembly techniques and computer-aided data acquisition and analysis methods are studied. Electronic drafting procedures as well as non-destructive soldering techniques are also introduced.

ELEC 136 TELECOMMUNICATION TECHNOLOGY - 2 Units (I)
Prerequisite: A grade of C or higher in ELEC 31
Class Hours: 36 lecture total
This course provides an introduction to the general field of electronic communication. The fundamentals of telecommunication systems are introduced by analyzing the various methods of transmitting data from one location to another using both wireless and wired networks. Wireless topics include noise analysis, modulation and demodulation techniques, antennas, receiver detection and signal to noise (S/N) ratio calculations. Wired communication topics include transmission lines, digital coding techniques, security considerations, error detection/correction, and large scale digital telephonic systems.

ELEC 138 FUNDAMENTALS OF ELECTRONICS - 4 Units (I)
Advisory: A grade of C or higher in MATH 101 or Math Placement Level 3 or higher, and a grade of C or higher in ENGL 270 or English Placement Level 4 or higher
Class Hours: 54 lecture/54 lab total
Course is designed for Computer Maintenance Certification program students, as well as students who wish to be introduced to the basic principles of electronics. Topics include basic theory, semiconductor theory, digital concepts, circuits and systems and their applications.

ELEC 139 INTRODUCTION TO DIGITAL AND ANALOG ELECTRONICS AND SYSTEMS - 4 Units (I)
Advisory: A grade of C or higher in MATH 101 or Math Placement Level 3 or higher, and a grade of C or higher in ENGL 270 or English Placement Level 4 or higher
Class Hours: 54 lecture/54 lab total
Course is designed for Computer Maintenance Certificate program students as well as students who wish to be introduced to the basic principles of digital and analog electronics. Topics include basic theory, binary number systems and math, digital and analog devices, and circuits/systems and their applications.

ELEC 144 TECHNICAL DOS AND WINDOWS - 2 Units (I)
Advisory: A grade of C or higher in CIS 1
Class Hours: 18 lecture/54 lab total
Designed to provide students with the knowledge and skills needed to pass the DOS and Windows operating system of the CompTIA A+ DOS/Windows exam, a requirement to become a certified computer service technician. Topics covered include: the function, structure and operation of file management, DOS and Windows Memory Management, installation, configuration and upgrading DOS and Windows, diagnostic and troubleshooting procedures, basic networking configuration. This course is the first half of the ELEC 144 and 145 sequence.

ELEC 145 PC DIAGNOSTICS, REPAIR AND MAINTENANCE - 2 Units (I)
Advisory: A grade of C or higher in CIS 1
Class Hours: 1 lecture/54 lab total
Designed to provide students with the knowledge and skills needed to pass the PC diagnostics, repair, and maintenance portion of the CompTIA A+ Core exam, a requirement to become a certified computer service technician. Topics covered include: PC installation, configuration and upgrading, diagnostic and troubleshooting procedures, motherboards, printers, and basic networking. This course is the second half of the ELEC 144 and 145 sequence.

ELEC 197 SPECIAL TOPICS IN ELECTRONICS - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of electronics. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for electronics majors; open to anyone with an interest in the topic. Note: The course may be repeated three times for a total of four enrollments.

ENGINEERING (ENGR)

ENGR 1A MEASUREMENTS AND PLANE SURVEYING - 3 Units (F)
Prerequisite: A grade of C or higher in MATH 10
Class Hours: 36 lecture/54 lab total
Surveying fundamentals including the use and care of surveying instruments such as engineers level, transits, and theodolite. Applications include survey procedures, vertical and horizontal measurements, traverses, layout, and survey calculations. Additional topics include legal descriptions, public land surveying, mapping with CAD, advanced equipment, and GPS.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
ENGR 1B  PLANE SURVEYING - 3 Units (S)
Prerequisite: A grade of C or higher in MATH 10, and a grade of C or higher in ENGR 1A
Class Hours: 36 lecture/54 lab total
Application of plane surveying principles to control surveys, field astronomy, route and construction surveys and property surveys. Introduction to advanced survey equipment and related systems.

ENGR 2  CAREER PLANNING FOR ENGINEERING & ENGINEERING TECHNOLOGY - 1 Unit (CR/NC Option) (F)
Class Hours: 18 lecture total
Career opportunities and training requirements in the fields of engineering and engineering technology will be examined. Students will be assisted in developing career and educational goals. Emphasis will also be placed upon developing basic employment skills and resume writing. Student activities will develop teamwork and organizational skills appropriate to technology. The course is required of all engineering and engineering technology (electronics and drafting) majors.

ENGR 17  CIRCUITS AND DEVICES - 4 Units (CAN # ENGR 6) (I)
Prerequisite: A grade of C or higher in MATH 4A, and a grade of C or higher in PHYS 4B
Corequisite: Students must be concurrently enrolled in, or have completed MATH 4B with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course covers Nodal and Mesh circuit analysis techniques, first and second order steady state and transient analysis using the methods of differential calculus, phasors, resonance, RLC circuits, the j operator, operational amplifiers, duality, basic digital circuits and Karnaugh mapping.

ENGR 20  RESIDENTIAL DESIGN (formerly ENGR 21A) - 2 Units (I)
Corequisite: Students must be concurrently enrolled in, or have completed ENGR 120 with a grade of C or higher.
Advisory: A grade of C or higher in ENGL 260 or English Placement Level 5 or higher; and a grade of C or higher in MATH 220 or Math Placement Level 1 or higher
Class Hours: 18 lecture/54 lab total
The study of residential design including non-traditional structures and their application to single family dwellings. Topics included are costs, architectural styling, site consideration, room design and orientation, and preliminary drawings. The student designs one dwelling and develops the preliminary drawings for basic CAD for completion in the succeeding course, ENGR 21.

ENGR 21  ARCHITECTURAL DRAWING (formerly ENGR 21B) - 3 Units (I)
Prerequisite: A grade of C or higher in ENGR 20
Corequisite: Students must be concurrently enrolled in, or have completed ENGR 29 with a grade of C or higher.
Class Hours: 36 lecture/54 lab total
The student develops a complete set of residential drawings of a residence from preliminary drawings approved by the instructor. The emphasis is in drafting techniques, residential structural calculations, dimensioning, use of building codes, sections, details, etc. The drawings will be developed in CAD.

ENGR 22  ENGINEERING GRAPHICS - 2 Units (F)
Prerequisite: A grade of C or higher in ENGR 120
Class Hours: 18 lecture/54 lab total
A study of the principles and techniques of technical drafting. Teaches graphics as related to engineering design and problem-solving. Satisfies graphics requirement for engineering.

ENGR 24  DESCRIPTIVE GEOMETRY - 2 Units (S)
Prerequisite: A grade of C or higher in ENGR 22
Class Hours: 18 lecture/54 lab total
A study of graphic analysis and the solution of three-dimensional space problems through the application of the principles of multi-view projection. Fundamental problems are related to points, lines, planes, intersections and revolutions. Satisfies the graphics requirement for engineering at most universities.

ENGR 25  STRUCTURAL DRAFTING - 3 Units (I)
Prerequisite: A grade of C or higher in each of the following courses: ENGR 22, ENGR 29, and ENGR 36
Class Hours: 36 lecture/54 lab total
Advanced drafting with structural drafting as the specialty focus, preparing drafters for industry. Includes reference and standards research, graphic and mathematical analysis and engineering notes. Primarily structural steel design and detailing plus reinforced concrete detailing.

ENGR 26  INDUSTRIAL DRAFTING - 4 Units (S)
Prerequisite: A grade of C or higher in ENGR 22 and a grade of C or higher in ENGR 29
Class Hours: 36 lecture/108 lab total
The advanced study and application of industrial design and drafting strategies, techniques, and standards. Prepares the drafting technician for employment in industry. Includes advanced topics in tooling jigs and fixtures, welding, graphic layout, piping, fasteners, reference data, casting design, gears and bearings, precision geometric dimensioning and tolerancing, and American Society of Mechanical Engineers (ASME) and ANSI drafting standards, document management, and checking procedures. Both manual and CAD techniques and strategies are covered. The course places emphasis on group organization and team work.

ENGR 27  MAP AND COMPUTER-AIDED DRAFTING - 3 Units (I)
Advisory: A grade of C or higher in ENGR 1A
Class Hours: 36 lecture/54 lab total
Teaches the use of the computer and surveying software to produce maps. Includes input and processing of field data, cogo, digital terrain modeling and contours, subdivisions, roads, and deed descriptions.
ENGR 29  COMPUTER-AIDED DRAFTING (CAD) - 2 Units  (F/S)
Prerequisite: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher; and a grade of C or higher in MATH 220, or Math Placement Level 1 or higher
Corequisite: Students must be concurrently enrolled in, or have completed ENGR 120 or ENGR 22 with a grade of C or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows, plus access to the most recent version of the basic AutoCAD software.
Class Hours: 18 lecture/54 lab total (when offered in the Distance Education format, hours will total 108)
A course with Basic AutoCAD as a tool for more efficient drafting and design development. This course helps prepare students for the growing numbers of jobs that require CAD, both for its greater efficiency and for its computer data base drawings. The emphasis is on graphics with engineering applications. The equivalent of this course in content and objectives may also be offered on the Internet.

ENGR 30  INTERMEDIATE COMPUTER-AIDED DRAFTING - 2 Units  (S)
Prerequisite: A grade of C or higher in ENGR 29
Class Hours: 18 lecture/54 lab total
An intermediate course with AutoCAD for drafting and design. This course builds on basic 2D CAD, develops management systems, and covers 3D CAD through solid modeling.

ENGR 31  ARCHITECTURAL APPLICATIONS FOR CAD - 2 Units  (I)
Prerequisite: A grade of C or higher in ENGR 29
Class Hours: 18 lecture/54 lab total
Continued study of CAD as it pertains to architectural applications. Including two-dimensional and three-dimensional concepts as they relate to site, elevations, floor, foundation, roof, mechanical, electrical and sectional-detail construction documents.

ENGR 32  ADVANCED CIVIL DESIGN APPLICATIONS FOR CAD - 3 Units  (I)
Prerequisite: A grade of C or higher in ENGR 27
Class Hours: 36 lecture/54 lab total
Further the students' knowledge obtained in ENGR 27 in order to be better prepared as an engineering/drafting technician in a civil engineering office. The course covers the use of the computer and currently available software to process surveying data into complex topographic maps. These maps can and will be used for planimetric and profile maps as well as to process complex earthwork calculations.

ENGR 33  SOLID MODELING COMPUTER-AIDED DRAFTING (formerly ENGR 30C) - 2 Units  (I)
Prerequisite: A grade of C or higher in ENGR 29
Class Hours: 18 lecture/54 lab total
An advanced computer-aided drafting course using Mechanical Desktop and/or SolidWorks, to prepare students for drafting positions with high potential to advance to designer, etc. ENGR 33 builds on the skills and knowledge of ENGR 29. This course will focus on how to create 3D models, assemble and constrain assembly models. It will advance drafting skills to solve design problems and to present solutions for production or engineering processes, and to visually communicate that solution.

ENGR 35  STATICS - 3 Units  (CAN# ENGR 8)  (F)
Prerequisite: A grade of C or higher in PHYS 4A
Corequisite: Students must be concurrently enrolled in, or have completed MATH 4A with a grade of C or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher. Previous drafting experience is helpful
Class Hours: 54 lecture total
A course in the study of the mechanics of equilibrium of force systems acting on engineering structures. Topics include equivalent force couple systems, equilibrium, truss analysis, multi-force member analysis, centroids, distributed forces, beam stress and strain diagrams, friction, cables, moments and products of inertia, and virtual work. This course is usually followed by a course in dynamics, offered at the university upper-division level.

ENGR 36  STATICS/STRENGTH OF MATERIALS FOR ENGINEERING TECHNICIANS - 3 Units  (F)
Prerequisite: A grade of C or higher in MATH 10, or Math Placement Level 5 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
This course analyzes the external and internal forces induced in structures and machines by various types of loading. Basic concepts in the area of properties of materials are discussed. This course does not meet the requirements for transfer in the bachelors level engineering curriculum.

ENGR 45  PROPERTIES OF MATERIALS - 3 Units  (CAN# ENGR 4)  (I)
Prerequisite: A grade of C or higher in PHYS 4A
Class Hours: 36 lecture/54 lab total
Study of atomic and crystal structures of metallic materials and their physical, mechanical and chemical properties, and the application of basic principles to the selection and use of engineering materials.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
ENGR 64  ENGINEERING MATERIAL TESTING - 3 Units (F)
Prerequisite: A grade of C or higher in ENGL 270, or English Placement Level 4 or higher and a grade of C or higher in MATH 220, or Math Placement Level 1 or higher
Class Hours: 36 lecture/54 lab total
This course will provide the basic understanding and experience in testing civil engineering/construction materials. Various types of test equipment and testing procedures will be covered as well as the computations associated with the individual tests.

ENGR 94  ENGINEERING WORKSITE LEARNING - 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ENGR 97  SPECIAL TOPICS IN ENGINEERING - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in engineering. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Since subject matter varies each time the course is taught, this course is repeatable 3 times for a total of 4 enrollments.

ENGR 118  BLUEPRINT AND SPECIFICATION READING (MECHANICAL) - 2 Units (CR/NC Option) (F)
Class Hours: 36 lecture total
A beginning blueprint reading class for the student in the metal and mechanical trades. Basic visualization and drawing concepts, including orthographic projection, detailing, sketching and communication skills that are needed for employment, are developed in the class.

ENGR 198 SPECIAL LAB TOPICS IN ENGINEERING - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in engineering. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

ENGR 120  INTRODUCTION TO ENGINEERING GRAPHICS - 2 Units (F/S)
Prerequisite: A grade of C or higher in ENGL 270 or English Placement Level 4 or higher; and a grade of C or higher in MATH 220 or Math Placement Level 1 or higher
Class Hours: 18 lecture/54 lab total
Teaches the most basic fundamentals of engineering graphics. Designed for CAD, architecture, and civil technology majors, and for any student desiring an introduction to this system of technical communication called drafting. The course provides a basic but useful technique with technical CAD drafting.

ENGR 197  SPECIAL TOPICS IN ENGINEERING - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of engineering. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for engineering majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

ENGR 198 SPECIAL LAB TOPICS IN ENGINEERING - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of engineering. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for engineering majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.
Please note Assessment Testing Policy. English assessment testing is required for entry into the following courses: Basic Skills English classes and ENGL 1A. The College administration will establish test dates in advance of registration each semester. Contact the Assessment Office for information on testing dates. If you think for some reason that your assessment test score does not reflect your English competency, please make an appointment with a counselor to discuss your options.

### ENGL 1A: Reading and Composition - 4 Units (CAN# ENGL 2) (ENGL SEQ A) (F/S)

- **Prerequisite:** A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
- **Note:** Students taking the distance learning format of this course must have access to the Internet.
- **Class Hours:** 72 lecture total (when offered in the Distance Education format, hours will total 216)

This course is the transferable course in composition currently offered to qualified freshmen at practically all American colleges and universities. It presupposes that the students already have a substantial grasp of grammar, syntax, and organization, and that their writing is reasonably free from errors. The course concentrates on developing effective writing and reading. A library research paper is required for successful completion of the course.

This composition class is also taught by Distance Learning. In these sections of ENGL 1A, students will be required to attend class lecture/discussion in a virtual on-line classroom instead of physically attending in a classroom. This will require participation through a text-only Internet connection utilizing a WebCT classroom. Minimum requirement: ability to access World Wide Web addresses. Students may access WebCT through any Internet ramp, including Personal Computer or Web T.V. connection or any Internet connection accessible through the local library, work, school, etc.

### ENGL 1B: Literature and Composition - 3 Units (CAN# ENGL 4) (ENGL SEQ A) (F/S)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or English Placement Level 7
- **Class Hours:** 54 lecture total (when offered in the Distance Education format, hours will total 162)

Course is an introduction to the study of literature, some of its major themes and types, including poetry, short story, novel and drama. Critical and analytical thinking, reading, and writing skills are stressed, with emphasis on close textual analysis and use of textual evidence to support ideas about literary works. Students will learn to argue and refute interpretations of literature and to recognize a wide variety of strategies employed to achieve literary effects. Students taking the Internet format of this course must have access to the Internet.

### ENGL 1C: Critical Reasoning, Reading, and Writing - 3 Units (F/S)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or English Placement Level 7
- **Class Hours:** 54 lecture total (when offered in the Distance Education format, hours will total 162)

Course focuses on critical thinking skills, close textual analysis, and expository and argumentative writing. Students apply critical thinking skills in reading non-fiction and fiction, and in writing essays of definition, cause/effect analysis, argumentation, refutation, and advocacy. Students will learn to use research strategies in analyzing others’ ideas and supporting their own. ENGL 1C on the Internet: Students taking this course must have access to the Internet.

### ENGL 10A: World Literature (to 1500) - 3 Units (CR/NC Option) (F/S/I)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or English Placement Level 7
- **Note:** Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
- **Class Hours:** 54 lecture total (when offered in the Distance Education format, hours will total 162)

This course introduces students to some representative masterpieces in world literature beginning with the ancient world and continuing to 1500. The course will focus upon Chinese, Indian, classical, Islamic, Japanese, African, and medieval literature. The equivalent of this course in content and objectives may also be offered on the Internet.

### ENGL 10B: World Literature (after 1500) - 3 Units (CR/NC Option) (F/S/I)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or English Placement Level 7
- **Note:** Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
- **Class Hours:** 54 lecture total (when offered in the Distance Education format, hours will total 162)

This course introduces students to some representative masterpieces in world literature beginning with 1500 and continuing to the present. A majority of the works will be selected from non-Western literary traditions. The course involves critical analysis of these works within the context of the culture and time in which they were written. Emphasis centers on identifying and analyzing important themes that shape and define the human experience. ENGL 10A is not a prerequisite to ENGL 10B. The equivalent to this course in content and objectives may also be offered on the Internet.

### ENGL 11A: A Survey of American Literature- Pre-Colonial to 1860 - 3 Units (CR/NC Option) (CAN# ENGL 14) (CAN# ENGL SEQ C) (F/I)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or an English Placement Level 7
- **Class Hours:** 54 lecture total

The course involves a study of representative authors in the literary history of the United States from the pre-colonial period to the Civil War.

### ENGL 11B: A Survey of American Literature-1860 to Present - 3 Units (CR/NC Option) (CAN# ENGL 16) (CAN# ENGL SEQ C) (S/I)

- **Prerequisite:** A grade of C or higher in ENGL 1A, or English Placement Level 7
- **Class Hours:** 54 lecture total

This course involves a study of representative authors in the literary history of the United States from the Civil War to the present day.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.

Subject to change. Check the current class schedule.
ENGL 13A  A SURVEY OF ENGLISH LITERATURE (Old English Period through Neoclassicism) - 3 Units (CR/NC Option) (CAN# ENGL 8) (CAN# ENGL SEQ B) (F/I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
ENGL 13A is the first semester of the basic two-semester English Literature survey course commonly offered in the sophomore year at colleges and universities. It involves the intensive study of and reading and writing upon representative masterpieces of the literary history of England from the Anglo-Saxon period to the end of the 18th century. The equivalent of this course in content and objective may also be offered on the Internet.

ENGL 13B  A SURVEY OF ENGLISH LITERATURE (from the Romantic Period to Present) - 3 Units (CR/NC Option) (CAN# ENGL 10) (CAN# ENGL SEQ B) (S/I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
ENGL 13B is the second part of the basic two-semester English Literature survey course, commonly offered in the sophomore year at colleges and universities. It involves the intensive study of and reading and writing upon representative masterpieces of the literary history of England from the Romantic Period to the present. The equivalent of this course in content and objectives may also be offered on the Internet.

ENGL 15  INTRODUCTION TO LITERATURE BY AND ABOUT WOMEN - 3 Units (F/S/I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A survey of literature by and about women in different periods and countries. Genres studies include stories, diaries and letters, poetry and drama. Emphasis is on the human condition, especially among woman, as expressed in literature. The equivalent to this course in content and objectives may also be offered on the Internet.

ENGL 16  POETRY - 3 Units (CR/NC Option) (I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
An intensive course analyzing the techniques and forms of poetry in English with stress on the genre. Interpretation and appreciation are the primary goals. Emphasis is on extensive reading for pleasure, various types of writing including analytical, responsive and experiential, as well as group experiences in listening. In addition, this course seeks to equip the college literature student to understand literary materials in a new way. The course includes a number of written exercises. The equivalent of this course may also be offered on the Internet.

ENGL 17  INTRODUCTION TO SHAKESPEARE - 3 Units (CR/NC Option) (I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course offers an introduction to the representative works by Shakespeare including the characteristics of the different genres such as comedy, history, and tragedy as well as a study of the sonnets. A particular focus on theatre history and the historical and sociological influences of the Elizabethan/Jacobean era will highlight the study of the dramatic and literary conventions. The equivalent of this course in content and objectives may also be offered on the Internet.

ENGL 18  AFRICAN AMERICAN LITERATURE - 3 Units (CR/NC Option) (F)
Advisory: A grade of C or higher in ENGL 1A or English Placement Level 7
Class Hours: 54 lecture total
This course is primarily a genre study of African American Literature from the colonial period to the present – including oral tradition, poetry, slave narratives, essays, short stories, plays, novels, and music. Included is an examination of the historical, cultural and social forces influencing these works.

ENGL 19  A SURVEY OF THE BIBLE AS LITERATURE - 3 Units (CR/NC Option) (F/I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A course designed to provide the student with an understanding of the origin and development of the Bible canon and its rendering into English. Major Bible books will be examined from the perspectives of content, form, and scholarly criticism.

ENGL 24  MULTICULTURAL PERSPECTIVES IN AMERICAN LITERATURE – 3 Units (CR/NC Option) (F)
Advisory: A grade of C or higher in ENGL 1A, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is an introduction to multiethnic literary currents in American literature and will focus on two or more of the following American cultures: African-American, Asian/Pacific Islander, Hispanic-American, and Native-American groups as well as other groups, including women. Mainstream literary works will also be examined. Poetry, essays, short stories, novels, memoirs, and biography will be studied as works of individual artists and from a cultural perspective. An
integral part of the course is an understanding of the background and political/cultural/historical context of the literature. Critical and analytical thinking, reading, and writing skills are stressed. Students from all backgrounds should benefit from the unique insights into American life afforded by this rich and varied tradition. In the online version of the course, students must have convenient Internet access and be computer literate.

ENGL 25  LINGUISTICS - 3 Units (CR/NC Option) (I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Advisory: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
The emphasis of the course is to develop the student's analytical abilities and to enhance understanding of the complexities of the medium through which we communicate, language. Course content surveys linguistic concepts of the nature and diversity of language: morphology, syntax, semantics, phonetics, and phonology; language acquisition; social variation and historical change. The equivalent of this course in content and objectives may also be offered on the Internet.

ENGL 31  CREATIVE WRITING - 3 Units (CR/NC Option) (CAN # ENGL 6) (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
The student learns the craft and principles of dramatic narrative and poetry through a variety of short assignments. A final project may be written in any field of interest: short story, article, movie/TV script, stage play, or book. Analysis and lecture are presented both for those desiring to write experimentally, and for those interested in the demanding world of publication. The equivalent of this course in content and objectives may also be offered on the Internet.

ENGL 33  FICTION AND FILM – 3 Units (CR/NC Option) (I)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Class Hours: 54 lecture total
An examination of fiction and film as literary art forms. Course emphasizes critical reading of literature and viewing of film, with comparative, expository, and argumentative writing about those works. Through in-depth analysis of examples from both literature and film, students will become familiar with the major literary conversations in fiction and film, and learn to appraise a work on the basis of literary merit.

ENGL 61  CRITICAL READING - 3 Units (F/S)
Prerequisite: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
The overall emphasis is to ensure reading adequacy that will enable the transfer student to succeed in upper-division academic work at any college or university. This course provides training in assessment and test taking skills, reading speed with comprehension, concentration, reading and study strategies, graphic illustrations, main idea, organizing text information, inference, point of view, critical thinking, and textbook study applications. The student will study and practice the academic skills necessary for success in most fields of study.

ENGL 91  ADVANCED COMPOSITION - 3 Units (CR/NC Option) (S)
Prerequisite: A grade of C or higher in ENGL 1A, or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Advanced instruction and practice in effective writing, with intensive study of the established rhetorical principles. Emphasis is upon excellence in writing and the application of grammar to the improvement of writing. Intended primarily for students who are working toward an elementary teaching credential; meets state certification requirements for an advanced course in writing. The equivalent of this course in content and objectives may be offered on the Internet.

ENGL 195  LITERARY MAGAZINE PRODUCTION- 2 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Class Hours: 36 lecture/18 lab total
This course will show students how to read manuscripts critically to evaluate them for the literary magazine Excalibur. Students will practice constructive criticism of poetry, fiction, and non-fiction by writing comments that the authors may read. Selections will be discussed in a workshop setting and voted on anonymously. Students will contribute their own creative writing anonymously as well. Students will learn the steps in magazine production including publicity, manuscript preparation, and desktop publishing.

BASIC SKILLS

ENGL 129  GRAMMAR REVIEW 1: CORRECT AND EFFECTIVE SENTENCES - 1.5 Units (CR/NC Option) (S)
Class Hours: 27 lecture total
Emphasizes structure, variety, effectiveness and style of the English sentence. Includes methods of proofreading, the rules of punctuation, and techniques of revision. Includes comparison with sentence structure of other languages such as Spanish.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
ENGL 190 \hspace{1cm} \textbf{READING AND WRITING II - 4 Units (F/S)}

\textbf{Prerequisite:} A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

\textbf{Note:} When offered in Internet assisted format, students must have access to the Internet

\textbf{Class Hours:} 72 lecture total \hspace{1cm} \textit{(when offered in the Distance Education format, hours will total 216)}

This course is designed to improve critical reading skills and to increase writing abilities so that students are able to produce organized, well-supported, and generally smoothly written short essays by the end of the semester. Emphasis is placed on both correctness and on writing as a process. This course may be offered in Internet assisted format. Students enrolling in the Internet assisted section of ENGL 190 will need effective computer, email and Internet skills.

ENGL 191 \hspace{1cm} \textbf{WRITING IN THE WORKPLACE: GRAMMAR IN CONTEXT AND BASIC ESSAY STRUCTURE - 2 Units (F/S)}

\textbf{Prerequisite:} A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

\textbf{Class Hours:} 36 lecture total

ENGL 191 is designed as the first in a module series specifically for those students who desire direct applications of writing skills to the workplace environment with a special emphasis on basic essay structure and the correct and effective use of grammar and mechanics required in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 192, ENGL 193 and/or ENGL 194 (for a total of four units) to meet the A.A. General Education Requirement and admit a student into ENGL 1A. The flexible scheduling of this course and the module approach allows students more freedom in choosing both their schedules and their curriculum.

ENGL 192 \hspace{1cm} \textbf{WRITING IN THE WORKPLACE: NARRATION - 1 Unit (F/S)}

\textbf{Prerequisite:} A grade of C or higher in ENGL 191

\textbf{Class Hours:} 18 lecture total

ENGL 192 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on narrative writing skills utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 193 or ENGL 194 (for a total of four units) to meet the A.A. General Education Requirement and admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 193 \hspace{1cm} \textbf{WRITING IN THE WORKPLACE: PROCESS AND REPORT WRITING - 1 Unit (F/S)}

\textbf{Prerequisite:} A grade of C or higher in ENGL 191

\textbf{Class Hours:} 18 lecture total

ENGL 193 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on process and report writing skills utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 192 or ENGL 194 (for a total of four units) to meet the A.A. General Education Requirement and admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 194 \hspace{1cm} \textbf{WRITING IN THE WORKPLACE: COMPARISON/CONTRAST AND BASIC ARGUMENTATION - 1 Unit (F/S)}

\textbf{Prerequisite:} A grade of C or higher in ENGL 191

\textbf{Class Hours:} 18 lecture total

ENGL 194 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on comparison/contrast and argumentative writing skills utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 192 or ENGL 193 (for a total of four units) to meet the A.A. General Education Requirement and admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 248 \hspace{1cm} \textbf{BASIC READING - .5 Unit (CR/NC) (F/S)}

\textbf{Class Hours:} 36-72 lab total

A course designed to help students reading below the fourth grade level improve their reading skills. The course will provide one-on-one tutoring in basic reading skills including: symbol, sound and letter relationships; phonics; short and long vowel sounds; consonant blends; letter formation; basic capitalization and punctuation rules; reading for details; and sequencing. Based on individual assessments, programs of study will be written for each student. Independent work skills are necessary to complete the program. \textit{Note: This course may be repeated three times for a total of four enrollments since supervised repetition and practice may be required by some students to achieve full competency.}
ENGL 250  ELEMENTS OF READING 250 - 1-3 Units  (F/S)
Advisory: A grade of “credit” in ENGL 248 (for native speakers) or ENGL 249 (for ESL students) or English Placement Level 1 or higher
Class Hours: 12-36 lecture/18-54 lab total
A course designed to help students improve their reading. Students will be evaluated in class to determine strong and weak skills areas. An individualized program will cover decoding, sight vocabulary, writing, and comprehension at the literal level. Materials used will be at the fourth and fifth grade levels. The student must be capable of working independently and in small groups. Enrollment in sequential courses is based on measurable progress. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ENGL 260  ELEMENTS OF READING 260 - 1-3 Units  (F/S)
Advisory: A grade of C or higher ENGL 250 or English Placement Level 2 or higher
Class Hours: 12-36 lecture/18-54 lab total
A course constructed to help students enhance personal reading and work-related language skills. Students will be evaluated in class to determine strong and weak skill areas. An individualized program will include word attack strategies, word usage, clear writing with correct spelling and usage, critical thinking opportunities, and interpretive comprehension. Materials at the sixth, seventh, and eighth grade levels will be used. The student must be capable of working independently and in small groups. Enrollment in sequential courses is based on measurable progress. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ENGL 270  ELEMENTS OF READING 270 - 1-3 Units  (F/S)
Advisory: A grade of C or higher in ENGL 260 or English Placement Level 3 or higher
Class Hours: 12-36 lecture/18-54 lab total
A course intended to help vocational and transfer oriented students to augment academic reading and writing ability to successfully compete in college-level courses. Students will be evaluated in class to determine strong and weak skill areas. An individualized program will contain vocabulary nuance specific to academic disciplines, the capacity to write cogent, clear, precise prose with correct usage including grammar and spelling, plus comprehension focused on in-depth analysis and abstract reasoning. Materials at the ninth and tenth grade levels will be used. The student must be capable of working independently and in small groups. Enrollment in sequential courses is based on measurable progress. Note: This course may be repeated one time for a total of two enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ENGL 280  READING AND WRITING I - 4 Units  (F/S)
Prerequisite: A grade of C or higher in ENGL 270, or English Placement Level 4 or higher
Note: When offered in Internet assisted format, student must have access to the Internet
Class Hours: 72 lecture total (This course may offered as partial Internet and hours will total 54 lecture and 54 Internet)
This course builds towards college-level reading and writing skills. The reading component emphasizes such skills as previewing, locating main ideas and supporting evidence, and drawing sound inferences. The writing component consists primarily of narrative, reading responses, and summaries. The course aims to increase reading and writing fluency, with some attention to correctness and the ability to develop ideas in an organized fashion in various kinds of writing. Note: For Internet assisted ENGL 280, students enrolling in this section will need effective computer, email and Internet skills.

ENGL 297  SPECIAL TOPICS IN READING - .5-3 Units  (CR/NC Option)  (I)
Class Hours: 9-54 lecture total
This course is designed to allow experimental approaches to helping students who need help in their reading and writing skills. Methods and content would not duplicate any existing courses. Note: Since subject matter varies each time the course is taught, the course is repeatable three times for a total of four enrollments.

ENGL 382  READING AND WRITING WORKSHOP - 0 Units  (F/S)
Class Hours: 1-200 lab total
Students receive individualized tutoring to address problems they are having either in written expression or in reading.

ENGLISH AS A SECOND LANGUAGE  (ESL)

Información General Sobre Nuestros Programas
El Colegio de Shasta sirve a su comunidad con programas educativos y culturales que amplían las experiencias de los estudiantes, desarrollan sus habilidades potenciales y los capacitan para ser productivos y para triunfar en la sociedad. A todos los estudiantes se les ofrece entrada a nuestros programas y a las oportunidades. El Colegio aspira a satisfacer las necesidades individuales, a mantener las normas académicas apropiadas, a proteger la libertad académica y personal, y a promover oportunidades sin discriminación.

Para obtener prioridad de matrícula en el siguiente semestre, complete el formulario expresando sus deseos de matricularse. Con mucha anticipación se publica un catálogo que incluye todas las clases ofrecidas en cada semestre escolar. Hay consejeros en cada periodo de matriculación para ayudarle al alumno a planear su programa escolar.

El Programa de "ESL" (Inglés como Segunda Lengua) se les ofrece a los estudiantes extranjeros y a los residentes que no hablan inglés. Hay varios niveles en cursos en ESL. Los administradores y los profesores del programa le podrán ayudar a seleccionar los cursos más beneficiales para usted. Los cursos se ofrecen en las días y noches. Si desea más información visite la Oficina #206 o el Aula #210 llame al número 225-4828.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.
Subject to change. Check the current class schedule.*
ESL 136  ORAL COMMUNICATION FOR COLLEGE SUCCESS – 4 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ESL 236 or ESL Placement Level 7 or higher
Class Hours: 72 lecture total
This is a course designed to assist non-native speakers of English build both fluency and accuracy in their listening and speaking skills. Activities integrating listening, speaking and pronunciation provide relevant practice necessary for business academics.

ESL 137  ESOL COMPOSITION I – 6 Units (CR/NC Option) (F)
Advisory: A grade of C or higher in ESL 236 or ESL Placement Level 7 or higher
Class Hours: 90 lecture/54 lab total
This is an academic course for non-native speakers of English designed to develop writing fluency. Emphasis is on writing short compositions, developing process writing skills and learning common methods of organization. This course includes an intensive review of English grammatical patterns. Development of these skills enhances students’ fluency and proficiency in college-level writing.

ESL 138  COMPOSITION II – 6 Units (CR/NC Option) (S)
Advisory: A grade of C or higher in ESL 137 or ESL Placement Level 8 or higher
Class Hours: 90 lecture/54 lab total
This is the second of two academic ESL writing courses designed to develop college level writing skills. Emphasis is on writing longer compositions including expository, analytic and argumentative essays. The course will also cover sentence structure as well as advanced grammatical patterns as they relate to refining writing skills.

ESL 220  ORAL COMMUNICATION - 3 Units (CR/NC Option) (I)
Class Hours: 36 lecture/54 lab total
Designed for the upper beginning to upper intermediate student of English as a Second Language. Major emphasis will be on refining and expanding the listening and speaking skills, aural-oral coping skills, and oral critical thinking and expression skills, which are necessary to function in routine social interactions, beginning level jobs, and/or further academic work.

ESL 229  FAMILY LITERACY - 2 Units (CR/NC Only) (I)
Class Hours: 108 lab total
ESL 229 will provide beginning level non-English speaking parents an opportunity to acquire English and English literacy skills while their children attend simultaneous language arts classes in an after school program, held at a local elementary school. A unique element of the Family Literacy class is that parents and children will participate together in developing literacy skills intermittently throughout the semester. The use of both the native language and English will be encouraged. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 230  BEGINNING - 4 Units (CR/NC Only) (F/S)
Class Hours: 18 lecture/198 lab total
A course designed for the absolute beginner with zero competency in English. This class introduces aural-oral communication. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 231  BEGINNING MID - 4 Units (CR/NC Only) (F/S)
Advisory: A grade of “credit” in ESL 230, or qualifying score on ESL Assessment Exam
Class Hours: 18 lecture/198 lab total
This course stresses the development of oral language skills and basic vocabulary related to daily needs. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 232  BEGINNING HIGH - 4 Units (CR/NC Only) (F/S)
Advisory: A grade of “credit” in ESL 231, or qualifying score on ESL Assessment Exam
Class Hours: 18 lecture/198 lab total
This course builds on the basic language skills from ESL 231. Language skills are expanded in communicative contexts. Emphasis is placed on development of “social English.” Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 233  INTERMEDIATE - 4 Units (CR/NC Option) (F/S)
Advisory: A grade of “credit” in ESL 232, or qualifying score on ESL Assessment Exam
Class Hours: 18 lecture/198 lab total
This course integrates basic language skills. Students at this level build the communicative ability to function in practical areas of daily life. Introduces cultural knowledge and intermediate grammatical structures. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.
ESL 234  INTERMEDIATE HIGH - 4 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ESL 233, or ESL Placement Level 4 or higher
Class Hours: 18 lecture/198 lab total
Intermediate grammatical structures are reinforced. Cultural competency is expanded. Students develop ability to speak and write with some degree of fluency and accuracy. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 235  ADVANCED - 5 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ESL 234, or ESL Placement Level 5 or higher
Class Hours: 36 lecture/180 lab total
This course reviews and reinforces language skills learned in previous ESL levels. Students will expand their general ability to communicate in oral and written English beyond the familiar. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 236  ADVANCED HIGH - 5 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ESL 235, or ESL Placement Level 6 or higher
Class Hours: 54 lecture/126 lab total
Advanced High, ESL 136, will provide students the opportunity to refine and expand their knowledge of the various aspects of language so that upon completion of the course, students will be able to communicate orally and in writing with a greater degree of accuracy and fluency. The course will stress the development of reading and writing skills necessary to meet the needs of daily living as well as to set the basic foundation for further academic study. Note: This course may be repeated 1 time for a total of 2 enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ESL 247  ENGLISH AS A SECOND LANGUAGE VOCATIONAL MATH - .5- 1 Unit (CR/NC)
Class Hours: 36-72 lab total
A course designed to help ESL students develop math skills needed for entry level employment. The course will provide one-on-one tutoring in basic vocational math skills including: basic computation of whole numbers and fractions, order of operations, decimals and percents; time, lineal, weight and volume measurement (U.S. standard and metric), basic money skills graphs and calculator use. Based on individual assessments, programs of study will be written for each student. Delivery will be multisensory with direct teaching and self exploration. Independent work skills are necessary to complete the study program. No math credit will be given for this course. Note: This course may be repeated two times for a total of 3 enrollments since supervised repetition and practice may be required by some students to achieve full competency.

ESL 249  ENGLISH AS A SECOND LANGUAGE READING LAB - .5- 1 Unit (CR/NC) (F/S)
Class Hours: 36-72 lab total
A course designed to help students with problems related to second language acquisition to improve their reading, writing, spelling and vocabulary skills. The course will provide one-on-one tutoring in reading related skills including: page format, left-to-right tracking, graphic aides, English pronunciation, cultural and idiomatic language, vocabulary development, subject/verb relationships, sound/symbol relationships, sight word spelling and understanding at the concrete level. Based on individual assessments, programs of study will be developed for each student. Delivery will be multisensory with direct teaching along with self exploration. Independent work skills are necessary to complete the study program. Note: This course may be repeated two times for a total of 3 enrollments since supervised repetition and practice may be required by some students to achieve full competency.

ESL 385  LITERACY - 0 Units (F/S)
Class Hours: 54-216 lab total
This course emphasizes aural-oral language skills and basic literacy.

ENVIRONMENTAL RESOURCES (ENVR)

ENVR 1  CAREER PLANNING FOR ENVIRONMENTAL RESOURCES - 2 Units (CR/NC Option) (F)
Class Hours: 36 lecture total
Career opportunities and requirements in Agriculture, Natural Resources and Ornamental Horticulture will be examined. Students will learn how to apply for jobs. Traits of highly successful people will be explored by formal presentation and interactive assignments. Environmental awareness and interrelationships with career success will be covered.

ENVR 9  AGRICULTURE AND NATURAL RESOURCES LEADERSHIP - 1 Unit (CR/NC Option) (F/S)
Note: Required field trips
Class Hours: 9 lecture/27 lab total
This course is designed to develop leadership qualities in students. "Hands-on" techniques will be used to facilitate problem solving, cooperative work ethics, developing initiative, managing and organizing information, flexible thinking and effective questioning. Practical experience in conducting business as a group will be gained by participation. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
ENVR 11  ENVIRONMENTAL ETHICS (formerly INTR 11) - 3 Units (F)
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
This course examines the influence of cultural values on the relationship of humans with each other and with plants, animals and the land. An important objective is to develop original and sustaining attitudes and guidelines which will enhance a healthy globe for all posterity. Sources of western society’s historical and current attitudes toward nature as well as alternative cultural perspectives will be explored in this course in order to broaden student’s range of choices of how to think and how to be with regards to nature. Students will emerge from this class with a greater understanding of their individual moral responsibilities toward the environment around them. The objective of this course in content and objectives may also be offered via the Internet.

ENVR 24  SOILS - 3 Units (formerly AGRI 24) (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher; and one year of high school chemistry or equivalent
Note: Class includes two Saturday field trips on classification, judging, and conservation of soils. This class is required for all agriculture, natural resources, and horticulture majors.
Class Hours: 36 lecture/54 lab total
This class is an introductory course on the physical, chemical, and biological properties of soil as related to agriculture and natural resources. Ecosystem relationship of soil use and management is emphasized. The effects of drainage, tillage, and irrigation on land use are discussed.

ENVR 44  MECHANICAL TECHNOLOGY FOR ENVIRONMENTAL RESOURCES - 3 Units (F/S)
Class Hours: 27 lecture/81 lab total
This course covers the mechanical technology related to agriculture, natural resources, and environmental horticulture. Subjects covered will be economic analysis of equipment management, design layout, and cost analysis of mechanical structures, and material analysis. Safety will be emphasized.

ENVR 47  PROJECT CONSTRUCTION FOR EQUIPMENT OPERATIONS - 3 Units (CR/NC Option) (S)
Prerequisite: A grade of C or higher in CONS 46 and a grade of C or higher in CONS 48
Limitation on Enrollment: Student must produce a negative test result for substance abuse in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Note: Students will not be allowed to operate road equipment without proper license and driving record.
Class Hours: 27 lecture/81 lab total
This class teaches intermediate skill-level operation and maintenance of off-road and on-road heavy equipment. It also covers common project construction techniques utilizing heavy equipment with an emphasis on environmental concerns.

ENVR 52  COMPUTERS IN ENVIRONMENTAL RESOURCES - 3 Units (CR/NC Option) (F/S)
Class Hours: 36 lecture/54 lab total
This class introduces the place of microcomputers in agriculture, horticulture and natural resources. Students will learn to operate microcomputers by working with standard types of industry software. The class is not designed to give competency in computer programming. It is required for all agricultural, horticulture and natural resources majors.

ENVR 60  ENVIRONMENTAL SCIENCE - 3 Units (CR/NC Option) (F/S)
Advisory: Students who wish to add a lab component to this class should co-enroll in ENVR 61
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is an introduction to the conservation of all natural resources and includes the relationship of man to the ecosystem. An emphasis is placed on the practical aspects of conservation and Environmental Science as it relates to every day living. The social and economic aspects of conservation will also be discussed in this class. Each of the major natural resources such as water, energy, forestry, air, man, agriculture, wildlife and soils will be covered in this course. This course is also offered as Distance Education, but it is the same in content as that offered on campus.

ENVR 61  ENVIRONMENTAL SCIENCE LABORATORY - 1 Unit (CR/NC Option) (I)
Corequisite: Student must be concurrently enrolled in ENVR 60, or have completed ENVR 60 with a grade of C or higher
Class Hours: 54 lab total
A laboratory course designed to complement ENVR 60 and to acquaint the students with some of the more common laboratory and field tests and procedures utilized in environmental science.

ENVR 94  ENVIRONMENTAL RESOURCES WORKSITE LEARNING - 1-4 Units (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. Stresses good work habits through actual job performance. One to four units per semester depending on hours and nature of job. One unit of worksite learning credit is granted for each 75 hours paid or 60 hours of non-paid on-the-job activity. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.
FAMILY STUDIES AND SERVICES (FSS) (formerly Home Economics - HOEC)

FSS 10 INTRODUCTION TO HUMAN SERVICES - 3 Units (F/S)
Class Hours: 54 lecture total
This course is an introduction to the Human Services field of study. It provides information to students who are interested in careers in the fields of welfare, mental health, adult/child protective services, vocational rehabilitation, social services, employment and training, education, child care services job development and others. Historical and theoretical perspectives of human services will be covered. The significance of social policy and prevention will be stressed throughout the course. Workplace attitudes, values, ethics and professionalism will also be covered.

FSS 16 MARRIAGE AND FAMILY - 3 Units (CAN# FCS 12) (F/S)
Note: Students must have access to the Internet in order to complete assignments.
Class Hours: 54 lecture total
A study of the function and importance of the modern family. Information for building a successful marriage is stressed. Courtship, learning to live together as husband and wife, financial and legal problems, conflicts and their solution, relatives, family and community relations are included.

FSS 18 ADULTHOOD AND AGING – 3 Units (CR/NC Option) (S)
Class Hours: 54 lecture total
A study of the developmental changes that occur during early, middle and late adulthood, as well as the continuities that exist within individuals throughout this time span. The physical, cognitive and psychosocial domains will be explored with a particular emphasis upon patterns that lead to successful aging within the societal context.

FSS 25 NUTRITION - 3 Units (CAN# FCS 2) (F/S)
Class Hours: 54 lecture total
A study of the science of food, the nutrients and other substances therein, their actions, interactions and balance in relation to health and disease. The class emphasizes the positive contributions of nutrition to life and health.

FSS 26 NUTRITION THROUGH THE LIFE SPAN - 3 Units (I)
Class Hours: 54 lecture total
A course emphasizing the basic principles of nutrition as they apply to different age groups throughout the life cycle. The special concerns and nutritional needs of pregnancy and lactation, infancy and the preschool years, childhood and adolescence, adulthood and aging will be addressed. The course will also emphasize meal planning for the various stages of life utilizing current dietary recommendations and the revised nutrition labeling.

FSS 27 THERAPEUTIC NUTRITION - 2 Units (I)
Prerequisite: A grade of C or higher in FSS 25
Class Hours: 36 lecture total
A comprehensive therapeutic study of the relationship between a patient, their diet and optimum health. Physiological conditions that necessitate dietary modifications in the clinical setting will be stressed.

FSS 46 PERSONAL FINANCE - 3 Units (S)
Class Hours: 54 lecture total
Designed to provide students with the information and decision-making tools needed for planning and implementing a successful lifelong financial plan. Topics will include budgeting, debt management, savings and other investment vehicles, taxes, insurance, and retirement planning.

FSS 60 LIFE MANAGEMENT - 3 Units (CR/NC Option) (F/S)
Class Hours: 54 lecture total
This course provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards and goals; skills for decision-making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships.

FSS 94 FAMILY STUDIES AND SERVICES WORKSITE LEARNING - 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

*"F" and "S" indicate semester course is usually offered. *"I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
FSS 120  SEWING SERIES: SPORTSWEAR AND ACTIVE WEAR - .5 Unit (CR/NC Option) (I)

Class Hours: 27 lab total
A sewing course emphasizing creative techniques with specialty fabrics. Projects ranging from swimwear, biking outfits, sweatsuits to outerwear will be covered. Use of the serger sewing machine will be included. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

FSS 121  SEWING SERIES: SPECIAL OCCASION FABRICS – 1 Unit (CR/NC Option) (I)

Class Hours: 54 lab total
A sewing course designed to cover sewing techniques used with special occasion fabrics including lace, silk, sheers, velvets, sequins, and metallic fabrics. Sewing methods for seams, hems, edges, and details will be presented. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

FSS 123  SEWING - 1 Unit (CR/NC Option) (F/S)

Class Hours: 54 lab total
Students at each of the following levels will be combined in this class and appropriate demonstration and individualized instruction will be given to each group. Beginning Level: This level will include instruction in fabric selection, simple pattern alterations, use and care of equipment and the basic construction techniques such as facing, collars, sleeves, zippers and hems. Intermediate Level I: This level will involve refinement of the above techniques and alternative methods used in applying them. Interfacing types and their applications will be covered. Basic pant alterations, pocket applications, and types of closures will be included. Intermediate Level II: This level will include instruction in the care of current fibers and fabrics. Construction techniques such as tucks, pleats, specialized seams, hand stitches, and machine stitches will be covered. The use of underlinings and linings will also be included. Advanced Level: This level will emphasize proper fitting techniques along with designer finishing details. Units in special fabrics and men’s wear will be presented. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

FSS 127  A PRACTICAL APPROACH TO NUTRITION - 3 Units (I)

Note: Students will be required to go on local field trips for a total of 18 hours. Students must provide transportation.
Class Hours: 54 lecture total
Course is designed for the non-major who will study contemporary issues and applications of nutrition. The emphasis will be on a problem-solving approach to dietary planning and food selection as it relates to fitness and optimal health. It will help people focus on their own eating practices within the framework of the dietary guidelines for Americans.

FSS 197  SPECIAL TOPICS IN HOME ECONOMICS - .5-2 Units (CR/NC Option)

Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in home economics. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

FIRE TECHNOLOGY (FIRS)

FIRS 70  INTRODUCTION TO FIRE TECHNOLOGY - 3 Units (F)

Class Hours: 54 lecture total
Provides an introduction to fire protection; career opportunities and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

FIRS 71  FIRE BEHAVIOR AND COMBUSTION - 3 Units (F)

Note: Students taking the Internet format of this course must have access to, and a working knowledge of, the Internet and Windows
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course of study presents theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics; fire characteristics of materials; extinguishing agents; and fire control. The equivalent of this course in content and objective may also be offered on the Internet.

FIRS 72  FIRE PREVENTION TECHNOLOGY - 3 Units (S)

Class Hours: 54 lecture total
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation and fire safety education.

FIRS 73  WILDLAND FIREFIGHTER I ACADEMY - 4 Units (CR/NC Only) (S)

Class Hours: 36 lecture/90 lab total
Review of fire behavior, equipment, and apparatus; cover basic wildland fire fighting tactics and strategy, methods of attack, and pre-planning fire problems. Course meets or exceeds the minimum requirements for entry-level firefighter positions in the California Department of Forestry (CDF) and the United States Forest Services (USFS). Note: To be considered for seasonal Firefighter positions by CDF, you must also hold the following certificates: Hazmat Operations, First Responder Medical.
FIRS 74  FIRE PROTECTION EQUIPMENT AND SYSTEMS - 3 Units (CR/NC Option)  (F)

Note: Students taking the Internet format of this course must have access to, and a working knowledge of, the Internet and Windows.

Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. The equivalent of this course in content and objective may also be offered on the Internet.

FIRS 76  FIRE HYDRAULICS - 3 Units (CR/NC Option)  (I)

Class Hours: 54 lecture/4 lab total

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, underwriters requirements for pumps recommended.

FIRS 79  FUNDAMENTALS OF PERSONAL FIRE SAFETY - 3 Units (CR/NC Option)  (I)

Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.

Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)

This course will introduce the student to fundamental issues relating to fire fighting safety and survival. Students will evaluate case studies in which firefighters have been killed or injured. In addition, each student will be required to give an oral presentation based on an analysis of a "near miss" fatal fire/rescue scenario. The equivalent of this course in content and objective may also be offered on the Internet.

FIRS 85  FIRE COMMAND IA - 2 Units (CR/NC Option)  (I)

Class Hours: 40 lecture total

This course provides an in-depth analysis of the principles of fire command and fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FIRS 86  BUILDING CONSTRUCTION FOR FIRE PROTECTION - 3 Units  (S)

Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)

Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.

This course is the study of 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. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. The equivalent of this course in content and objective may also be offered on the Internet.

FIRS 87  FIRE COMMAND IB – 2 Units (CR/NC Only)  (I)

Class Hours: 40 lecture total

This course covers company and multi-company fire command issues including wildland fires hazardous materials incidents and major medical incidents.

FIRS 94  FIREFIGHTER TRAINEE WORKSITE LEARNING - 1-4 Units

Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.

Class Hours: 75 hours paid or 60 hours non-paid per unit

Employment on approved jobs in the student’s major and supervised by a college representative to ensure experience is of educational value. Stresses good work habits through actual job performance. One to four units per semester depending on hours and nature of job. One unit of worksite learning credit is granted for each 75 hours paid or 60 hours non-paid on the job activity. Students must enroll in seven units, including worksite learning. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition.

FIRS 100  BASIC FIRE COMPANY OPERATIONS - 2 Units (CR/NC Option)

Class Hours: 18 lecture/54 lab total

To provide the student with first hand knowledge of actual fire conditions. Student will learn terminology used in the field, and how to work in the chain of command under emergency conditions, company procedures, shift routine, and engine company evolutions. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 101  FIRE TECHNOLOGY CAREER PLACEMENT - 1 Unit (CR/NC Option)  (S)

Class Hours: 54 lab total

Designed to assist the student in the final semester of vocational program to learn interview techniques, to develop an employment portfolio, and to interview with several potential employers with the express purpose of assisting the student to obtain the best employment upon graduation.

FIRS 102  APPRENTICESHIP ACADEMY - 1.5 Units  (CR/NC Option)

Class Hours: 18 lecture/27 lab total

This course will cover hazardous building materials/construction methods, rescue strategies, ventilation techniques, pre-plan methods, cautions regarding lab fires and instructional techniques for new personnel. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 104</td>
<td>FIREFIGHTER I ACADEMY</td>
<td>21</td>
<td>Notes: Based on scheduling and instructor availability issues, this course may meet four or five days a week with occasional night classes, and additional weekend days may be required. Preset scheduled dates and times may be shifted as needed to accommodate facility usage, equipment demands, weather, skills development needs and instructor availability. When dates and times are shifted, the total amount of required class time will not differ from those hours listed on the first class handout. Class Hours: 243 lecture/450 lab total. This course exceeds the minimum requirements established by the California State Fire Marshal's Office for State Certification as a Firefighter I. This academy is an accredited regional academy approved by the California State Board of Fire Service. Final certification as a Firefighter I is verified by the State Fire Marshal's Office after the student completes the Academy, works as a Firefighter for one year and has their final paperwork signed by the Fire Chief of the Department where they have worked.</td>
</tr>
<tr>
<td>FIRS 105</td>
<td>DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS</td>
<td>1.5</td>
<td>Note: Students must provide a fire engine for the driving portions of the course. Class Hours: 18 lecture/27 lab total. Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions.</td>
</tr>
<tr>
<td>FIRS 106</td>
<td>DRIVER/OPERATOR 1B: PUMP OPERATIONS</td>
<td>1.5</td>
<td>Note: Agency must provide driving apparatus. Class Hours: 18 lecture/27 lab total. Course provides the student with the information, theory, methods and techniques for operating fire service pumps, including: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting field hydraulics, and pumping operations.</td>
</tr>
<tr>
<td>FIRS 108</td>
<td>FIREFIGHTER II ACADEMY</td>
<td>5</td>
<td>Notes: Students will have to provide their own safety equipment, which meets NFPA standards. Equipment will include: helmet, gloves, structural fire fighting coat and pants, boots, eye protection, etc. Note: To receive a California State Fire Marshal's Certification, students must have completed FIRS 104 prior to enrollment in FIRS 108. Class Hours: 72 lecture/54 lab total. An extended format of the Firefighter I course with advanced skills. Designed to provide the Firefighter I with both manipulative and technical skills. Course approved by the California State Board of Fire Services and California State Fire Marshal's Office. Upon successful completion of course work, Firefighter II certification will be granted. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.</td>
</tr>
<tr>
<td>FIRS 113</td>
<td>FIRE CREW SUPERVISOR</td>
<td>1</td>
<td>Class Hours: 18 lecture total. The course is designed to complement existing fire crew captain training by presenting techniques for supervision of inmates, wards, and residents; conducting investigations; effective report writing; and understanding the legal rights of inmates, wards, and residents. The practical application of these supervision skills will be emphasized using simulated training experiences. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.</td>
</tr>
<tr>
<td>FIRS 116</td>
<td>ENGINE ACADEMY</td>
<td>3</td>
<td>Notes: Students must have completed the following course prior to enrollment in FIRS 116 in order to receive a USDA certification; Crew Boss S-230 114, U.S. Forest Operator's Permit for Engine Operator F-5. Class Hours: 36 lecture/54 lab total. A course designed to provide classroom training, field familiarization, and drills of all water-use and related equipment used in wildland fire suppression. The student will obtain information, practical experience and a working knowledge of all water-use and related equipment used in wildland fire suppression, fire safety suppression tactics, engine company operations standards. A USDA certificate of training will be issued upon successful completion of this course.</td>
</tr>
<tr>
<td>FIRS 118</td>
<td>INTRODUCTION TO WILDLAND FIRE FIGHTING</td>
<td>1.5</td>
<td>Class Hours: 18 lecture/27 lab total. This course meets requirements in the natural resources and fire technology programs. A review of fire chemistry, equipment, and manpower, basic fire-fighting strategy, methods of attack, pre-planning fire problems, and fire line safety are included in the course. A U.S. Forest Service USDA Certificate of Training (Basic Firefighter's Training) will be issued after satisfactory completion of this course. Approximately 50 percent of labs will be in the field.</td>
</tr>
<tr>
<td>FIRS 119</td>
<td>PREPARING FOR INCIDENT COMMAND</td>
<td>1</td>
<td>Note: This course is designed for the volunteer firefighter. Class Hours: 18 lecture total. This course deals with the preparation phase of commanding an emergency incident. Subjects covered are: Firefighters Survival, Fire Behavior, Fire Flow and Communications. This course is designed for the professional firefighter.</td>
</tr>
<tr>
<td>FIRS 120</td>
<td>INCIDENT COMMAND SYSTEM ICS 200</td>
<td>.5</td>
<td>Class Hours: 12 lecture total. Designed to introduce firefighters to the Incident Command System. Emphasis will be on system design principles, components of the system, positional responsibilities, and the common responsibilities of personnel assigned to the organization. (This course is a prerequisite to further positional training under the Incident Command System).</td>
</tr>
</tbody>
</table>
FIRS 123  DIVISION/GROUP SUPERVISOR (I-339) - 1.5 Unit (I)
Class Hours: 27 lecture total
This course covers training that is needed by staff to perform the position of Division/Group Supervisor during an emergency situation. The course will teach management skills within the framework of the Incident Command System. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 124  FIRE FIGHTING IN THE I-ZONE - 2 Units (CR/NC Option)
Class Hours: 40 lecture total
This course is designed to meet the training needs to initial and extended attack incident commanders and company officers confronting wildland fires that threaten life, property and improvements. This course is designed for professional firefighters.

FIRS 131  HAZARDOUS MATERIALS TECHNICIAN IA – 2.5 Units (CR/NC) (I)
Class Hours: 45 lecture total
An intense introduction to the nature and behavior of inorganic and organic chemicals. This course examines the physical and chemical properties of matter, its atomic structure, salts and non-salts, hydrocarbons and hydrocarbon derivatives, the forms of energy, flammable and combustible liquids, cryogenics, and the combustion process. Various laws of chemistry are discussed as they apply to organic compounds, flammable liquids and gases and other types of hazardous materials. Module 1 of 4 of the Haz-Mat Technician certification series. Note: To receive a Calif. State Fire Marshal's Office (CSFMO) Certification or a Calif. Specialized Training Institute (CSTI) Certification, the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.

FIRS 132  HAZARDOUS MATERIALS TECHNICIAN IB – 2.5 Units (CR/NC) (I)
Class Hours: 45 lecture total
An application of the information covered in FIRS 131 Hazardous Materials Technician IA, including the chemistry and hazards of various materials, chemicals incompatibilities, and the products of combustion. Provides the technical foundation for specific operational strategies, field monitoring and detection devices with an emphasis placed on the safety associated with working around chemicals. Module 2 of 4 Haz-Mat Technician certification series. CSTI certification fees and materials fees will be charged. Note: To receive a California State Fire Marshal's Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.

FIRS 133  HAZARDOUS MATERIALS TECHNICIAN IC – 2.5 Units (CR/NC Option) (I)
Class Hours: 45 lecture total
A study of the legal, organizational, technical, and practical aspects of response to hazardous materials emergencies including the laws and regulations related to hazardous materials, the use of the Incident Command System, and protective actions, clothing, and equipment. Examines the Hazardous Materials Group I depth and the positions are exercised in a practical evaluation scenario. Module 3 of 4 of Haz-Mat Technician certification series. CSTI certification fees and materials fees will be charged. Course meets CSFMO certification requirements and is graded Credit/No Credit. Note: To receive a California State Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.

FIRS 134  HAZARDOUS MATERIALS TECHNICIAN ID – 1.5 Units (CR/NC) (I)
Class Hours: 18 lecture/27 lab total
Hands-on training in tactical field operations with various tools and specialized equipment involving the collection of evidence, containment methods, and techniques. Methods for identifying hazardous materials transported by rail car and highway motor vehicles are examined as well as clandestine drug labs, pipelines, and fixed facilities. Module 4 of 4 of Haz-Mat Technician certification series. Note: To receive a California Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.

FIRS 135  INTERMEDIATE INCIDENT COMMAND SYSTEM I 300 - 1 Unit (CR/NC Option) (I)
Class Hours: 18 lecture total
A course of study describing the responsibilities of the organizational elements within each section of the ICS, staffing considerations, and reporting relationships. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Div. or at the National Interagency Fire Center Web Site (NIFC.gov).

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<table>
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<th>Unit(s)</th>
<th>Class Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 136</td>
<td>ADVANCED INCIDENT COMMAND SYSTEM I-400</td>
<td>1</td>
<td>18</td>
<td>A course of study that presents Incident Command System relationships and duties of Command Staff members, Agency Representatives, and activation of the Command and General Staff positions. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).</td>
</tr>
<tr>
<td>FIRS 140</td>
<td>JUVENILE FIRESETTER</td>
<td>1</td>
<td>18</td>
<td>This course will focus on psychodynamics and treatment options, interviewing techniques, legal issues, community resources and networking concerning juvenile fire setters. The target audience for this class is fire service personnel, burn care professionals, mental health counselors, RNs, social workers, psychologists, psychiatrists, judicial system personnel and other health care professionals. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.</td>
</tr>
<tr>
<td>FIRS 145</td>
<td>LOW ANGLE RESCUE</td>
<td>0.5</td>
<td>9</td>
<td>A course designed to train firefighters, and emergency medical personnel, in low angle rescue techniques. Students will learn about equipment, identification, and care. Note: Students will have to provide their own safety equipment which meets NFPA standards. Equipment will include helmet, gloves, structural fire fighting coat and pants, boots, eye protection, etc.</td>
</tr>
<tr>
<td>FIRS 146</td>
<td>STANDARD FOR SURVIVAL</td>
<td>1</td>
<td>18</td>
<td>This course examines significant areas of firefighter fatalities and injuries associated with emergency and non-emergency situations. The course addresses causes of fatalities and injuries, and methods to implement recommended solutions.</td>
</tr>
<tr>
<td>FIRS 147</td>
<td>CONFINED SPACE AWARENESS AND RESCUE</td>
<td>0.5</td>
<td>9</td>
<td>This introductory level training will familiarize public safety personnel with codes and laws impacting confined space rescues, define terms, identify hazards, and prepare them for operational level training.</td>
</tr>
<tr>
<td>FIRS 148</td>
<td>RESCUE SYSTEMS I – 1.5 Units</td>
<td>1.5</td>
<td>18</td>
<td>A course designed to train firefighters, in paid or volunteer fire departments and emergency medical personnel, in vertical rescue techniques. Students will learn about equipment, identification, and care, applying techniques, belaying and raising and lowering the rescue basket, and safety. This course is designed to train students for vertical or high angle or rope rescue situations. Students will be required to train at heights of up to 200’ above ground.</td>
</tr>
<tr>
<td>FIRS 149</td>
<td>VEHICULAR EXTRICATION</td>
<td>0.5</td>
<td>9</td>
<td>To introduce principles of vehicular extrications; use of basic hand tools, rescue tools, pulling and spreading operations, patient handling, and vehicle stabilization. Actual practice and application of the methods are taught in class.</td>
</tr>
<tr>
<td>FIRS 151</td>
<td>FIRE CONTROL 1: BASIC FIRE CHEMISTRY</td>
<td>1</td>
<td>18</td>
<td>This course is a basic overview of fire chemistry and fire behavior designed for the beginning or volunteer firefighter. Includes classes of fire, fundamentals of heat transfer, fire characteristics of materials, products of combustion, hazardous and explosive materials, extinguishing agents, size up, and exposure protection.</td>
</tr>
<tr>
<td>FIRS 152</td>
<td>FIRE CONTROL 2: STRUCTURAL</td>
<td>1</td>
<td>18</td>
<td>A course designed to provide the student with information, methods and techniques for operating basic fire fighting tools and carrying out basic fire fighting evolutions. Areas covered include hose, nozzles, and fitting; ground ladders, self contained breathing apparatus; pump operations in theory; pump operations in the field; and the use of fire extinguishers.</td>
</tr>
<tr>
<td>FIRS 153</td>
<td>STRUCTURAL FIRE FIGHTING - .5 Unit</td>
<td>0.5</td>
<td>9</td>
<td>This course utilizes the burning of derelict building to provide students with hands-on fire fighting experience in fire behavior within a building, ventilation; SCBA use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting.</td>
</tr>
<tr>
<td>FIRS 154</td>
<td>GAS &amp; OIL FIRE FIGHTING</td>
<td>0.5</td>
<td>9</td>
<td>Classroom and field instruction on Basic Fire Control relating to Emergency Operations. To develop the knowledge &amp; attitude necessary to safely, in emergency and non-emergency modes, control gas and liquid fires.</td>
</tr>
</tbody>
</table>
FIRS 156  FIRE CONTROL 6: WILDLAND FIREFIGHTING ESSENTIALS - 1 Unit (CR/NC Option)
Class Hours: 18 lecture total
This wildland fire fighting course provides information, methods and techniques for the utilization of: wildland tactics, hand tools, and hoselays; wildland hand crew operations; and the use of aircraft and bulldozers for wildland fire fighting.

FIRS 157  FIRE ENGINE DRIVER TRAINING - 1 Unit (CR/NC Option)
Limitation on Enrollment: In order to complete the requirements of this course and be able to participate in the hands-on driving portion of the course, all students must obtain from the DMV a Class “B” Restricted Firefighter Drivers License Permit, or possess a valid California Class “B” license, or obtain a California Class “B” permit.
Note: Fire engines must be provided by the students sponsoring agency for drivers training and are responsible for all costs incurred as a result of the use of the vehicle in the training program including insurance which meets district standards.
Class Hours: 9 lecture/27 lab total
A course of both classroom instruction and field application on basic driving laws relating to a California “Restricted Firefighter Drivers License.” This course is designed to develop driving knowledge, attitudes, and skills necessary to operate fire engines safely.

FIRS 158  PUMP OPERATIONS - 1 Unit (CR/NC Option)
Class Hours: 18 lecture total
A course designed to develop a knowledge of fire pumps. Subjects to be covered are pumping principles, practical hydraulics, and the ability to drive apparatus and operate pumps.

FIRS 159  FIRE ENGINE DEFENSIVE DRIVING - .5 Unit (CR/NC Option)
Class Hours: 9 lecture total
Classroom instruction on basic driving laws relating to Emergency Vehicle Operations. To develop: Emergency Vehicle Operations, driving knowledge, and attitude necessary to operate their vehicles safely in emergency and non-emergency modes.

FIRS 160  TITLE 19 & 24 (FIRE TECHNOLOGY) – 1.5 Unit (I)
Class Hours: 27 lecture total
Designed specifically for fire prevention bureau personnel and others responsible for, or interested in, the enforcement of Title 19 and 24 regulations of the California administrative codes. These codes cover public building assemblies, such as schools, hospitals, and rest homes. Offered every 3 to 6 years as needed.

FIRS 179  FIRE ATTACK STRATEGY & TACTICS - 1 Unit (CR/NC Option)
Class Hours: 9 lecture/27 lab total
This course will overview the technical and practical management of fire ground operations of commercial and residential structures by company officers. This course meets NFPA 1021 Standards for Fire Officer I.

FIRS 180  FIRE MANAGEMENT 1 – 2.5 Units (I)
Class Hours: 45 lecture total
To provide fire service personnel with the basic understanding of supervision and management concepts practices, and theories. Designed for both in-service and pre-service personnel to develop skills that can be used presently and in future career goals.

FIRS 181  FIRE INSTRUCTOR 1A – 1.5 Units (S)
Class Hours: 18 lecture/27 lab total
This course will prepare students to deliver manipulative (hands on) lesson plans within the fire service training system. Material includes; course development, constructing behavioral objectives, writing manipulative lesson plans and theories of learning. Each student must complete two student teaching demonstrations.

FIRS 182  FIRE INSTRUCTOR 1B – 1.5 Units (S)
Class Hours: 18 lecture/27 lab total
This course prepares students to deliver “technical” lesson plans within the fire service training systems. Topics include; evaluation, test development, test administration, selections and developing instructional aids and techniques for presentation instruction. Each student must complete two student teaching demonstrations.

FIRS 183  FIRE PREVENTION 1A - 2 Units (S)
Class Hours: 40 lecture total
Designed to instruct students in the areas of fire prevention functions, responsibilities, authority for code enforcement. Identify occupancies and building preparation. Records management, exiting requirements, plan review, and fire safety education. Course is one of a series for fire officer course work to meet State of California Fire Officer Certification.

FIRS 184  FIRE PREVENTION 1B - 2 Units (I)
Prerequisite: A grade of C or higher in FIRS 183
Class Hours: 40 lecture total
Designed to instruct student in the operation and inspection of extinguishers, fixed system, sprinklers, standpipes and alarm systems. Provide technical information on hazardous materials, flammable and combustible liquids and compressed liquefied gasses. Course is one of a series for fire officer course work to meet State of California Fire Officer Certification.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
FIRS 185  FIRE COMMAND 2A – 1.5 Units (I)
Class Hours: 18 lecture/27 lab total
Course prepares the officer to use management techniques and Incident Command Systems when commanding multiple alarms or large suppression forces.

FIRS 189  FIRE INVESTIGATION 1A - 2 Units (CR/NC Option) (I)
Class Hours: 40 lecture total
This course of study presents theory and fundamentals of fire/explosion investigation techniques. The course material includes theory of legal search and seizure, burn pattern analysis, collection of evidence, ignition sources, fire investigations of structures, vehicles and wildland, report writing, and testifying in court as a fire cause and origin expert.

FIRS 191  FIRE INVESTIGATION 1B - 2 Units (I)
Class Hours: 36 lecture/9 lab total
This course concentrates on fire evidence identification, preservation and collection including blood stains, paint and fiber evidence, volatile flammables, soil and gunshot residue, fingerprint/shoe print and the track impressions, etc. In addition, this course covers interviewing, fire information sources, and investigation of fatal fires.

FIRS 192  FIRE INVESTIGATION REVIEW - .5 Unit (CR/NC Option)
Class Hours: 9 lecture total
This is a review course to update fire service personnel in the latest techniques used in fire investigation work, and give information on the following: juvenile fire setter, report writing, evidence collection, preservation procedures, law and legal problems.

FIRS 197  SPECIAL TOPICS IN FIRE TECHNOLOGY - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in fire technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

FIRS 198  SPECIAL SKILLS TOPICS IN FIRE TECHNOLOGY - .5-2 Units (CR/NC Option)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in fire technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

FIRE TECHNOLOGY/WILDLAND FIRE TECHNOLOGY OPERATIONS (FTWO)

FTWO 111  FIREFIGHTER TRAINING S-130 – 2 Units (I)
Class Hours: 36 lecture total
This course of study is designed to train new firefighters in basic firefighting skills, and the knowledge necessary to effectively handle wildland firefighting situations. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 112  ADVANCED FIREFIGHTER TRAINING S-131 – .5 Unit (I)
Class Hours: 9 lecture total
This course of study provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the U.S. Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).
FTWO 117 PORTABLE PUMPS AND WATER USE S-211 – 1.5 Units (I)

Class Hours: 27 lecture total
This course of study is for firefighters needing formal training in order to gain competency in the use of portable pumps and water in wildland fire fighting. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 118 WILDFIRE POWERSAWS S-212 – 1 Unit (I)

Class Hours: 16 lecture/12 lab total
Wildfire Powersaws is a required course for those planning to operate, or directly supervise, the operation of chain saws on wildfires. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 128 FIELD OBSERVER S-244 – 2 Units (I)

Class Hours: 36 lecture total
A course of study providing the student with the necessary skills to function as a Field Observer on a wildland fire incident. This course presents an understanding of the various types of maps used in wildland fire control, map scale and use in determining location of wildland fire, topographic maps and how to use them, and be able to perform calculations to determine the size of fire on a map. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 132 INTERMEDIATE WILDLAND FIRE BEHAVIOR S-290 – 2 Units (I)

Class Hours: 36 lecture total
This course of study presents the information necessary for the student to be able to function as a Supply Unit Leader on a wildland fire incident. This course includes description of the activities of the Supply Unit, what is needed to setup and staff Supply Unit, organization of and staffing the Supply Unit, and demobilization. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 133 INCIDENT COMMANDER MULTIPLE RESOURCES S-300 – 1.5 Units(I)

Class Hours: 27 lecture total
This course of study presents the information necessary for the student to be able to function as a Supply Unit Leader on a wildland fire incident. This course includes how to determine the method of feeding to best fit each situation, obtain the necessary equipment and supplies to operate food service facilities at base and camps, and ensure that all appropriate health and safety measures are taken. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FTWO 134 LEADERSHIP & ORGANIZATIONAL DEVELOPMENT S-301 – 1.5 Units(I)

Class Hours: 27 lecture total
This course of study is designed to provide the experienced wildland firefighter with the communication and supervision skills necessary to perform as a unit leader on a wildland fire incident. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
FIRST AID/CPR/EMT (FAID)

FAID 130  PUBLIC SAFETY FIRST AID (EMS) – 1 Unit  (I)
Class Hours: 9 lecture/27 lab total
This course meets Public Safety Training Standards covered by the U.S. Department of Transportation and is recognized by the local EMS Agency.

FAID 132  FIRST RESPONDER (EMS) – 3 Units  (F/S)
Note: A State or local certification as an EMT is not allowed unless the student is 18+ years old, has a valid Professional Rescuer CPR Certificate, passes a recognized EMT Course, has not been convicted of specific crimes and completes an additional state/local EMS authority written exam.
Class Hours: 54 lecture/9 lab total
This course teaches techniques in emergency medical care for the First Responder, which includes Automatic External Defibrillator training. This course also meets Public Safety Training Standard covered by the U.S. Department of Transportation curriculum and approved by the local EMS agency. Note: Students may make application through Nor Cal E.M.S. for certification.

FAID 133  CERTIFICATION CPR FOR THE PROFESSIONAL RESCUER – .5 Unit  (CR/NC Option)
Class Hours: 12 lecture total
Note: Meets criteria for either the American Red Cross or American Heart Association
This course will cover CPR and how to treat for foreign body obstruction in adults, children, and infants. Designed for the professional rescuer. Upon successful completion of this course, students may apply to be certified in CPR by the agency having jurisdiction.

FAID 134  RECERTIFICATION CPR FOR THE PROFESSIONAL RESCUER – .5 Unit  (CR/NC Option)
Class Hours: 9 lecture total
This course will cover CPR and how to treat for foreign body obstruction in adults, children, and infants. Designed for the professional rescuer who needs recertification. Upon successful completion of this course, students may apply to be recertified in CPR by the agency having jurisdiction.

FAID 175  EMERGENCY MEDICAL TECHNICIAN 1 BASIC – 3.5 Units  (F/S)
Notes:
1. 10 hours of observation time at a hospital emergency room or on an ambulance will be required.
2. State or local certification as an EMT is not allowed unless the student is 18+ years old, has a current ‘Healthcare Provider’ CPR card or ‘CPR for the Professional Rescuer’ card, passes a recognized EMT course, has not been convicted of specific crimes and completes an additional state/local EMS authority written exam.
3. This class meets for additional time “outside” of the scheduled weekly meeting time. This may include Saturdays, Sundays or night shifts. Students are required to purchase or provide items such as safety clothing, BBP protection supplies, gloves, safety glasses, etc.
4. Students will need to submit proof of a current TB skin test, Hepatitis B vaccination or declination, MMR less than 8 years old, Tetanus less than 10 years old, and either past history of, or a titer for Varicella (Chicken Pox), before participating in any ride-along as mandated by AMR.
Class Hours: 36 lecture/81 lab (includes 63 hours of skills training and 18 hours auto extrication)
An intensive course to assist the student with developing skill in recognition of symptoms of illness and injuries, and proper procedures in emergency care. Course is approved by Northern California Emergency Medical Services, Inc. Upon successful completion of the course, students may make application through Northern California Emergency Medical Services, Inc. for certification. (NCEMS, Inc., requires a minimum grade of 80 percent or better on the Certification Examination for certification.)

FAID 178  EMT RECERTIFICATION/FIRST RESPONDER – 1 Unit  (F/S)
Class Hours: 18 lecture/14 lab total
A comprehensive review of signs and symptoms of illness and traumatic injuries. Skills necessary to provide immediate temporary care of such victims are also reviewed. Course is approved by Northern California Emergency Medical Services, Inc. In order to maintain certification as an EMT 1A or a First Responder, the course must be repeated every two years. Upon successful completion of the course, the student may make application through Northern California Emergency Medical Services, Inc. for re-certification. (NCEMS, Inc. requires a minimum grade of 80 percent or better on the Certification Examination for re-certification.) Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
FRENCH (FREN)

Two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at Shasta College.

FREN 1 ELEMENTARY FRENCH – 5 Units (CAN # FREN 2) (FREN SEQ A) (CR/NC Option) (F/S)
Class Hours: 90 lecture total
This introductory course is designed to give the student intense practice in speaking and listening to French, and reading and writing in French, with additional emphasis on grammar and pronunciation. The class will focus on communication relating to daily life and routine activities, such as people and places, family life, weather, leisure-time activities, and eating and foods. Also, students are introduced to the culture of French-speaking people.

FREN 2 ELEMENTARY FRENCH – 5 Units (CAN # FREN 4) (FREN SEQ A) (CR/NC Option) (S)
Prerequisite: A grade of C or higher in FREN 1 or Foreign Language Placement Level 2 or higher
Class Hours: 90 lecture total
In this continuation of Elementary French, there is continued emphasis on listening to oral French and on speaking the language, along with writing and reading French. Students expand their language skills and vocabulary, improving their ability to ask and answer questions, to discuss daily life, events in the past or present, travel, leisure-time activities and shopping. Students will read short texts about French history and culture, as well as watch videos about French-speaking countries.

FREN 3 INTERMEDIATE FRENCH – 3 Units (CAN# FREN 8) (FREN SEQ B) (CR/NC Option) (F)
Prerequisite: A grade of C or higher in FREN 2, or Foreign Language Placement Level 3 or higher
Class Hours: 54 lecture total
A thorough review of basic communication skills (speaking, listening, reading, and writing) and formal study of the patterns of French. Students continue to strengthen their speaking skills as they work toward mastery of the language. The course includes reading expository writing along with pieces of French literature.

FREN 4 INTERMEDIATE FRENCH – 3 Units (CAN# FREN 10) (FREN SEQ B) (CR/NC Option) (S)
Prerequisite: A grade of C or higher in FREN 3 or Foreign Language Placement Level 4 or higher
Class Hours: 54 lecture total
The fourth semester of the language emphasizes conversation, contemporary literature, French culture and composition. Reading selections include poetry, theatre, and journalistic expressions.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

GIS 10 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS – 3 Units (CR/NC Option) (F)
Advisory: A grade of C or higher in GEOG 10 and a grade of C or higher in ENVR 52, or a grade of C or higher in CIS 1, or equivalent. (Basic computer skills include Windows, database, spreadsheet)
Class Hours: 36 lecture/54 lab total
This course is an introduction to Geographic Information Systems (GIS). Basic GIS concepts will be covered as well as sample applications of GIS to contemporary problems. Topics covered will include principles of spatial data and skills needed to utilize GIS. Use of existing data will provide a foundation for developing more advanced skills such as data retrieval, manipulation and analysis. In addition, students will learn methods of data acquisition and map productions. Practical applications of GIS to natural resources and other disciplines will be undertaken by students. This course is intended as an overview of GIS with laboratory time focused on hands-on GIS skills. ESRI ArcView software will be used in the class.

GIS 11 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS – 3 Units (S)
Prerequisite: A grade of C or higher in GIS 10
Advisory: A grade of C or higher in GEOG 10
Class Hours: 36 lecture/54 lab total
This course is intended to provide students with a survey of some of the more advanced GIS capabilities, building upon skills developed in GIS 10. GIS analysis will be explored in greater depth, including networks analysis. Students will work with imagery, digital photos and grid data. The growing integration of GIS with the Internet will also be explored. Finally, students will design and implement a GIS project for the course.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
GIS 12 DATABASES FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
(formerly NR 82) – 2 Units  (S)
Class Hours: 18 lecture/54 lab total
This course covers database principals, structure and processes as they apply to geographic information systems (GIS). Data management is a critical aspect of GIS. Students will work with various data to learn database fundamentals such as design indexing, access, and reports. Integration of non-spatial data with GIS data will be a key component of the course. Microsoft Access database management and Arc View GIS software will be used in the course.

GIS 13 MOBILE GIS/GPS – 1 Unit  (CR/NC Option)  (F)
Advisory: A grade of C or higher in GIS 90 or a grade of C or higher in GIS 10
Class Hours: 9 lecture/27 lab total
This course will serve as an introduction to Mobile GIS/GPS technology. Students will learn Mobile GIS/GPS theory and practice, including design and implementation of geographic databases and use of GPS hardware and related software necessary to collect and process field data. Procedures required to convert GIS data to formats suitable for GPS field applications will be covered. Students will post process their data for higher data accuracy and update previously existing data. Students will understand basic GPS theory and be able to perform best practices while in the field and acquire accurate data. Students will become familiar with a mix of Trimble GPS equipment and supporting software (ESRI ArcPad, ArcMap; Trimble Pathfinder Office). Students will be expected to complete a Mobile GIS/GPS project, following certain parameters agreed upon by the instructor and student. This is a Trimble Certified course.

GIS 90 WORKING WITH GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
(formerly NR 80) – 1 Unit  (CR/NC Option)  (F/S)
Class Hours: 18 lecture/6 lab total
This course gives students a basic introduction to working with geographic information systems (GIS). ArcView (ESRI, Inc) will be used to introduce students to viewing and manipulating GIS data and processing maps. Students will learn about the many applications of GIS by looking at case studies.

GIS 94 GEOGRAPHIC INFORMATION SYSTEMS WORKSITE LEARNING – 1-4 Units  (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Advisory: A grade of C or higher in GIS 10
Class Hours: 75 hours paid or 60 hours non-paid per unit
Work experience using geographic information systems to be approved and supervised by a college representative to ensure experience of educational value. Stress personal good work through actual on the job performance. A student may enroll in one to four units per semester. One unit of worksite learning credit is granted for each 75 hours of paid or 60 hours non-paid on-the-job activity. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition.

GIS 97 SPECIAL TOPICS IN GEOGRAPHIC INFORMATION SYSTEMS (GIS) – 1-4 Units  (CR/NC Option)  (F/S)
Class Hours: 18 lecture hours per unit
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in Geographic Information Systems (GIS). A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. This course may be repeated three times for a total of four enrollments since subject matter varies.

GEOGRAPHY  (GEOG)

GEOG 1A ENVIRONMENTAL PHYSICAL GEOGRAPHY – 3 Units  (CAN # GEOG 2)  (F/S)
Advisory: A grade of C or higher in ENGL 280 or English Placement Level 5 or higher.
Class Hours: 54 lecture total
This course is a spatial study of planet Earth's dynamic physical systems and processes. Topics include weather, climate, hydrology, geomorphology, and the biosphere. The emphasis is on inter-relationships among systems and processes and their resulting patterns and distributions. Special attention is given to how physical forms and process shape and are influenced by human activities. Tools of geographic inquiry include maps, remote sensing, graphic data, and models.

GEOG 1B CULTURAL GEOGRAPHY – 3 Units  (CAN # GEOG 4)  (F/S)
Advisory: A grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course examines the relationships among world cultures in order to investigate population, religion, language, and other societal characteristics. It also analyzes spatial differences among cultures including housing types, family usage of space within the house, and city planning. The role that physical geography plays in determining cultural attitudes and the influence that cultural geography has on the natural ecology are also discussed.

GEOG 2A FIELD METHODS IN PHYSICAL GEOGRAPHY – 1 Unit  (CR/NC Option)  (F/S)
Advisory: A grade of C or higher in GEOG 1A
Class Hours: 9 lecture/27 lab total
Learning about landforms, hydrological processes, erosion hazards, fuel loads, and vegetation patterns are greatly enhanced by field observation. This course will emphasize the application of field methods and techniques to one or more aspects of physical geography (examples include the topics outlined above). Field techniques will include sampling design and the use of various types of measurement equipment. Collected data will be used to interpret geographic patterns and phenomena. Field excursions will vary throughout Northern California, Southern Oregon and Western Nevada over a three-day weekend or over a series of 3 Saturdays. Students will also attend (3) 3-hour lecture sessions.
### GEOLOGY (GEOL)

#### GEOL 1  
**PHYSICAL GEOLOGY – 4 Units**  
**Advisory:** A grade of C or higher in GEOL 1, or GEOL 5, or GEOL 6, or GEOL 7, or GEOL 10, or PHSC 2, or PHSC 5, or PHSC 7  
**Note:** Required day and overnight field trips.  
**Class Hours:** 54 lecture/54 lab total  
An introduction to the physical processes that drive Earth as a dynamic planet. Both internal and external processes are considered as well as their inter-relationships. Discussion in the course will include Earth’s internal structure, plate tectonics, minerals and rocks and their origins, surface processes, geologic structures such as faulting and folding, metamorphism, sedimentation, soil formation, geologic time including radiometric methods, geologic hazards such as earthquakes, volcanism, mass wasting, flooding, and the vital nature of Earth materials to society. Laboratory activities will focus on the application of classroom concepts and will include mineral and rock identification, geologic structures, topographic and geologic map use, use of remote imagery, recognition of landforms, geologic time, seismology, and volcanism.

#### GEOL 2  
**HISTORICAL GEOLOGY – 4 Units**  
**Prerequisite:** A grade of C or higher in GEOL 1, or GEOL 5, or GEOL 6, or GEOL 7, or GEOL 10, or PHSC 2, or PHSC 5, or PHSC 7  
**Note:** Required day and overnight field trips.  
**Class Hours:** 54 lecture/54 lab total  
The study of Earth history as revealed in the rock record and the placement of varied geologic events through time. Discussion in this course will include the genesis of minerals and three rock types, principles of stratigraphy, geologic structures, organic evolution, relative and absolute geologic time, paleogeography, and mountain building episodes of North America with emphasis on the west coast. Plate tectonics and crustal evolution will provide a framework for the preceding. Laboratory exercises will include the description and classification of minerals and rocks; recognition of ancient metamorphic, igneous and sedimentary environments; recognition, occurrence, and geologic use of fossil organisms; application of stratigraphic principles; recognition of geologic structures; and the development and use of different types of geologic maps and cross sections.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year. Subject to change. Check the current class schedule.*
GEOL 3  MINERALS AND CRYSTAL OPTICS – 5 Units (F)
Prerequisite: A grade of C or higher in GEOL 1
Corequisite: Students must be concurrently enrolled in, or have previously completed CHEM 1A with a grade of C or higher
Class Hours: 54 lecture/108 lab total
An exploration into the chemistry, classification, optics and crystalline structure of minerals. Topics covered in the course will include the chemistry, bonding, and crystalline structure of minerals, recognition of crystal types, physical properties of minerals, mineral classification as well as their origins, occurrence, and use, and an introduction to the theory of optical identification of minerals. Laboratory activities will include crystallography, physical properties testing, mineral classification, and optical techniques to identify mineral crystals with an introduction to uniaxial and biaxial minerals.

GEOL 4  ROCK ORIGINS AND RELATIONSHIPS – 4 Units (S)
Prerequisite: A grade of C or higher in GEOL 2 and a grade of C or higher in GEOL 3
Note: Required field trips.
Class Hours: 54 lecture/54 lab total
A survey of igneous, sedimentary, and metamorphic rocks presented in the context of recognizing processes responsible for rock origins. Rock classification based on both macro- and microscopic textures and mineralogy is fundamental to interpretation and provides the main discussion of topic for the course and laboratory. Specialized topics include magmatic differentiation and emplacement, sedimentary rock provenance and depositional environments, and metamorphic rocks as pressure and temperature indicators. Rock assemblages will be considered with the purpose of interpreting their origins at larger scales. Field trips to various localities will observe rock assemblages that demonstrate different origins.

GEOL 5  INTRODUCTION TO GEOLOGY – 4 Units (F/S)
Note: Required field trip. The lecture portion of this course may be offered as distance education.
Class Hours: 54 lecture/54 lab total (when offered in the Distance Education format, lecture hours will total 162)
A survey course for non-science majors designed to introduce the discipline of geology and its vital influence on society. Among the topics to be discussed are geologic hazards such as volcanoes and earthquakes, Earth materials and economic resources, processes which shape Earth’s surface, internal processes and their manifestations, environmental geology, geologic time, reconstruction of Earth history, and the fossil record. Laboratory activities include mineral and rock identification, map use, evaluation of geologic hazards associated with different geologic threats, the impacts of environmental geology on natural resources consumption on society, and the economic geology and exploration for ores and petroleum deposits.

GEOL 6  ANCIENT LIFE – 4 Units (F/S)
Note: Required day field trips.
Class Hours: 54 lecture/54 lab total
A survey of past life is presented through geologic and biologic investigation. This course is interdisciplinary in nature and provides geologic background and evidence for the origination and evolution of life. Associated methodologies and concepts presented include geologic time and its measure, chemical and organic evolution, controls on evolution, cladistic analysis, ancient ecological reconstruction, mass extinction and adaptive radiation, fossilization, and ancient geographic distributions of flora and fauna. Anatomical innovations that define major classes of organisms are traced through ancestor-descendant relationships. Laboratory exercises include processes of fossilization, fossil recognition, cladistic analysis, genetics, stratigraphy, reconstruction of ancient biologic communities, ancient geographic reconstruction through fossil information, functional morphology, mass extinction and adaptive radiation in the fossil record.

GEOL 7  INTRODUCTION TO THE GEOLOGY OF CALIFORNIA – 4 Units (I)
Note: Required field trips (day trips and overnight trips)
Class Hours: 54 lecture/54 lab total
As the newest material added to North America, California geology records ancient and continued mountain building which has shaped the state into landforms and geologic features. Each geomorphic province in California records unique rock packages indicative of ancient and modern processes. Discussions in the course will include geologic hazards such as earthquakes, volcanism, and mass wasting, plate tectonics, economic resources, state and national parks, ground and surface water, soils, glaciation, coastal processes, desert land-forms, and the geologic history of the state. Laboratory exercises will include mineral and rock identification and classification, topographic and geologic maps; landforms; stratigraphy; aerial photo interpretation; and mineral, rock and data collection on field trips.

GEOL 8  PLANETARY GEOLOGY: DEVELOPMENT, HISTORY & PLANETARY PROCESSES – 3 Units (I)
Note: Required field trips and/or evening observations when possible
Class Hours: 54 lecture total
An introduction to the physical processes that shape planetary surfaces and guide their development through time. The course will explore the origins of the solar system and use Earth as a planetary “model” to perform systematic and comparative investigations of the planets and other bodies in the solar system. Recent information gathered by Earth-based and orbiting observation platforms and un-manned planetary probes will be used to investigate planetary processes, develop planetary histories and differentiate the varied pathways and processes that have influenced each planet’s evolution. The course will also consider the Sun and its influence on the planets and other bodies in the solar system, as well as asteroids, comets, meteors and impacts on planetary surfaces.
GEOL 9  EARTHQUAKES, VOLCANOES, AND OTHER GEOLOGIC HAZARDS – 3 Units (I)

Note: Required day field trips.
Class Hours: 54 lecture total

This introductory course considers geologic hazards and their impact on society in part through the utilization of case histories, many of which are from California. The course will focus on earthquakes and volcanism specifically considering the dynamics of these two phenomena. Other topics to be discussed include tsunami origination and development, types of mass wasting and their controlling factors and influences, and flooding. A portion of the course will also describe geologic hazards that are human influenced or caused, such as soil erosion, acid rain, ground-water contamination and ground subsidence. Engineering mitigation, hazard preparedness and remediation strategies complete the course.

GEOL 10  ENVIRONMENTAL GEOLOGY – 4 Units (I)

Note: Required field trips.
Class Hours: 54 lecture/54 lab total

Geologically related impacts on the environment, both natural and human-influenced, provide the subject content for this course. Emphasis is placed on human and environmental interactions with discussions regarding natural resources and their exploitation, pollution and waste disposal, climate change, land use and engineering, and energy resources. Earth processes which result in environmental catastrophes, environmental change, and an impact on society are also considered including topics such as earthquakes, volcanism, flooding, mass wasting, coastal processes, and climate trends. Laboratory activities will focus on Earth materials, water resources and contamination, hazardous waste storage, mining and resource exploitation, and pollution.

GEOL 11  ECONOMIC GEOLOGY – 3 Units (I)

Prerequisite: A grade of C or higher in GEOL 1 and a grade of C or higher in GEOL 3
Note: Required field trips.
Class Hours: 36 lecture/54 lab total

An introduction to economic deposits, their origins and associations, and recovery. This course will review the basic geological concepts in the context of economic deposits and then apply those concepts to exploration, evaluation, and recovery. Industrial and precious metals as well as fossil fuels (oil, gas, and coal) will provide the main focus of the course. Exploration techniques in geophysics, remote imagery, and computer-aided analysis will also be considered. Laboratory exercises will evaluate material for its economic potential using the identification of mineral and rock associates, geologic maps and remote images, and geophysical techniques and data collection. Additionally, the volume, value, and recovery costs of an ore deposit will be reviewed.

GEOL 23  INTRODUCTION TO GEOLOGY IN THE FIELD – 2 Units (CR/NC Option) (F/I)

Prerequisite: A grade of C or higher in GEOL 1, or GEOL 5, or GEOL 6, or GEOL 7, or GEOL 10, or PHSC 2 and a grade of C or higher in GEOL 2
Note: Includes required day field trips.
Class Hours: 27 lecture/27 lab total

An introduction to methods used to collect and interpret geologic data. Lecture sessions will provide theory and background for field excursions as well as compilation periods to devise interpretations, assemble geologic summary reports, graphics, and maps. Emphasis will be placed on field equipment and its use, outcrop examination and interpretation, rock and mineral identification, utilization of topographic maps, utilization and construction of geologic maps and cross sections, construction of stratigraphic columns, utilization of aerial and satellite imagery, recognition and interpretation of geologic structures, and recognition and interpretation of primary and secondary features in outcrops and different rock types. Two or more field sites will provide the focus of the course.

GEOL 26  GEOLOGY OF THE NORTH COAST RANGES – 2 Units (CR/NC Option) (F/I)

Prerequisite: A grade of C or higher in GEOL 1, or GEOL 5, or GEOL 6, or GEOL 7, or GEOL 10, or PHSC 2
Note: Includes two required overnight field trips.
Class Hours: 27 lecture/27 lab total

The North Coast Ranges geomorphic province represents a zone of active mountain building and the most recently added material to the North American Continent. The province will be explored through lecture topics and field excursions that will relate active tectonics, accretion, and mountain building to the rocks now exposed in the North Coast Ranges. Coastal exposures will demonstrate the tectonics processes that are actively shaping this province and have done so for over 100 million years. Structural, lithologic, economic, and geomorphic aspects of the province, as well as geologic hazards are also investigated.

GEOL 27  GEOLOGY OF THE KLAMATH MOUNTAINS – 2 Units (CR/NC Option) (F/I)

Prerequisite: A grade of C or higher in GEOL 1, or GEOL 5, or GEOL 6, or GEOL 7, or GEOL 10, or PHSC 2
Note: Two overnight field trips are required
Class Hours: 27 lecture/27 lab total

The diverse and complex geologic history of the Klamath Mountains geomorphic province will be explored through lecture topics and field excursions. Plate tectonics and mechanisms of continental growth will provide the conceptual background needed to frame the assembly of varied tectonostratigraphic terrains which represent this province. Structural, magmatic, lithologic, economic, and geomorphic aspects of the province, as well as geologic hazards are also investigated.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 32</td>
<td>GEOLOGY OF THE NORTHERN SIERRAS – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geologic processes that have shaped the northern Sierras into a geologically diverse setting. The course will culminate with a three-day field trip through the northern sierras. Lecture meetings will present basic concepts in geology as well as topics specific to the northern Sierras such as continental growth, multiple mountain building and landscape development, glaciation and related geomorphology, and &quot;mother-lode&quot; economic geology. Field trip exercises will also be conducted at various stops.</td>
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</tr>
<tr>
<td>GEOL 33</td>
<td>GEOLOGY OF THE SACRAMENTO VALLEY – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geology of the Sacramento Valley which will culminate with a two-and-a-half day field trip through this geomorphic province. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the Sacramento valley as well as outcrops visited during the field trip. Topics to be discussed include geologic hazards, economic resources, volcanism, faulting, river processes, and the Pleistocene geology of the valley. Field trip exercises will also be conducted at various stops.</td>
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</tr>
<tr>
<td>GEOL 34</td>
<td>GEOLOGY OF THE MODOC PLATEAU – 1 Unit (CR/NC Option) (I)</td>
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<td>Required overnight field trip.</td>
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<tr>
<td></td>
<td>An introduction to the geology of the Modoc Plateau which will culminate with a two-and-a-half-day field trip through this geomorphic province. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the Modoc Plateau as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, geologic hazards, geothermal potential, economic resources, faulting plateau development, basin and range development, and surface and subsurface water. Field trip exercises will also be conducted at various stops.</td>
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</tr>
<tr>
<td>GEOL 35</td>
<td>GEOLOGY OF LASSEN VOLCANIC PARK – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geology of Lassen Volcanic Park which will culminate with a two-and-a-half day field trip within and around the park. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the park as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, volcanic and geothermal hazards, geothermal potential, glaciation and faulting. Field trip exercises will also be conducted at various stops.</td>
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</tr>
<tr>
<td>GEOL 36</td>
<td>GEOLOGY OF MOUNT SHASTA AND VICINITY – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geology of Mount Shasta and surrounding areas which will culminate with a two-and-a-half day field trip to and around the mountain. Lecture meetings will present basic concepts in geology needed to understand the geologic history of Mount Shasta as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, volcanic hazards, earthquakes, eruption predictability, geothermal activity, glaciation and mass wasting events. Field trip exercises will also be conducted at various stops.</td>
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</tr>
<tr>
<td>GEOL 37</td>
<td>GEOLOGY OF THE NORTHERN CALIFORNIA COAST – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geologic processes which have shaped and continue to shape northern California’s coastline. The course will culminate with a two-and-a-half day field trip along the coast. Lecture meetings will present basic concepts in geology as well as topics specific to northern California’s coastline such as geologic hazards including earthquakes, tsunamis, mass wasting events, and shore erosion, tidal processes, erosional and depositional processes, active mountain building, and geomorphology. Field trip exercises will also be conducted at various stops.</td>
<td></td>
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</tr>
<tr>
<td>GEOL 38</td>
<td>GEOLOGY OF POINT REYES NATIONAL SEASHORE – 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required overnight field trip.</td>
</tr>
<tr>
<td></td>
<td>An introduction to the geologic processes which have shaped and continue to shape the Point Reyes National Seashore. The course will culminate with a three day field trip to the national seashore. Lecture meetings will present basic concepts in geology as well as topics specific to Point Reyes such as the San Andreas Fault system, geologic hazards including earthquakes, tsunamis, and mass wasting events, tidal and estuarine processes, and the area geomorphology. Field trip exercises will also be conducted at various stops.</td>
<td></td>
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</tr>
<tr>
<td>GEOL 42</td>
<td>GEOLOGY OF THE REDDING AREA (formerly GEOL 100) – .5 Unit (CR/NC Option) (I)</td>
<td></td>
<td>Required day field trips.</td>
</tr>
<tr>
<td></td>
<td>This introductory, short-term field class that will introduce the student to geologic features in the Redding area. Included in the lecture meetings is a basic introduction to geology and the concepts necessary to appreciate the geologic history recorded in the rocks near town. Mining aspects will also be introduced. Field trip activities will explore rock relationships and visit points of interest and significance around the Redding area during a single 8-hour outing.</td>
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</tbody>
</table>
German (GERM)

Two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at Shasta College.

GERM 1  ELEMENTARY GERMAN – 5 Units (CAN# GERM 2) (GERM SEQ A) (CR/NC Option) (F)

Prerequisite: A grade of C or higher in GERM 1, or Foreign Language Placement Level 2 or higher

Class Hours: 90 lecture total
This course is designed to give the student training in spoken German at a basic level, including some reading, writing, and much speaking. Students gain aural comprehension level of German through basic conversation and listening skill development. Customs and culture are also emphasized.

GERM 2  ELEMENTARY GERMAN – 5 Units (CAN# GERM 4) (GERM SEQ A) (CR/NC Option) (S)

Prerequisite: A grade of C or higher in GERM 1, or Foreign Language Placement Level 2 or higher

Class Hours: 90 lecture total
This course takes the student on to a more proficient level of German. Comprehension and speaking levels are increased through participation in many oral activities (role playing, skits, plays, etc). Further information on culture and traditions are provided, including information regarding Germany’s position in the world today.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
GERM 3  INTERMEDIATE GERMAN – 3 Units (CR/NC Option) (CAN # GERM 8) (GERM SEQ B) (I)
Prerequisite: A grade of C or higher in GERM 2 or Foreign Language Placement Level 3 or higher
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course is designed to give the student advanced training in German pronunciation, essentials of German grammar, reading, writing and speaking. Composition and literature are introduced. The student also learns about customs and culture of German-speaking people.

GERM 4  INTERMEDIATE GERMAN – 3 Units (CR/NC Option) (CAN # GERM 10) (GERM SEQ B) (I)
Prerequisite: A grade of C or higher in GERM 3 or Foreign Language Placement Level 4
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course builds on the higher language skills acquired in GERM 3 with greater emphasis on the linguistic diversity of the language. Emphasis is placed on a more extensive study of composition and conversation together with greater stress on extensive reading in German literature.

GERONTOLOGY  (GERO)

GERO 24  ETHNIC DIVERSITY AND AGING – 2 Units (CR/NC Option) (I)
Class Hours: 36 lecture total
This course examines general trends in minority aging with a look at how culture influences their utilization of services available. The role of diet and nutrition are studied. Topics include stereotypes, social bonds, environmental factors, sexuality, mental health, diet, nutrition, and utilization of available resources.

GERO 64  COPING WITH MENTAL ILLNESS AND DEMENTIA IN OLD AGE – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course provides a basis for those interested in understanding more about different mental health issues of individuals during the aging process. The course will explore how the healthy brain functions. Information will be given on how to identify mental disease in the elderly along with treatments available and interventions to provide them with a better quality of life. Topics include dementia, depression, stereotypes, social bonds, environmental factors, home modifications, caregiver options, medical interventions, and placement.

GERO 75  DEATH AND DYING – 2 Units (CR/NC Option) (I)
Class Hours: 36 lecture total
This course examines dying, death, and bereavement. History of dying and how Americans die today will be covered. Topics include social bonds, environmental factors, dying process, quality of life, cultural differences in death, ethical issues, and dealing with death.

GERO 77  FAMILY DYNAMICS AND AGING – 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course examines older persons in a family context. The dynamics of family ties throughout life will be explored. Topics include the evolution of sibling relations and intimate ties will be covered, the costs and benefits of caregiver roles will be assessed as well as the effects of divorce and remarriage in later life.

HEALTH  (HLTH)

HLTH 1  HEALTH AND WELLNESS (formerly PE 1, HPE 11) - 3 Units (CR/NC Option) (F/S)
Class Hours: 54 lecture total
This course focuses upon those elements of human behavior which influence the health status of both the individual and the community. Topics include personal fitness, nutrition, sexuality, sexually transmitted disease, drug dependence including alcohol and tobacco. Also included are topics dealing with lifestyle disease, especially cancer, cardiovascular disease and lung disease.

HLTH 2  NUTRITION AND FITNESS (formerly PE 2, HPE 7) - 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture
Analysis and evaluation of current practices and theories regarding nutrition and exercise, and their relationship to weight control and physical fitness. Each student will learn to prepare an individual physical assessment, exercise prescription and nutritional analysis to promote optimum healthful living.

HLTH 3  SUBSTANCE ABUSE AWARENESS (formerly PE 3, HPE 57) - 2 Units (CR/NC Option) (F/S)
Class Hours: 36 lecture total
An introductory course for individuals who wish to increase their knowledge of substance abuse (chemical addiction). This course will introduce students to tobacco, alcohol, and drug problems in general: their misuse, abuse and methods for their control.

HLTH 5  FITNESS USING TECHNOLOGICAL ASSESSMENT (formerly PE 5) - 2 Units (CR/NC Option) (I)
Class Hours: 27 lecture/27 lab total
A lifetime fitness class which utilizes computerized equipment and programs to provide students with the means to conduct personal fitness assessments and evaluate their lifestyles continuously. Students will design and analyze programs to improve their physical, mental, and nutritional needs by using current technological systems and programs. Computerized Fitness and Wellness Profiles, personalized cardiovascular exercise prescriptions and nutrient analysis will be provided.
HEALTH OCCUPATIONS (HEOC)

See Also: REGN, and VOCN

HEOC 94 HEALTH OCCUPATIONS WORKSITE LEARNING – 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

HEOC 100 PREPARING FOR A NURSING CAREER – 2 Units (F/S)
Class Hours: 36 lecture total
This course presents the role of the Associate Degree Nurse and the Vocational Nurse within various healthcare settings. Students will assess their own learning styles and compare their abilities to those required in nursing. Critical thinking skills will be introduced and applied to various scenarios using the knowledge base acquired from prerequisite courses and life experiences. Written, verbal, and math skills will be emphasized, along with exercises in examination, presentation, and interview skills. Learning resources, study strategies and stress management will be addressed to prepare the Associate Degree Nursing and Vocational Nursing candidate for the rigors of being a nursing student.

HEOC 101 NURSE UPDATE – 5 Units (I)
Limitation on Enrollment: California Registered Nurse or Licensed Vocational Nurse
Class Hours: 54 lecture/108 lab total
This course has been designed to orient and update registered nurses and licensed vocational nurses on current techniques of nursing care including medications, I.V. therapy, nursing care plans and team leader duties. Supervised hospital experience will be conducted to prepare the RN/LVN to assume staff nurse duties upon completion of the course. The program allows for individual differences of learning. Approved for 30 hours Continuing Education credit.

HEOC 110 BEGINNING MEDICAL TERMINOLOGY (formerly MEDA 151) – 3 Units (F/S)
Class Hours: 54 lecture total
This course provides students with an understanding of the language of medicine through the study of basic word structures and anatomical, pathological, and operative terms used within the integumentary, musculoskeletal, nervous, cardiovascular, and respiratory systems.

HEOC 111 ADVANCED MEDICAL TERMINOLOGY (formerly MEDA 152) – 3 Units (F/S)
Prerequisite: A grade of C or higher in HEOC 110
Class Hours: 54 lecture total
This course is a continuation of HEOC 110 providing students with an understanding of medical terms used within the endocrine, special senses, urinary, male and female reproductive systems, and specialty areas such as Obstetrics, Pharmacology, Mental health, and Gerontology.

HEOC 152 CRITICAL CARE NURSING I (formerly HEOC 192AB) – 4 Units (F/S)
Advisory: Designed for the Registered Nurse
Class Hours: 72 lecture total
Designed to provide registered nurses currently practicing or intending to practice in a critical care area with an in-depth knowledge base necessary to deliver optimal care to patients in the critical care units. The course will include a study of anatomy, physiology and pathophysiology of the cardiovascular, respiratory, renal and neurologic systems. Emphasis will be placed on assessment of the critical care patient and medical and nursing interventions in current practice. This course will heavily utilize the case study approach and practice of clinical application.

HEOC 153 CRITICAL CARE NURSING II (formerly HEOC 192CD) – 4 Units (S)
Advisory: Designed for the Registered Nurse
Class Hours: 72 lecture total
Designed to provide registered nurses currently practicing or intending to practice in a critical care area with clinical application of the knowledge and skills required for critical care nursing. The course will include advanced problems related to cardiovascular, respiratory, renal, and neurologic systems and will heavily utilize the case study approach.

HEOC 154 CARDIAC CARE – 3 Units (S)
Limitation on Enrollment: Registered Nurse or Licensed Vocational Nurse
Class Hours: 54 lecture total
This course is designed to provide the basic knowledge necessary to care for a patient in a cardiovascular unit. The content will include an overview of basic cardiac anatomy and physiology, basic dysrhythmia interpretation and the mechanisms responsible for their formation, 12 lead ECG interpretation, acute coronary syndromes, interventional cardiology, thrombolytics, cardiac surgery, valvular disorders, heart failure, cardiomyopathy, pacemakers, cardiovascular drugs and hemodynamics.

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HEOC 159  PSYCHIATRIC NURSING  – 3 Units  (F/S)
Note: Designed for Registered Nurse, Licensed Vocational Nurse, or Human Service Worker
Class Hours:  54 lecture total
This course is designed to provide a basic knowledge of psychiatric intervention for those nurses with only medical-surgical experience. It is also designed to provide skill improvement and updated information for the practicing psychiatric nurse as well as other human services workers. The content is designed to emphasize nursing assessment, care planning, therapeutic interventions specific to each diagnostic area, and current trends in practice.

HEOC 160  STRESS MANAGEMENT  (formerly HEOC 185)  – 2 Units  (F/S)
Class Hours:  36 lecture total
This class is designed to teach students the skills needed to recognize that all stressors affecting our actions are driven by our beliefs and values and how they affect the choices we make in dealing with stress. It will provide students with the opportunity to practice a variety of coping techniques that will assist them in making their lives less stressful. These techniques will include relaxation, the development of a support system, effective communication and listening. Students will gain the knowledge necessary to recognize their uniqueness and the importance of developing their personal power. Upon completion of this course, students will have the skills necessary to know how choices affect the quality of their lives and how to bring about positive lifestyle change.

HEOC 166  BASIC OPHTHALMIC DISPENSING  (formerly HEOC 166AB)  – 2 Units  (F)
Class Hours:  36 lecture total
This course is designed to prepare students for entrance into the ophthalmic dispensing field. This course will consist of lecture, videotapes, slides and films. No special materials are necessary.

HEOC 167  ADVANCED OPHTHALMIC DISPENSING AND ASSISTING  (formerly HEOC 166 CD)  – 2 Units  (S)
Prerequisite: A grade of C or higher in HEOC 166
Class Hours:  36 lecture total
This course is designed to assist students who are currently working in, or seeking to reenter, the ophthalmic dispensing field to improve their skills. This course will consist of lectures, videotapes, slides and films. No special materials are necessary.

HEOC 170  C.E.: CARING FOR THE PATIENT & THE CAREGIVER – 1 Unit  (I)
Note: This course is designed to meet the continuing education requirements for the nurse aide in acute care, skilled care, intermediate care and home health.
Class Hours:  18 lecture total
This course is designed to meet the continuing education requirements for the nurse aide in acute care, skilled care, intermediate care and home health. The course content will assist the nurse aide in understanding the importance of caring for self while caring for others. Included topics will be caring for the caregiver, reducing nurse exposure to physical and disease hazards and meeting nurse and patient nutritional needs.

HEOC 180  NURSE AIDE/HOME HEALTH AIDE – 13 Units  (F/S)
Note: All students enrolling in a NA/HHA Program must be fingerprinted and cleared of all criminal convictions before they can be certified.
Class Hours:  144 lecture/288 lab total
Course is designed to prepare students to perform the basic nursing skills required in acute hospitals, long-term care facilities, and home health agencies. Special emphasis is placed on health care provisions and modifications in the community health care settings. The State Department of Health Services approves this course, and certificates will be issued upon successful completion of the course. Students are then eligible to apply for the state competency examination for certification.

HEOC 181  NURSE AIDE – 9 Units  (Summer Session)
Note: All students enrolling in a NA Program must be fingerprinted and cleared of all criminal convictions before they can be certified.
Class Hours:  96 lecture/192 lab total
This course is designed to prepare students to perform the basic skills required of a nurse aide. Course content consists of theory, laboratory, and clinical experience in long term care facilities. The course is approved by the State Department of Health Services. A certificate will be issued upon successful completion of the course. Students are then eligible to apply for the state competency examination for certification.

HEOC 182  CE: CARING FOR THE DYING PATIENT– 1 Unit (I)
Limitation on Enrollment: Nurse Aide Certification
Note: This course is approved by the State Department of Health Services to meet the continuing education hours required to maintain certification.
Class Hours:  18 lecture total
This course is designed to meet the continuing education requirements for the nurse assistant working in acute care, skilled care, intermediate care, and home health. The physical and psychosocial needs of the dying older adult will be discussed in this course. The nurse assistant role in caring for the dying patient and the needs of their family members will be examined.
HEOC 183 CE: UNDERSTANDING BEHAVIORAL CHANGES COMMON TO THE AGING RESIDENT – 1 Unit (I)

Limitation on Enrollment: Nurse Aide Certification

Note: This course is approved by the State Department of Health Services to meet the continuing education hours required to maintain certification.

Class Hours: 18 lecture total

This course is designed to meet the continuing education requirements for the nurse assistant working in acute care, skilled care, intermediate care, and home health. Behavioral changes common to the aging population in health care settings will be discussed in this course. New skills will be presented which will guide the nurse assistant in practicing effective interpersonal relations by recognizing and understanding behavioral problems encountered in the care of the aging resident.

HEOC 184 CE: CARING FOR THE OLDER ADULT WITH COMMON MEDICAL DISORDERS (form. HEOC 196) – 1 Unit (I)

Limitation on Enrollment: Nurse Aide Certification

Note: This course is approved by the State Department of Health Services to meet the continuing education hours required to maintain certification.

Class Hours: 18 lecture total

This course is designed to meet the continuing education requirement for the nurse assistant working in acute care, skilled care, intermediate care, and home health. Common medical disorders of the older adult affecting the endocrine, musculoskeletal, respiratory, cardiovascular, and neurological systems will be discussed in this course. The role of the nurse assistant in caring for these patients will be examined. Significance of normal and abnormal vital signs and other reportable changes in patient condition emphasized.

HEOC 186 HOME HEALTH AIDE - 3 Units (I)

Limitation on Enrollment: Nurse Aide Certification

Class Hours: 36 lecture/48 lab total (2 weeks)

Designed to prepare Certified Nurse Assistants to perform the basic nursing skills required in the home. The State Department of Health Services has approved this course. Students will be awarded a certificate upon successful completion of the course.

HEOC 187 CE: MEETING PATIENT COMMUNICATION NEEDS (formerly HEOC 198) - 1 Unit (I)

Limitation on Enrollment: Nurse Aide Certification

Note: This course is approved by the State Department of Health Services to meet the continuing education hours required to maintain certification.

Class Hours: 18 lecture total

Designed to meet the continuing education requirement for the nurse assistant working in acute care, skilled care, intermediate care, and home health. Approved by the State Department of Health Services to meet the continuing education hours required to maintain certification.

HEOC 188 PREPARING FOR END-OF-LIFE CARE - 1 Unit (F)

Class Hours: 18 lecture total

This course is designed to educate health care providers in the essential clinical competencies required to provide quality end-of-life care.

HEOC 190 TRANSITIONING TO HOME CARE - 1 Unit (CR/NC) (I)

Limitation on Enrollment: Registered Nurse or Licensed Vocational Nurse

Class Hours: 18 lecture total

This reality-based bridge course is designed to prepare nursing and rehabilitation staff currently working in the acute care setting to transition into the specialty of home care. Emphasis is placed on clinical documentation for quality assurance in the new managed care environment. The course will provide information regarding employment opportunities in this growing specialty.

HEOC 193 INTRODUCTION TO PERIOPERATIVE NURSING - 1 Unit (I)

Limitation on Enrollment: Registered Nurse

Class Hours: 18 lecture total

This course is designed to provide the student with the knowledge to utilize the nursing process as it relates to the perioperative role. Classroom content emphasizes the theoretical basis for the practices of perioperative nursing.

HEOC 194 OBSTETRICAL NURSING UPDATE - 3 Units (I)

Limitation on Enrollment: Registered Nurse

Class Hours: 54 lecture total

Designed to provide the student with updated knowledge to utilize the nursing process as it is related to the obstetrical role. Classroom content emphasizes the theoretical basis for the practices of current obstetrical nursing. Essential skills such as physical assessment of the expectant woman, fetal monitoring, assessment of the labor progress and concurrent management, along with assessment of high risk factors and appropriate labor management, VBAC deliveries, cesarean sections, postpartum and postoperative care for the new mother.

HEOC 197 PHARMACOLOGY FOR NURSES - 3 Units (I)

Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)

HEOC 197 is designed to enhance the pharmacological knowledge base of practicing nurses and nursing students. Utilizing a systems approach, pharmacological therapy is tied to the physiology and pathophysiology of the human body. The pharmacokinetics and pharmacodynamics of medications are explored. Therapeutic agents are broken down into drug classifications, names, actions, uses, side effects, and nursing concerns. Emphasis is placed on the bedside nurse’s role in the administration of medications.

"F" and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.

Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>CR/NC Option</th>
<th>CAN#</th>
<th>SEQ</th>
<th>Format</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1A</td>
<td>HISTORY OF WESTERN CIVILIZATION - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td></td>
<td></td>
<td></td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher</td>
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<td></td>
<td></td>
<td>CAN#</td>
<td>2</td>
<td></td>
<td>Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)</td>
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<tr>
<td>HIST 1B</td>
<td>HISTORY OF WESTERN CIVILIZATION - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td>CAN#</td>
<td>4</td>
<td></td>
<td>A survey of the origins and development of civilization in the western world from pre-history to 1600, with special emphasis on institutions, thought, and culture. The course is designed to show the continuity of western civilization and to overview the heritage of the present generation. This history class is also taught as a distance-learning course. In these sections, students will be required to attend class lectures and discussions in a virtual online classroom instead of physically attending in a classroom. This will require participation through an Internet connection utilizing a WebCT classroom. Minimum requirements: ability to access World Wide Web addresses. Students may access WebCT through any Internet server.</td>
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<tr>
<td>HIST 2</td>
<td>WORLD CIVILIZATION TO 1500 C.E. - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td>CAN#</td>
<td>14</td>
<td></td>
<td>A comparative survey of the major ancient world civilizations which developed between 3500 B.C.E. and 1500 C.E. Political institutions, religious ideologies, rise and fall of empires and the major cultural innovations of each of the major world civilizations will be considered. The equivalent to this course in content and objectives may also be offered on the Internet.</td>
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<tr>
<td>HIST 3</td>
<td>WORLD CIVILIZATION: 1500 to Present - 3 Units</td>
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<td>A survey of the development of the major civilizations of the world from 1500 to the present. The focus is on the political, economic, social, intellectual and religious forces present in the rise of Africa, the Americas, Asia and Europe from 1500 to the present day. The study of the dynamic interaction of peoples and cultures will give a multi-perspective view of world history.</td>
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<tr>
<td>HIST 17A</td>
<td>UNITED STATES HISTORY AND GOVERNMENT - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td>CAN#</td>
<td>8</td>
<td></td>
<td>A survey of the history of the United States from the discovery of America to the close of the Civil War. The exploration and settlement of America and the growth of a movement for independence are traced. The formation of a new nation and creation of the Constitution and its basic principles are described, as are the beginnings of the westward movement and the development of manifest destiny. The causes of the Civil War and the war itself are also examined. This course partially satisfies the State of California requirement in the U.S. Constitution and state and local governments. This course is also offered as Distance Education but it is the same in content as that offered on campus.</td>
</tr>
<tr>
<td>HIST 17B</td>
<td>UNITED STATES HISTORY AND GOVERNMENT - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td>CAN#</td>
<td>10</td>
<td></td>
<td>This course traces the development of the problems of the Reconstruction Period, the movement toward regulation of the economic system, and the acceptance by the United States of world power and leadership. It discusses the causes and results of the Great Depression, the two world wars of the 20th Century, and the &quot;Cold War.&quot; This course partially satisfies the State of California requirement for course work in U.S. Constitution and the state and local government. This history class is also taught as a distance-learning course. In these sections, students will be required to attend class lectures and discussions in a virtual online classroom instead of physically attending in a classroom. This will require participation through an Internet connection utilizing a WebCT classroom. Minimum requirements: ability to access World Wide Web address. Students may access WebCT through any Internet server.</td>
</tr>
<tr>
<td>HIST 25</td>
<td>AFRICAN AMERICAN HISTORY - 3 Units</td>
<td></td>
<td>CR/NC Option</td>
<td></td>
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<td></td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher</td>
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<td>Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)</td>
</tr>
<tr>
<td>HIST 35</td>
<td>HISTORY OF MEXICAN AMERICANS - 3 Units</td>
<td></td>
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<td>Traces the cultural, economic, literary, and political history of the Mexican and Mexican American in the U.S. up to the present. Focus will be on the development and nature of Mexican and Chicano culture and the Chicano movement, emphasizing especially significant historical movements and their contribution to understanding current cultural problems. Socioeconomic and political forces that shaped U.S. policies and practices in relation to the Mexican immigrant and Mexican Americans will be developed.</td>
</tr>
</tbody>
</table>
HORTICULTURE (HORT)

HORT 3  CAREER PLANNING FOR ORNAMENTAL HORTICULTURE - 1 Unit (F)

This course addresses Ornamental Horticulture as a career and gives a preview of nursery, florist, and landscape industries. There will be discussion concerning requirements for the vocational A.A. degrees, certificate programs, and transfer to four-year degree colleges. It will also cover how best to apply for the job and how the student can prepare as a well-qualified candidate. The course will include discussion by area employers.

HORT 7  HORTICULTURE CAREERS SURVEY AND PLACEMENT - 1 Unit (CR/NC Option) (S)

This class is designed to give the student an overview of the California horticulture industry and how to obtain a job within the industry. This class includes a four-day, three-night tour of nurseries, florists, botanical gardens, universities and much more. On the tour, students will learn about many of the different careers the horticulture industry offers, meet perspective employers, and learn valuable job-seeking skills. Students will develop a career portfolio, life goals and plan of action. This class is required for all ornamental horticulture majors.

F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.

Subject to change. Check the current class schedule.
HORT 31.1 LANDSCAPE IRRIGATION - 1 Unit (CR/NC Option) (F)
Advisory: A grade of C or higher in MATH 100, or Math Placement Level 2 or higher; and a grade of C or higher in ENGL 190, or Language Placement Level 6 or higher
Class Hours: 12 lecture/18 lab total
This modular delivery of HORT 31.1. This course covers the basics in reading blueprints, preparing a bill of materials, and installing an irrigation system. Emphasis will be placed on residential installation, but commercial installation will be covered. This course is required for all Ornamental Horticulture majors. Note: HORT 31.1, HORT 31.2, and HORT 31.3 is equivalent to HORT 31.

HORT 31.2 LANDSCAPE IRRIGATION - 1 Unit (CR/NC Option) (F)
Advisory: A grade of C or higher in MATH 100, or Math Placement Level 2 or higher; and a grade of C or higher in ENGL 190, or Language Placement Level 6 or higher
Class Hours: 12 lecture/18 lab total
Modular delivery of HORT 31. This is a study of irrigation systems design, water hydraulics, and plant/soil/water relationships. Emphasis will be placed on residential design and commercial design. Note: Completion of HORT 31.1, HORT 31.2, and HORT 31.3 is the equivalent to HORT 31.
HORT 31.3  LANDSCAPE IRRIGATION - 1 Unit (CR/NC Option) (F)
Advisory: A grade of C or higher in MATH 100, or Math Placement Level 2 or higher; and a grade of C or higher in ENGL 190, or Language Placement Level 6 or higher
Class Hours: 12 lecture/18 lab total
Modular delivery of HORT 31. This is a study of irrigation system operation and scheduling. Techniques in the operation and maintenance and troubleshooting of irrigation systems will be presented. Note: Completion of HORT 31.1, HORT 31.2, and HORT 31.3 is the equivalent to HORT 31.

HORT 33  ENVIRONMENTAL HORTICULTURE - 3 Units (CR/NC Option) (F/S)
Class Hours: 54 lecture total
An examination of the scientific concepts on which plant growth is based in varied environments. This includes the interactions which result when introducing exotic species of plants into foreign environments; the relationship of plants to their natural environments and how man manipulates plants and environments to serve his needs.

HORT 34  BEGINNING FLORAL DESIGN – FALL FLOWERS (formerly HORT 34AB) - 2 Units (CR/NC Option) (F)
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total
Course introduces the beginning floral design student to the principles and techniques of flower arranging. The subject matter includes a blend of art, science, business, and career preparation for entering the floral industry and related areas. Fall flowers and fall/winter holiday arrangements will be emphasized. Note: This course may be repeated one additional time for a total of 2 course enrollments since course content varies and skills are enhanced by supervised repetition and practice.

HORT 35  LANDSCAPE DESIGN - 3 Units (CR/NC Option) (S)
Class Hours: 36 lecture/54 lab total
This course is a requirement for all Environmental Horticulture majors. This course emphasizes the process leading to the development of the residential design. The incorporation of design principles i.e. unity, rhythm, repetition, balance, etc. and how the principles are used to create a functional and pleasing composition with plant material and other landscape elements will be stressed. Emphasis is on residential design, both rural and suburban.

HORT 36  FLORAL DESIGN FOR WEDDINGS AND SPECIAL OCCASSIONS - 2 Units (CR/NC Option) (F)
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total
This course provides instruction in floristry skills pertaining to wedding and flowers to wear and carry. This course will provide the student with the skills necessary for higher entry-level jobs in commercial floristry. Some subjects to be covered in this course include bouquets, corsages, and body flowers, wedding and reception decoration, including altar designs, candelabra, cake and table centerpieces.

HORT 37  NURSERY AND FLORIST MANAGEMENT - 3 Units (CR/NC Option) (S)
Class Hours: 54 lecture total
The study of retail and wholesale florist operations. Specific areas that will be covered are management problems, public relations, advertising, financing, wire service, sales, display and merchandising.

HORT 38  LANDSCAPE AND TURF MANAGEMENT - 3 Units (S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 36 lecture/54 lab total
This is a required course for Environmental Horticulture Management majors. The installation of lawns, groundcovers, shrubs and trees will be covered. The practices of pruning, trimming, mowing, watering, fertilizing, and pesticide application as applied to landscape management of home, parks, highways, and how to estimate and bid in all areas of landscape management will also be covered.

HORT 39  TROPICAL FLORAL DESIGN – 1.5 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in HORT 34
Class Hours: 27 lecture/9 lab total
This course covers all aspects of floral design as it relates to tropical flowers. Students will learn to make corsages, formal/linear design, leisure and party decorations from tropical flowers.

HORT 40  INTERMEDIATE FLORAL DESIGN (formerly HORT 34CD) - 2 Units (F/S)
Prerequisite: A grade of C or higher in HORT 34
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total
Instruction in floristry skills related to contemporary styles of design for all occasions, wedding, and sympathy work. The application of techniques for mass and line styles including Flemish, Oriental, parallel, contemporary, free-style, vegetative, and interpretive will be addressed. Note: This course may be repeated once for a total of two enrollments since the course content varies and skills are enhanced by supervised repetition and practice.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HORT 41</td>
<td>SELECTION AND CARE OF BLOOMING AND TROPICAL PLANTS</td>
<td>1.5</td>
<td>Designed to prepare and upgrade skills of those planning to work with tropical plants in nurseries and plant shops. Emphasis will be placed upon knowledge of plants and their care and use. During lab, students will be directed in practical work using various types of planters constructed in the industry. The class will include a thorough discussion of propagation techniques, pests and diseases common to houseplants.</td>
</tr>
<tr>
<td>HORT 44</td>
<td>BEGINNING FLORAL DESIGN – SPRING FLOWERS</td>
<td>2</td>
<td>Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Course introduces the beginning floral design student to the principles and techniques of flower arranging. The subject matter includes a blend of art, science, business, and career in preparation for entering the floral industry and related areas. Spring flowers and spring holiday arrangements will be emphasized. Note: This course may be repeated one additional time for a total of 2 course enrollments since course content varies and skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>HORT 45</td>
<td>HOLIDAY DECORATIONS AND BANQUETS</td>
<td>1</td>
<td>Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Course for anyone interested in obtaining a UC Extension certification as a Shasta College Master Gardener.</td>
</tr>
<tr>
<td>HORT 56</td>
<td>ORNAMENTAL HORTICULTURE PRACTICES</td>
<td>1-4</td>
<td>Designed to prepare students to enter into the diverse ornamental horticulture industry. The course offered will prepare the student with special skills in plant propagation, landscape construction and landscape maintenance. Directed practical work is provided with a modern ornamental horticulture facility that is equipped with all modern equipment necessary to provide the student with pre-employment skills necessary for the expanding field of ornamental horticulture. Note: This course may be repeated 3 times for a total of 4 enrollments since course content varies and skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>HORT 60</td>
<td>MASTER GARDENER TRAINING</td>
<td>3</td>
<td>This is the training course for the Master Gardener Program, a community service organization designed to relay research based horticultural information to the home gardener. The Master Gardener program was developed by the University Cooperative Extension to train interested horticultural enthusiasts to assist local gardeners in diagnosing plant problems and to provide science based information for keeping home landscapes and the environment healthy. The University of California has agreed to let Shasta College use their training materials which are provided through this class. Topics covered in this course include pesticide use, IPM, weed identification and management, pruning, plant diseases, soils, fertilizers, growing vegetables, native plants, vermiculture, watering and many other plant related topics. This is a required course for anyone interested in obtaining a UC Extension certification as a Shasta College Master Gardener.</td>
</tr>
<tr>
<td>HORT 70</td>
<td>ORGANIC GARDENING PRACTICES (SPRING)</td>
<td>1</td>
<td>Note: This course is complementary to, but independent from organic gardening practices for summer (HORT 71) and fall (HORT 72) seasons. This course covers spring vegetables, soils, fertility, irrigation and cultural practices. Students will be planting and maintaining a garden plot. Since subject matter varies with each seasonal crop, this course is complimentary to HORT 71 and HORT 72 which addresses gardening practices for summer and fall seasons.</td>
</tr>
<tr>
<td>HORT 71</td>
<td>ORGANIC GARDENING PRACTICES (SUMMER)</td>
<td>1</td>
<td>Note: This course is complementary to, but independent from organic gardening practices for spring (HORT 70) and fall (HORT 72) seasons. Instruction includes summer crops, irrigation, pests and cultural practices for summer. Students will be planting and maintaining a garden plot. Subject matter in this course is supplementary to HORT 70 and HORT 72 which addresses gardening practices for spring and fall seasons.</td>
</tr>
<tr>
<td>HORT 72</td>
<td>ORGANIC GARDENING PRACTICES (FALL)</td>
<td>1</td>
<td>Note: This course is complementary to, but independent from organic gardening practices for spring (HORT 70) and summer (HORT 71) seasons. Fall vegetable growing practices for the home and market gardener. Includes fall vegetable cover crops and cultivating practices. Students will be planting and maintaining a garden plot. Since subject matter varies with each seasonal crop, this course is supplementary to HORT 70 and HORT 71 which addresses gardening practices for spring and summer seasons.</td>
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</table>
HORT 75  WATER GARDENING - 1 Unit (CR/NR Option) (S)
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6
Class Hours: 9 lecture/27 lab total
This course covers the basics of planning, constructing and maintaining a water feature in the landscape. Topics will include; selection, care and propagation of water and bog plants, planning and construction of water feature and general maintenance of the water garden. Selection and care of fish will also be covered.

HORT 80  VINEYARD DESIGN AND CONSTRUCTION - 1 Unit (CR/NR Option) (S)
Class Hours: 18 lecture/9 lab total
An introductory course in establishing a commercial or home vineyard. Numerous principles will be covered with respect to the design and construction of a vineyard. A vineyard will be utilized as a resource for this class.

HORT 81  VINEYARD CARE - 1 Unit (CR/NR Option) (F)
Class Hours: 18 lecture/9 lab total
This is an introductory course for the care and maintenance of wine grape vineyards. Both conventional and organic management methods will be discussed. This course would benefit students interested in both commercial production and home vineyard care.

HORT 94  HORTICULTURE WORKSITE LEARNING - 1-4 Units (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in Horticulture, Floriculture or Viticulture areas and supervised by a college representative to ensure experience of educational value. Stresses good work habits through actual job performance. One to four units per semester depending on hours and nature of job. One unit of worksite learning credit is granted for each 75 hours paid or 60 hours of non-paid on-the-job activity. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

HORT 97  SPECIAL TOPICS IN ENVIRONMENTAL HORTICULTURE - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in environmental horticulture. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

HORT 98  SPECIAL TOPICS IN ENVIRONMENTAL HORTICULTURE - LAB SKILLS - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics in a lab setting dealing with changing knowledge in environmental horticulture. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

HORT 120  SELECTED TOPICS IN ORNAMENTAL HORTICULTURE: PRUNING (formerly HORT 128E) -.5 Unit (CR/NC Option) (I)
Class Hours: 9 lecture total
A basic course in pruning techniques of ornamental plants, and the specific categories of flower-bearing and fruit-bearing trees, shrubs, and vines. The focus of this short course is to teach the student why plants are pruned, when plants should be pruned and how plants are pruned.

HORT 121  SELECTED TOPICS IN ORNAMENTAL HORTICULTURE: VITICULTURE (formerly HORT 128O) - .5 Unit (CR/NC Option) (I)
Class Hours: 9 lecture total
Course will survey the selection, propagation, training and pruning of grapevine varieties.

HORT 122  SELECTED TOPICS IN ORNAMENTAL HORTICULTURE: PLANT PROPAGATION - .5 Unit (formerly HORT 128R) (CR/NC Option) (I)
Class Hours: 9 lecture total
Course will cover propagation by seed, cuttings, layering, grafting and budding. Rootstock selection will also be covered.

HORT 125  MICRO-IRRIGATION AND LOW WATER USE LANDSCAPING - 1 Unit (CR/NC Option) (I)
Class Hours: 18 lecture total
Course will cover methods of reducing irrigation requirements of ornamental landscapes, including reducing evaporation, appropriate irrigation methods, and appropriate plants.

HORT 130  INTRODUCTION TO NATIVE PLANTS - 1 Unit (CR/NC Option) (I)
Note: Includes one local plant collection field trip.
Class Hours: 18 lecture total
Covers the strategy of drought tolerant plants, as well as the identification, collection, and propagation of native and non-native plants used in the landscape.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
HOSP 10  INTRODUCTION TO THE HOSPITALITY INDUSTRY - 3 Units (CR/NC Option) (F)
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Overview of structure and relationship of components within the hospitality and travel industry. Economic and employment impact and review of food service, lodging, resorts, recreation enterprises, attractions, cruise, destination bureaus, travel agencies and related operations. Focuses on orientation to customer service, cultural/economic trends and career opportunities. The equivalent of this course in content and objectives may also be offered on the Internet.

HOSP 20  HOSPITALITY OPERATIONS MANAGEMENT - 3 Units (CR/NC Option) (I)
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Principles of organization, management, and decision models applied to the tasks and challenges of hospitality operations. Involves techniques of problem solving (including planning, organizing, staffing, directing and controlling operations) in areas of front office operations, housekeeping, personnel and security. The course also examines a systematic approach to front office procedures by detailing the flow of business through a lodging operation beginning with the reservation process and ending with check-out and settlement. The equivalent of this course in content and objectives may also be offered on the Internet.

HOSP 30  FOOD, BEVERAGE AND LABOR COST CONTROLS - 2 Units (CR/NC Option) (I)
Class Hours: 36 lecture total
Covers the principles involved in an effective food and beverage control system, including standards determination; variable, semi-variable and fixed cost; the operating budget, cost-volume-profit analysis, income and cost control menu pricing, labor cost control, and computer applications.

HOSP 35  COMPUTER APPLICATIONS IN THE HOSPITALITY INDUSTRY - 3 Units (CR/NC Option) (I)
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions. The equivalent of this course in content and objectives may also be offered on the Internet.

HOSP 40  HUMAN RESOURCE MANAGEMENT IN THE HOSPITALITY INDUSTRY - 3 Units (CR/NC Option) (S)
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
Practical approach to the problems of human resource management in the hospitality industry. Introduction to the personnel function; selection and placement of personnel; the role of supervision with emphasis on induction, training, communications, performance, appraisal, and leadership style. Study of age and salary administration; motivation; and discussion of union-management relations. The equivalent of this course in content and objectives may also be offered on the Internet.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Class Hours</th>
<th>Notes</th>
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<tr>
<td>HOSP 45</td>
<td>LEGAL ASPECTS OF THE HOSPITALITY INDUSTRY – 2 Units (F)</td>
<td></td>
<td>36 lecture</td>
<td>Legal Aspects of the Hospitality Industry explores potential legal issues and pitfalls that might impact the hospitality industry. The course covers legislation, such as the Civil Rights Act of 1991 and other federal discrimination laws dealing with employment and sexual harassment, Occupational Safety and Health Administration (OSHA) regulations, the Family and Medical Leave Act of 1993, The Americans with Disabilities Act, the Hotel and Motel Fire Safety Act of 1990, antitrust regulations, the National Labor Relations Act, copyright music laws, tax laws, tip reporting regulations, telephone resale regulations, consumer protection laws, franchise regulations, and product liability laws. This course is not intended to make the student a legal expert on the subject reviewed nor is it intended to be a substitute for the services or legal opinion of an attorney. Students will, however, be better able to recognize potential legal problems or potential lawsuits, which will assist them when consulting with an attorney on strategies to prevent legal issues from becoming more serious in their hospitality organization.</td>
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<tr>
<td>HOSP 50</td>
<td>HOSPITALITY MARKETING, SALES AND ADVERTISING - 3 Units (CR/NC Option) (F)</td>
<td></td>
<td>54 lecture</td>
<td>Application of marketing principles and techniques in the hospitality industry. Emphasis on developing an understanding of consumers and using that knowledge to provide value and create consumer satisfaction while meeting financial goals. This course will also focus on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.</td>
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<tr>
<td>HOSP 60</td>
<td>HOSPITALITY AND FINANCIAL MANAGEMENT - 3 Units (CR/NC Option) (S)</td>
<td></td>
<td>54 lecture</td>
<td>This course focuses on the generation and analysis of quantitative information for the purpose of planning, control and decision-making by managers at various levels in hospitality industry operation. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Also examines accounting functions to support hospitality management analysis. Special attention on: internal controls, cost-volume profit relationships, relevant costs for special decisions, flexible budgets, profit centers and tax implications of decisions. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
</tr>
<tr>
<td>HOSP 65</td>
<td>HOSPITALITY SUPERVISION – 3 Units (CR/NC Option) (F)</td>
<td></td>
<td>54 lecture</td>
<td>This course offers insight into the various aspects of supervision in the hospitality industry. Supervisory roles, responsibilities, and essential managerial skills shall be discussed. The goal of the course is to equip students with the necessary authoritative and decision-making skills to be used in the workplace. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
</tr>
<tr>
<td>HOSP 70</td>
<td>CUSTOMER SERVICE - 1 Unit (CR/NC Option) (I)</td>
<td></td>
<td>18 lecture</td>
<td>This course is designed to provide the student with an understanding of the importance of customer service in a service economy. Students will gain insight into employer and customer expectations of service levels. Emphasis will be placed on developing specific traits, skills and abilities critical to providing excellent customer service.</td>
</tr>
<tr>
<td>HOSP 94</td>
<td>HOSPITALITY WORKSITE LEARNING – 1-4 Units</td>
<td></td>
<td>75-108 lab</td>
<td>Corequisite: Students must be concurrently enrolled in, or have completed one of the following courses with a grade of C or higher: CULA 45 or 46, HOSP 10, HOSP 20, HOSP 30, HOSP 35, HOSP 40, HOSP 50, or HOSP 60</td>
</tr>
<tr>
<td></td>
<td>Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.</td>
<td></td>
<td></td>
<td>Class Hours: 75 hours paid or 60 hours non-paid per unit Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice. Hospitality majors must have a minimum of 3 units for both fall and spring semesters each year.</td>
</tr>
<tr>
<td>HOSP 97</td>
<td>SPECIAL TOPICS IN HOSPITALITY - .5-2 Units (CR/NC Option) (I)</td>
<td></td>
<td>9-36 lecture</td>
<td>This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in hospitality. A different topics will be addressed each time the class is taught and will be listed in the schedule of classes. Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</td>
</tr>
<tr>
<td>HOSP 98</td>
<td>SPECIAL LAB TOPICS IN HOSPITALITY - .5-2 Units (CR/NC Option) (I)</td>
<td></td>
<td>27-108 lab</td>
<td>This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in hospitality. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</td>
</tr>
</tbody>
</table>

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HUMAN SERVICES (HUSV)

HUSV 94  HUMAN SERVICES WORKSITE LEARNING - 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

HUSV 130  PRINCIPLES AND PRACTICES OF RESIDENTIAL CARE COUNSELORS - 3 Units (I)
Class Hours: 54 lecture total
A study of the principles and practices of child care. Research theories identifying developmental planning, developmental needs, separation, cottage life, discipline, group process and the job. Concepts will be identified with practical applications and implications for use in the child care setting.

HUSV 131  CRISIS MANAGEMENT – 3 Units (I)
Class Hours: 54 lecture total
A study of interventions and techniques utilized to provide positive and effective behavior management in residential and acute care setting.

HUSV 132  INTRODUCTION TO MENTAL DISORDERS - 3 Units (I)
Class Hours: 54 lecture total
A course of study to develop a working knowledge of mental disorders, particularly as described by Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition.

HUSV 133  RESIDENTIAL CARE REGULATIONS - 3 Units (I)
Class Hours: 54 lecture total
An in depth view and working knowledge of licensing of Community Care Facilities. The counselor's role as upholder of regulations as defined in Title 22, Division 6, Community Care Act.

HUSV 134  RESIDENTIAL CARE PRACTICUM SEMINAR - 2 Units (I)
Class Hours: 36 lecture total
Explore the actual working experiences of counselors working with individuals in residential care. Students will be assisted in converting classroom experience and knowledge into usable, practical skills for the work place.

HUSV 135  COUNSELING & COMMUNICATION IN RESIDENTIAL CARE - 3 Units (I)
Note: This course will not train someone to do counseling
Class Hours: 54 lecture total
Designed for persons working or wanting to work in residential care facilities. It will provide an overview of basic communication and counseling skills and theories practiced in residential care facilities. Concepts will be identified and practical applications used to help the student develop an understanding of counseling and communication techniques.

HUSV 139  CHILD ABUSE PREVENTION - 2 Units (I)
Class Hours: 36 lecture total
Designed for persons who work with children placed in care. It is particularly applicable for residential care workers (counselors) who are responsible for the safety and protection of children on a day-to-day basis. The course work will emphasize the "how to" rather than the "why." It will concentrate on abuse detection, reporting, prevention, communication, and crisis management.

HUMANITIES (HUM)
A series of interdisciplinary courses designed to meet Humanities General Education requirements for Transfer and the Associate in Arts Degree. Courses in the Fine Arts, Literature and Philosophy also meet this requirement. See a complete listing of courses in the current College class schedule.

HUM 2  EXPLORING THE HUMANITIES - 3 Units (F/S)
Class Hours: 54 lecture total
This course is designed to explore the humanities by examining expression of human values, ideas, concerns, and experience through the arts, literature, media and the social sciences. The reading of important works in the humanities, written analysis, and attendance at selected performances are major requirements of this course.

HUM 4  HUMANITIES THROUGH THE FILM - 3 Units (CR/NC Option) (F/S)
Class Hours: 54 lecture total
An examination of the motion picture as an art form. Films from the silent era through contemporary works will be examined in order to analyze and appreciate them from philosophical, historical, literary, aesthetic and cultural perspectives.
**INDEPENDENT STUDY (IS)**

**IS 99/199**  INDEPENDENT STUDY – .5-2 Units  (CR/NC Option)  (F/S)

**Class Hours:** 54 lecture total

A student may contract with a full-time instructor to do independent study in a specific subject area in which he/she has exhausted the regular curricular offerings. For transfer level independent study courses, the student must have a declared major or already possess a degree and have completed a minimum of 12 transfer units at Shasta College. For non-transfer level independent study courses, the student must have a declared major or already possess a degree. A student must consult with the College Apprenticeship Coordinator prior to enrolling.

**APPRENTICESHIP TRAINING**

These classes are for apprentices as well as any person interested in any of the listed trade areas as a career, and is supervised by the Department of Apprenticeship Standards, State of California. This course is not intended for the student who is interested in the electrical trade as an avocation. A student must consult with the College Apprenticeship Coordinator prior to enrolling.

**INDE 1**  CAREER PLANNING FOR INDUSTRIAL TECHNOLOGY - 1 Unit  (F)

**Class Hours:** 18 lecture total

Career opportunities and training requirements in automotive, heavy duty diesel and welding will be examined. Students will be assisted in identifying career opportunities and developing career goals. This class is required for all auto, diesel, and welding majors.

**INDE 161**  ELECTRICITY - 2 Units  (CR/NC Option)  (F/S)

**Prerequisite:** A grade of C or higher in four semesters of INDE 161

**Class Hours:** 18 lecture/54 lab total

The course is for electrical apprentices as well as any person interested in the electrical trades. The course is supervised by the Department of Apprenticeship Standards, State of California, and is not intended for the student who is interested in the electrical trade as an avocation. Course contains related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through ten semesters (INDE 162, INDE 163) of related instruction. A student must consult with the College Apprenticeship Coordinator prior to enrolling.

**INDE 162**  ELECTRICITY - 2 Units  (CR/NC Option)  (F/S)

**Prerequisite:** A grade of C or higher in four semesters of INDE 161

**Class Hours:** 18 lecture/54 lab total

**INDE 163**  ELECTRICITY - 2 Units  (CR/NC Option)  (F/S)

**Prerequisite:** A grade of C or higher in four semesters of INDE 162

**Class Hours:** 18 lecture/54 lab total

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year.

Subject to change. Check the current class schedule.
INTERDISCIPLINARY STUDIES - See NSCI

JAPANESE (JAPN)

Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

JAPN 1  ELEMENTARY JAPANESE - 5 Units  (CR/NC Option)  (CAN# JAPN 2)  (CAN# JAPN SEQ A)  (F/S)
Class Hours: 90 lecture total
This course is designed to give the student training in pronunciation, essentials of grammar, reading, writing, and speaking. The student is also introduced to the customs and culture of the Japanese people.

JAPN 2  ELEMENTARY JAPANESE - 5 Units  (CR/NC Option)  (CAN # JAPN 4)  (CAN# JAPN SEQ A)  (S)
Prerequisite: A grade of C or higher in JAPN 1 or Foreign Language Placement Level 2 or higher
Class Hours: 90 lecture total
This course is a continuation of JAPN 1. Greater emphasis is placed on writing and the writing system in JAPN 2. Students will learn 90 Kanji characters. Further Japanese culture, history and traditions are provided.

JAPN 3  INTERMEDIATE JAPANESE - 5 Units  (CR/NC Option)  (CAN # JAPN 8)  (F/I)
Prerequisite: A grade of C or higher in JAPN 2 or Foreign Language Placement Level 3 or higher
Class Hours: 90 lecture total
This course will give the student higher level language skills necessary to function in an adult environment. Great emphasis is placed on learning how to read and write a number of Kanji characters, and understanding Japan and its people through further Japanese culture, history, life and traditions.

JAPN 4  INTERMEDIATE JAPANESE - 5 Units (CR/NC Option) (CAN# JAPN 10)  (I)
Prerequisite: A grade of C or higher in JAPN 3 or Foreign Language Placement Level 4
Class Hours: 90 lecture total
This course builds on the higher level language skills acquired in JAPN 3 with greater emphasis on the linguistic diversity needed to function in an adult environment. Emphasis will be on learning to read and write an additional 150 Kanji characters. Stress is placed on Japanese culture.

JOURNALISM (JOUR)

JOUR 21  INTRODUCTION TO MASS COMMUNICATIONS - 3 Units  (CR/NC Option)  (CAN # JOUR 4)  (S)
Class Hours: 54 lecture total
This course is designed principally as a survey of the mass media, including newspapers, magazines, radio, television, motion pictures, books, the Internet and new technologies. The course will include study of mass communication theories, the effect of new technologies on society and the history of mass communication media. Students will research and analyze current mass media phenomena and will produce a term paper reflecting their discoveries.

JOUR 24  NEWSPAPER PRODUCTION - 2 Units  (F/S/I)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher, and ability to type 25 wpm
Class Hours: 18 lecture/54 lab total
Designed as a practicum in print production, primarily newspaper. Students will be required to work for a print publication, typically the college newspaper, the Lance. Instructional topics include advanced newswriting (first semester), principles of editing (second semester), publication design (third semester), and management issues (fourth semester). The two-hour instructional component is a mixture of lectures, discussion and group work. The lab component will include staff meetings for the college print production. Assessment in the course is based on mastery of the instructional content and quality of work done for a print publication. Students are required to turn in weekly work activity reports and keep files of their published work during the semester. Students who work for a print publication other than the Shasta College Lance must sign up for 1 to 2 units of worksite learning to be taken concurrently with JOUR 24. Note: This course may be repeated three times for a total of four enrollments, since course content varies and skills are enhanced by repetition and practice.

JOUR 27  NEWSWRITING AND REPORTING - 3 Units  (CR/NC Option)  (CAN # JOUR 2)  (F/S)
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6, and ability to type 25 wpm
Class Hours: 54 lecture total
Instruction and practice in writing news stories, feature articles, journalistic interviews, critical reviews and editorials. Prepares students for writing and reporting in mass media environments including: newspapers, television and radio news organizations, magazines, public relations agencies, Internet news services and other telecommunications media.

JOUR 29  PHOTOJOURNALISM - 2 Units  (S)
Note: Students must furnish own camera, film and paper.
Class Hours: 18 lecture/54 lab total
Theory and practice of photography for the print media, including college publications and publicity. Picture-taking and darkroom procedures. Student must furnish own camera, film and paper.
### LEGAL ASSISTANT (LEGL)

**LEGL 94**  
**LEGAL ASSISTANT WORKSITE LEARNING - 1-4 Units (F/S)**  
Prerequisite: A grade of C or higher in LEGL 141, LEGL 142, and CIS 1

Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.  
Class Hours: 75 hours paid or 60 hours non-paid per unit  
Employment on approved jobs in the student's major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. This course may be repeated three times for maximum of 16 units or for four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

**LEGL 97**  
**SPECIAL TOPICS IN LEGAL ASSISTANT - .5-2 Units (CR/NC Option) (I)**  
Class Hours: 9-36 lecture total  
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in legal assistant. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

**LEGL 98**  
**SPECIAL LAB TOPICS IN LEGAL ASSISTANT - .5-2 Units (CR/NC Option) (I)**  
Class Hours: 27-108 lab total  
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in legal assistant. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

**LEGL 139**  
**INTRODUCTION TO PARALEGALISM - 3 Units (F)**  
Class Hours: 54 lecture total  
This is an introductory course to the Legal Assistant program designed to familiarize the student with the basic principles and the nomenclature of various facets of the law. It includes an overview of legal terminology and classifications, legal ethics, sources of law, family law, probate, civil procedure and litigation, including the structure of the court system, torts, contracts, criminal law and procedure, and property and estate law. Required for Legal Assistant majors.

**LEGL 140**  
**LEGAL RESEARCH AND WRITING I - 3 Units (F)**  
Prerequisite: A grade of C or higher in ENGL 190 or English Placement Level 6 or higher  
Class Hours: 54 lecture total  
Designed to familiarize the student with the basic tools of legal research in both Federal and California law, with emphasis on California materials. The student will learn how to locate and update relevant authorities, interpret and apply that authority to fact patterns, and put it into a usable form. The student will be introduced to drafting basic legal documents based upon the research conducted. Required for Legal Assistant majors.

**LEGL 141**  
**LEGAL RESEARCH AND WRITING II - 3 Units (S)**  
Prerequisite: A grade of C or higher in LEGL 140  
Class Hours: 54 lecture total  
Designed to expand both legal research and legal writing skills. Students prepare in-depth legal documents based on the student's research with emphasis on legal writing. Required for Legal Assistant majors.

**LEGL 142**  
**DISCOVERY - 3 Units (S)**  
Prerequisite: A grade of C or higher in LEGL 144  
Class Hours: 54 lecture total  
A complete study of all aspects of civil discovery procedures used in preparing a case for trial. Emphasis will be placed upon document production, depositions, interrogatories, expert witnesses, requests for admissions and inspection demands. Required for Legal Assistant majors.

**LEGL 143**  
**REAL ESTATE LAW - 3 Units (F)**  
Class Hours: 54 lecture total  
Analyzes form and procedures of real property and studies the more common types of real estate transactions and conveyances, such as secured transactions, deeds, contracts and leases. Required for Legal Assistant majors.

**LEGL 144**  
**CIVIL PROCEDURES AND LITIGATION - 3 Units (F)**  
Class Hours: 54 lecture total  
An introduction to the legal system with emphasis given to understanding the practical aspects of litigation, and the proper procedures required by statutes and rules of court. The student will become familiar with all phases of court procedure, including venue, jurisdiction, pleadings, motions, appeals, and the proper means and forms by which matters are submitted to the court system. Required for Legal Assistant majors.

**LEGL 145**  
**TORTS - 3 Units (F)**  
Class Hours: 54 lecture total  
Provides students with the study of substantive law of torts with emphasis on California law. Required for Legal Assistant majors.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year. Subject to change. Check the current class schedule.*
LEGL 146  BANKRUPTCY PRACTICES - 2 Units (I)
Class Hours: 36 lecture total
A comprehensive study of bankruptcy regulations, procedures, pleadings and forms. Recommended as an elective in the Legal Assistant program.

LEGL 147  CONTRACT, EMPLOYMENT AND AGENCY - 2 Units (F)
Class Hours: 36 lecture total
A study of the law related to contract and agency and the practical aspects of drafting contracts and agency employment agreements. Required for Legal Assistant majors.

LEGL 148  FAMILY LAW - 3 Units (S)
Class Hours: 54 lecture total
A study of the law and procedures in California related to marriage, domestic violence, legal separation, spousal and child support, community property and dissolution of the marriage. Emphasis is on preparation of documents for attorney review. Required for Legal Assistant majors.

LEGL 149  COMMERCIAL LAW - 2 Units (S)
Class Hours: 36 lecture total
Analyzes forms and procedures of commercial practices with particular emphasis on common sales transactions, the nature of commercial paper, secured sales transactions, creditors' rights, and insurance. Required for Legal Assistant majors.

LEGL 150  BUSINESS ORGANIZATIONS - 2 Units (I)
Class Hours: 36 lecture total
Substantive and procedural law of basic business organizations, including sole proprietorships, partnerships, limited partnerships and corporations, with an emphasis on California law. Recommended as an elective in the Legal Assistant program.

LEGL 151  ESTATE PLANNING - 3 Units (I)
Class Hours: 54 lecture total
This course will familiarize the student with the terminology of estate planning, explore the various devices for transfer of estates, including wills, trusts, intestacy, gifts, insurance and annuities, and joint tenancy, examine the impact of taxes and administrative costs on planning, and review adjuncts of the planning process, such as durable powers of attorney, directives to physician and anatomical gifts. Recommended as an elective in the Legal Assistant program.

LEGL 152  COLLECTIONS AND JUDGMENTS - 2 Units (I)
Prerequisite: A grade of C or higher in LEGL 144
Class Hours: 36 lecture total
Designed to acquaint the student with the procedures available for obtaining collection on an existing money judgment. Topics will include issuance of the Writ of Execution, Levy, Wage Garnishment and Claims of Exemption. In addition, discussion of pre-judgment collection remedies shall be presented including State and Federal Fair Debt Collection Practices Act.

LEGL 153  PROBATE - 3 Units (S)
Prerequisite: A grade of C or higher in LEGL 144
Class Hours: 54 lecture total
The course will explore various methods of administering decedents' estates, the jurisdiction of the probate court, the process of estate administration and distribution, estate litigation and will contests. Appropriate use of the California Probate Code and Probate forms is emphasized. The course will provide an overview of conservatorships and guardianships. Required for Legal Assistant majors.

LEGL 155  TECHNIQUES OF INTERVIEW AND INVESTIGATION - 2 Units (I)
Class Hours: 36 lecture total
A study of basic communication skills and their application to developing efficient and thorough interview techniques for use in a law office setting. Development of checklists and the orderly assembling and collection of information necessary to assist in the evaluation of the case and issues. Recognition of the ethical considerations involved in the gathering of information and interviewing situations. Recommended as an elective in the Legal Assistant program.

LEGL 156  CRIMINAL LAW AND PROCEDURE - 3 Units (I)
Class Hours: 54 lecture total
This course addresses various criminal offenses; the criminal court system; criminal investigation and prosecution; discovery and investigation; criminal pretrial motions, trial preparation; trial procedures; post-trial motions and relief. Recommended as an elective in the Legal Assistant program.

MARKETING  (MKTG)
See Also: ACCT, BUAD, MIS, OAS, and REAL

MKTG 70  SALES - 3 Units (CR/NC Option) (S)
Class Hours: 54 lecture total
Study of the fundamental problems, practices, and techniques of the salesperson. The course covers both retail and direct selling techniques including prospecting, pre-approach, demonstration/presentation, handling objections, closing, follow-up, and time management. Students will be required to make a minimum of one sales presentation in class.
MKTG 72  ADVERTISING - 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course is designed to help the student develop proficiency in handling everyday advertising problems. Covers national and local advertising with major emphasis on local advertising. Topics include budgeting, media selection, layout, copy writing, target identification, setting objective, planning, and desktop publishing availability.

MKTG 74  PRINCIPLES OF MARKETING - 3 Units (CR/NC Option) (S)
Note: Students taking the Internet format of this course must have access and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hour will total 162)
This course is designed to help the student understand everyday marketing problems in organizations. Topics include changing role of marketing, the marketing mix, consumer behavior, sales, advertising, market research, middlemen, retailing, product development, and marketing plans. The equivalent of this course in content and objectives may also be offered on the Internet.

MKTG 76  EVENT MARKETING - 3 Units (I)
Class Hours: 54 lecture total
Event Marketing is designed to provide students with the learning opportunity to plan and implement an actual marketing strategy for a local business. The strategy is planned, designed and directed by students, with the assistance of a marketing instructor, an established marketing consultant and a local business manager. Students will be required to research the market for the local business manager, develop a marketing promotional event, implement the event with a budget, and finally evaluate the results of the marketing strategy. This course may also be considered as an internship.

MKTG 74  MARKETING WORKSITE LEARNING - 1-4 Units
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course.
Class Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

MKTG 77  SPECIAL TOPICS IN MARKETING - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in marketing. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

MKTG 78  SPECIAL LAB TOPICS IN MARKETING - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in marketing. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

MKTG 176  RETAIL MANAGEMENT - 3 Units (CR/NC Option) (I)
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
A course designed to develop student proficiency in the diverse aspects of retailing. The course includes specific areas of study, such as: store site location, store layout, product line selection, buying pricing, selling, advertising and financial management. This class is designed for those going into retail as well as those students planning to enter business that deal with retail merchants, i.e., wholesalers, advertising media, insurance agencies, accounting firms and other service areas. The equivalent of this course in content and objectives may also be offered on the Internet.

MATHEMATICS  (MATH)

MATH 2  PRECALCULUS – 5 Units (CAN # MATH 16) (F/S)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 90 lecture total (when offered in the Distance Education format, hours will total 270)
A course using graphing calculators to prepare the student for MATH 3A (Calculus). The content includes linear, polynomial, rational, logarithmic, exponential and trigonometric functions, conic sections, matrices, parametric equations, and their applications. The equivalent of this course in content and objectives may also be offered on the Internet.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
MATH 3A  CALCULUS 3A - 4 Units  (CAN# MATH 18)  (MATH SEQ B)  (MATH SEQ C)  (F/S)
Prerequisite: A grade of C or higher in MATH 2 or Math Placement Level 5 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 72 lecture total  (when offered in the Distance Education format, hours will total 216)
First semester of a four-semester sequence covering differentiation of single variable functions, applications of the derivative, introduction to integration, and introduction to differential equations. The equivalent of this course in content and objectives may also be offered on the Internet.

MATH 3B  CALCULUS 3B - 4 Units  (CAN# MATH 20)  (MATH SEQ B)  (MATH SEQ C)  (F/S)
Prerequisite: A grade of C or higher in MATH 3A or Math Placement Level 6 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows.
Class Hours: 72 lecture total  (when offered in the Distance Education format, hours will total 216)
This course continues and extends the discussion of differentiations and integration begun in MATH 3A. Students will be introduced to properties of finite and infinite series. The equivalent of this course in content and objectives may also be offered on the Internet.

MATH 4A  CALCULUS 4A - 4 Units  (CAN# MATH 22)  (MATH SEQ C)  (F)
Prerequisite: A grade of C or higher in MATH 3B, or Math Placement Level 7 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 72 lecture total
This course covers vectors in two and three dimensions, partial differentiation, multiple integrals, line integrals, divergence, gradient, curl, Stoke's and Green's Theorems.

MATH 4B  CALCULUS 4B - 4 Units  (CAN# MATH 24)  (S)
Prerequisite: A grade of C or higher in MATH 3B, or Math Placement Level 7
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 72 lecture total
A course in ordinary differential equations covering first and second order differential equations, with applications; Laplace transforms; series solutions at an ordinary point; matrices and linear algebra; and systems of linear differential equations.

MATH 8  FINITE MATHEMATICS - 3 Units  (CAN # MATH 12)  (F/S)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
This course is intended to provide (along with MATH 9) the mathematical skills needed for entry into upper division Business, Social, and Behavioral Science courses. The course will cover: sets, matrices, and system of equations and inequalities; linear programming; counting techniques and introduction to probability; and mathematics of finance.

MATH 9  SURVEY OF CALCULUS - 3 Units  (CAN # MATH 30)  (F/S)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
A course in analytical geometry, differential and integral calculus for students whose majors require a short course in calculus without the depth offered in MATH 3A.

MATH 10  PLANE TRIGONOMETRY - 3 Units  (CAN# MATH 8)  (S)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
A basic course in trigonometry for those students not planning to take calculus. Topics covered include angles, units of measurement, trigonometric functions, solutions of right and oblique triangles, identities, graphs and vectors. Numerical methods and problem solving using a graphic calculator are emphasized.

MATH 11  PATTERNS OF MATHEMATICAL THOUGHT - 3 Units  (F)
Prerequisite: A grade of C or higher in MATH 102 or Math Placement Level 4 or higher
Class Hours: 54 lecture total
A one-semester survey course emphasizing mathematical reasoning. Various applications of mathematics are covered with topics selected from: Geometry, Statistics, Management Science, Number Theory, Social Science, and Computer Science. The course is designed to give students an understanding of some of the vocabulary and methods of mathematics with a focus on ideas.
MATH 13  COLLEGE ALGEBRA (formerly MATH 1) - 3 Units  (F/S)
Prerequisite: A grade of C or higher in MATH 102 or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)
This course introduces functions and function algebra. The main focus is on linear, polynomial, rational, logarithmic and exponential functions. Students will learn algebraic techniques, modeling techniques and technology-based techniques for solving equations involving these functions and for investigating the graphs of these functions. The equivalent of this course in content and objectives may also be offered on the Internet.

MATH 14  INTRODUCTION TO STATISTICS - 3 Units  (F/S)  (CAN# STAT 2)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6 or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows.
Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)
An introductory course in statistics designed to show the role of modern statistical methods in the process of decision making. Concepts are introduced by example rather than by rigorous mathematical theory. The following topics will be covered: measures of central tendency and dispersion, regression and correlation, probability, sampling distributions including the normal, \(t\), and chi-square, statistical inference using confidence intervals and hypotheses testing. The equivalent of this course in content and objectives may also be offered on the Internet.

MATH 41A  CONCEPTS OF ELEMENTARY MATHEMATICS - 3 Units  (CAN MATH # 4)  (F/S)
Prerequisite: A grade of C or higher in MATH 102, or Math Placement Level 4 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: This course is valuable for students intending to become elementary school teachers.
Class Hours: 54 lecture total
Survey of the elements of mathematics usually taught in the elementary schools. Emphasis is on development of the real number system by intuitive and semi-rigorous methods, discussion of sets, axiomatics, systems of numeration, arithmetic processes, inductive and deductive reasoning and problem solving.

MATH 41B  CONCEPTS OF ELEMENTARY MATHEMATICS - 3 Units  (F/S)
Prerequisite: A grade of C or higher in MATH 102 or Math Placement Level 4 or higher  (MATH 41A is not a prerequisite for MATH 41B)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Note: This course is valuable for students intending to become elementary school teachers.
Class Hours: 54 lecture total
Survey of the elements of mathematics usually taught in the elementary grades from an advanced standpoint. Emphasis is on geometry, probability and statistics.

MATH 61  MATH WORKSHOP– WHOLE NUMBERS - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching. It is recommended, but not required, that MATH 61-64 be taken in numerical sequence.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for problems using whole numbers.

MATH 62  MATH WORKSHOP – REAL NUMBERS - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching. It is recommended, but not required, that MATH 61-64 be taken in numerical sequence.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for problems with integer, rational, and real numbers.

MATH 63  MATH WORKSHOP – RATIOS, PROPORTIONS, PERCENTS - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching. It is recommended, but not required, that MATH 61-64 be taken in numerical sequence.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for problems with ratios, proportions, and percents.

MATH 64  MATH WORKSHOP – FUNCTIONS, ALGEBRA, PROBLEM SOLVING - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching. It is recommended, but not required, that MATH 61-64 be taken in numerical sequence.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for problems with functions and algebra.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
MATH 65  MATH WORKSHOP – PROBABILITY AND STATISTICS - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for probability and statistics.

MATH 66  MATH WORKSHOP – GEOMETRY - 1 Unit  (CR/NC Only)  (I)
Note: This course is valuable for the student with an interest in elementary and home school teaching.
Class Hours: 18 lecture total
The emphasis is placed on developing a deeper understanding of the mathematics that is taught at the elementary school level. Class sessions will be devoted to developing content and developing teaching methods for geometry.

MATH 100  TECHNICAL APPLICATIONS OF MATHEMATICS - 3 Units  (F/S)
Prerequisite: A grade of C or higher in MATH 240, or Math Placement Level 2 or higher
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher.
Class Hours: 54 lecture total
This course blends mathematical topics with practical applications. Emphasis will be placed on the use of mathematics in solving problems, drawn from various vocational fields. Topics in arithmetic, algebra, geometry, and right-triangle trigonometry will be covered. MATH 100 provides a practical, hands-on means of satisfying the A.S. degree’s Math Competency Requirement.

MATH 101  BASIC ALGEBRA - 3 Units  (F/S)
Prerequisite: A grade of C or higher in MATH 240, or Math Placement Level 2 or higher
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)
A first course in algebra designed to cover the basic concepts and operations of algebra including solving linear equations, exponent laws, arithmetic and factoring or polynomials, and graphing linear equations in two variables. Applications are encountered throughout the course.

MATH 102  INTERMEDIATE ALGEBRA - 4 Units  (F/S)
Prerequisite: A grade of C or higher in MATH 101 or Math Placement Level 3 or higher
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 72 lecture total  (when offered in the Distance Education format, hours will total 216)
A second course in algebra at the developmental level. This course prepares the student to take a baccalaureate level general education mathematics course. Topics covered include equations and functions of the following types: quadratic, exponential, logarithmic, rational, and radical. The course also covers systems of linear equations and inequalities in two variables and quadratic inequalities in one variable. Applied problems are encountered throughout the course.

MATH 110  ESSENTIAL MATH (FOR THE ASSOCIATE DEGREE) – 3 Units (F/S)
Prerequisite: A grade of C or higher in MATH 240 or Math Placement Level 2 or higher
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Note: Students taking the Internet format of this course must have access to and a working knowledge of the Internet and Windows
Class Hours: 54 total lecture  (when offered in the Distance Education format, hours will total 162)
This course is designed to provide a survey of mathematical topics that are appropriate for students pursuing an Associate Degree. Topics included are number sense, algebra, geometry, probability and statistics. The equivalent of this course in content and objectives may also be offered on the Internet.

MATH 150  OVERCOMING MATH ANXIETY – 1 Unit  (CR/NC Option)  (F/S)
Note: Students do not necessarily need to be concurrently enrolled in a math class.
Class Hours: 18 lecture total
Many specific techniques for managing anxiety and overcoming psychological barriers to math. Reversing negative math “self-talk”. Creating positive attitudes and building self-confidence in math. Focus on learning styles and study skills, specifically for math. Techniques for overcoming test anxiety. Analysis of the importance of mathematics in all aspects of life.

MATH 197  SPECIAL TOPICS IN MATHEMATICS - .5-2 Units  (CR/NC Option)  (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with mathematics. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for mathematics majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

MATH 220  BASIC MATHEMATICS - 3 Units  (F/S)
Advisory: A grade of C or higher in ENGL 260 or English Placement Level 3 or higher
Class Hours: 54 lecture total
A course covering the basic skills of addition, subtraction, multiplication and division of whole numbers, fractions, and decimals, with word problem applications. Subjects also taught include prime numbers, order of operations, ratios, and proportions.
MATH 240  PRE-ALGEBRA - 3 Units (F/S)
Prerequisite: A grade of C or higher in MATH 220, or Math Placement Level 1 or higher
Advisory: A grade of C or higher in ENGL 260 or English Placement Level 3 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course provides a transition from arithmetic to algebra, covering a review of arithmetic operations; introducing the concepts of variables and signed numbers; the properties of addition, subtraction, multiplication and division containing variables; solution of equations and word problems. This course prepares the student for entry into MATH 101, 110, 100 and/or BUAD 106.

MATH 382  MATHEMATICS WORKSHOP - 0 Units (F/S)
Class Hours: TBA
A program to help students overcome mathematics learning problems and achieve mathematical success.

MICROBIOLOGY  (MICR)

MICR 1  MICROBIOLOGY - 5 Units (CAN # BIOL 14) (F/S)
Prerequisite: A grade of C or higher in one of the following courses: CHEM 1A, 2A, or CHEM 2B
Class Hours: 54 lecture/108 lab total
This course is an introduction to microorganisms, including bacteria, viruses, protozoans, fungi, and helminths. Topics covered include the general properties, characteristics, and classification of microbes, identification and control, genetics and biotechnology, physiology, metabolism, and ecology. Also discussed are immunity and the medical impact of microbial diseases.

MUSIC  (MUS)
All music theory and literature courses: ENGL 190 eligibility. All other music classes have specific musical performance ability requirements which are listed in each course description.

MUS 1  MUSIC FUNDAMENTALS - 3 Units (CR/NC Option) (F/S)
Advisory: Concurrent enrollment in MUS 22
Class Hours: 54 lecture total
A course in music theory for the general student. Class includes pitch notation, melody, rhythm and meter, scales and modes, intervals, keys and key signatures, triads, chords, sight singing and melodic dictation. Course is designed for Elementary Education majors and Pre-Music Core Program. Some math, especially fractions, is necessary. A computerized tutorial is included in the text, although not required. Piano skills are helpful in maximizing learning in this course.

MUS 2  DIATONIC HARMONY AND MUSICIANSHIP - 5 Units (CR/NC Option) (CAN # MUS 2) (CAN# MUS SEQ A) (F)
Prerequisite: A grade of C or higher in MUS 1
Class Hours: 72 lecture/54 lab
A study of scales and modes, key signatures and intervals. Anatomy of harmony and melody. Four-part harmonic writing, basic progression and integration of both with ear training and sight-singing. Analysis of music will be concurrent with materials studied. Course is designed for the Music Core Program and is the first course of the four semester music theory sequence required to satisfy the Music Core Program and lower division music transfer. This course utilizes a lab period to build and apply keyboard skills. Course may be challenged and is transferable.

MUS 3  DIATONIC HARMONY AND MUSICIANSHIP - 5 Units (CR/NC Option) (CAN# MUS 4) (CAN# MUS SEQ A) (S)
Prerequisite: A grade of C or higher in MUS 2
Class Hours: 72 lecture/54 lab
This course is designed for the Music Core Program. It is the second course of the four-semester Music Theory Sequence required to satisfy the Music Core Program and lower division music transfer, may be challenged and is transferable. Course content includes idiomatic work from selected historical periods with a critical approach to stylistic analysis. All diatonic chords through the introduction of the V7, the first truly chromatic chord will be studied. The syntax of all diatonic chords and their hierarchy in the harmonic language will be learned, along with all inversions. The course work utilizes a lab period to build and apply keyboard skills.

MUS 4  CHROMATIC HARMONY - 5 Units (CR/NC Option) (F)
Prerequisite: A grade of C or higher in MUS 3
Class Hours: 72 lecture/54 lab
This is the third course of the four semester music theory sequence required to satisfy the Music Core Program and lower division music transfer, may be challenged and is transferable. It must be taken for a grade by music majors. Course content includes modulation, pivot chords, chromatic chords containing tritones, secondary dominants, all sevenths, including minor, major, half diminished, fully diminished, 9th chords, major and minor 11th and 13th chords, with and without tritones. Chromatic alterations as used during the 18th and 19th centuries. Continuation of 2 & 3 art forms, Neapolitan 6th Chords, Augmented 6th Chords, altered dominants and lead ins to the concept of Sonata-Allegro form. The course work utilizes a lab period to build and apply keyboard skills.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
MUS 5  
TWENTIETH CENTURY HARMONY - 5 Units (CR/NC Option) (S)
Prerequisite: A grade of C or higher in MUS 4
Class Hours: 72 lecture/54 lab
Analytical techniques: development of critical judgments about 20th Century styles. A study of the composition techniques and harmonic practices of the 20th century. This includes the whole-tone scale, church modes, pentatonic scale, 7th, 9th, 11th, 13th chords, chords of omission and addition, non-tertian chords, pan-diatonicism, chord cluster, meter changing, 12-tone techniques and other modern developments. The course may culminate in the writing of a composition, probably theme and variations. This course utilizes a lab period to build and apply keyboard skills. This is the fourth semester music theory sequence required to satisfy the Music Core program and lower division music transfer.

MUS 7  
BEGINNING ARRANGING & SONGWRITING - 3 Units (S)
Prerequisite: A grade of C or higher in MUS 1
Class Hours: 54 lecture total
A course that covers the basic elements of arranging in all styles of popular music, but particularly in jazz, while exploring techniques that will assist the student in songwriting. The course gives the student the opportunity to become familiar with chord symbols, open and closed-block voicing of triads through thirteenth chords, instrumental transposition, rhythmic and articulation considerations, melodic embellishments, and the jazz and rock rhythm sections.

MUS 10  
MUSIC APPRECIATION - 3 Units (CR/NC Option) (CAN # MUS 8) (F/S)
Class Hours: 54 lecture total
A survey course that covers the characteristics of sound, sources of musical sounds and media, instruments, voices, texture, forms, program and dramatic music, vocal and instrumental music, sacred and secular music, folk, popular, jazz, music of other cultures, and historical music from primitive times to the present. Emphasis is placed on listening to music and attending performances and rehearsals. Recommended for AA Humanities elective, CSU General Ed arts elective, and Pre-Music Program.

MUS 11  
HISTORY OF JAZZ AND ROCK - 3 Units (F/S)
Class Hours: 54 lecture total
A survey course that covers the characteristics of jazz forms, including ragtime, dixieland, blues, swing, progressive jazz and rock. Course gives the student the opportunity to become familiar with all of the various styles of jazz and provides an understanding of the social and technical influences that cause stylistic change. This course is designed to create an interest in music for the non-music major. Course is recommended for the Humanities elective.

MUS 12  
INTRODUCTION TO COMPUTERS AND ELECTRONIC INSTRUMENTS IN MUSIC - 1.5 Units (I)
Prerequisite: A grade of C or higher in MUS 1
Class Hours: 18 lecture/36 lab total
This course is an entry-level class designed to introduce the student to the basic elements and fundamental use of computers and electronic instruments in music. Course enrollment is open to music majors and non-music majors. Topics will include: computer and electronic music terminology and usage, synthesizers, samplers, synthesis methods, Musical Instrument Digital Interface (MIDI), audio gear, MIDI sequencers, click track, quantizing, multitrack recording, and various computer software including notation, sequencing, composing and performance software. The course will involve lecture and computer music laboratory settings. This course is introductory level and is not designed for intermediate or advanced study.

MUS 20  
BRASS (formerly MUS 20AB)- 1 Unit (CR/NC Option) (I)
Advisory: A grade of C or higher in MUS 1
Class Hours: 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)
A beginning course in the techniques of playing the trumpet, trombone, baritone, French horn, or tuba through the intermediate or advanced study. Emphasis is placed on the development of embouchure, breath, tone, pitch and timbre. Simple compositions, intervals, scales and articulation studies are used. Course recommended for Music Core Program. Note: this course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

MUS 21  
GUITAR (formerly MUS 21A/21B) - 1 Unit (F/S)
Note: Students must provide their own instruments
Class Hours: 36 lab (for every 2 lab hours spent in class, 1 additional hour of out-of-class work is assigned)
A beginning course in the techniques of guitar, including basic chords, strums, finger-picking, and tuning. Guitar history and styles and music fundamentals are also presented. Course designed for Music Core Program. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

MUS 22  
BEGINNING PIANO (formerly MUS 22A) - 1 Unit (CR/NC Option) (F/S)
Class Hours: 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)
A fundamental course in keyboard techniques (simple piano music, accompaniments, chords, scales, and exercises) and music fundamentals (notation, melody, harmony and rhythm). Designed for Elementary Education majors and Pre-Music Core Program.

MUS 23  
INTERMEDIATE PIANO (formerly MUS 22BD) - 1 Unit (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in MUS 22
Class Hours: 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)
A developmental course in keyboard techniques (simple piano music, accompaniments, chords, scales, and exercises) and music fundamentals (notation, melody, harmony and rhythm). Course is designed for Elementary Education majors and Pre-Music Core Program. Note: This course may be repeated twice for a total of three enrollments since skills are enhanced by supervised repetition and practice.
### MUS 24  PERCUSSION - 1 Unit  (I)
**Class Hours:** 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)
A beginning course on snare drum, which includes learning to play, count and write rhythm patterns in 4/4, 2/4, 3/4, and 6/8 time signatures through the study of the thirteen rudiments for the snare drum. The percussion family is studied by playing percussion ensemble compositions. Course is recommended for Music Core Program.

### MUS 25  STRINGS (formerly MUS 25AB/25CD) - 1 Unit  (CR/NC Option)  (I)
**Advisory:** A grade of C or higher in MUS 1
**Note:** Instruments provided if available
**Class Hours:** 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)
A beginning course in violin, viola, violon cello and string bass organized to establish basic skills of tuning, pitch and tone production, both pizzicato and bowed, beginning in the first position until security in the frame of the hand and correct playing position is established. Elementary shifting first to third position on violins/violas. Normal and extended first position on the cello. Half and first position on string bass. Advanced positions and shifting on all instruments. Bowing techniques include on the string bowings, detache, linked, legato and mixed bowings when appropriate. Later study of off the string bowings, vibrato, special effects. The major goals of the course are to establish intermediate and advanced skills with sound pedagogy while playing representative string solo music, simple chamber music, duos, trios, quartets, and orchestra music with correct bowings and style. **Note:** This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

### MUS 28  WOODWINDS (formerly MUS 28A) - 1 Unit  (I)
**Class Hours:** 54 lab
A beginning course in the techniques of playing the flute, oboe, clarinet, bassoon and saxophone through the introduction of embouchure, breath, tone, pitch and timbre. Simple compositions, intervals, scales and articulation studies are used. Course recommended for Music Core Program. **Note:** This course may be repeated once for a total of two enrollments since skills are enhanced by supervised repetition and practice.

### MUS 29  BEGINNING VOICE (formerly MUS 27A) - 1 Unit  (F/S)
**Class Hours:** 54 lab
A beginning course in the vocal technique, repertoire, state deportment, and performance. Course utilizes a variety of vocal genres to teach tone quality, breath control, posture, diction and interpretation. Class performances required. Course recommended for Music Core Program, Theatre Arts majors and Elementary Education majors.

### MUS 30  INTERMEDIATE VOICE (formerly MUS 27B) - 1 Unit  (CR/NC Option)  (F/S)
**Prerequisite:** A grade of C or higher in MUS 29
**Class Hours:** 54 lab
An intermediate course in vocal technique and performance. Course utilizes a variety of vocal genres to teach tone quality, breath control, posture, lyric diction and interpretation. Class performances required. Course recommended for Music Core Program, Theatre Arts majors and Elementary Education majors.

### MUS 31  CHAMBER CHOIR - 1 Unit  (I)
**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir.
**Advisory:** Concurrent enrollment in Concert Choir
**Class Hours:** 54 lab total
Organized for advanced singers. Admission to the class will be by audition to determine performance capability. This course provides performance by solos, duets, trios, quartets and full ensemble. Literature is selected from all periods of music with the emphasis on madrigals. Field trips and performances are required. This course cannot be challenged, must be taken for a grade, and is transferable. Students are expected to progress in skill level to be able to master more advanced material. **Note:** This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

### MUS 33  JAZZ ENSEMBLE - 1 Unit  (F/S)
**Class Hours:** 54 lab total
This class offers experience in the study and performance of big band commercial and jazz arrangements. Note: Field trips and performances are required. Admission to the class will be by audition to determine performance ability [Ed. Code Sect. 58106 (b)(3)] **Note:** This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

### MUS 35  VOCAL JAZZ ENSEMBLE - 1 Unit  (I)
**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir.
**Note:** Field trips and performances are required
**Class Hours:** 54 lab total
Organized for students interested in singing jazz and commercial music. **Note:** This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year. Subject to change. Check the current class schedule.*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 39</td>
<td>CHAMBER MUSIC - 1 Unit (I)</td>
<td>1</td>
<td>Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46 Community Band or MUS 25 Strings. Note: Field trips and performances are required. Class Hours: 36 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned). A music activity course to study and perform literature composed for small music ensembles. Students must be proficient in music of a medium or higher grade of difficulty, either instrumentally or vocally, and should be able to sight read with some degree of fluency in order to perform more repertoire. Concurrent enrollment in a Large Ensemble is recommended. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
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<tr>
<td>MUS 40</td>
<td>CONCERT CHOIR - 1 Unit (I)</td>
<td>1</td>
<td>Note: Field trips and performances are required. Class Hours: 54 lab total. A performing mixed choir (S.A.T.B.) that sings with and without accompaniment. A variety music for large choral groups is studied. Note: Field trips and performances are required. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
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<tr>
<td>MUS 41</td>
<td>SHASTA COLLEGE WOMEN’S ENSEMBLE - 1 Unit (CR/NC Option) (I)</td>
<td>1</td>
<td>Admission to this class will be by audition to determine performance capability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir. Note: Field trips and performances are required (SSA). Class Hours: 54 lab total. A performing choir that sings choral works for women’s chorus (SSA) from all musical period and styles. Works are selected from every era. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>MUS 42</td>
<td>SHASTA COLLEGE COMMUNITY CHORALE - 1 Unit (F/S)</td>
<td>1</td>
<td>Admission to this class will be by audition to determine performance capability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir. Note: Field trips and performances are required. Class Hours: 54 lab total. A performing mixed choir (S.A.T.B.) that sings a variety of music, both historical and contemporary, with an emphasis on large choral forms such as oratorios and cantatas, accompanied by instruments. Note: Field trips and performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>MUS 43</td>
<td>SHASTA COLLEGE COMMUNITY SYMPHONY (formerly MUS 43AD) - 1 Unit (CR/NC Option) (F/S)</td>
<td>1</td>
<td>Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46 Community Band or MUS 25 Strings. Note: Field trips and performances are required. Class Hours: 54 lab total. A college/community symphony orchestra providing an opportunity for the students and community instrumentalists to perform standard and contemporary orchestral literature. Field trips and performances are required. All community groups rehearse evenings only. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>MUS 44</td>
<td>SHASTA COLLEGE YOUTH SYMPHONY - .5-1 Unit (CR/NC Option) (F/S)</td>
<td>.5-1</td>
<td>Admission to this class will be by audition to determine performance capability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46 Community Band or MUS 25 Strings. Note: Field trips and performances are required. Class Hours: 27-54 lab total. A college and community based symphony orchestra for the training of young musicians. Provides an opportunity for them to perform standard and contemporary literature for younger musicians preparatory to participation in the Shasta College Community Orchestra (MUS 43). Field trips and performances are required. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>MUS 45</td>
<td>WIND BAND - 1 Unit (I)</td>
<td>1</td>
<td>Admission to this class will be by audition to determine performance capability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46 Community Band. Note: Field trips and performance are required. Class Hours: 54 lab total. A course performing both standard and contemporary band literature. Field trips and performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.</td>
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</tbody>
</table>
MUS 46  SHASTA COLLEGE COMMUNITY SYMPHONIC BAND - 1 Unit (F/S)
Note: Field trips and performance are required.
Class Hours: 54 lab total
A course in performance techniques of both standard and contemporary band literature. Rehearses evenings only. Note: Field trips and performances are required. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

MUS 47  SHASTA COLLEGE COMMUNITY JAZZ ENSEMBLE - 1 Unit (F/S)
Limitation on Enrollment: Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non audition courses that fulfill this requirement: MUS 33 Jazz Ensemble.
Note: Field trips and performance are required.
Class Hours: 54 lab total
This class offers experience in the study and performance of big-band jazz arrangements. Rehearses evenings only. Note: Field trips and performances are required. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

MUS 61  PERFORMANCE ANALYSIS - .5 Unit (CR/NC Option) (F/S)
Class Hours: 27 lab
A course in the experience of listening, analyzing and criticizing classical music performances in class and community.
Applied Music students, local musicians and professional musicians perform and lecture. Required for Pre-Music Program and Music Core Program. Note: This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

MUS 61  SPECIAL MUSIC TOPICS (formerly MUS 98AD) .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to study a variety of topics dealing with performance, musicology, changing knowledge and contemporary issues in the field of music. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Music majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

NHIS 15  NATURAL HISTORY - 3 Units (CR/NC Option) (F/S)
Class Hours: 54 lecture total
Designed to give the student a unified view of the natural history of Northern California and its relative place in the universe. The geology, freshwater and ocean environment, weather, lifezones, plant and animal species are emphasized.

NHIS 65  NATURAL HISTORY OF PATRICK’S POINT - 1 Unit (CR/NC Only) (S)
Note: Students must provide their own camping gear and food. The college supplies and requires bus transportation for no additional cost.
Class Hours: 9 lecture/27 lab total - includes one orientation meeting plus one weekend
A three day, two night field trip to Patrick’s Point State Park to familiarize students with the organisms and ecological interactions occurring in the various plant communities and intertidal zones. One pre-trip introductory lecture will be held. This course is repeatable one additional time since students will be able to reflect a higher level of understanding with increased exposure.

NHIS 105  NATURAL HISTORY OF THE SOUTHERN CASCADES – 1 Unit (CR/NC Option) (I)
Note: Required overnight field trip.
Class Hours: 18-54 lab total
A course designed to offer opportunities for older adults to participate in music performance.

“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.
Subject to change. Check the current class schedule.
NR 1  INTRODUCTION TO NATURAL RESOURCES – 3 Units (CR/NC Option)  (F)
Class Hours: 36 lecture/54 lab total
An introduction to the integrated management of forests, soil, watershed, fish, and wildlife in the context of protection and restoration of watersheds and ecosystems. An emphasis will be placed on natural resources careers, policy and law, tools, techniques and practices, and management philosophies of public and private lands. Basic biological and ecological processes will be introduced along with discussion of the scientific method and preparing reports.

NR 50  NATURAL RESOURCES MEASUREMENTS – 3 Units (CR/NC Option)  (F)
Class Hours: 36 lecture/54 lab total
Students will learn basic measurement and inventory skills for ecosystem components including vegetation, water, soils, timber cruising, and forest measurement methods. Surveying and inventory skills will require the use of equipment such as the compass, chain, clinometer, prism, Biltmore stick, calipers, etc. A variety of cultural and environmental assessment protocols, including ecosystem inventory (data collection and entry) will be included in the class. Safety practices in the outdoor environment will also be emphasized.

NR 8  CAREER PLACEMENT – NATURAL RESOURCES - 1 Unit (S)
Class Hours: 18 lecture total
This course will assist the students in learning application and interview techniques. Students will develop an employment portfolio, and will be given an opportunity to interview with potential employers. It is the purpose of the class to help the student obtain the best employment for their summer work experience and upon graduation from college.

NR 6  NATIVE PLANT IDENTIFICATION - 3 Units (S)
Note: Includes one optional overnight weekend field trip.
Class Hours: 36 lecture/54 lab total
The study of botanical characteristics, taxonomy morphology, and community relationships of the major tree and shrub associations in California and Western United States. Includes discussion of commercial uses and geographic ranges of these plants.

NR 1  INTRODUCTION TO NATURAL RESOURCES – 3 Units (CR/NC Option)  (F)
Class Hours: 36 lecture/54 lab total
This course addresses a variety of topics concerned with the quality and quantity of water resources. Emphasis will be on the State of California. Coverage will include the hydrologic cycle, water budgets, water-soil balance, and climatic controls thereof. Sources, measurements, quality (pollution and treatment), usage, and conservation of water will be addressed. Environmental impacts of dam construction and hydroplant operation will be discussed. Laboratory work will involve measurements and interpretations of data collected or distributed. Field trips to various district facilities, federal, state, county, city, and private agencies will occur as feasible.

NR 59  OUTDOOR RECREATION & INTERPRETATION OF NATURAL RESOURCES - 3 Units (CR/NC Option)  (F)
Class Hours: 36 lecture/54 lab total
A study of the development and management of outdoor recreational areas, both private and governmental facilities. Course will include historical, economic, social, and political aspects of outdoor recreation including an emphasis on the special considerations of wilderness management. This course will also include an introduction to the interpretation of natural resources including an overview of theory and techniques for planning, developing, and implementing speeches, narrative talks, and interpretive programs as they relate to natural resources. An emphasis will be placed on organization and composition of these presentations and on developing displays and interpretive trails.

NR 65  FOREST ECOLOGY - 3 Units (CR/NC Option)  (S)
Class Hours: 36 lecture/54 lab total (when offered in the Distance Education format, hours will total 162)
The forest community is used as a model to discuss ecological principles as they apply to forest management. Students will gain a better understanding of Biological Organization and community classification, biotic and abiotic environmental factors, population and community ecology, and the role of disturbance in forested ecosystems. In addition, biogeochemical cycling, forest succession, and the role of natural selection will be discussed. Students will be expected to apply scientific principles and critical thinking skills to all lab activities and research papers.

NR 66  WATERSHED RESTORATION PRACTICUM - 2 Units (CR/NC Option)  (F/S)
Class Hours: 108 lab total
This course will use the hydrologic watershed unit as the focus which will provide a hands-on approach to ecosystem management. Focus will be on watersheds that have identified resource values and require an interdisciplinary scientific approach and community-wide resources to protect, enhance and restore.  Note: Since subject matter varies each time the course is taught, this course may be repeated three times for a total of four enrollments.
NR 67  ENERGY AND THE ENVIRONMENT - 3 Units  (CR/NC Option)  (I)

Class Hours:  36 lecture/54 lab total
The focus of this course is on the environmental, technological, political and economic aspects of energy production, development and use. Conventional sources of energy production and use are, today, being scrutinized due to environmental concerns, and political and economic reasons. Alternative sources of energy are consequently being researched, developed and adopted. The role of the alternativess is becoming increasingly important. Practical aspects of energy conservation, such as weatherization, solar home construction, and lifestyles will be discussed. Short field trips to local energy production sites will be part of the class.

NR 69  BIRDS AND THEIR HABITAT - 2 Units  (CR/NC Option)  (I)

Note: Three eight-hour field trips will be a required part of this course.
Class Hours:  27 lecture/27 lab total
An introduction to the study of birds. Emphasis on the behavior, taxonomy, migration, orientation, flight, evolution, economic importance, and field identification of the birds. Bird ecology and the role of birds in bio-diversity and ecosystems. Other topics covered are songs and calls, territory, courtship, nests and eggs, care of young, and the systems (reproductive, etc.) of birds.

NR 70  WILDLIFE CONSERVATION AND MANAGEMENT - 3 Units  (CR/NC Option)  (S)

Note: Includes several all-day field trips
Class Hours:  36 lecture/54 lab total
The study of plant and animal ecology in relation to principles of wildlife management. An emphasis will be placed on identification of common western birds and mammals, sexing and aging criteria, wildlife population dynamics, wildlife habitat management, and a review of trapping and marking techniques. Ecological concepts such as biotic communities, succession, limiting factors, and predator-prey relationships will also be covered.

NR 83  INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) - 1 Unit  (F/S)

Class Hours:  9 lecture/72 lab total
This course is an introduction to theory and practice of geopositioning (GPS). Course will cover principles of geopositioning, including satellite systems, triangulation, accuracy and the configuration and use of GPS field devices. Students will gain experience in the use of both recreational grade and mapping grade GPS equipment for field navigation and data collection. The application of GPS to various fields and industries will be covered, from natural resources and agriculture to construction and infrastructure management.

NR 97  SPECIAL TOPICS IN NATURAL RESOURCES - .5-2 Units  (CR/NC Option)  (I)

Class Hours:  9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in natural resources. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

NR 98  SPECIAL TOPICS IN NATURAL RESOURCES LAB SKILLS - .5-2 Units  (CR/NC Option)  (I)

Class Hours:  27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics in a lab setting dealing with changing knowledge in natural resources. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

NR 100  NATURAL RESOURCES SUMMER PRACTICUM - .5 Unit  (Summer)

Class Hours:  27 distance learning total
This course is designed to develop and enhance skills related to recording scientific data and making detailed field observations. Students will be required to keep and maintain a field notebook during the semester. Students will also be required to document in detail any new skills or techniques learned during the course of the semester. In addition, course content will cover issues related to being a good employee, communicating with your employer and coworkers, getting the most out of field experiences, conflict resolution, and being a productive member of a team. This course is offered through the Distance Education format.

NR 173  BEGINNING TAXIDERMY - 2 Units  (CR/NC Option)  (S)

Class Hours:  18 lecture/54 lab total
An introduction to taxidermy dealing with the taxidermy of birds. It will include collecting, materials and tools, preservatives, skinning, mounting and painting. Habitat materials and composition will be discussed and applied.

NR 174  INTERMEDIATE TAXIDERMY - 2 Units  (CR/NC Option)  (S)

Advisory: A grade of C or higher in NR 173
Class Hours:  18 lecture/54 lab total
An introduction to taxidermy of small mammals, reptiles and fish. Advanced techniques in bird taxidermy are also presented. Instruction will include game laws, tools and materials, skinning, tanning, mounting and display. A variety of artificial habitats will be employed. Students will supply their own specimens.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
NR 176  WILDLIFE OF NORTHERN CALIFORNIA - .5 Unit (CR/NC) (F)

Note: Overnight field trip will be required.
Class Hours: 9 lecture/18 lab total
The common species of birds and mammals found in Northern California will be observed and discussed. Habitat management and conversation problems will be covered in the class. A weekend field trip to the Tulelake area will be required.

WATER/WASTE WATER TREATMENT

NR 177  INTRODUCTION TO WASTEWATER TREATMENT - 3 Units (CR/NC Option) (I)

Class Hours: 54 lecture total
Designed to provide the student with a general background in the design, operation, and maintenance of water and wastewater treatment plants and to prepare the experienced operator for certification examinations. This course is directed primarily towards entry-level operators, industrial waste inspection, lab technicians, maintenance personnel, and related occupations. Explains how and why treatment of wastewater protects the environment.

NR 180  INTRODUCTION TO WATER TREATMENT TECHNOLOGY - 3 Units (CR/NC Option) (I)

Class Hours: 54 lecture total
This course is designed to provide the student with a general background in the design, operation, and maintenance of water treatment plants and prepares the experienced operator for the State Water Treatment Plant Operator Certification examination.

NR 181  INTERMEDIATE WATER TREATMENT TECHNOLOGY - 3 Units (I)

Advisory: A grade of C or higher in NR 180
Class Hours: 54 lecture total
A course in water supply and treatment, covering historical development of water quality control practices, water sources, public health aspects of water supply, chemical treatment, and evaluation of the various treatment processes. Will prepare the experienced operator for certification examinations.

NR 183  INTERMEDIATE WASTEWATER TREATMENT - 3 Units (CR/NC Option) (I)

Class Hours: 54 lecture total
To provide the student with a general background in advanced wastewater treatment processes, and prepare the operator for advance certification examinations.

NR 184  SMALL WATER SYSTEMS AND DISTRIBUTION - 3 Units (I)

Advisory: A grade of C or higher in NR 180
Class Hours: 54 lecture total
Designed to provide the student with a general background in the design, operation, and maintenance of small water systems and water distribution systems, and prepares the experienced operator for the State Water Treatment Plant and Distribution Operator Certification Examinations.

NR 186  ADVANCED WASTEWATER TREATMENT - 3 Units (CR/NC Option) (I)

Advisory: A grade of C or higher in NR 177 or a grade of C or higher in NR 183
Class Hours: 54 lecture total
Designed to provide the student with a more in-depth background in the design, operation, and maintenance of wastewater treatment plants and to prepare the experienced operator for higher level certification examinations.

NR 197  SPECIAL TOPICS IN NATURAL RESOURCES - .5-2 Units (CR/NC Only) (I)

Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in natural resources. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for agriculture, natural resources, and environmental horticulture majors; open to anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

NATURAL SCIENCE (NSCI)

NSCI 30  SCIENCE COLLOQUIUM (formerly INTR 30) - 1 Unit (CR/NC Only) (S)

Note: Highly recommended for all science majors
Class Hours: 18 lecture total
This guest-lecture series will feature a broad range of professional scientists invited to summarize research and current issues from their disciplines. Topics will emphasize the bridge between the science (astronomy, biology, chemistry, environmental science, geology, physics and medicine) and society. A schedule of topics and invited speakers will be posted at the beginning of the semester. Note: Due to the topics differing each semester, this course may be repeated three times for a total of four enrollments.

NSCI 97  SPECIAL TOPICS IN INTERDISCIPLINARY STUDIES (formerly INTR 97) - .5-2 Units (CR/NC Option)

Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with Interdisciplinary Studies. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for anyone with an interest in the topic. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.
OFFICE ADMINISTRATION (OAS)

OAS 51  KEYBOARDING I (BEGINNING TYPING) - 3 Units (CR/NC Option) (F/S)

Note: Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.

Class Hours: 36 lecture/54 lab total  (when offered in the Distance Education format, hours will total 162)

A beginning course in keyboarding on the computer. Class includes learning to type alphabetic, numeric and symbol keys by touch; developing speed and accuracy; and formatting business documents such as letters, memos, reports, tables and business forms. Recommended for all students with less than one year of high school typing or typing speed of less than 40 wpm. No prior knowledge of computers is required to enroll. This course is also offered as Distance Education, but it is the same in content as that offered on campus.

OAS 52  KEYBOARDING II (INTERMEDIATE TYPING) - 3 Units (CR/NC Option) (F/S)

Prerequisite: A grade of C or higher in OAS 51 or OAS 91

Advisory: Ability to type 25 wpm

Note: Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.

Class Hours: 36 lecture/54 lab total  (when offered in the Distance Education format, hours will total 162)

This course continues the development of keyboard speed and accuracy and emphasizes the formatting of various kinds of business correspondence, reports, tables, forms, and desktop publishing projects from unarranged and rough-draft sources. This course provides preparation for Microsoft Office User Specialist (MOUS) Word Certification. This course is also offered as Distance Education, but it is the same in content as that offered on campus.

OAS 53  KEYBOARDING III (ADVANCED AND TECHNICAL TYPING) - 3 Units (CR/NC Option) (F/S)

Advisory: Ability to type 45 wpm

Note: Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.

Class Hours: 36 lecture/54 lab total  (when offered in the Distance Education format, hours will total 162)

This is a finishing course in keyboarding to enable the student to meet business requirements. The course is designed to give additional practice in building speed and accuracy and to apply previously learned word processing and document formatting competencies to a variety of integrated office projects in international marketing, hospitality, travel, energy, electronics, insurance, government, law, and medicine. This course is also offered as Distance Education, but it is the same in content as that offered on campus.

OAS 58  WORD PROCESSING TRANSCRIPTION - 3 Units (CR/NC Option) (F/S)

Advisory: A grade of C or higher in OAS 52 and a grade of C or higher in BUAD 166

Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.

Class Hours: 36 lecture/54 lab total

This course is designed to prepare students to become efficient operators of transcribing machines and be able to transcribe quickly and accurately mailable business correspondence from pre-dictated material. Emphasis will be placed on the mechanics of letter styles, memos, reports, and tables, as well as grammar, punctuation, spelling, vocabulary, and proofreading.

OAS 60  OFFICE TROUBLESHOOTING (formerly MIS 60) – 1 Unit (CR/NC Option) (S)

Advisory: A grade of C or higher in CIS 70

Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.

Class Hours: 18 lecture/9 lab total

This course will provide instruction on the operation, maintenance, and use of manuals for office equipment – computer, fax, scanner, copy machine, and computer projector. The course is designed to assist the student in developing procedures for implementing solutions to daily problems encountered in the high-technology work place. The student will learn to set up a PC workstation with accompanying peripherals, install new software, and install hardware drivers. The importance of backups will be stressed along with maintaining and organizing computer files and folders. The student will be exposed to realistic hardware/software problems encountered in the workplace and learn methods for controlling and enhancing the computer environment.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.

Subject to change. Check the current class schedule.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>CR/NC Option</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>OAS 63</td>
<td>VOICE RECOGNITION SOFTWARE – 1 Unit (CR/NC Option) (F/S)</td>
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<td>Class Hours: 18 lecture/9 lab total&lt;br&gt;Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students should gain an understanding of basic desktop terminology, design, and layout by producing a variety of documents with varying degrees of difficulty.</td>
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<tr>
<td>OAS 64</td>
<td>COMPUTERIZED TEN-KEY - .5 Unit (CR/NC Option) (F/S)</td>
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<td>Class Hours: 27 lab total (when offered in the Distance Education format, hours will total 27)&lt;br&gt;A course designed to teach the numeric 10-key pad by touch on the computer with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations help the student meet employment standards. A required course for Accounting Clerk and Information Processing Specialist Certificate Programs. It is also a suggested elective in the Agriculture-Business and Agriculture-Industrial majors. This course has been designed for the hearing impaired. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
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<tr>
<td>OAS 70</td>
<td>DESKTOP PUBLISHING - 1 Unit (CR/NC Option) (I)</td>
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<td>Class Hours: 18 lecture/9 lab total&lt;br&gt;Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. For the Internet section of this course the student should have the necessary/current software to complete work off-campus.</td>
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<tr>
<td>OAS 72</td>
<td>CORELDRAW - 1 Unit (CR/NC Option) (I)</td>
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<td>Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)&lt;br&gt;This is a basic computer graphics course designed especially for office administration students and those interested in an elementary graphics course. This course should enable students to develop their own graphics and text styles with little or no previous training in graphic arts. The course focuses on graphic rendering and design. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
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<td>OAS 80</td>
<td>OUTLOOK – 1 Unit (CR/NC Option) (I)</td>
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<td>Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)&lt;br&gt;This course introduces the student to the use of Microsoft Outlook, a desktop information management program in the Microsoft Office. Instruction will include managing e-mail messages, scheduling appointments and activities with the Calendar, entering and updating names and address as contacts, creating and maintaining an electronic to-do list with Tasks, and formatting and sorting electronic “sticky” notes. This course will be taught on IBM-compatible microcomputers. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
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<tr>
<td>OAS 91</td>
<td>WORD FOR WINDOWS - I - 1 Unit (CR/NC Option) (F/S)</td>
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<td>Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)&lt;br&gt;This course introduces word processing through multi-media lecture/demonstration/discussion using Microsoft WORD for Windows on the IBM compatible microcomputer. Microsoft WORD will be used to complete the functions of creating, editing, saving, opening and printing documents with varying degrees of difficulty. Topics to be covered include: file management; creating new documents using both the blank Word document screen or wizards and templates; selecting text to move/copy/delete/format or utilize the clipboard; creating and formatting tables, including calculations; spelling and thesaurus tools; font, paragraph and page formatting; customized tabs; indents; bullets and numbering; borders and shading; headers, footers, and page numbering; finding and replacing. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
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OAS 92  WORD FOR WINDOWS - II - 1 Unit (CR/NC Option) (F/S)
Advisory: A grade of C or higher in OAS 91 or OAS 51. Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.
Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)
This course is designed to expand and improve word processing skills to a higher level of proficiency through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of basic concepts and commands, illustrating documents with graphics, creating a web site, merging word documents, working with styles and templates, developing multi-page documents; and integrating Word with other programs. The equivalent of this course in content and objectives may also be offered on the Internet.

OAS 93  WORD FOR WINDOWS - III - 1 Unit (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in OAS 92
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.
Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)
This course is designed to expand and improve word processing skills to a more advanced level of proficiency through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of word processing concepts and commands; exploring advanced graphics, building forms, working with charts and diagrams, collaborating with workgroups, using macros and customizing Word. The equivalent of this course in content and objectives may also be offered on the Internet.

OAS 94  POWERPOINT - 1 Unit (CR/NC Option) (F/S)
Advisory: Ability to type 25 wpm. Familiarity with Word Processing.
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.
Class Hours: 18 lecture/9 lab total (when offered in the Distance Education format, hours will total 63)
This is a hands-on course designed to familiarize students with Microsoft PowerPoint. Students will learn how to create effective slide show presentations with emphasis on customizing text, graphics and charts. Students will work with embedded and linked objects as well as hyperlinks and use PowerPoint's many slide show features. The equivalent of this course in content and objectives may also be offered on the Internet.

OAS 96  INTEGRATED COMPUTER APPLICATIONS - 2 Units (CR/NC Option) (S)
Advisory: A grade of C or higher in OAS 91 or OAS 51; and a grade of C or higher in CIS 10
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to and a working knowledge of the Internet plus access to the software Windows 98 (or better) and Office XP Professional.
Class Hours: 27 lecture/27 lab total (when offered in the Distance Education format, hours will total 108)
This course combines the skills previously learned in word processing and spreadsheet and also provides experience working with database and presentation software using Microsoft Office XP. The course will teach students how to integrate these applications. Students will also receive and send electronic messages as well as create contacts in an address book. Students will be asked to compose short messages as a boss would request in an office. This course is also offered as distance education, but it is the same in content as that offered on campus.

OAS 97  SPECIAL TOPICS IN OFFICE ADMINISTRATION - .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in office administration. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, it is repeatable three times for a total of four enrollments.

OAS 98  SPECIAL LAB TOPICS IN OFFICE ADMINISTRATION - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in office administration. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

OAS 112  BASIC ICD-9-CM AND CPT-4 CODING (formerly HEOC 112) - 3 Units (F/S)
Prerequisite: A grade of C or higher in HEOC 110
Corequisite: Students must be concurrently enrolled in, or have completed HEOC 111 with a grade of C or higher
Class Hours: 54 lecture total
This course is a basic introduction to ICD-9-CM and CPT-4 coding for medical billing. It is designed to provide the learner with fundamentals needed to use the systems correctly and consistently. The student will learn the structure and format of ICD-9-CM and CPT-4 coding books and develop skills in assigning accurate codes. The student will use acceptable coding guidelines through practical application.

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OAS 113  ADVANCED ICD-9-CM AND CPT-4 CODING - 3 Units (F/S)
Prerequisite: A grade of C or higher in OAS 112
Class Hours: 54 lecture total
This course has been designed to enable the learner to interpret health record documentation for code assignment. Students will apply National Correct Coding Initiative guidelines.

OAS 150  MEDICAL INSURANCE BILLING-3 Units (F/S)
Advisory: A grade of C or higher in OAS 51 and HEOC 110
Class Hours: 54 lecture total
This course is designed to prepare students for entry-level positions in the medical office. Topics covered are computerized systems for appointment scheduling and follow-up: claim forms and coding; patient and insurance billing, and medical practice financial management.

OAS 152  KEYBOARDING FOR SPEED AND ACCURACY - .5 Unit (CR/NC Option) (F/S)
Advisory: Ability to type 20 wpm (students not typing at 20 wpm may wish to enroll in OAS 51)
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to (and a working knowledge of) the Internet, plus access to the software Windows 98 (or better) and Word 2002.
Class Hours: 27 lab total (when offered in the Distance Education format, hours will total 27)
A course designed to help students improve their typing skills. Specific drills will be taught to correct individual typing deficiencies. Students at any level will be able to continue their development of keyboard control through repetitive typing of specific drills designed to improve both accuracy and speed. The equivalent of this course in content and objectives may also be offered on the Internet.

OAS 154  MICROCOMPUTER KEYBOARDING (formerly MIS 154) - .5 Unit (CR/NC Option) (F/S)
Class Hours: 27 lab total
Designed to provide the intensive drill necessary to learn the alphabetic keys of the microcomputer keyboard. A beginning class intended for students needing a computer terminal keyboard skill who have had no previous typing experience. Student will be required to access software and key in data. Includes speed and accuracy development.
This course does not have any document preparation or formatting instruction and does not meet the requirement of Beginning Typing for an Associate in Arts degree or certificate.

OAS 157  OFFICE PROCEDURES - 3 Units (F/S)
Advisory: A grade of C or higher in OAS 51, and a grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Class Hours: 54 lecture total
A capstone course in office technology. Content includes office ethics, greeting office callers, telephone techniques, working with others on the job, mail procedures, filing procedures, reference sources, appointment/calendaring, office reprographics, employment testing, and career planning.

OAS 158  MEDICAL OFFICE PROCEDURES - 3 Units (F/S)
Advisory: A grade of C or higher in OAS 51; and a grade of C or higher in ENGL 280 or English Placement Level 5 or higher
Class Hours: 54 lecture total
This is an essential class for students wishing to work in a medical office. Content includes: understanding the medical practice, the unique issues of working in a medical office, interacting with patients, dealing with insurance and finances, scheduling appointments, and obtaining employment.

OAS 159  WORD PROCESSING I-MEDICAL TRANSCRIPTION - 1.5 Units (CR/NC Option) (F/S)
Prerequisite: A grade of C or higher in HEOC 110 and OAS 52
Advisory: A grade of C or higher in each of the following courses: BUAD 166, OAS 58, and OAS 171
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.
Class Hours: 18 lecture/27 lab total
A course designed to help the student reinforce and expand knowledge of medical vocabulary and to acquire transcription skills through the typing of medical notes, reports, and diagnostic case histories.

OAS 160  WORD PROCESSING II-MEDICAL TRANSCRIPTION - 1.5 Units (S)
Prerequisite: A grade of C or higher in OAS 159
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center.
Class Hours: 18 lecture/27 lab total
The second half of a semester program designed to help the student acquire entry-level skills in the medical transcription field. Further experience in transcribing diagnostic imaging, oncology, cardiology, hematology, general surgery, plastic surgery, dentistry, orthopedics, neurology, psychiatry, urology, obstetrics, pediatrics, otorhinolaryngology, ophthalmology, respiratory, gastroenterology, and pathology.

OAS 162  LEGAL FORM PREPARATION - 3 Units (L)
Prerequisite: A grade of C or higher in LEGL 139
Advisory: Ability to type 25 wpm
Class Hours: 36 lecture/54 lab total
This course is designed to help the student acquire entry-level skills in the formatting of the most commonly used legal forms.
OAS 166  RECORDS MANAGEMENT - 2 Units (F/S)
Class Hours: 36 lecture/9 lab total
A study of the basic principles, rules, and procedures of filing. It includes a study of alphabetic, numeric, subject, and geographic filing and of the various types of filing equipment. A required course for Medical Billing Specialist Certificate, Medical Office Specialist Degree, Information Processing Specialist Certificate and Information Processing Specialist Degree, Records Manager Certificate, Administrative Assistant Degree, Administrative Assistant-Legal Degree, Transcriptionist Legal Certificate and Medical Transcriptionist Degree.

OAS 250  KEYBOARDING I (BEGINNING TYPING) - ADAPTIVE (formerly OAS 250AD) - 3 Units (CR/NC Option) (F/S)
Class Hours: 36 lecture total
A personal-use individualized course in keyboarding designed to meet the needs of students with disabilities. Interested students must be interviewed by the Learning Disabilities Specialist and/or the Physical Disabilities Counselor and the instructor to determine if the course is appropriate for the student's abilities and interests and to make arrangements for support services. The course includes instruction in correct keyboarding techniques appropriate for the individual student. Instruction covers memos, letters, tables, reports, and business forms. Students work toward personal growth objectives. This course does not meet the requirement of Keyboarding I (Beginning Typing) for an Associate in Arts degree or certificate.

PHILOSOPHY  (PHIL)

PHIL 6  INTRODUCTION TO PHILOSOPHY - 3 Units (CR/NC Option) (CAN # PHIL 2) (F/S)
Advisory: A grade of C or higher in ENGL 1A or English Placement Level 7
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total  (when offered in the Distance Education format, hours will total 162)
A transfer humanities course introducing students to the major issues which philosophers have found important. It will explore what is special about the questions philosophers ask, and it will consider the most famous answers which philosophers have tried to give to those questions. Areas covered include philosophy of mind, theory of knowledge, metaphysics, moral philosophy, political philosophy, aesthetics, and philosophical theology. The equivalent of this course in content and objectives may also be offered on the Internet.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
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<th>Course Code</th>
<th>Title</th>
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<th>Option</th>
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<td>PHIL 7</td>
<td>ETHICS AND PERSONAL VALUES</td>
<td>3</td>
<td>(CR/NC)</td>
<td>(CAN # PHIL 4)</td>
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<td></td>
<td>Advisory: A grade of C or better in ENGL 1A or English Placement Level 7</td>
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<td>Hours: 54 lecture total</td>
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<td>Introduces students to a range of moral and social problems which are important in themselves and which philosophers have found especially interesting. Emphasis will be given to exploring all the positions which can be taken on these issues, and to evaluating the arguments which can be given for those positions. Topics covered include general moral theories, abortion, euthanasia, capital punishment, warfare, gender and sexuality issues, political and economic issues, and the moral status of the natural world.</td>
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<th>3</th>
<th>(CR/NC)</th>
<th>(CAN # PHIL 6)</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advisory: A grade of C or higher in ENGL 1A or English Placement Level 7</td>
<td></td>
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<tr>
<td></td>
<td>Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.</td>
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<tr>
<td></td>
<td>Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)</td>
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<tr>
<td></td>
<td>Logic is the science that evaluates arguments. PHIL 8 provides students with extensive experience in identifying a range of correct and incorrect argument forms. Examples will come from everyday life. Students will also learn to use both the traditional categorical syllogism and modern argumentation logic. The equivalent of this course in content and objectives may also be offered on the Internet.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PHIL 10</th>
<th>LIFE AND DEATH MORAL ISSUES</th>
<th>3</th>
<th>(CR/NC)</th>
<th>(F/S/I)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advisory: A grade of C or higher in ENGL 1A or English Placement Level 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Hours: 54 lecture total</td>
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<tr>
<td></td>
<td>This course will explore in detail the entire range of life and death moral issues which philosophers consider. These issues include abortion, euthanasia, capital punishment, warfare, self-defense cases, various crisis cases, cloning and stem cell research, among others. We will examine both the various moral claims made about these issues and the arguments presented in defense of those claims. This course can serve as an introduction to moral philosophy in particular, and to philosophy in general. The issues covered in this course should be of intrinsic interest to everyone.</td>
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</tr>
</tbody>
</table>

**PHYSICAL EDUCATION** (PE)

**HEALTH AND WELLNESS** (PE)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Option</th>
<th>CR/NC</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 4</td>
<td>LIFETIME FITNESS</td>
<td>3</td>
<td>(CR/NC)</td>
<td>(F/S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Hours: 45 lecture/27 lab total</td>
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<tr>
<td></td>
<td>In keeping with the primary purpose of Wellness, this course is designed to provide insight relative to the values derived by enriching the quality of our lives. Further, it includes the mechanisms for identifying individual needs and providing the means for measurement and improvement of lifestyles to reach a higher level of well being. This course provides a personalized approach to assess and prescribe the necessary programs to improve the components of physical fitness and wellness. In addition to the health related components of physical fitness (cardiovascular, muscular strength and endurance, muscular flexibility, body composition), topics covered include nutrition and weight control, cardiovascular risk reduction, stress management, drug and alcohol abuse, AIDS, and environmental health issues.</td>
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</tbody>
</table>

**PHYSICAL EDUCATION/FITNESS & CONDITIONING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Option</th>
<th>CR/NC</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 6</td>
<td>AEROBIC INSTRUCTOR TRAINING</td>
<td>2</td>
<td>(CR/NC)</td>
<td>(F/S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Hours: 27 lecture/27 lab total</td>
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<tr>
<td></td>
<td>A comprehensive class covering current materials on exercise science as related to aerobic exercise instruction. Theories of aerobic training, strength and endurance development and exercise analysis are presented. Students will develop skills for creating aerobic exercises and dance choreography, low/high impact modification, formatting and cueing techniques. Written examinations and instructor critique on all materials may result in the student obtaining a certificate of completion.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PE 10</th>
<th>FOUNDATIONS OF HUMAN MOVEMENT AND EXERCISE PHYSIOLOGY (formerly HPE 8)</th>
<th>3</th>
<th>(CR/NC)</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Hours: 54 lecture total</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PE 11</th>
<th>FUNDAMENTAL CONDITIONING (formerly HPE 1AD)</th>
<th>.5-1.5</th>
<th>(CR/NC)</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Hours: 27, 54, or 81 total activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designed to acquaint the student with exercises, activities and use of muscles to perform specific tasks and to improve physical well-being. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PE 12</th>
<th>WEIGHT TRAINING (formerly HPE 24AD)</th>
<th>.5-1.5</th>
<th>(CR/NC)</th>
<th>(F/S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Hours: 27, 54, or 81 total activity</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>A course in weight training and general conditioning. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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</tr>
</tbody>
</table>
Activity can include aerobics, whirlpool, weights, massage, stairmaster, swimming, and general exercise. Use of the pools, gymnasium, weight room, and cardio room, in an individualized activity program developed for each student.

The Adapted Physical Education program consists of three instructors, two therapists, numerous student aides and incorporates the physical education program because of cardiovascular impairments.

Exercise designed to provide a program of activities suitable for those students who are unable to participate in a regular physical education program because of orthopedic injury or disorders. Exercise for orthopedic disorders is designed to provide a program of activities suitable for those students who may not safely or successfully engage in unrestricted participation in the general physical education program. Note: This course may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

Exercise designed to provide a program of activities suitable for those students who are unable to participate in a regular physical education program because of cardiovascular impairments. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

Exercise designed to provide a program of activities suitable for those students who are unable to participate in a regular physical education program because of respiratory disorders. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

Contact information for Shasta College - Shasta District Office: 3320 College Circle, Redding, CA 96002 - Phone: (530) 222-2000 - Fax: (530) 222-2413 - Admissions: 3320 College Circle, Redding, CA 96002 - Phone: (530) 222-2000 - Fax: (530) 222-2413 - www.shastac.edu - 2005-2007 Shasta College Catalog - 201

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Option</th>
<th>Advisory</th>
<th>Class Hours</th>
<th>Summer Offered</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 25</td>
<td>CORRECTIVE &amp; REHABILITATIVE PHYSICAL EDUCATION LAB</td>
<td>1-2</td>
<td>CR/NC Option</td>
<td>Concurrent enrollment in PE 24</td>
<td>54-108 lab</td>
<td>S</td>
<td>Designed to provide practical experience and formal training for students who are interested in a career in physical education for health occupations and physical therapy. Course provides training in therapeutic recreation, corrective therapy or any other area which involves physically-limited individuals. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 26</td>
<td>ADAPTED WEIGHT TRAINING</td>
<td>.5-2</td>
<td>CR/NC Option</td>
<td></td>
<td>27-108 lab</td>
<td>S</td>
<td>Strength and flexibility development through supervised progressive exercise. Includes initial assessment, exercise prescription and equipment, and technique instruction. Note: This course may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 27</td>
<td>ADAPTED AQUATICS FOR THE PHYSICALLY LIMITED</td>
<td>.5-2</td>
<td>CR/NC Option</td>
<td></td>
<td>27-108 lab</td>
<td>S</td>
<td>Aquatic exercise designed to provide a program of activities for those students who are unable to participate in a regular physical education aquatic program because of physical or mental impairments. Note: This course may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td></td>
<td>AQUATICS</td>
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<tr>
<td>PE 30</td>
<td>SWIMMING (formerly HPE 40AD)</td>
<td>.5-1</td>
<td>CR/NC Option</td>
<td></td>
<td>27 or 54 total activity</td>
<td>S</td>
<td>This class is designed to offer instruction in aquatic skills necessary for survival, efficiency in swimming and diving, and conditioning in the aquatic environment. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 31</td>
<td>AQUA AEROBICS (formerly HPE 79AD)</td>
<td>.5-1</td>
<td>CR/NC Option</td>
<td></td>
<td>27 or 54 total activity</td>
<td>S</td>
<td>Aqua aerobics is an activity class covering basic aquatic exercises. Water is the perfect medium providing natural resistance for toning, firming, and strengthening. Body alignment, heart rates, fun, and pleasure without strain will be included. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 32</td>
<td>WATER POLO (formerly HPE 44AB)</td>
<td>.5-1</td>
<td>CR/NC Option</td>
<td></td>
<td>27 or 54 total activity</td>
<td>S</td>
<td>A course designed to acquaint students with the sport of water polo. Emphasis on rules, individual skills, team play, and game strategy. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 33</td>
<td>PADDLE SPORTS (formerly HPE 59AB)</td>
<td>.5-1</td>
<td>CR/NC Option</td>
<td></td>
<td>27 or 54 total activity</td>
<td>S</td>
<td>This course is designed to offer instruction in canoeing or kayaking. The course will cover material on types of canoes or kayaks, their uses, basic paddling strokes, reading moving water, use of safety and rescue equipment and personal rescue techniques. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 35</td>
<td>LIFEGUARD TRAINING (formerly HPE 43AB)</td>
<td>2</td>
<td>CR/NC Option</td>
<td>Red Cross Level VII swimming skills.</td>
<td>27 lecture/27 lab total</td>
<td>S</td>
<td>A course designed to provide training and prepare student for certification in American Red Cross Lifeguard Training, Professional Rescuers CPR, and First Aid Basics. Note: This class may be repeated any number of times for credit by students who are legally mandated to meet training requirements as a condition of continued pay or volunteer employment.</td>
</tr>
<tr>
<td>PE 36</td>
<td>WATER SAFETY INSTRUCTORS (formerly HPE 54)</td>
<td>1.5</td>
<td>CR/NC Option</td>
<td></td>
<td>18 lecture/27 lab total</td>
<td>S</td>
<td>A course designed to provide laboratory experience in the methodology of American Red Cross swimming instruction. Emphasis is placed on practical application of instructional theory used at all levels of swimming instruction. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 37</td>
<td>SPRINGBOARD DIVING</td>
<td>.5-1</td>
<td>CR/NC Option</td>
<td></td>
<td>27 or 54 total activity</td>
<td>S</td>
<td>A course designed to present skills and techniques of one and three meter diving, and diving performance criteria. Note: This course may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
</tbody>
</table>
PE 38  SNORKELING - .5 Unit (CR/NC Option)
Note: 1) Students will need to have appropriate equipment (mask, fins, snorkel, wet suit, wet belt, and buoyancy compensator). 2) Students will need to provide own transportation for field trips which will be arranged at the first class meeting. Class will meet at Shasta College pools for first 9-hours and by arrangement off-campus for 18-additional hours.
Class Hours: 27 total activity
A course designed to provide theory and practical skills required for safe and enjoyable snorkeling/free-diving in lake, stream, or ocean.

PE 39  BASIC SAILING – 1 Unit (CR/NC Option)
Advisory: Safe swimmer
Class Hours: 54 lab total
This course will offer instruction on the basic art of sailing. Topics will include boater safety, boat parts identification, boat set up and breakdown, boat launching, sail trim, rudder control, righting the boat in case of capsize and on-the-water right of way. This course may be repeated once for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

DANCE
For Dance courses, refer to DAN in the catalog

RACQUET SPORTS

PE 50  RACQUETBALL (formerly HPE 25AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
Course teaches the fundamental skills, knowledge and social courtesies necessary to participate in the game of racquetball. This course is designed for players with skills ranging from beginner to advanced. Physical and mental strategies are emphasized to enhance critical thinking ability. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 51  TENNIS (formerly HPE 35AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
A course in fundamentals, techniques, rules of play, strategies, and social courtesies in singles and doubles play with the skill ranging from the beginner to the advanced. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 52  BADMINTON (formerly HPE 39AD) - .5-1.5 Units (CR/NC Option)
Class Hours: 27, 54, or 81 total activity
A course in fundamentals, techniques, rules of play, strategies and social courtesies in singles and doubles play with the skill ranging from the beginner to the advanced. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

INDIVIDUAL SPORTS AND TEAM SPORTS

PE 60  SELF-DEFENSE (formerly HPE 2AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
This course will be conducted in such a manner that both the beginning and intermediate student will be able to learn and use basic to advanced skills. Self defense techniques will be introduced from basic to advanced levels. The student will acquire fundamental skills in stances, punches, blocks, kicks, and escaping techniques. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 62  GOLF (formerly HPE 32AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
Designed to teach the fundamental skills and knowledge necessary to participate in the game of golf. A course for the beginning, intermediate, or advanced player who desires a review. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 63  ARCHERY (formerly HPE 38AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
The archery class teaches the fundamentals skills and knowledge necessary to participate in the sport of archery; target and field. A multi-level course designed for the beginner, intermediate, or advanced archer. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 69  FOOTBALL (formerly HPE 3AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
An activity course designed to teach skills and techniques of football. Team play is emphasized to prepare the beginner and intermediate player for competitive play. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 70  VOLLEYBALL (formerly HPE 6AD) - .5-1 Unit (CR/NC Option) (F/S)
Class Hours: 27 or 54 total activity
Designed to develop basic skills and an understanding and appreciation for the game of volleyball. The use of lecture, demonstration and drills/practice will provide the student with the opportunity for skill improvement. Rules, strategy, and team play will enhance the students knowledge to continue this activity at a higher level. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
PE 71  SOFTBALL (formerly HPE 5AD) - .5-1.5 Unit (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
An activity course designed to teach skills and techniques of softball. Team play is emphasized to prepare the beginner and intermediate player for competitive play. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 72  BASEBALL (formerly HPE 5AD) - .5-1.5 Unit (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
An activity course designed to teach skills and techniques of baseball. Team play is emphasized to prepare the beginner and intermediate player for competitive play. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 73  TRACK & FIELD TECHNIQUES (formerly HPE 12AD) - .5-1.5 Unit (CR/NC Option) (F)
Class Hours: 27, 54, or 81 total activity
An activity course designed to teach and practice fundamental skills of track and field. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 74  SOCCER (formerly HPE 41AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
A course designed to provide instruction on the history, theory, fundamental skills, strategies, and techniques of the game of soccer. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 75  BASKETBALL (formerly HPE 4AD) - .5-1.5 Units (CR/NC Option) (F/S)
Class Hours: 27, 54, or 81 total activity
Designed to develop basic skills and understanding and appreciation for the game of basketball. The use of lecture, demonstration and drills will provide the student with the opportunity for skill development. Rules, strategy, and team play will enhance the students knowledge to continue this activity at a higher level. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 97  SPECIAL TOPICS IN PHYSICAL EDUCATION .5-2 Units (CR/NC Option) (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in physical education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

PE 98  SPECIAL TOPICS IN PHYSICAL EDUCATION - ACTIVITY - .5-2 Units (CR/NC Option) (I)
Class Hours: 27-108 total activity
This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in physical education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.

SPORT CLINICS

PE 100  FOOTBALL CLINIC - .5 Unit (CR/NC Option) (I)
Class Hours: 27-36 total activity
This short-term activity course will teach and build on fundamental skills and techniques in football. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 101  VOLLEYBALL CLINIC - .5 Unit (CR/NC Option) (I)
Class Hours: 27-36 total activity
This short-term activity course will teach and build on fundamental skills and techniques in volleyball. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 102  BASKETBALL CLINIC - .5 Unit (CR/NC Option) (I)
Class Hours: 27-36 total activity
This short-term activity course will teach and build on fundamental skills and techniques in basketball. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 103  SOFTBALL CLINIC - .5 Unit (CR/NC Option) (I)
Class Hours: 27-36 total activity
This short-term activity course will teach and build on fundamental skills and techniques in softball. This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.

PE 104  BASEBALL CLINIC - .5 Unit (CR/NC Option) (I)
Class Hours: 27-36 total activity
This short-term activity course will teach and build on fundamental skills and techniques in baseball. This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>P/N Option</th>
<th>Repeatable Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 105</td>
<td>TENNIS CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in tennis. This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 106</td>
<td>GOLF CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in golf. This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 107</td>
<td>SOCCER CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in soccer. This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 108</td>
<td>SWIMMING CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in swimming. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 109</td>
<td>TRACK AND FIELD CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in track and field. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 110</td>
<td>WRESTLING CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in wrestling. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition/practice.</td>
</tr>
<tr>
<td>PE 111</td>
<td>CHEERLEADING CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques in cheerleading. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 112</td>
<td>KARATE CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques, both physical and mental, of traditional Shotokan Karate. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 113</td>
<td>BALLET CLINIC -.5 Unit (CR/NC Option)</td>
<td>(.5)</td>
<td>(I)</td>
<td>This short-term activity course will teach and build on fundamental skills and techniques, both physical and mental, of traditional ballet. Note: This course may be repeated three times, for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>PE 197</td>
<td>SPECIAL TOPICS IN PHYSICAL EDUCATION -.5-.2 Units (CR/NC Option)</td>
<td>(.5-.2)</td>
<td>(I)</td>
<td>This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in physical education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</td>
</tr>
<tr>
<td>PE 198</td>
<td>SPECIAL TOPICS IN PHYSICAL EDUCATION - ACTIVITY -.5-.2 Units (CR/NC Option)</td>
<td>(.5-.2)</td>
<td>(I)</td>
<td>This course is designed to give students an opportunity to explore a variety of activities dealing with changing topics/knowledge in physical education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Note: Since subject matter varies each time the course is taught, this course is repeatable three times for a total of four enrollments.</td>
</tr>
<tr>
<td>PE 300</td>
<td>FITNESS FOR SENIORS (formerly HPE 305) - .0 Units (CR/NC Option)</td>
<td>(.0)</td>
<td>(F/S)</td>
<td>Modified postures for seniors that are specifically designed to provide gentle stretching, strengthening, and balancing with emphasis in increasing limberness and stamina.</td>
</tr>
</tbody>
</table>

*F* and **S** indicate semester course is usually offered. **I** indicates course may not be offered every year. Subject to change. Check the current class schedule.
**PHYSICAL EDUCATION – ATHLETICS (PEAT)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type Option</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 301</td>
<td>FITNESS FOR THE DEVELOPMENTALLY DISABLED</td>
<td>0 Unit</td>
<td>CR/NC Option</td>
<td>27-72 total activity</td>
</tr>
<tr>
<td></td>
<td>Modified exercises for the developmentally disabled person that are specifically designed to provide gentle stretching, strengthening, range of motion, with emphasis in increasing limberness and stamina. Nutritional aspects of wellness will be discussed.</td>
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<tr>
<td>PEAT 1</td>
<td>BEGINNING ATHLETIC TRAINING (formerly HPE 91)</td>
<td>3 Units</td>
<td>CR/NC Option</td>
<td>54 lecture total</td>
</tr>
<tr>
<td></td>
<td>Theory and practice in care and prevention of athletic injuries. Course will cover basic injury prevention, recognition, emergency care and treatment of injuries. Students will have the opportunity to become certified in an American Red Cross “Sport Safety Training” course.</td>
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<tr>
<td>PEAT 2</td>
<td>CLINICAL EXPERIENCES IN SPORTS MEDICINE (formerly HPE 91L)</td>
<td>1-3 Units</td>
<td>CR/NC Option</td>
<td>54-162 total activity</td>
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<tr>
<td></td>
<td>Theory, practice, and hands-on experience in athletic injury prevention, athletic emergency care, therapeutic treatment, and rehabilitation of athletic injuries in the Athletic Treatment Center. Note: This class may be repeated three times for a total of four enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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<tr>
<td>PEAT 3</td>
<td>STRENGTH TRAINING &amp; CONDITIONING FOR ATHLETES (formerly HPE 64AD)</td>
<td>.5-.5-1.5 Units</td>
<td>CR/NC Option</td>
<td>27, 54, or 81 total activity</td>
</tr>
<tr>
<td></td>
<td>A course designed to provide specialized strength training program to meet the needs of athletes of various sports. Note: Since subject matter varies each time course is taught, course is repeatable three times for a total of four enrollments.</td>
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<tr>
<td>PEAT 4</td>
<td>THEORY OF COACHING (formerly HPE 85/86)</td>
<td>1 Unit</td>
<td>CR/NC Option</td>
<td>18 lecture total</td>
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<td></td>
<td>A course designed to teach the coach or aspiring coach a greater understanding of coaching philosophies, sport pedology, sport physiology, adolescent psychology, sport medicine, and sport rules and regulations. Also, how to deal with parental dilemmas and ethical issues.</td>
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<tr>
<td>PEAT 5</td>
<td>INTERCOLLEGIATE FOOTBALL (formerly HPE 14AB)</td>
<td>2 Units</td>
<td>CR/NC Option</td>
<td>108-180 hours total</td>
</tr>
<tr>
<td></td>
<td>Football instruction practice and competition at the intercollegiate level. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<tr>
<td>PEAT 6</td>
<td>THEORY OF FOOTBALL (formerly HPE 9AB)</td>
<td>1 Unit</td>
<td>CR/NC Option</td>
<td>18 lecture/18 activity total</td>
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<td></td>
<td>A course designed to teach the rules, theory, and strategies of football. Note: This course may be repeated two times for a total of three enrollments. As the athletes skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.</td>
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<tr>
<td>PEAT 7</td>
<td>INTERCOLLEGIATE VOLLEYBALL (formerly HPE 61AB)</td>
<td>2 Units</td>
<td>CR/NC Option</td>
<td>108-180 hours total</td>
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<tr>
<td></td>
<td>Volleyball instruction, practice and competition at the intercollegiate level. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<tr>
<td>PEAT 8</td>
<td>THEORY OF VOLLEYBALL (formerly HPE 52AB)</td>
<td>1 Unit</td>
<td>CR/NC Option</td>
<td>18 lecture/18 activity total</td>
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<td></td>
<td>This course is designed to teach the theoretical and strategic aspects of volleyball. Note: This course may be repeated two times for a total of three enrollments. As the athlete’s skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<tr>
<td>PEAT 9</td>
<td>INTERCOLLEGIATE CROSS COUNTRY (formerly HPE 29AB)</td>
<td>2 Units</td>
<td>CR/NC Option</td>
<td>108-180 hours total</td>
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<tr>
<td></td>
<td>Cross country instruction, practice and competition at the intercollegiate level. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<tr>
<td>PEAT 10</td>
<td>THEORY OF CROSS COUNTRY (formerly HPE 30AB)</td>
<td>1 Unit</td>
<td>CR/NC Option</td>
<td>18 lecture/18 activity total</td>
</tr>
<tr>
<td></td>
<td>A course designed to teach the rules, theory and strategies of cross country. Note: This course may be repeated two times for a total of three enrollments. As the athletes skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.</td>
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</tbody>
</table>
### INTERCOLLEGIATE BASKETBALL *(formerly HPE 15AB)* - 1 Unit (CR/NC Option) *(F)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 90 lab hours total  
Basketball instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

### THEORY OF BASKETBALL *(formerly HPE 13AB)* - 1 Unit (CR/NC Option) *(F)*

**Class Hours:** 18 lecture/18 activity total  
A course related to the teaching of rules, theory and methods in basketball. **Note:** This course may be repeated two times for a total of three enrollments. As the athlete's skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.

### INTERCOLLEGIATE SOFTBALL *(formerly HPE 62AB)* - 2 Units (CR/NC Option) *(S)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 108-180 hours total  
Softball instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

### THEORY OF SOFTBALL *(formerly HPE 42AB)* - 1 Unit (CR/NC Option) *(S)*

**Class Hours:** 18 lecture/18 activity total  
A course related to the teaching of rules, theory, strategies and methods of softball. Designed to enhance the performance of prospective intercollegiate softball athletes. **Note:** This course may be repeated two times for a total of three enrollments. As the athlete's skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.

### INTERCOLLEGIATE BASEBALL *(formerly HPE 16AB)* - 2 Units (CR/NC Option) *(S)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 108-180 hours total  
Baseball instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

### THEORY OF BASEBALL *(formerly HPE 10AB)* - 1 Unit (CR/NC Option) *(S)*

**Class Hours:** 18 lecture/18 activity total  
A course designed to teach the rules, theory and strategies of competitive baseball. **Note:** This course may be repeated two times for a total of three enrollments. As the athletes skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.

### INTERCOLLEGIATE TRACK AND FIELD *(formerly HPE 18AB)* - 2 Units (CR/NC Option) *(S)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 108-180 hours total  
Track and field instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

### THEORY OF TRACK AND FIELD *(formerly HPE 28AB)* - 1 Unit (CR/NC Option) *(S)*

**Class Hours:** 18 lecture/18 activity total  
A course designed to teach the rules, theory and strategies of track and field. **Note:** This course may be repeated two times for a total of three enrollments. As the athletes skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.

### INTERCOLLEGIATE TENNIS *(formerly HPE 17AB)* - 2 Units (CR/NC Option) *(S)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 108-180 hours total  
Tennis instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

### THEORY OF TENNIS *(formerly HPE 68AB)* - 1 Unit (CR/NC Option) *(S)*

**Class Hours:** 18 lecture/18 activity total  
A course related to the teaching of rules, theory and methods in tennis. **Note:** This course may be repeated two times for a total of three enrollments. As the athletes skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.

### INTERCOLLEGIATE GOLF *(formerly HPE 19AB)* - 2 Units (CR/NC Option) *(S)*

**Note:** Tryouts may be required to determine performance capability  
**Class Hours:** 108-180 hours total  
Golf instruction, practice and competition at the intercollegiate level. **Note:** This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)

*F* and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Option</th>
<th>Hours</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEAT 22</td>
<td>THEORY OF GOLF (formerly HPE 69AB)</td>
<td>1</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to teach the rules, theory and strategies of golf. Note: This course may be repeated two times for a total of three enrollments. As the athlete’s skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.</td>
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<td></td>
<td>Class Hours: 18 lecture/18 activity total</td>
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<tr>
<td>PEAT 23</td>
<td>INTERCOLLEGIATE SOCCER (formerly HPE 71AB)</td>
<td>2</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to provide advanced instruction on the skills, strategies, techniques and rules so that the student may play at the intercollegiate level of competition. Note: This course may be repeated two times for a total of three enrollments since proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<td></td>
<td>Note: Tryouts may be required to determine performance capability</td>
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<td></td>
<td>Class Hours: 108-180 hours total</td>
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<tr>
<td>PEAT 24</td>
<td>THEORY OF SOCCER (formerly HPE 70AB)</td>
<td>1</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to teach the rules, theory and strategies of competitive soccer. Note: This course may be repeated two times for a total of three enrollments. As the athlete’s skills and proficiencies are enhanced, the theoretical and strategic aspects become more complex and require additional instruction.</td>
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<td></td>
<td>Class Hours: 18 lecture/18 activity total</td>
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</tr>
<tr>
<td>PEAT 25</td>
<td>INTERCOLLEGIATE SWIMMING AND DIVING (formerly HPE 82AB)</td>
<td>2</td>
<td>CR/NC</td>
<td></td>
<td>A course designed for students interested in swimming at the competitive level. Daily practice spring semester, various field trips for competition. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<td>Note: Tryouts may be required to determine performance capability</td>
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<td></td>
<td>Class Hours: 96-180 hours total</td>
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<tr>
<td>PEAT 26</td>
<td>THEORY OF COMPETITIVE SWIMMING (formerly HPE 83AB)</td>
<td>1</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to provide information about the rules, theories, scientific basis, and condition of intercollegiate swimmers. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<td></td>
<td></td>
<td></td>
<td>Class Hours: 18 lecture/18 activity total</td>
<td></td>
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<tr>
<td>PEAT 27</td>
<td>INTERCOLLEGIATE WATERPOLO</td>
<td>2</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to provide theory and practical skills required for students to compete in the sport of waterpolo against other college age students. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are developed by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<td>Note: Tryouts may be required to determine performance capability</td>
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<td></td>
<td>Class Hours: 108-180 hours total</td>
<td></td>
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<tr>
<td>PEAT 28</td>
<td>THEORY OF WATERPOLO</td>
<td>1</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to teach the rules, theory, and strategies of waterpolo. As the athletes skills and proficiencies are developed, the theoretical and strategic aspects of the game become more complex and require additional instruction. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are developed by supervised repetition and practice.</td>
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<td>Class Hours: 18 lecture/18 lab total</td>
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<tr>
<td>PEAT 29</td>
<td>INTERCOLLEGIATE WRESTLING</td>
<td>2</td>
<td>CR/NC</td>
<td></td>
<td>A course designed for students interested in wrestling at the competitive level. Daily practice fall semester, various field trips for competition. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice. (If student desires to compete in conference matches, he/she must meet conference eligibility requirements.)</td>
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<td>Note: Tryouts may be required to determine performance capability</td>
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<td></td>
<td></td>
<td></td>
<td>Class Hours: 96-180 lab total</td>
<td></td>
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<tr>
<td>PEAT 30</td>
<td>THEORY OF WRESTLING</td>
<td>1</td>
<td>CR/NC</td>
<td></td>
<td>This course is to provide information about the rules, theories, scientific basis, and training method of intercollegiate wrestlers. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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<td></td>
<td>Class Hours: 9 lecture/27 lab total</td>
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<td></td>
<td>This course is to provide information about the rules, theories, scientific basis, and training method of intercollegiate wrestlers. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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<td></td>
<td></td>
<td>This course is to provide information about the rules, theories, scientific basis, and training method of intercollegiate wrestlers. Note: This course may be repeated two times for a total of three enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
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<tr>
<td>PEAT 31</td>
<td>SPORT SAFETY TRAINING</td>
<td>.5</td>
<td>CR/NC</td>
<td></td>
<td>A course designed to train coaches and prospective coaches in the area of sport safety and first aid. Adult and child CPR is covered. Upon successful completion of this course, the student is eligible for American Red Cross Certification in sport safety training.</td>
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<td>Class Hours: 9 lecture total</td>
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</tr>
</tbody>
</table>
PHYSICAL SCIENCE (PHSC)

PHSC 1  PHYSICAL SCIENCE SURVEY - 4 Units (CR/NC Option) (F)
Advisory: A grade of C or higher in MATH 101, or Math Placement Level 3 or higher
Class Hours: 54 lecture/54 lab total
Lecture-discussion, demonstration and lab activities cover selected theories of physics and chemistry, emphasizing the conceptual basis of these theories. The course is designed for non-science majors as part of their general education requirement in science. This course is not appropriate for students who have taken college level physics or chemistry.

PHSC 2  GENERAL EARTH SCIENCE (formerly PHSC 2 and PHSC 3) - 4 Units (F/S/I)
Note: Required day field trips. The lecture portion of this course may be offered as distance education.
Class Hours: 54 lecture/54 lab total (when offered in the Distance Education format, lecture hours will total 162)
A survey course designed for non-science majors which spans the Earth-related sciences, including geology, oceanography, meteorology and astronomy. In general, the course focuses on physical processes and materials as related to each discipline. Topics include a geologic evolution of the Earth, economic resources derived from the Earth, Earth materials, evolution and character of the oceans, ocean-atmosphere interactions, atmospheric processes including weather and climate, the solar system and Earth as part of the universe. The laboratory portion of this course provides hands-on activities that support and demonstrate lecture concepts.

PHSC 4  METEOROLOGY – 4 Units (S)
Class Hours: 54 lecture/54 lab total
Dynamic aspects of the atmosphere responsible for climate and weather represents the main focus of this course. Topics include atmospheric composition, solar radiation, global heat transfer, atmospheric moisture, pressure and atmospheric circulation, air masses, weather patterns and forecasting, storms including hurricanes and tornadoes, air pollution and ozone, and global climate changes. Applicable fundamental science concepts such as state changes, heat transfer mechanisms, and the physical and chemical aspects of the media involved in weather are also introduced. Laboratory exercises will include analyses of incoming solar radiation, heat transfer in the atmosphere, humidity measurements, atmospheric motion, weather maps, storms characteristics and climate controls and climate change.

PHSC 5  OCEANOGRAPHY – 4 Units (F/S/I)
Note: Required overnight field trip.
Class Hours: 54 lecture/54 lab total
Global ocean dynamics are part of an intricate system that influences world climate and both terrestrial and oceanic life. Basic principles and concepts are presented including ocean origins, ocean basin formation, seawater, composition and characteristics, oceanic circulation, and the marine habitat providing a holistic view to the study of the oceans. Coastal processes such as waves and tides, erosion and deposition, and land forms are also considered. Laboratory activities will survey marine geology including plate tectonic and ocean basin topography, chemical oceanography, physical oceanography such as circulation, waves and tides, and biological oceanography including marine organisms, marine ecosystems and nutrient flow.

PHSC 6  COASTAL OCEANOGRAPHIC FIELD STUDIES – 2 Units (I)
Note: Required overnight field trip.
Class Hours: 27 lecture/27 lab total
An introduction to the coastal oceanography of northern California and coastal habitat evaluation. The course will include a three-day field trip along the northern California coast. In general, the course will focus on oceanographic concepts associated with estuaries, tidal flats, sandy shores, rocky shores, lagoons, and the shallow continental shelf. Lecture meetings will present basic concepts in oceanography including chemical, physical, geologic, and biologic realms, as related to the coastal zone and with an emphasis on the inter-related nature of these topics. Laboratory activities on campus will include charting and navigation, data synthesis and analysis while the coast field trip itself will represent the bulk of the lab experience. Field trip exercises will be conducted at various stops including oceanographic sampling and data collection.

PHSC 7  EARTH SYSTEM SCIENCE – 3 Units (I)
Note: Day field trips may be required.
Class Hours: 54 lecture total
Earth is a dynamic plant, changing in response to natural process within the atmosphere, geosphere, hydrosphere and biosphere. Modern science is now viewing the Earth system in its entirety, the sum of its parts, in an effort to understand how processes in one sphere impact those in another. This course stresses the inter-relationships of these systems and reviews natural cycles and positive and negative feedback pathways that operate over various time scales to affect global environmental change. The impact of civilization on the Earth system is also analyzed as the course considers pollution, over population, global warming, deforestation, desertification, resource depletion, and biologic extinctions.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year.
Subject to change. Check the current class schedule.
PHYSICS (PHYS)

PHYS 2A  GENERAL COLLEGE PHYSICS - 4 Units (CR/NC Option) (CAN# PHYS 2) (CAN PHYS SEQ A) (F)
Prerequisite: A grade of C or higher in MATH 102 or Math Placement Level 4 or higher
Class Hours: 54 lecture/54 lab total
This course provides an introduction to the principles and applications of mechanics, using the mathematical tools of algebra and right triangle trigonometry. Topics include vectors, kinematics, Newton’s Laws, gravity, energy and momentum, equilibrium of rigid bodies, fluids and simple harmonic motion.

PHYS 2B  GENERAL COLLEGE PHYSICS - 4 Units (CR/NC Option) (CAN# PHYS 4) (CAN PHYS SEQ A) (S)
Prerequisite: A grade of C or higher in PHYS 2A
Class Hours: 54 lecture/54 lab total
This course is a continuation of PHYS 2A, covering mechanical waves (including sound), electricity, magnetism, geometric optics, interference and diffraction and elementary quantum theory.

PHYS 4A  PHYSICS (MECHANICS) - 4 Units (CAN# PHYS 8) (CAN# PHYS SEQ B) (S)
Prerequisite: A grade of C or higher in MATH 3A, or Math Placement Level 6 or higher
Corequisite: Students must be concurrently enrolled in MATH 3B, or have completed MATH 3B with a grade of C or higher
Class Hours: 54 lecture/54 lab total
The fundamental principles of mechanics are treated within the mathematical framework of elementary differential and integral calculus. Vectors, Newton’s Laws, work, energy gravitation, linear and angular momentum, rotational dynamics and motion studies are discussed.

PHYS 4B  PHYSICS (ELECTRICITY AND MAGNETISM) - 4 Units (CAN# PHYS 12) (CAN# PHYS SEQ B) (F)
Prerequisite: A grade of C or higher in MATH 3B or Math Placement Level 6; and a grade of C or higher in PHYS 4A
Class Hours: 54 lecture/54 lab total
The fundamental principles of electricity and magnetism are treated using vector integral calculus. Topics include Coulombs Law, electric fields, potentials, Gauss’ Law, Ohms Law, D-C circuits, Magnetism, Biot-Savart Law, Amperes Law, Capacitance, inductance and RC circuits.

PHYS 4C  PHYSICS (WAVES, MODERN PHYSICS & QUANTUM MECHANICS) - 4 Units (CAN# PHYS 14) (CAN# PHYS SEQ B) (S)
Prerequisite: A grade of C or higher in PHYS 4B, and a grade of C or higher in MATH 4A or Math Placement Level 7
Corequisite: Students must be concurrently enrolled in, or have completed MATH 4B with a grade of C or higher
Class Hours: 54 lecture/54 lab total
The third in a three-course sequence, this course covers general properties of waves, electromagnetic waves, reflection and refraction, interference and diffraction, the special theory of relativity, the quantum nature of light and the wave nature of matter, and Schrodinger’s equation.

PHYS 101  TECHNICAL PHYSICS - 3 Units (CR/NC Option) (S)
Advisory: A grade of C or higher in MATH 102, or Math Placement Level 4
Note: One mandatory field trip will be required
Class Hours: 54 lecture total
A general physics course designed to explore applications of Physics for non-transfer students. This course is designed for students in (but not limited to) heavy-duty mechanics, automotive, drafting, sports, fire science and architecture.

PHYSIOLOGY (PHY)

PHY 1  PHYSIOLOGY - 5 Units (CR/NC Option) (CAN# BIOL 12) (F/S)
Class Hours: 72 lecture/54 lab total
A study of cellular, tissues, and organ function in the human body. A college level course surveying the elements of human physiology in selected organ systems with an emphasis on their control and integration. The course will be presented in a lecture/discussion format with appropriate audio visual aids to emphasize selected concepts. Experiments are performed in the laboratory to illustrate functional characteristics of cells, membranes, and organ systems discussed in lecture and to provide direct experience with lab techniques, recording systems, and methods of data analysis. Some previous knowledge of anatomy and chemistry is helpful, but not required for success in the course. A prerequisite for A.D.N. and Dental Hygiene programs.

PHY 5  HUMAN SEXUALITY - 3 Units (CR/NC Option) (F/S)
Note: Will not count toward fulfillment of general education transfer requirements in science. It will, however, count toward completion of Category “E” requirements for CSU system. Will meet science requirement for AA degree.
Class Hours: 36 lecture/18 discussion total (when offered in the Distance Education format, hours will total 162)
An informative course in human sexuality, including human development from conception to adulthood. The anatomy and physiology of sex as well as sexual disease, disorders, variations, myths and laws governing sexual practices will also be covered. The equivalent of this course in content and objectives may be offered via the Internet.
POLS 1  INTRODUCTION TO POLITICAL SCIENCE - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
The central emphasis of this course is upon the terms and concepts used in the field of political science. Discussion centers upon the nature of political science, the origin and nature of the State, patterns and functions of government, the nature of political ideologies, the nature of the U.S. Constitution and the basic principles of a constitution. It is recommended that students majoring in political science or other social sciences take this course.

POLS 2  INTRODUCTION TO AMERICAN GOVERNMENT - 3 Units (CAN# GOVT 2) (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course emphasizes the machinery of government as found in the American system. It examines the Constitutional framework and the functioning of government at national, state and local levels. Political Science majors should take this course as well as POLS 1, preferably in sequence. It satisfies State of California requirements in U.S. Constitution and California state and local government. This course is also offered as Distance Education but it is the same in content as that offered on campus. POLS 2 on the Internet: Students taking this course must have access to the Internet.

POLS 12  CALIFORNIA STATE AND LOCAL GOVERNMENT – 3 Units (I)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
The purpose of this course is to acquaint the student with an understanding of how the State of California is governed. Emphasis will be placed on the local elections, political parties, legislative, executive, and judicial powers, special interest groups, lobbying, and campaign finances. Major events in the historical development of California and on present day issues will be examined in the context of the US and California state constitutions.

POLS 20  POLITICS OF THIRD WORLD NATIONS - 3 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 7
Class Hours: 54 lecture total
This course focuses on the political dynamics of selected third world nations. Major emphasis will be on problems of poverty, colonialism, comparative political structures and behavior, imperialism and international relations. Tensions in political culture between traditional and non-traditional values in contemporary third world societies will also be examined.

POLS 25  GLOBAL POLITICS - 3 Units (I)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher; and a grade of C or higher in POLS 2
Note: Students taking the Internet format of this course must have access and working knowledge of the Internet.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
The central emphasis of this course is upon the terms and concepts used in the field of political science. Discussion centers upon the nature of political science, the origin and nature of the State, patterns and functions of government, the nature of political ideologies, the nature of the U.S. Constitution and the basic principles of a constitution. It is recommended that students majoring in political science or other social sciences take this course.

PSYC 1A  GENERAL PSYCHOLOGY - 3 Units (CAN# PSY 2) (F/S)
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6 or higher
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
PSYC 1A is the basic introductory course for the study of psychology as a science and as a profession. It provides both a general survey and intensive introduction to these concepts and elementary principles which are unique to psychology. Topics include perception, learning, development, motivation, personality, abnormal behavior, and biological and social bases of behavior. This course is also offered as Distance Education but is the same in content as that offered on campus.

PSYC 14  UNDERSTANDING HUMAN BEHAVIOR - 3 Units (F/S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Note: Students taking the Internet format of this course should have effective computer skills, reliable Internet access, and an email account.
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This introductory psychology course provides a general survey of psychological concepts, theories, methods, and applications. Topics include learning, development, motivation, emotions, personality, abnormal behavior, psychotherapy, stress and coping, gender and sexuality, relationships, communication, and biological and social bases of behavior. This course is also offered as Distance Education with content the same as that offered on campus.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
Public Safety (PUBS)

PSYC 15 Social Psychology - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in PSYC 1A and/or a grade of C or higher in SOC 1; and a grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is a study of human interaction. The focus is on the individual within the social context. Topics such as attitude formation, conformity, obedience to authority, liking and loving, gender, age, and cultural diversity, prejudice, discrimination and stereotyping, pro-social behavior and altruism, aggression, power and leadership, groupthink and deindividuation, conflict resolution and peacemaking are explored. In addition, the research methods and theories used by social psychologists are discussed. Equipment and skills to access the Internet will be useful. This course is also taught as an Internet course.

PSYC 16 Health Psychology - 3 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in PSYC 1A; and a grade of C or higher in ENGL 1A, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course examines the scientific and professional contributions made by the field of psychology in the promotion of and maintenance of health; the prevention and treatment of illness; how psychological, social, and biological factors influence one’s overall state of health including both wellness and illness; understanding the roles of patients and health care providers; and to the improvement of health care systems and health policy formation. Individual characteristics such as gender, culture, lifestyle, personality, and relationships and their affects on health are explored. Students who are pursuing psychology, health care, and/or human services as their profession will find this course beneficial. Skills to access the Internet will be helpful.

PSYC 17 Abnormal Psychology - 3 Units (CR/NC Option) (I)
Advisory: A grade of C or higher in PSYC 1A; and a grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
This course provides a historical overview of the field of abnormal psychology with an emphasis on current theories and paradigms. Abnormality is defined and behaviors that are considered abnormal or maladaptive are described. Assessment, diagnostic, classification, and prevention techniques, as well as psychological and biological therapies are explored.

PSYC 20 Cross-Cultural Psychology - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in PSYC 1A; and a grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
An introduction to theories and research findings regarding cultural influences on human behavior and cognitive processes, including but not limited to: life-span development, abnormal behavior and mental health, drug use, self-concept, emotions, gender expectations and gender roles, social behavior, perception, learning, intelligence, and psychotherapy. By providing students with an understanding of relativism this course will encourage them to interact with tolerance and/or appreciation in a world where there is an increasing contact among different cultures.

PSYC 41 Cultural/Social Context of Childhood - 3 Units (F/S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course examines the impact of the psychological, social, and cultural context of child development. Emphasis is given to the socialization process and to the cultural influences including ethnic identity, family relations, socioeconomic status, gender roles, peers, faith, and communities. Significant references highlight the experiences of children and their families from at least four different historically under-represented groups.

PSYC 46 Human Memory and Learning - 3 Units (CR/NC Option) (I)
Advisory: A grade of C or better in ENGL 280 or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course will explore how the mind/brain stores and retrieves information. Core concepts of modern research and theorizing about human memory and cognition will be reviewed. Research on the application of memory and learning principles to memory and learning improvement will be investigated. Students will learn to evaluate the role of attention, prior learning, cognitive style, personality functioning and motivation in memory encoding and retrieval. Changes in memory processes through the lifespan will be examined including recent research on topics such as Alzheimer’s and amnesia.

PUBLIC SAFETY (PUBS)

PUBS 158 School Bus Driver Training (formerly EDUC 158) - 2 Units (CR/NC Option)
Class Hours: 36 lecture total
The purpose of this course is to acquaint students with all of the laws, regulations, and operational procedures involved in becoming a licensed school bus driver in California. This course meets a state mandated classroom training requirement which a student must complete prior to taking highway patrol tests and doing behind-the-wheel training. This course does not include individual behind-the-wheel training, but will acquaint the student with laws and procedures pertaining to the correct operation of a school bus.

PUBS 159 School Bus Driver Training Refresher (formerly EDUC 363) - .5 Unit (CR/NC Option)
Class Hours: 10 lecture total
This course is a brief overview of all the areas of bus driver licensing, school bus operation use and regulations, defensive driving, and student loading and unloading procedures.
### REAL ESTATE (REAL)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory</th>
<th>Class Hours</th>
<th>Advisory Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL 30</td>
<td>REAL ESTATE PRINCIPLES - 3 Units (F/S)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 280, or English Placement Level 5 or higher</td>
<td>54 lecture total</td>
<td>The fundamental real estate course covering the basic laws and principles of California Real Estate gives understanding, background, and terminology necessary for advanced study in specialized courses. Designed to assist those in preparing for the real estate salesperson license examination. Either this course or possession of a real estate license is prerequisite to most other real estate courses. Required for Real Estate majors and in the Real Estate Certificate Program.</td>
</tr>
<tr>
<td>REAL 31</td>
<td>REAL ESTATE PRACTICE - 3 Units (F/S)</td>
<td>3</td>
<td>A grade of C or higher in REAL 30. A grade of C or higher in ENGL 280 English Placement Level 5 or higher</td>
<td>54 lecture total</td>
<td>Day-to-day operations of the real estate broker and agent; prospecting, financing, escrow, and ethics. Applies toward California Department of Real Estate educational requirements for agents continuing education and brokers examination. Required for real estate majors and Real Estate Certificate Program. Offered primarily as an evening class.</td>
</tr>
<tr>
<td>REAL 32</td>
<td>REAL ESTATE APPRAISAL - 3 Units (CR/NC Option) (F)</td>
<td>3</td>
<td>A grade of C or higher in REAL 30 or have a real estate license</td>
<td>54 lecture total</td>
<td>This course will familiarize the student with the basic principles of real estate appraisal and the application of those principles to the market, cost, and income approaches to the valuation of real property. The main emphasis of this course is one the appraisal of single family residences. However, the student will receive introductory information as to the appraisal of income-producing properties. This course applies toward California Department of Real Estate educational requirements for the broker's and salesperson's licenses, the Certification Program for Real Estate majors, and the educational requirements under the state-mandated appraisal licensing (OREA). This course is offered primarily as an evening class.</td>
</tr>
<tr>
<td>REAL 33</td>
<td>LEGAL ASPECTS OF REAL ESTATE - 3 Units (I)</td>
<td>3</td>
<td>A grade of C or higher in REAL 30 or have a real estate license</td>
<td>54 lecture total</td>
<td>A study of California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyancing, trust deed and foreclosure as well as recent legislation governing real estate transactions, environmental regulations and conduct.</td>
</tr>
<tr>
<td>REAL 34</td>
<td>REAL ESTATE FINANCE - 3 Units (CR/NC Option) (S)</td>
<td>3</td>
<td>A grade of C or higher in REAL 30 or real estate license</td>
<td>54 lecture total</td>
<td>Analysis of Real Estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special-purpose properties. This course will introduce the basic everyday problems encountered in the mortgage banking field in relation to simple real estate transactions. It will also offer solutions to those problems in terms of everyday language to the agent or the buyer and seller of real estate. It is a practical approach to real estate finance. Offered primarily in the evening program. Applies toward California Department of Real Estate educational requirements for the broker's examination.</td>
</tr>
<tr>
<td>REAL 135</td>
<td>REAL ESTATE ECONOMICS - 3 Units (I)</td>
<td>3</td>
<td>A grade of C or higher in REAL 30 or have a real estate license</td>
<td>54 lecture total</td>
<td>A study of the interrelationship between economics and real estate. The course includes a review of basic economic principles; a study of real estate markets; a look at the influences involving real estate development; and, perhaps most important, a study of the economics of real estate investment. Offered in evening program only.</td>
</tr>
<tr>
<td>REAL 136</td>
<td>INTRODUCTION TO ESCROW - 3 Units (I)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 280 or English Placement Level 5 or higher</td>
<td>54 lecture total</td>
<td>Case method presentation in escrow procedures including processing sale, loan, exchange and business escrows. Includes review and preparation of documents, processing and closing escrows, prorations, title search, title reports and all details appurtenant to efficient escrow processing. Offered primarily as an evening course.</td>
</tr>
<tr>
<td>REAL 138</td>
<td>ADVANCED REAL ESTATE APPRAISAL - 3 Units (CR/NC Option) (I)</td>
<td>3</td>
<td>A grade of C or higher in REAL 32</td>
<td>54 lecture total</td>
<td>This course will reinforce the basic principles of real estate appraisal and their application to the three approaches to valuation of real property. The main emphasis of this course is on the income approach to value along with the support of the market and cost approaches, as all three approaches apply to income-producing property, such as multi-family, commercial, industrial, and any other special purpose-type properties. This course applies toward California Department of Real Estate educational requirements for the broker's and salesperson's licenses, the Certification Program for Real Estate majors, and the educational requirements under the state-mandated appraisal licensing (OREA). This course is offered primarily as an evening class.</td>
</tr>
</tbody>
</table>

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REGN 71  CLINICAL CONCEPTS OF MEDICAL-SURGICAL NURSING - 4.5 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 60 and REGN 61
Corequisite: Students must be concurrently enrolled in REGN 60 and REGN 72
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 243 lab total
REGN 71 is a required prerequisite for REGN 80 and REGN 81. REGN 71 is a required course for the Associate Degree Nursing program at Shasta College. This course is one of three corequisite courses that make up the second semester of the Associate Degree Nursing program. Building upon the content of REGN 60 and REGN 61, the students will expand their knowledge of medical-surgical nursing. Foundational information regarding disease process, etiology, medication preparation and administration, urinary catheterization, and sterile technique. Application of the theory presented in the corequisite course, REGN 60 Theoretical Foundations of Nursing Care, finds the student caring for adult and elderly adult medical-surgical patients in the acute care setting. The student organizes nursing care through the nursing process; demonstrates effective communication; and maximizes opportunities for patient education.
REGN 80X  CONCEPTS OF MENTAL HEALTH AND COMMUNITY-BASED NURSING – 4 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 60 and REGN 61
Corequisite: Students must be concurrently enrolled in REGN 70 and REGN 71
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 27 lab total
REGN 80X is designed for the LVN enrolled in the 30-unit option non-degree program. The course is one of three corequisite courses that comprise the second semester of the Associate Degree Nursing Program. Building upon the content of REGN 60 and REGN 61 the students will expand the basic assessment skills they mastered. Clinical Skills Lab activities focus on detailed assessment skills. These skills include subjective and objective assessment activities. Subjective assessment skills include taking a complete patient history and using probing questions to explore key areas in more depth. Objective assessment skills include inspection, auscultation, percussion, and palpation, and the use of specialized equipment. One key focus is how to individualize assessments based upon patient diagnosis and significant patient data.

REGN 72  ASSESSMENT CONCEPTS OF MEDICAL-SURGICAL NURSING -.5 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 70, REGN 71, and REGN 72
Corequisite: Students must be concurrently enrolled in REGN 81X
Note: This is the course for the non-degree, 30-unit option student. All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 72 lecture
REGN 72 is a required prerequisite for REGN 80 and REGN 81 and is a required course for the Associate Degree Nursing program at Shasta College. This course is one of three corequisite courses that make up the second semester of the Association Degree Nursing program. Building upon the content of REGN 60 and REGN 61 the students will expand the basic assessment skills they mastered. Clinical Skills Lab activities focus on detailed assessment skills. These skills include subjective and objective assessment activities. Subjective assessment skills include taking a complete patient history and using probing questions to explore key areas in more depth. Objective assessment skills include inspection, auscultation, percussion, and palpation, and the use of specialized equipment. One key focus is how to individualize assessments based upon patient diagnosis and significant patient data.

REGN 80  CONCEPTS OF MENTAL HEALTH AND COMMUNITY-BASED NURSING – 4 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 70, REGN 71, and REGN 72
Corequisite: Students must be concurrently enrolled in REGN 81 and REGN 82
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 72 lecture
REGN 80 is a required prerequisite for REGN 90 and REGN 91. REGN 80 is a required course for the Associate Degree Nursing Program at Shasta College. This course is one of three corequisite courses that comprise the third semester of the Associate Degree Nursing Program. The emphasis of this course is fundamentals of mental health and community health nursing. The nursing process and critical thinking skills are emphasized.

REGN 81  THEORETICAL CONCEPTS OF MEDICAL-SURGICAL NURSING II – 4 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 70, REGN 71, and REGN 72
Corequisite: Students must be concurrently enrolled in REGN 80 and REGN 82
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 72 lecture
REGN 81 is a required prerequisite for REGN 90 and REGN 91. REGN 81 is a required course for the Associate Degree Nursing Program at Shasta College. The course is one of three corequisite courses that comprise the third semester of the Associate Degree Nursing Program. The course provides the conceptual basis of nursing care for high acuity medical surgical patients. Students use the nursing process and critical thinking to plan, implement, and evaluate the acute and rehabilitative care of complex medical surgical patients.

REGN 81X  CONCEPTS OF ADVANCED MEDICAL-SURGICAL NURSING (NON DEGREE) – 6 Units (F/S)
Prerequisites: A grade of C or higher in each of the following courses: REGN 70, REGN 71, and REGN 72
Corequisite: Students must be concurrently enrolled in REGN 80X
Note: This is the course for the non-degree, 30-unit option student. All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 63 lecture/135 lab total
REGN 81X is designed for the licensed vocational nurse enrolled in the 30-unit option non-degree program. The course focuses on fundamentals of mental health, psychiatric, and community health nursing. The nursing process and critical thinking skills are emphasized with concurrent clinical practice in inpatient, outpatient, home care, and community agencies.

Limitation on Enrollment: Students must be concurrently enrolled in REGN 80X
Note: This is the course for the non-degree, 30-unit option student. All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 63 lecture/135 lab total
REGN 81X is designed for the licensed vocational nurse enrolled in the 30-unit option non-degree program. The course provides the conceptual basis of nursing care for high acuity medical surgical patients. Students use the nursing process and critical thinking to plan, implement, and evaluate the acute, remedial, and rehabilitative care of the complex medical-surgical patient.

“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.
Subject to change. Check the current class schedule.
REGN 90X

SELECT THEORETICAL AND CLINICAL CONCEPTS OF FAMILY AND MATERNAL-CHILD NURSING (NON-DEGREE) – 2 Units (F/S)

Prerequisites: A grade of C or higher in each of the following courses: REGN 80X and REGN 81X
Corequisite: Students must be concurrently enrolled in REGN 91X
Note: This is the course for the non-degree, 30-unit option student. If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 27 lecture/27 lab total

REGN 90

THEORETICAL AND CLINICAL CONCEPTS OF FAMILY AND MATERNAL-CHILD NURSING – 6 Units (F/S)

Prerequisites: A grade of C or higher in each of the following courses: REGN 80, REGN 81 and REGN 82
Corequisite: Students must be concurrently enrolled in REGN 91
Note: This is the course for the non-degree, 30-unit option student. If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 54 lecture/162 lab total

REGN 91

THEORETICAL AND CLINICAL CONCEPTS OF MANAGEMENT & MEDICAL SURGICAL NURSING III – 6 Units (F/S)

Prerequisites: A grade of C or higher in each of the following courses: REGN 80, REGN 81 and REGN 82
Corequisite: Students must be concurrently enrolled in REGN 90
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 54 lecture/162 lab total

REGN 91X

THEORETICAL AND CLINICAL CONCEPTS OF MANAGEMENT & MEDICAL SURGICAL NURSING III (NON-DEGREE) – 6 Units

Prerequisites: A grade of C or higher in each of the following courses: REGN 80X and REGN 81X
Corequisite: Students must be concurrently enrolled in REGN 90X
Note: This is the course for the non-degree, 30-unit option student. If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 54 lecture/162 lab total

REGN 91X is designed for the Licensed Vocational Nurse enrolled in the 30-unit option non-degree program. The course focus is leadership and management in nursing practice. Critical thinking skills are emphasized with concurrent clinical practice.
**RUSSIAN (RUSS)**

Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Prerequisites</th>
<th>Class Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSS 1</td>
<td>ELEMENTARY RUSSIAN</td>
<td>5</td>
<td>I</td>
<td></td>
<td>90</td>
<td>This course is designed to give the student training in pronunciation, essentials of grammar, reading, writing and speaking in Russian. The student is also introduced to the customs and culture of the Russian people.</td>
</tr>
<tr>
<td>RUSS 2</td>
<td>ELEMENTARY RUSSIAN</td>
<td>5</td>
<td>I</td>
<td>A grade of C or higher in RUSS 1, or Foreign Language Placement Level 2 or higher</td>
<td>90</td>
<td>This course is a continuation of RUSS 1. There is a continued emphasis on listening to and reading Russian (the receptive skills) and on speaking and writing Russian. Students expand their language skills and vocabulary. Also students improve the ability to ask and answer questions and to discuss daily life, current events, travel, and leisure time activities. In the process of learning the language, the student is introduced to the culture and people of Russia, its history, literature, art, architecture, music and ballet.</td>
</tr>
<tr>
<td>RUSS 3</td>
<td>INTERMEDIATE RUSSIAN</td>
<td>5</td>
<td>I</td>
<td>A grade of C or higher in RUSS 2 or Foreign Language Placement Level 3 or higher</td>
<td>90</td>
<td>Designed for those who have had previous training in the Russian language. Review of grammar and sentence patterns with increased emphasis on speaking and useful patterns of the language. Students will read excerpts from works of Russian authors, study the culture of Russian speaking people, produce translations of various selections and develop their own writing skills.</td>
</tr>
<tr>
<td>RUSS 4</td>
<td>INTERMEDIATE RUSSIAN</td>
<td>5</td>
<td>CR/NC</td>
<td>A grade of C or higher in RUSS 3 or Foreign Language Placement Level 4</td>
<td>90</td>
<td>The fourth semester of Russian language study emphasizes conversation, literature, and composition. Review of grammar, syntax, and morphology is grounded in communicative contexts and in the study of literature, culture, and historical events significant to Russian speakers. Reading selections include Russian fiction, poetry, theatre, and journalism.</td>
</tr>
</tbody>
</table>

**SIGN LANGUAGE (SL)**

Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Prerequisites</th>
<th>Class Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 80</td>
<td>DEAF CHALLENGES</td>
<td>3</td>
<td>I</td>
<td></td>
<td>54</td>
<td>This course covers four areas that have a large impact on people’s development: society, family, education, and work. Students are made aware of the challenges deaf people face in these areas and how it influences their lives.</td>
</tr>
<tr>
<td>SL 81</td>
<td>EDUCATIONAL WORLD OF THE DEAF</td>
<td>3</td>
<td>I</td>
<td></td>
<td>54</td>
<td>This course focuses on the education of the deaf population from ancient times to the present. It addresses the cultural, physical and psychological effects on the way deaf people learn. Topics such as family relationships, cognitive development, and language acquisition are addressed.</td>
</tr>
<tr>
<td>SL 90</td>
<td>AMERICAN SIGN LANGUAGE I (formerly SPED 93A)</td>
<td>4</td>
<td>CR/NC</td>
<td>Concurrent enrollment in SL 91</td>
<td>72</td>
<td>Designed to introduce student to basic skills in American Sign Language vocabulary, fingerspelling and grammatical structure. The student will gain the manual skills to engage in basic dialogue, visual cues and the receptive skills to understand general American Sign Language conversation. Topics include: American Sign Language as an independent language, the history of American Sign Language, the Deaf community and Deaf culture.</td>
</tr>
<tr>
<td>SL 91</td>
<td>AMERICAN SIGN LANGUAGE I SKILL BUILDING LAB (formerly SPED 95A)</td>
<td>1</td>
<td>F/S</td>
<td>Concurrent enrollment in SL 91</td>
<td>54</td>
<td>This course is designed to give students a lab environment to practice basic American Sign Language skills. The course will review vocabulary, sentence structure and visual, non-manual behaviors from SL 90 and give students a solid foundation in basic signing skills which will better prepare them for the next level of American Sign Language. The lab environment will provide visual structured activities. Approximately 75% of class time will be non-verbal interactions. Note: This class may be repeated one time for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
</tbody>
</table>

"F" and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.
Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 92</td>
<td>AMERICAN SIGN LANGUAGE II (formerly SPED 93B) - 4 Units (F/S) (CR/NC Option)</td>
<td>4</td>
<td>A grade of C or higher in SL 90</td>
<td>72 lecture</td>
<td>This course is a continuation of American Sign Language I. Designed for students who plan to use American Sign Language in their daily lives. Success in this course will enable students to communicate with deaf and hard-of-hearing individuals through sign language at an average rate of speed and build confidence in their use of the language. Students will study basic skills needed to interpret including topics such as: the interpreting process, an overview of the Code of Ethics, expectations, and simultaneous interpreting practice. Exposure to Deaf culture through class discussions and guest lectures will be incorporated.</td>
</tr>
<tr>
<td>SL 93</td>
<td>AMERICAN SIGN LANGUAGE II SKILL BUILDING LAB (formerly SPED 95D) - 1 Unit (F/S) (CR/NC Option)</td>
<td>1</td>
<td>Students must be concurrently enrolled in, or have completed SL 92 with a grade of C or higher</td>
<td>54 lab total</td>
<td>This course is designed to give students a lab environment in which to practice new vocabulary and structure learned in SL 92, American Sign Language II, and will review vocabulary, sentence structure and visual, non-manual behaviors learned from SL 92. Students will be involved in structured class assignments in order to utilize signing skills and increase fluency to a moderate rate in preparation for success in SL 94. Note: No verbal communication allowed in lab. This course may be taken up to two times for a total of two enrollments since skills and proficiencies are enhanced by supervised repetition and practice.</td>
</tr>
<tr>
<td>SL 94</td>
<td>AMERICAN SIGN LANGUAGE III - 4 Units (CR/NC Option) (I)</td>
<td>4</td>
<td>A grade of C or higher in SL 92 and a grade of C or higher in SL 93</td>
<td>72 lecture</td>
<td>This course is intended for students who plan to use American Sign Language in their daily lives. Success in this course will enable students to communicate with deaf individuals through sign language at an average rate of speed and build confidence in their use of the language. Students will study basic qualities and skills needed to interpret including topics such as: the interpreting process, an overview of the Code of Ethics, expectations, and simultaneous interpreting practice. Exposure to Deaf culture through class discussions and guest lectures will be incorporated.</td>
</tr>
<tr>
<td>SL 96</td>
<td>AMERICAN SIGN LANGUAGE IV - 4 Units (CR/NC Option) (S/I)</td>
<td>4</td>
<td>A grade of C or higher in SL 94</td>
<td>72 lecture</td>
<td>This course is intended for students who plan to use American Sign Language in their daily lives. Success in this course will enable students to communicate with deaf individuals through sign language at an average rate of speed and build confidence in their use of the language, storytelling ability and presentation. Students will study qualities and skills needed to become interpreters. Students will be exposed to a variety of members and activities of the Deaf community.</td>
</tr>
</tbody>
</table>

### SOCIOLOGY (SOC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Class Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1</td>
<td>INTRODUCTION TO SOCIOLOGY - 3 Units (CAN# SOC 2) (CR/NC Option) (F/S)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher</td>
<td></td>
<td>Students taking the Internet format of this class must have access to and working knowledge of the Internet</td>
</tr>
<tr>
<td>SOC 2</td>
<td>SOCIAL PROBLEMS - 3 Units (CAN# SOC 4) (CR/NC Option) (F/S)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher</td>
<td></td>
<td>Students taking the Internet format of this class must have access to and working knowledge of the Internet</td>
</tr>
<tr>
<td>SOC 15</td>
<td>SOCIOLOGY OF MASS MEDIA - 3 Units (CR/NC Option) (F/S)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher</td>
<td></td>
<td>Students taking the Internet format of this class must have access to and working knowledge of the Internet</td>
</tr>
</tbody>
</table>
**SPANISH** *(SPAN)*

Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SPAN 1</strong></td>
<td><strong>ELEMENTARY SPANISH - 5 Units (CR/NC Option) (CAN # SPAN 2) (SPAN SEQ A) (F/S)</strong></td>
</tr>
<tr>
<td><strong>SPAN 2</strong></td>
<td><strong>ELEMENTARY SPANISH - 5 Units (CR/NC Option) (CAN # SPAN 4) (SPAN SEQ A) (F/S)</strong></td>
</tr>
<tr>
<td><strong>SPAN 3</strong></td>
<td><strong>INTERMEDIATE SPANISH - 3 Units (CAN# SPAN 8) (SPAN SEQ B) (CR/NC Option) (F/S)</strong></td>
</tr>
<tr>
<td><strong>SPAN 4</strong></td>
<td><strong>INTERMEDIATE SPANISH - 3 Units (CAN# SPAN 10) (SPAN SEQ B) (CR/NC Option) (S)</strong></td>
</tr>
</tbody>
</table>

**Advisory:** A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

**Class Hours:** 54 lecture total

This course presents social, economic, and political factors as they relate to the aged population. Topics include demographics, cross-cultural perspectives, the horizon of the future, resources for the elderly, and social support systems. Adaptation to changing family and social roles will be covered in the context of societal issues.

**SOC 22**  
**SOCIOLoGY OF AGING - 3 Units (CR/NC Option) (I)**

**Advisory:** A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

**Class Hours:** 54 lecture total

This course presents social, economic, and political factors as they relate to the aged population. Topics include demographics, cross-cultural perspectives, the horizon of the future, resources for the elderly, and social support systems. Adaptation to changing family and social roles will be covered in the context of societal issues.

**SOC 25**  
**SOCIOLoGY OF MINORITYES - 3 Units (CR/NC Option) (F/S)**

**Advisory:** A grade of C or higher in ENGL 190, or English Placement Level 6 or higher

**Note:** Students taking the Internet format of this class must have access to and working knowledge of the Internet

**Class Hours:** 54 lecture total  
*(when offered in the Distance Education format, hours will total 162)*

A survey course designed to introduce the student to identification and sociological analysis of present-day racial minority groups in the United States. This course is also offered as a distance education course in video/CD ROM format, video format and Internet format. In the Internet format, students will attend lectures and discussions in a virtual online classroom instead of meeting with the instructor on campus. Students will participate through an Internet connection. Minimum requirements: ability to access World Wide Web addresses.

**SOC 70**  
**SOCIAL WELFARE - 3 Units (CR/NC Option) (F/S)**

**Advisory:** A grade of C or higher in ENGL 280, or English Placement Level 5 or higher

**Class Hours:** 54 lecture total

This course introduces the beginning student to various fields of social welfare and social work. The class will focus on current and historical perspectives on the effects of social problems such as poverty, emotional difficulties, sexism, crime, racism, and child abuse. Through discussions, lectures and guest speakers, students will be introduced to basic terminology, methods, and concepts necessary to understand the profession of social work.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year. Subject to change. Check the current class schedule.*
SPAN 20  SPANISH CONVERSATION AND PHONOLOGY - 3 Units (CR/NC Option) (S/I)
Prerequisite: A grade of C or higher in SPAN 3, or Foreign Language Placement Level 4
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course will help those students who want to learn Spanish vocabulary and grammar in order to facilitate very basic communication in everyday workplace and social situations. Students are introduced to pronunciation and minimum essentials of Spanish grammar. This course is a survey of basic vocabulary, numbers (1-100), some terminology useful in the workplace, practice of simple phrases, intense practice in comprehending simple phrases and practice in responses to simple phrases given within the context of a professional or vocational situation.

SPAN 151  INTRODUCTION TO SPANISH TERMINOLOGY - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course is designed to meet the needs of professional personnel who work with Spanish-speaking clients. Essentials of Spanish pronunciation and grammar are introduced, along with commands and the two past tenses. Communicative skills will be emphasized through role-plays of realistic situations, practiced dialogues, and study of specialized vocabulary related to the profession.

SPAN 197  SPECIAL TOPICS IN SPANISH - .5 - 3 Units (CR/NC Option) (F/S/I)
Advisory: A grade of C or higher in ENGL 280, or English Placement Level 5 or higher
Class Hours: 9-54 lecture total
This course is an introduction to the process of human communication with emphasis on the oral interpretation of literature. Subjects covered are analyzing the literature, using nonverbal and verbal communication in the interpretation of literature and the understanding, appreciation and performance of prose and poetry. College level writing skills will be expected on all papers, outlines and short essays. The equivalent of this course in content and objectives also may be offered on the Internet.

SPECIAL EDUCATION  (SPED)

See ADAP

SPEECH  (SPCH)

SPCH 10  INTERPERSONAL COMMUNICATION - 3 Units (CR/NC Option) (CAN # SPCH 8) (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is an introduction to the process of human communication with emphasis on interpersonal communication. Emphasis is placed on the psychological, social, cultural, and linguistic factors which affect normal person-to-person interactions. Subjects covered are listening, verbal and nonverbal communication, self-awareness/self-concept, perception, emotions, relationships, communication climates, and conflict management. Students will increase their knowledge and skills in interpersonal communication. College level writing skills will be expected on all papers, outlines and short essays. The equivalent of this course in content and objectives also may be offered on the Internet.

SPCH 20  INTERCULTURAL COMMUNICATION - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
The purpose of this course is to develop the skills necessary to build and maintain positive communication and relationships across cultures. Students will focus on similarities and differences in communication behaviors. Perceptions, language usage, nonverbal style, thinking modes, and values all will be explored to see how they influence face-to-face communication between individuals of different cultures.

SPCH 30  ORAL INTERPRETATION - 3 Units (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 190, or an English Placement Level 6 or higher
Class Hours: 54 lecture total
This course is an introduction to the process of human communication with emphasis on the oral interpretation of literature. Subjects covered are analyzing the literature, using nonverbal and verbal communication in the interpretation of literature and the understanding, appreciation and performance of prose and poetry. College level writing skills will be expected on all papers, outlines and short essays. This course includes oral performance of literature.

SPCH 40  ARGUMENTATION AND DEBATE - 3 Units (CAN # SPCH 6) (CR/NC Option) (F/S)
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6 or higher; and completion of a class in public speaking or public speaking experience
Class Hours: 54 lecture total (when offered in the Distance Education format, hours will total 162)
This course is an introduction to the nature of argument and critical thinking, including methods of analysis, research, critical evaluation of reasoning and evidence, refutation, and debate as a practical application of argumentation. Basic principles are applied in a variety of formal and informal debate situations. This argumentation class also is taught by distance learning. In these sections of SPCH 40, students will be required to attend class lecture/discussion in a virtual on-line classroom instead of physically attending in a classroom. This will require participation in virtual classroom via a text-only Internet connection. This will be done via a web page with WebCT or similar software. The distance learning course will focus on written argumentation, but audio and visual images available over the Internet will be used to supplement instruction. Minimum requirements: ability to access World Wide Web addresses and to send and receive email and file attachments. Those students using the most current versions of Internet browsers will have better access to moving images and audio. Students may access the virtual classroom through any Internet ramp, including personal computer or Web T.V. connection or any connections at work, school, or library.
SPCH 54  SMALL GROUP COMMUNICATION - 3 Units (CR/NC Option)  (CAN # SPCH 10) (F/S)
Advisory: A grade of C or higher in ENGL 190 or English Placement Level 6 or higher
Class Hours: 54 lecture total
This course is an introduction to the process of human communication with an emphasis on small groups. Subjects covered are preparation for discussion, group participation, leadership, decision-making, interpersonal relations, critical thinking/problem-solving, managing conflict, and evaluation of group interaction. Students will be involved in group interactions and emphasis will be on practical experience. College level writing skills will be expected on all papers, outlines and short essays.

SPCH 60  PUBLIC SPEAKING - 3 Units (CAN#SPCH 4)  (CR/NC Option)  (F/S)
Advisory: A grade of C or higher in ENGL 190, or English Placement Level 6 or higher
Class Hours: 54 lecture total
This course is an introduction to the process of human communication with emphasis on public speaking. Subjects covered are audience analysis, choosing speech topics, finding and using supporting materials, arranging and outlining related points, essentials of speech delivery and evaluation. College level writing skills will be expected on all papers, outlines and short essays.

SPCH 97  SPECIAL TOPICS IN SPEECH COMMUNICATION (formerly SPCH 91AD) - .5-2 Units (CR/NC Option)
Class Hours: 9-36 lecture total
This course is an introduction to the process of human communication with an emphasis on public speaking. Subjects covered are analyzing audiences, choosing speech topics, finding and using supporting materials, arranging and outlining related points, demonstrating essentials of speech delivery, and evaluating speeches. Most students will have the opportunity to be videotaped and to use presentational technology. College level writing skills will be expected on all papers, outlines, and short essays.

STUDENT DEVELOPMENT  (STU)

STU 1  COLLEGE SUCCESS - 3 Units  (F/S)
Class Hours: 54 lecture total
This intensive course is designed to assist students in obtaining the skills and knowledge necessary to reach their educational objectives. Students will have an opportunity to examine controversial issues of value and conflict, employ effective methods of stress management, and most importantly, apply strategies for achieving academic success. Topics covered include: motivation and discipline, memory development, time management, communication skills, career and transfer planning and a wide variety of student skills and techniques for college success.

STU 10  INTRODUCTION TO PEER TUTORING - .5 Unit (CR/NC Option)  (F/S)
Class Hours: 9 lecture total
Practical skills necessary to function as a peer tutor, to train in human relation techniques, individual differences in learning styles, the importance of independence, good study habits and educational methods used to promote good learning. The course may be offered in other formats for distance learning.

STU 42  STUDENT LEADERSHIP (formerly STSV 42AB) - 2 Units  (F)
Note: All elected and appointed ASB officers shall enroll in or have passed STSV 42 (no exceptions or waiving)
Class Hours: 36 lecture total
Designed to develop leadership qualities in students desirous of better understanding the principles of publicity, finance, organization procedures, group dynamics and human relations. Includes research, discussion and lectures in the techniques of leadership, group planning, and parliamentary procedure.

STU 43  STUDENT LEADERSHIP LAB - 1 Unit (formerly STSV 43AD)  (F)
Class Hours: 54 lab total
Designed to give students practical leadership in student affairs. Open to all students who currently hold or expect to hold office positions either elective or appointive, in either the student government organization or one or more of the various club organizations. Note: This course is repeatable one time for a total of two enrollments.

STU 50  GETTING CONNECTED: AN ORIENTATION TO COLLEGE - .5-1 Unit  (F/S)
Class Hours: 9-18 lecture total (when offered via the Internet as Distance Education format, hours will total 54 for one unit)
This course includes an orientation to the educational opportunities, programs and services available at Shasta College as well as the procedures for accessing them. In longer versions of the course students will deepen their sense of educational purpose and commitment through developing effective “Education Plans” and building “Connections for Success.” This course is appropriate for all students. It fulfills the orientation requirement for priority registration. Note: This course is also offered via the Internet as Distance Education, with the same content as the on-campus course, but in the one-unit format only. Students will be required to meet in person with the instructor a minimum of one (1) time at the Shasta College campus, at another designated location or through the telecommunication interactive service. Date, time, and location of the meeting will be determined by student and instructor.

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<tbody>
<tr>
<td>STU 90</td>
<td>CAREER CHOICE - 1 Unit (CR/NC Option) (F/S)</td>
<td>1</td>
<td>A course designed for students who are undecided about their educational and/or career goals. Through a series of group exercises, and career development testing, students learn to identify personal values, interests, skills, aversions, and personality patterns and understand how they relate to choices in the world of work. Students learn to access occupational information, develop decision-making skills and set career goals.</td>
</tr>
<tr>
<td>STU 92</td>
<td>WORKSITE READINESS - 1 Unit (CR/NC Option) (F/S)</td>
<td>1</td>
<td>Designed to prepare students to be successful on the job. Students will gain insight into employer expectations, effective workplace attitudes, developing job-related communication skills, conflict resolution, and managing stress. Emphasis will be placed on maximizing learning opportunities in the workplace, the development of effective networking skills, personal skills-acquisition plan, and building a job search campaign.</td>
</tr>
<tr>
<td>STU 100</td>
<td>CAREER VALUE EXPLORATION - .5 Unit (F/S)</td>
<td>.5</td>
<td>A career motivation program which helps individuals better understand themselves and their place in the career world through a series of group activities which identify each student's successes, strengths, values, interests, abilities, and personality patterns.</td>
</tr>
<tr>
<td>STU 310</td>
<td>GENERAL TUTORING LAB/SUPERVISED TUTORING - 0 Units (F/S)</td>
<td>0</td>
<td>This course is open to all students in all classes unless otherwise delineated. Individualized sessions are designed to assist the student in overcoming a learning barrier and/or to master a particularly difficult portion of the course.</td>
</tr>
<tr>
<td>STU 393</td>
<td>TARGETED JOB SEARCH - 0 Units (I)</td>
<td>0</td>
<td>Integrating into the workforce is a challenging yet rewarding endeavor. This workshop emphasizes hands-on development of strategies and techniques appropriate to job search. Students will be introduced to a focused approach to attaining employment.</td>
</tr>
</tbody>
</table>

**THEATRE ARTS (THTR)**

In general, Theatre Arts Department courses have recommended eligibility skill levels of ENGL 190 and 100-199 series mathematics. Exceptions to this general recommendation: THTR 5, THTR 20, THTR 21, THTR 42 and THTR 81. See the specific course description for these recommendations.

<table>
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<tr>
<td>THTR 1</td>
<td>INTRODUCTION TO THEATRE ARTS - 3 Units (CAN # DRAM 18) (F/S)</td>
<td>3</td>
<td>This course is a survey of Theatre Arts including dramatic structure, performance style, plays, terminology, history, criticism, and stagecraft. Students will develop an appreciation for the theatre arts through lectures, viewing, critiquing, and participating in college productions. Students will participate in 12 hours of production activity per semester. This course fulfills the Arts requirement for General Ed transfer and is required for the Theatre Certificate.</td>
</tr>
<tr>
<td>THTR 5</td>
<td>20TH CENTURY THEATRE - 3 Units (I)</td>
<td>3</td>
<td>A grade of C or higher in ENGL 190, or English Placement Level 6 or higher. This is a survey course in trends and developments of 20th Century theatre. Major playwrights (Ibsen, Chekhov, Miller), personalities (Craig, Artaud), and theatre innovators (Brecht) of this century will be examined. Mainstream and radical influences as well as the impact of technology on plays and performances will be discussed. This course fulfills the Arts requirement for General Ed. Transfer and is required for Theatre majors.</td>
</tr>
<tr>
<td>THTR 8</td>
<td>THEATRE APPRECIATION I - 3 Units (F/S)</td>
<td>3</td>
<td>In this course students will read a selection of plays from the Greeks to Elizabethan eras. They will learn about the historical context of each play and how to interpret and transform scripts for production. Topics include historical development and context, text analysis, acting style, theme, language, diction, set, audience, gender issues, special effects, and cultural significance. Theatre Appreciation I or II is required for the Theatre Certificate.</td>
</tr>
<tr>
<td>THTR 9</td>
<td>THEATRE APPRECIATION II - 3 Units (I)</td>
<td>3</td>
<td>In this course students will read a selection of plays from the Jacobean to the Contemporary eras. They will learn about the historical context of each play and how to interpret and transform scripts for production. Topics include: historical development and context, text analysis, acting style, theme, language, diction, set, audience, gender issues, special effects, and cultural significance. Theatre Appreciation I or II is required for the Theatre Certificate.</td>
</tr>
<tr>
<td>THTR 12</td>
<td>ACTING I - 3 Units (CAN # DRAM 8) (F/S)</td>
<td>3</td>
<td>This course teaches the fundamentals of what it is to be an actor. Topics covered include the use of senses, the voice, the body, emotions and building a character. Students participate in individual and group exercises, theatre games and acting projects. Students learn the vocabulary of acting and view/critique on-campus productions. This course is required for theatre majors; non-majors are welcome.</td>
</tr>
</tbody>
</table>
THTR 13  ACTING II: PHYSICAL THEATRE AND VOICE FOR THE STAGE - 3 Units (I)
Prerequisite: A grade of C or higher in THTR 12
Class Hours: 36 lecture/54 lab total
A course that provides more in-depth information about, and facility with, the physical instrument the actor must use. Students will receive basics of stage voice training, enunciation, articulation, expression and emotional content in relation to dramatic text, as well as exercises and training in physical articulation, mask and mime work, familiarity with Alexander and Feldenkrais techniques, and the importance of the voice and body as the interpretive and creative vehicle. Designed for the Theatre Arts Core Program, acting and directing concentration; may not be taken for a grade, and is transferable.

THTR 20  READER’S THEATRE - 1-3 Units (I)
Class Hours: 54lec/162 lab total
A course dealing with the oral presentation of literature by two or more readers. Areas of study will include character development, performance techniques, material selection, analysis and adaptation, vocalization, and interpretation of scripts. Participation in public performances on and off campus is required. Note: Since subject matter varies each time the course is taught, this course may be repeated three times for a total of four enrollments.

THTR 21  ONE-ACT PRODUCTIONS – 1-3 Units (I)
Class Hours: 54-162 lab total
In this course, students produce and publicly perform one-act plays. Students will attend rehearsals and performances, and discuss plays as they progress. This course may be repeated three times for a total of four enrollments.

THTR 23  MAINSTAGE PRODUCTION I - DRAMA - 1-4 Units (I)
Class Hours: 54-216 lab total
In this course students rehearse, prepare and perform a mainstage play. The course is required for theatre majors, non-majors are welcome. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

THTR 24  MAINSTAGE PRODUCTION II - MUSIC (formerly THTR 24AD) - 1-4 Units (CR/NC Option) (I)
Class Hours: 54-216 lab total
A course which focuses on the rehearsal and performance of the musical elements of a major dramatic work. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

THTR 25  MAINSTAGE PRODUCTION II - CHOREOGRAPHY (formerly THTR 25AD) - 1-4 Units (CR/NC Option) (I)
Class Hours: 54-216 lab total
A course that teaches basic stage movement and dance for large cast plays and music theatre. Class projects and rehearsal activities will include participation in choreography in class or in theatre productions. Note: The authors, genre, and production styles will change each time this class is taught; therefore, it may be repeated three times for a maximum of four enrollments.

THTR 26  MAINSTAGE PRODUCTION II - DRAMA (formerly THTR 26AD) - 1-4 Units (CR/NC Option) (I)
Class Hours: 54-216 lab total
A course which focuses on the rehearsal and dramatic performance of a large cast dramatic work or musical. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.

THTR 29  DIRECTING (formerly THTR 22EH) - 2 Units (CR/NC Option) (I)
Class Hours: 18 lecture/54 lab total
This course is designed to introduce the student to the background, function and techniques of the stage director. Included in the course will be an investigation of the principles involved in script selection and interpretation, the fundamentals of casting, rehearsal techniques, blocking, aims and conduct, rehearsal scheduling, and the preparation of a director's prompt book. Students should have previous experience in theatre performance and production. Note: This course may be repeated three times for a total of four enrollments since course content varies and skills are enhanced by supervised repetition and practice.

THTR 30  STAGECRAFT I - 3 Units (CR/NC Option) (CAN # DRAM 12) (I)
Class Hours: 54 lecture total
This course focuses on backstage procedures and how to operate the equipment used in creating stage scenery, lighting, sound, and special effects. Students will learn the fundamentals of backstage operations. They will learn how to operate hand and power tools; construct and rig scenery; identify, handle, and control lighting equipment; and organize production crews.

THTR 31  STAGECRAFT II (formerly THTR 35) - 3 Units (CR/NC Option) (I)
Class Hours: 54 lecture total
This course focuses on the design, management and coordination of the technical elements of a theatrical production. Students will design stage settings, light plots, make-up, and stage properties. They will learn the duties of the stage manager and the production coordinator.

THTR 33  STAGE MANAGEMENT (formerly THTR 22IL) - 2 Units (CR/NC Option) (I)
Class Hours: 27 lecture/27 lab total
This course will introduce the student to the functions of the stage manager including scheduling, coordinating the production team and running rehearsals. Students will participate in an actual production, developing and understanding of the process of taking a script through planning, production, rehearsal and performance. The student will demonstrate skills by creating a prompt book, keeping blocking notations and participate in calling the shows.

"F" and "S" indicate semester course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>CR/NC Option</th>
<th>Notes</th>
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<tbody>
<tr>
<td>THTR 34</td>
<td>MAKEUP - 2 Units (CR/NC Option) (CAN # DRAM 14)</td>
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<td></td>
<td>Class Hours: 27 lecture/27 lab total</td>
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<td>This course is designed to introduce the student to the principles and practical application of stage makeup. Emphasis will be given to facial structure, character analysis, makeup selection and application, facial modeling, three-dimensional techniques, false hair and corrective makeup. The student will demonstrate his/her understanding through actual application in the classroom and as a member of a makeup crew for a specific play production, special exercise or project.</td>
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<td>THTR 37</td>
<td>THEATRE LABORATORY (formerly THTR 41AD) - 1-3 Units (CR/NC Option) (F/S)</td>
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<td></td>
<td>Class Hours: 54-162 lab hours total</td>
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<td>A laboratory course in which the student will gain work experience and training in theatrical productions. Students may work progressively in one or more of the following areas: scenery construction, fabrication and rigging; console operations; stage management; lighting; sound; costumes; wardrobe; properties; make-up; publicity; house management; concessions, and running crews. Upon approval of the instructor, students may direct and participate in the preparation, rehearsal, and performance of student directed productions. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 41</td>
<td>THEATRE MANAGEMENT - 3 Units (I)</td>
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<td>Class Hours: 45 lecture/27 lab (for every 2 lab hours spent in class, one additional hour of out-of-class work is assigned)</td>
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<td>In this course students learn the business of theatre management, organization and administration. Season selection, budget, staff organization, scheduling, box office operations, promotion and publicity are among the topics covered. This course is required for theatre majors; non-majors are welcome.</td>
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<td>THTR 42</td>
<td>CHILDREN'S THEATRE LABORATORY (formerly THTR 42AD) - 1-3 Units (CR/NC Option) (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A laboratory course in which the student will participate in one or more of the following production areas: scenery construction, set decorations, lighting, sound, costumes, properties, makeup, stage management and publicity. The course will focus on the technical requirements of the Children's Theatre Production. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 50</td>
<td>CHILDREN'S THEATRE PRODUCTION - DRAMA (formerly THTR 50AD) - 1-3 Units (CR/NC Option) (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A production course designed to provide experience in creating various theatre forms for children including participation theatre, story theatre, and the formal play. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 51</td>
<td>CHILDREN'S THEATRE PRODUCTION-CHOREOGRAPHY (formerly THTR 51AD) - 1-3 Units (CR/NC Option) (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A course in class or rehearsal sessions to teach basic stage movement and dance for children's plays or musicals. Class projects will include participation in choreography in the class or in theatre productions. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 52</td>
<td>CHILDREN'S THEATRE PRODUCTION - MUSIC - (formerly THTR 52AD) - 1-3 Units (CR/NC Option) (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A course in class or rehearsal sessions to teach the use of vocal and instrumental music for children's plays or musicals. Class projects will include participation in classroom activities and/or theatre productions. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 60</td>
<td>SPECIAL PROJECTS-PRODUCTION - 1-3 Units (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A course that provides specialized training in specific (advanced) areas of a current production. The focus of instruction will be in training students to perform disciplined tasks within the context of a scheduled theatrical event, i.e., special vocal skills, acting methods, stage lighting techniques, scenographic projection, prosthetc-device makeup, puppetry, advanced elements of stagecraft, mime, and/or any other technique needed to satisfy and complement a successful theatrical performance. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 61</td>
<td>COSTUMING (formerly THTR 22AD) - 1-3 Units (CR/NC Option) (I)</td>
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<td>Class Hours: 54-162 lab total</td>
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<td>A course that focuses on special projects in costume building for stage productions. Students will receive special instruction in sewing techniques for the stage, pattern drawing, the costumer's function during the running of a show and costume maintenance. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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<td>THTR 70</td>
<td>REPERTORY THEATRE I - 1-8 Units (Summ/I)</td>
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<td>Class Hours: 54-432 lab total (54 hours per unit)</td>
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<td>In this course students will rehearse and perform major dramatic works in a repertory theatre format. They will participate in a theatrical company/ensemble. They will share in the preparation, rehearsal, promotion, and public performance of a series of plays, musicals, or theatrical productions. Note: Since subject matter varies each time the course is taught, it may be repeated three times for a maximum of four enrollments.</td>
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VETERINARY ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY - 4 Units (I)

This lecture and laboratory course is designed to introduce the first semester Veterinary Technology student to the comparative normal anatomy and physiology of selected domestic animal species. The eleven anatomical systems are included with each system and animal dissection is completed by each student. Application of structure and function to the clinical medical situations is addressed. Appropriate medical terminology is included with each system and animal dissection is completed by each student.

FUNDAMENTALS OF ANIMAL HEALTH - 4 Units (I)

Prerequisite: A grade of C or higher in VETT 1

This course is for students enrolled in the spring semester of their first year in the Veterinary Technology curriculum. This introductory lecture course defined the role of the Animal Health Technician in private veterinary practice, research institutions, regulatory agencies and zoos. Topics covered include basic animal care and management, feeding species identifications, behavior, handling skills, animal restraint, sanitation, personal hygiene, study of pharmacological agents, drug use, actions and laws, emergency first aid, zoonotic disease risk factor, animal nursing skills, instruments and equipment, terminology, veterinary practice ethics and legal responsibilities.
VETT 3  HEALTH AND DISEASES OF ANIMALS - 4 Units (I)
Prerequisite: A grade of C or higher in VETT 2
Class Hours: 54 lecture/54 lab total
This course is for students enrolled in their second year of the Veterinary Technology curriculum. The course provides
the student with an introduction to infectious and non-infectious diseases and conditions of domestic animals. Material
covered includes the etiology, pathogenesis, pathophysiology, and clinical signs of each disease. This course also
includes lectures, demonstrations, and laboratory exercises covering routine clinical examinations of blood, urine and
feces from several species. Significance of altered value commonly encountered in clinical medicine presented.
External and internal parasites, identification, life cycle and clinical importance will be discussed.

VETT 4  VETERINARY RADIOLOGY AND IMAGING – 2 Units (F)
Prerequisite: A grade of C or higher in VETT 2
Class Hours: 27 lecture/27 lab total
Acquaints the student with the use of radiography, including radiographic duties of the Veterinary Technician curriculum.
Special emphasis on medical, veterinary and radiographic terminology; elementary radiation and electrical protection;
technical principles, and equipment operation. Fundamentals of latent and visible image formation, x-ray film
characteristics, intensifying screens and film holders; theory and application of darkroom chemistry and processing; use
and maintenance of veterinary x-ray processing equipment.

VETT 5  VETERINARY ANESTHESIOLOGY, SURGICAL ASSISTING AND DENTISTRY - 4 Units (I)
Prerequisite: A grade of C or higher in VETT 2
Class Hours: 54 lecture/54 lab total
Includes lectures covering animal surgical and medical nursing techniques and dental hygiene. Procedures and
techniques with intravenous and inhalation anesthetics, surgical asepsis, skin preparation, instrument sterilization
techniques and monitoring patients for vital signs are presented. Anesthetic drugs are discussed according to
classification, mode of action, method of administration.

VETT 6  CARE OF EXOTIC AND LAB ANIMALS - 1 Unit (I)
Prerequisite: A grade of C or higher in VETT 2
Class Hours: 18 lecture total
This course will emphasize the necessary skills, and abilities required for a veterinary technician in laboratory animals.
This theory should be complemented by an on-the-job training program working under the direct supervision of a
California licensed veterinarian. This course is offered in partial fulfillment of the requirements to sit for the State Registry
Exam via the Alternate Route.

VOCCATIONAL NURSING (VOCN)
See Also: HEOC and REGN

VOCN 160  FOUNDATIONS OF NURSING PRACTICE - 15 Units (F/S)
Limitation on Enrollment: Students must be enrolled in the Vocational Nursing Program
Note: All students participating in clinical rotations must submit proof of drug screening and a background check prior to
going into clinical facilities. Students are financially responsible for meeting these requirements according to the
established program process.
Class Hours: 144 lecture/378 lab total
VOCN 160 is the beginning sequence of three required courses for the Vocational Nursing Program. The emphasis of
this course is development of fundamental nursing skills. Theory content includes role of the vocational nurse, nursing
trends, interpersonal relationships, disease processes, and pharmacology. The student practices fundamental nursing
skills in the Clinical Skills Laboratory prior to clinical assignment in long-term and acute care settings.

VOCN 161  NURSING OF ADULTS - 13 Units (F/S)
Prerequisite: A grade of C or higher in VOCN 160
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a
background check prior to going into clinical facilities. Students are financially responsible for meeting these
requirements according to the established program process.
Class Hours: 144 lecture/288 lab total
VOCN 161 is the second required course in the Vocational Nursing Program. The emphasis of this course is towards
application of the nursing process in acute care settings. Theory content includes care of patients with common medical
surgical problems. The student develops competence in administration of medications and varied therapeutic skills to
assigned patients with safety and increasing confidence. Assignments include practice in the Clinical Skills Laboratory and
medical, surgical, and orthopedic areas in acute care settings. Students may be assigned in such optional areas as operating
room and recovery room for follow-through experience with their assigned surgical patients and in an ambulatory center.

VOCN 162  NURSING OF ADULTS AND CHILDREN - 13 Units (F/S)
Prerequisite: A grade of C or higher in VOCN 161
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a
background check prior to going into clinical facilities. Students are financially responsible for meeting these
requirements according to the established program process.
Class Hours: 144 lecture/288 lab total
VOCN 162 is the last required course in the Vocational Nursing Program. The emphasis of this course is on principles of
nursing care for maternity, newborn, pediatric patients, and continuing care of patients with more complex medical
surgical problems. Supervision/leadership skill behaviors are introduced in the long-term care setting. Assignments
include clinical experience in the acute care, long-term care, home-care setting, medical, surgical, obstetrics (including
nursery), pediatrics, acute progressive care, and outpatient clinics.
WELDING TECHNOLOGY (WELD)

WELD 56  WELDING - 2 Units  (I)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total
A course in general welding includes both oxyacetylene and arc welding in the four positions on ferrous and non-ferrous metals and their alloys. Repair welding, welding symbols, trade terminology, care and use of various types of welding equipment and safety procedures.

WELD 70  BEGINNING WELDING - 3 Units  (F/S)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
A beginning course designed for the student interested in acquiring basic welding skills to be used in a trade or service occupation. Emphasis is placed on oxyacetylene and arc welding in all positions.

WELD 94  WORKSITE LEARNING FOR WELDING TECHNOLOGY - 1-4 Units  (F/S)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course. Students must be concurrently enrolled in or have completed 8 units in welding technology course work.
Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major area and supervised by a College Representative to ensure experience is of educational value. Stresses good work habits through actual job performance. One to four units per semester depending on hours and nature of job. One unit of worksite learning credit is granted for each 75 hours paid or 60 hours non-paid on-the-job activity. This course may be repeated three additional times since course content varies and skills are enhanced by supervised repetition practice.

WELD 130  GENERAL WELDING/SHOP AND METALS - 1 Unit  (CR/NC Option)  (F/S/I)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 54 lab total
Designed for students interested in the fundamentals of metalworking. Subject areas and activities will emphasize metal identification, proper and safe use of hand tools, power tools, bench metals, welding, and machine tool operations. Note: This course may be repeated three times for a total of four enrollments since the course content varies and skills are enhanced by supervised repetition practice.

WELD 170  INTRODUCTION TO ARC WELDING - 3 Units  (F/S)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
A course to advance beginning arc welding skills with an emphasis on SMAW. Power sources, electrode identification, weldability of metals, joint design, air arc, and oxyacetylene cutting, and introduction to GTA and GMAW are covered in this course. Course activities include learning to weld stringer and weave beads, butt and fillet welds in flat, horizontal, vertical, and overhead positions.

WELD 171  INTERMEDIATE ARC WELDING - 3 Units  (S)
Advisory: A grade of C or higher in WELD 170 or entry-level trade experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
A course to advance arc welding skills with emphasis on vertical and overhead welding. Course activities prepare the student for weld certification and advanced arc welding classes. Weld symbols, aluminum arc and cast iron welding are covered in this course.

WELD 172  SHEET METAL FABRICATION (RESIDENTIAL AND COMMERCIAL) - 3 Units  (I)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
This is an introductory-level residential and commercial sheet metal working course. It is intended for the carpentry, welding, aviation mechanics, or metal working job entry-level student who needs to be familiar with sheet metal practices. Course work will include classroom and laboratory instruction in sheet metal equipment, parallel and transition layout and duct construction, duct installations, residential and commercial duct systems and materials as related to heating and cooling systems, flashings and flashing installations.

*F* and *S* indicate semester course is usually offered. *I* indicates course may not be offered every year. Subject to change. Check the current class schedule.
WELD 173  STRUCTURAL STEEL METAL FABRICATION - 3 Units (S)
Advisory: A grade of C or higher in WELD 70 or WELD 170 or previous welding or fabrication experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
A beginning course in metal fabrication, blueprint reading and sketching, coupled with layout and production welding, and the use of metal fabrication equipment. The class simulates on-the-job welding situations.

WELD 174  STRUCTURAL STEEL MIG WELDING - 3 Units (F)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 36 lecture/72 lab total
GMAW (gas metal arc welding structural steel) stresses certification code welding on plate and structural steel in all positions. Course instruction and related information will include gas metal and flux core arc welding equipment and welding variables, shielding gases, troubleshooting equipment and weld defects, welder certification and welding codes, weld symbols, structural steel identification and welding procedures, and metallurgy.

WELD 175  TIG WELDING - 3 Units (S)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 36 lecture/72 lab total
TIG (Tungsten Inert Gas) is an inert gas welding course also known as Heliarc which covers aluminum, mild steel, stainless steel, magnesium and copper welding. The course consists of welding on flat and pipe stock in all positions. Course content will include metals identification and weld symbols. Welding exercises are stressed to develop welding skills.

WELD 176  GMAW MIG WELDING (LIGHT GAUGE AND NONFERROUS METAL) - 3 Units (CR/NC Option) (F/S)
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 36 lecture/72 lab total
This course emphasizes developing MIG welding skills on light gauge steel, stainless, and aluminum. Related instruction will include ferrous and non-ferrous metal identification and their welding characteristics, MIG welding applications and variables, inert shielding gases and mixtures, troubleshooting MIG equipment and welds, and spot welding.

WELD 177  PIPE WELDING FUNDAMENTALS - 3 Units (F/S)
Advisory: A grade of C or higher in WELD 170 or trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 36 lecture/72 lab total
A fundamental course in pipe welding with emphasis on open groove pipe joints using oxyacetylene, arc and inert gas welding processes in all positions.

WELD 182  ADVANCED ARC WELDING - 1 Unit (F)
Advisory: A grade of C or higher in WELD 171 or equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 72 lab total
An advanced course designed to prepare students to pass structural steel certification in vertical and overhead positions. SMAW (stick) and FCAW (MIG) processes will be used. The goal of this class is to pass the AWS D1.1 welding certificate test. Strict adherence to the testing procedures will be followed. Completion of the class does not guarantee AWS certification unless welding procedure qualification tests are passed. Note: This course may be repeated one time for a total of two enrollments since the course content varies and skills are enhanced by supervised repetition and practice.

WELD 184  ADVANCED GTAW (TIG) WELDING - 1 Unit (F/S)
Prerequisite: A grade of C or higher in WELD 175
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 72 lab total
An advanced welding laboratory class with emphasis on vertical and overhead welding. This class is designed for the student interested in improving his/her beginning skills in order to prepare for entry into the job force as a TIG welder. Note: This course may be repeated one time for a total of two enrollments since the course content varies and skills are enhanced by supervised repetition and practice.
WELD 186  ADVANCED PIPE WELDING - 2 Units  (F/S)
Prerequisite: A grade of C or higher in WELD 178
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 108 lab total
An advanced pipe welding class with emphasis on ASME, AWS, or API certification. Course instruction includes welding codes, pipe classification and identification. Completion of the class does not guarantee certification unless welding procedure qualification tests are passed. Note: This course may be repeated one time for a total of two enrollments since the course content varies and skills are enhanced by supervised repetition and practice.

WELD 188  ADVANCED GMAW (MIG) WELDING - 1 Unit  (F)
Prerequisite: A grade of C or higher in WELD 174 or WELD 176
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 72 lab total
An advanced welding laboratory class with emphasis on vertical and overhead welding. This class is designed for the student interested in improving his/her beginning skills in order to prepare for entry into the job force as a GMAW (MIG) welder. Note: This course may be repeated one time for a total of two enrollments since the course content varies and skills are enhanced by supervised repetition and practice.

WELD 197  SPECIAL TOPICS IN WELDING TECHNOLOGY - .5-2 Units  (CR/NC Option)  (I)
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with changing knowledge in the field of Welding Technology. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. Recommended for Welding Technology majors; open to anyone with an interest in the topic. Note: This course may be repeated three times for a total of four enrollments.

WORKSITE LEARNING  (WSL)

WSL 94  WORKSITE LEARNING - 1-3 Units  (I)
Limitation on Enrollment: During regular semesters, students must enroll in a minimum of seven units including the Worksite Learning course. During summer sessions, students must enroll in one other class in addition to the Worksite Learning course
Hours: 75 hours paid or 60 hours non-paid per unit
Employment on approved jobs in the student’s major. All WSL classes supervised by a faculty member to ensure that the work experience is of educational value. This course stresses good work habits and meeting of SCANS competencies through actual on the job performance. Note: This course may be repeated three times for maximum of 12 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

ZOOLOGY  (ZOOL)

ZOOL 1  GENERAL ZOOLOGY - 4 Units  (CAN# BIOL 4)  (BIOL SEQ A)  (F/S)
Class Hours: 36 lecture/108 lab total
The study of the major divisions of the animal kingdom with emphasis on the origin, adaptations, functions, and development.

ZOOL 105  HERPETOLOGY OF SHASTA COUNTY - 1 Unit  (CR/NC Option)  (S)
Note: Field trips are an integral part of the course and are therefore mandatory.
Class Hours: 18 lecture/9 lab (field trip) total
Designed for individuals interested in natural history and field biology by providing the student with a basic awareness of the diversity of amphibians and reptiles that inhabit the local area. Lectures will feature slides, diagrams, maps and other media to present concepts in anatomy, physiology, behavior, systematics and distribution. The students will use various capture techniques and learn to record data and observations in a notebook format while in the field. Moderately rigorous hiking may be involved.

ZOOL 163  ORNITHOLOGY - 1 Unit  (CR/NC Option)  (I)
Class Hours: 18 lecture/16 lab (Four 4-hour field trips required)
Designed for birdwatchers and open to students to fulfill part of the general education requirements in science. Lectures will feature films, slides, records, maps, and other media to present concepts in anatomy, physiology, behavior and distribution. Students will use various field techniques for studying bird populations. Biological science majors should be aware this course is not transferable as part of their major requirements.

*“F” and “S” indicate semester course is usually offered. “I” indicates course may not be offered every year.
Subject to change. Check the current class schedule.
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Shasta College Emeritus Association

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