



**LASSEN COMMUNITY COLLEGE**



***2020-2021 CATALOG***



# Lassen Community College District Strategic Plan

Recommendation for revisions by Consultation Council – September 9, 2019

Approved by Board of Trustees – October 8, 2019

## Vision

- ❖ Be a catalyst influencing the region’s positive image, economy and human capital by fostering a “we can” culture of collective impact by being:
  - The Academic Leader by ensuring quality instruction and encouraging student success
  - The Educational Leader by expanding outreach and student access with an equity mindset
  - A Trusted Steward by providing capable leadership and accountability
  - The Economic and Workforce Development Leader for the community
  - The Cultural Leader in the community
  - The Civic and Social Leader in the community
  - A highly efficient self-sustaining rural community college

## Mission

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The College serves diverse students, both on campus and in outreach areas in its effort to build intellectual growth, human perspective and economic potential.

## Strategic Goals

1. **Institutional Effectiveness:** Provide the governance, leadership, integrated planning and accountability structures, and processes to effectively support an inclusive learning environment, while ensuring responsible stewardship of public trust and resources.
2. **Learning Opportunities:** Provide an array of rigorous academic programs delivered via a variety of modalities that promote student equity and learning while meeting the needs of the local and global community.
3. **Resource Management:** Manage human, physical, technological and financial resources to sustain fiscal stability and to effectively support the learning environment.
4. **Student Success:** Provide a college environment that reaches-out-to and supports students, minimizes barriers, and increases opportunity and success through access and retention to enable student attainment of educational goals including completion of degrees and certificates, transfer, job placement and advancement, improvement of basic skills, and self development through lifelong learning.

## Institutional Student Learning Outcomes

1. **Communication** - Ability to listen and read with comprehension and the ability to write and speak effectively
2. **Critical Thinking** - Ability to analyze a situation, identify and research a problem, propose a solution or desired outcome, implement a plan to address the problem, evaluate progress and adjust the plan as appropriate to arrive at the solution or desired outcome
3. **Life Long Learning** - Ability to engage in independent acquisition of knowledge; ability to access information including use of current technology; ability to use the internet and/or library to access and analyze information for relevance and accuracy; ability to navigate systems
4. **Personal/Interpersonal Responsibility** - Ability to develop and apply strategies to set realistic goals for personal, educational, career, and community development; ability to apply standards of personal and professional integrity; ability to cooperate with others in a collaborative environment for accomplishment of goals; ability to interact successfully with other cultures

## College Values

### Student Success – We value:

- Students reaching their goals
- Students being prepared for transfer to four-year institutions
- Career Technical students being prepared for the job market

### Educational Excellence – We value:

- High quality educational delivery
- Highly qualified instructors
- High quality technology and materials
- Well-equipped classrooms
- Equitable student learning as the focal point of every experience
- Minimizing barriers

### Student Focus – We value:

- Doing what is best for students
- Learning as a priority over teaching
- Student needs; they are paramount in the learning process

### Honesty/ Integrity – We value:

- Trust in relationships
- Dependability
- Transparency
- Collaboration
- Sustainability
- Accountability

### Dignity/Respect – We value:

- Open forum for exchange of ideas
- Civility
- Collegiality
- Diversity
- Equity
- Active listening and communication



## Message from the Superintendent/President

Welcome to Lassen Community College!

Lassen College represents a host of opportunities to inform and shape your future. As your partner on this journey along the road ahead, we want to ensure that you have the tools and support you need to make this trip a successful one. What is contained in this catalog forms your map and guide along the way. For any questions you have, the answer is likely found herein—but, the faculty and staff are always willing to assist in helping you find and stay on your pathway to success.

In the end, however, we understand and believe that the most important key to completing your educational goal is your own commitment and hard work. You certainly have it in you to reach your dreams! We believe in you and your goals, and that you will succeed.

Most importantly, enjoy the ride. College—whatever path you are taking—is a transformative experience. Take an opportunity to appreciate all the prospects this journey will afford you. From academics to athletics to student life and friendships, this is the time to grow. Enjoy this experience.

Once a Cougar—always a Cougar!

Trevor Albertson, PhD  
President (Interim)

## Message from the Associated Student Body

Welcome to Lassen Community College!

You will find that the Associated Student Body (ASB) is a vital organization made up entirely of students like you. We have a vision of a diverse, sustainable campus with a thriving culture, where students can find all the resources they need to succeed. In pursuit of that vision we sit on all campus committees, organize and sponsor events, oversee clubs, attend state-wide events, work to improve student success, and much, much more! Do you want to see what clubs are available to join? Do you want to learn about, or participate in shared governance? Do you want to start a club of your own? It's easy, and we will show you how. Contact us at [asb@lassencollege.edu](mailto:asb@lassencollege.edu)

The ASB is students helping students, so if you would be interested in joining our team to work on any of the many different projects we have going, start your own, or just give your input, you would be more than welcome.

Have a great year.



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## **NON-DISCRIMINATION POLICY**

Lassen Community College is committed to equal opportunity in education and employment, regardless of sex, race, color, religion or national origin. This includes admissions to the college, enrollment in courses, student services, activities, financial aid and employment in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 (45CRF 86); Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Student, staff and all others associated with the college should understand the importance of reporting concerns about possible violations of the policy. Lassen's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a full and impartial hearing on any matter relating to these laws and policies. Further related inquiries should be directed to the Equal Employment Opportunity Officer at (530) 251.8811.

## **DISCLAIMER**

The college reserves the right to amend, modify or otherwise revise any provision in this catalog for reasons including but not limited to: changes in State Law, Education Code, Title 5 or other governing regulations pursuant to the operation of the college; changes in Board of Trustee Policies or Administrative Regulations or changes relating to funding, fees, instruction, support services or staffing of the college or any program or course thereof. These changes may be made without prior notice and may supersede this publication or portion thereof.

## **CONSUMER INFORMATION**

In full accord with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability and federal and state legislation to prohibit discrimination, Lassen Community College pledges that its policies and practices aim at providing all persons equal opportunity for education, school or interschool activity and employment regardless of age, race, religion, color, sex, marital status, national origin or disability. Further related inquiries should be directed to Equal Employment Opportunity Officer, Lassen Community College, PO Box 3000, Susanville, CA 96130.

Board Policies and Administrative Procedures are available to the public and may be viewed from our website or by following this link: <http://www.boarddocs.com/ca/lccca/board.nsf/public>.

For consumer information, contact Lassen Community College at 530.257.6181 or visit our website at: [www.lassencollege.edu](http://www.lassencollege.edu).

# College Guiding Principles

## Vision

Be a catalyst influencing the region's positive image, economy and human capital by fostering a "we can" culture of collective impact by being:

- The Academic Leader by ensuring quality instruction and encouraging student success
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## Mission Statement

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The college serves students, both on campus and in outreach areas in its effort to build intellectual growth, human perspective and economic potential.

## Institutional Student Learning Outcomes

Upon the completion of any course, educational activity, or program, the student will demonstrate improvement in one or more of these areas:

- **Communication**  
Ability to listen and read with comprehension and the ability to write and speak effectively
- **Critical Thinking**  
Ability to analyze a situation, identify and research a problem, propose a solution or desired outcome, implement a plan to address the problem, evaluate progress and adjust the plan as appropriate to arrive at the solution or desired outcome
- **Life Long Learning**  
Ability to engage in independent acquisition of knowledge; ability to access information including use of current technology; ability to use the internet and/or library to access and analyze information for relevance and accuracy; ability to navigate systems
- **Personal/Interpersonal Responsibility**  
Ability to develop and apply strategies to set realistic goals for personal, educational, career, and community development; ability to apply standards of personal and professional integrity; ability to cooperate with others in a collaborative environment for accomplishment of goals; ability to interact successfully with other cultures.

## Philosophy and Criteria for Associate Degree and General Education

Lassen Community College offers a breadth of courses that are intended to prepare students to think and communicate clearly and effectively; to use mathematics; to understand the modes of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding. These courses will give students sufficient depth in a field of knowledge to contribute to lifetime interest as well as give the student the tools to navigate through complex life experiences.

General Education, included in the Associate Degree, is designed to introduce students to a variety of means to comprehend the modern world. This experience will assist students in their evaluation and appreciation of the physical environment, the culture and the society in which they live.

The criteria used to determine inclusion in the Associate Degree and General Education offerings includes those classes that foster understanding and evaluation of the natural sciences, social and behavioral sciences, humanities, language and rationality, and physical health and activities.



# General Information

## History and Location

The forerunner of Lassen Community College began on May 4, 1925, when the Junior College department of the Lassen Union High School District was established and began conducting classes on the Lassen High School Campus.

A separate facility was created in 1941 with the remodeling of a Main Street garage into a classroom building. In 1945, because of increasing enrollment, a new building was built adjacent to the high school. The modern era of Lassen Community College began in March 1965 with the establishment of the Lassen Community College District and the separation from the high school district. A separate Board of Trustees was elected and planning began for a new campus.

The new campus, located on Highway 139, today consists of 165 acres and 39 structures, including 19 main buildings. It began operations in September 1971. In addition to classrooms, laboratories and offices, it has a library, college union, computer rooms, a large gymnasium and outdoor recreation facilities.

Lassen Community College is located in Susanville in the high mountain lake country of northeastern California. The campus looks out over the city to Diamond Mountain and the Sierra Nevada Mountains. Eagle Lake, the third largest lake wholly contained in California, is only 20 miles away.

## Accreditation

Lassen Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accic.org](http://www.accic.org).

## College Catalog

This catalog serves as a guide to Lassen Community College providing information on entering college, on courses, programs, services, degree/certificate requirements, and campus activities.

## Catalog Rights

A catalog is in essence an agreement between the student and the college. Students earn degrees and certificates under the programs and policies outlined in a specific catalog. Students, who maintain continuous enrollment, meaning they attended at least one semester or summer session during the academic year, may choose to graduate under the catalog in effect at the time they first enrolled at Lassen Community College or any catalog up to the time of graduation. Students who are considered returning students without continuous enrollment must follow the catalog requirements in effect at the time of re-enrollment.

For the purposes of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

## Choice of Catalog

Degree requirements are published in each academic catalog and include: major requirements, general education requirements, reading, writing and math competencies, and other college requirements such as residency and grade point average. Degree requirements may be fulfilled under different catalog years provided the student is eligible to use the respective catalogs.

Eligibility is determined by:

1. **Major requirements:** All major courses must be selected from any one catalog in effect during the student's most recent period of continuous enrollment.
2. **General Education requirements:** A course may be used to fulfill an area requirement if it is on the approved general education list at the time the course is taken. A General Education course taken at another college can meet an area requirement when a Lassen Community College counselor determines that the course is equivalent to a Lassen Community College course listed in that area; or the course is listed in that area at the College where the course was taken.
3. **Other district requirements** may be completed by fulfilling those requirements listed in any one catalog in effect during the student's most recent period of continuous enrollment.

## Class Schedule

Each semester, Lassen Community College publishes a schedule of courses that will be offered during the semester. The schedule of courses contains the most updated information on courses and is considered an addendum to this catalog.

Lassen Community College offers day and evening courses. Courses are also offered via online, hybrid or by correspondence delivery. Courses are usually semester length, although shorter-term courses could be offered.

The current semester course schedule can be accessed online at [www.lasencollege.edu](http://www.lasencollege.edu). The online schedule is searchable by location, course number, instructor name, start date, time, and course title. The online schedule is updated daily. Not all courses listed in the college catalog are offered every semester.

# How to Use this Catalog

This catalog is designed to assist all types of students - those just beginning college for the first time, those considering transferring to another community college or four-year institution, and those already attending Lassen Community College – in choosing the program of study that best fits their aspirations and goals. In this catalog, you will find information regarding the admissions process and registration issues, financial aid information and academic requirements. In addition, the catalog describes aspects of student life and opportunities to assist you in having a successful experience at Lassen Community College.

## Student Success and Support Program

The statewide California Community College program emphasizing student success previously called “Matriculation” assists students in successfully completing their educational and career goals. The program includes student services in the areas of admissions, self-guided placement, orientation, counseling, advising and follow-up. New students who are taking English or Mathematics, who are seeking a degree or certificate, or participating in collegiate activities are required to participate in orientation, self-guided placement and counseling. Students are exempt from the requirement to participate in the student success program steps (orientation and educational planning) if they provide documentation of having completed an associate degree or higher from an accredited institution. Other criteria for exemption from specific components can be found in the Counseling Office located in Student Services building or by contacting 530.251.8842.

### Students Rights Regarding the Student Success Program

Students who meet the exemption criteria may choose whether or not to participate in the student success program planning (orientation and educational planning).

Students may challenge required participation in the Student Success program by filing a complaint with the Vice President of Student Services. If the matter is not resolved, it may be appealed to the Superintendent/President. The Vice President of Student Services shall keep a record of all petitions filed regarding the Student Success program.

### Students who are planning to pursue exemption status for any of the components must:

- Contact a counselor

Students who believe they have been the victims of unlawful discrimination as it relates to the implementation of matriculation may file a complaint with the Director of Human Resources.





# Quick Guide to LCC Enrollment

## New Student Registration

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### **STEP 1** – Complete an online Application for Admission-OpenCCC

Go to our website: [www.lassencollege.edu](http://www.lassencollege.edu). Click on **APPLY** to begin the 2-step application process. First create a user account, *then* sign-in to complete and submit the 9-part application. You will see a confirmation page. Once your application is processed, you will be *emailed* your **Student ID #, Username and temporary password**. Your log-in information can be used to access **MyLassen LCC Portal** where you can register for classes, check financial aid, access student email, see department information, and view LCC announcements.

### **STEP 2** – Login to MyLassen-LCC Portal. (In Student Resources or upper right corner of website)

Use your LCC email address (username@cougars.lassencollege.edu) and the temporary password to log into MyLassen Portal. Change your password and choose security questions.

### **STEP 3** – Complete the **MANDATORY** online New Student Orientation.

### **STEP 4** – Go to **FINANCIAL AID**. (\* International Students are ineligible for federal financial Aid)

Fill out the **FAFSA** (*Free Application for Federal Student Aid*) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and/or apply for the Promise Grant (CA Residents only) for your opportunity to qualify for financial aid.

### **STEP 5** – Obtain a copy of your high school transcripts for LCC Counselor

High school transcripts are the primary way counselors determine the best placement for math and English. If you have taken courses at another college, be sure to order official transcripts be sent to LCC.

\*ACT, SAT, AP test scores can also be helpful for course placement – bring them to counseling.

\*International Students must also demonstrate English proficiency through additional testing prior to admission.

### **STEP 6** – See a **COUNSELOR**.

You can see a counselor on a first come, first serve basis once you have completed the New Student Orientation. Meeting with a counselor provides you with information on which courses are required to meet your educational goals.

### **STEP 7** – Register for classes on MyLassen LCC Portal – On the LCC homepage

If unable to register online, fill out a registration card and submit to Admissions & Records. Payment is required two business days before classes begin.

### **Optional Steps – If applicable**

- **Transfer students** - Send all official college transcripts to Admissions and Records
- **Apply for Housing** – If interested in on-campus housing (dorms) – Contact Housing Office
- **Apply for EOP&S (If Eligible)** – Extended Opportunity Program and Services (CA residents only)
  - Must have completed ALL 7 steps above, and have all official college transcripts on file in Admissions.
  - Check EOP&S for additional details on eligibility and requirements.
- **Attend College Success “BOOTCAMP” Student Orientation**-August 3<sup>rd</sup> - 14<sup>th</sup>, 2020
- **Get your Books at** <http://bookstore.lassencollege.edu>

### **QUESTIONS? CONTACT US!**

- **Admissions and Records** – 530.251.8808, fax 530.251.8802, email – [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu)
- **Financial Aid** – 530.251.8849, fax 530.251.8894 – [lccfinaid@lassencollege.edu](mailto:lccfinaid@lassencollege.edu)
- **Career/Transfer Center** – 530.251.8833 – [sjonas@lassencollege.edu](mailto:sjonas@lassencollege.edu)
- **Counseling Office** – 530.251.8842, fax 530.251.8885, email – [lcccounseling@lassencollege.edu](mailto:lcccounseling@lassencollege.edu)
- **IT Help desk** 530.251.8844, email – [help@lassencollege.edu](mailto:help@lassencollege.edu)
- **EOP&S Advisor** – 530.257.6181 ext. 8953, email [eops@lassencollege.edu](mailto:eops@lassencollege.edu)
- **Housing Office** – 530.251.8879, email – [fbeaujon@lassencollege.edu](mailto:fbeaujon@lassencollege.edu)
- **Orientation and Student Success** – 530.257.6181 ext. 8911, email - [jtupper@lassencollege.edu](mailto:jtupper@lassencollege.edu)

# Apply to Lassen Community College

## Lassen Community College Students

Lassen Community College is an open enrollment institution to the following prospective students:

1. California residents who are high school graduates, who possess a high school diploma, High School Equivalency (HiSET) diploma, or a General Education Development (GED) Certificate.
2. Non-high school graduates over the age of 18 who can benefit from the instruction offered in a college.\*
3. A Special Admit student, defined as any person under the age of 18 without a high school diploma who can benefit from the instruction offered in a college.\*
4. International students who qualify in accordance with the Lassen Community College District policy.\*
5. Out of state students who qualify in accordance with (1) or (2) above.

*\*The Lassen Community College Governing Board establishes admission criteria for students in these groups.*

## Application Process

To enroll at Lassen Community College you must submit a completed application through our website:

- Go to the college web site at [www.lassencollege.edu](http://www.lassencollege.edu) select the Apply box on the main page to begin the application process for admission to Lassen Community College.

## Transcripts

**From High School** – Students should bring their high school transcripts to their first counseling session. These will be used as part of the multiple measures for placement and course scheduling.

**From Other Colleges**- Students who have attended other colleges or universities should provide an official transcript to Lassen College Admission and Records prior to meeting with a counselor.

Transcripts can be mailed to: Lassen Community College, Admissions and Records, P.O. Box 3000 Susanville, CA 96130

Lassen College can evaluate transcripts from other institutions to meet Associate degree, or certificate, general education, program requirements and/or elective unit. Lassen College accepts credits from colleges/universities that maintain regional accreditation at the time of attendance. Please bring your transcripts to the Counseling Department to be evaluated. Once evaluated the student and counselor can determine what coursework will be required to complete their education goal.

## Special Admission Procedures

Certain populations of students have additional requirements for admission.

**Special Admit Students** – Lassen College Board Policy only admits special part-time students in grades 9-12 who do not have a high school diploma or have not passed the California High School Proficiency or GED examinations.

The Special Admit forms with special admit criteria are available in the Admissions and Records Office or the Counseling Office.

**International Students** -Lassen Community College encourages and supports students from other countries who have the academic background and potential to succeed in college. To be considered for admission the applicant must complete and return the **International Application for Admission** by June 15th, for the Fall semester and October 15th, for the Spring semester. For specific requirements go to [www.lassencollege.edu](http://www.lassencollege.edu) Admission/international students or email [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu).

An international student with an F-1 Student Visa status must also:

1. Provide a copy of your high school transcripts.
2. Enroll each semester and complete a minimum of 12 units with a minimum 2.0 grade point average to maintain F-1 student status. Failure to maintain a full course of study may lead to dismissal from Lassen Community College and deportation from the United States.
3. Visa and I-20 must be valid at least six months ahead of the expiration date at all times.
4. Comply with all U.S. Immigration and Naturalization Service and Lassen Community College requirements.
5. Pay the non-resident tuition and other fees as required at registration.

International students are subject to the same academic standards for grading, probation and disqualification as all other students.

**Vocational Gunsmithing Program**-The College has limited enrollment in the Vocational Gunsmithing program. There is a process that students must follow to get themselves on the Gunsmithing waitlist. Information about the program may be found online at: <http://www.lassencollege.edu/academics/programs/gunsmithing/Pages/default.aspx>

**Vocational Nursing Program** -The College has limited enrollment in the Vocational Nursing program. There is an application process that students must follow. Information and program packets, including current requirements (page 76-77 of catalog), can be obtained by contacting 530-251-8870 or email [LCCNursing@lassencollege.edu](mailto:LCCNursing@lassencollege.edu)

## Residency Information

**Residency Requirements** - The California Education Code requires that Lassen Community College shall apply uniform rules determining a student's residency classification. A residency classification is to be determined for each student at the time of each



registration and whenever a student has not been in attendance for more than one semester. Each student shall provide the required information and evidence of residency outlined in “Establishing Residency” below. The day immediately preceding the first day of instruction for any term shall be the residency determination date and is determined when the student completes the Application for Admission.

**Establishing Residency** - In order to establish California residency, a student must first be a citizen of the United States, a permanent resident or an applicant for permanent residency, or on a visa status that does not preclude him/her from establishing domicile in the United States. The law also requires that the students show no contrary intent, that is, they must not have maintained residence status in their former state; driver license, taxes, car registration, etc. **The burden of proof rests with the student, not the District.** The residency laws do not permit campus officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

**Determining Residency** - Non-resident students do not automatically become California residents by merely living in the state more than one year. State law requires proof of intent to establish California residency.

Indications of intent include, but are not limited to, the following:

1. A record of filing a California state income tax return
2. A W-2 form with a California address
3. Maintaining permanent military address or “Home of Record” in California while in the armed forces
4. The possession of a California driver’s license
5. Registering to vote in California
6. Establishing and maintaining an active California bank account
7. The possession of a California hunting or fishing license
8. Owning residential property in California
9. Financial independence from a parent or guardian to include the following:
  - a. not be claimed on parent or guardian’s income tax return for the school year;
  - b. not receive more than \$750 in support from parents or guardians in any one year;
  - c. not live with parents or guardian for more than six weeks in any one year.

**Appeal of Non-Resident Classification** - Students who have been classified as non-residents have the right to review their classification and make a written appeal. Appeals are to be processed as follows:

1. The written appeal is to be submitted to the Admissions and Records Office within 30 calendar days of final notification by Lassen Community College regarding their classification.
2. The Admissions and Records Office will forward the appeal, within five working days of receipt, to the Vice President of Student Services with a copy of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student with a cover statement indicating upon what basis the residence classification decision was made.
3. Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

**Incorrect Classification** – If the college incorrectly classifies your residency on the basis of false or miss leading facts, you will be required to pay the nonresident fees.

## **Financial Aid**

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### **Apply for Financial Aid**

Every student should apply for financial aid, regardless of income. Not all types of aid are based on financial need. You cannot know for sure if you are eligible for assistance unless you apply.

1. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) listing Lassen Community College; school code 001217. FAFSA applications need to be filed annually and will be available October 1<sup>st</sup> of the current year. Since some forms of funding are limited, for best consideration you are encouraged to file your FAFSA annually by March 2<sup>nd</sup>. FAFSA applications are accepted and funds awarded to students throughout the school year.
2. California residents should complete and submit a California College Promise Grant (CCPG) prior to registering for classes. This application is available in the Financial Aid Office and online. Those who qualify as an AB540 admission should submit a CA Dream Act application to determine their eligibility for the California College Promise Grant (CCPG). The CA Dream act application is at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov).
3. The U.S. Department of Education randomly selects some FAFSA applicants for what is called verification. Those selected for verification will be asked to submit the required additional forms.
4. Once all verification requirements have been satisfied you will be issued a Financial Aid Award Letter. The Award Letter will list the types of awards and amounts available to you. Student Loans and Work Study have additional requirements.
5. Students seeking federal and state assistance are expected to declare an education goal and to meet with an Academic Counselor to complete and follow an Educational Plan, successfully completing courses each semester as you progress toward your educational objective.

# Orientation

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## Mandatory Online Orientation

To learn about college policies, practices, and procedures, as well as answer any questions you may have, new students who plan to earn a degree, certificate, or transfer must complete Lassen College's orientation. Orientation must be done before you can register for classes. Online orientation can be found under new students tab on the LCC website. For more information please call 530.251.8842.

## College Success "BOOTCAMP" Student Orientation

A series of workshops, along with a free daily lunch, geared towards helping LCC students discover what it takes to succeed in higher education. For more information please call 530.257-6181 x8911.

# Counselor

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## Meet With a Counselor

All students are encouraged to meet with a counselor. After completing orientation to discuss course selection. Students, with the assistance of a counselor, are encouraged to plan a program of study that will follow their education plan. In addition, counselors are available all year from 8:00AM to 4:00PM and evening hours during the first week prior to registration and the first week of classes. If you have further questions, contact the Counseling Office at 530.251.8842.

### 15 TO FINISH

Why would a counselor encourage you to take 15 units a semester, or 30 in a year?

- Saves you time and money in tuition and living expenses!
- 15 units a semester and in good standing? You could be eligible for the Completion Grant, an additional \$1,500 (see the Financial Aid office for more details and page 29).
- You can graduate with your degree in 2 years!
- Ready for fall cycle of admission into a four year university.
- Start your career and earn a livelihood sooner.

# Register

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## Register

After you have completed your application for admission, your financial aid application, orientation, and counseling, you will be ready to register. Registration is the process by which students officially enroll in courses. Lassen Community College has three terms; fall, spring and summer in which a student may register. Students may register online at the Lassen Community College web site:

[www.lassencollege.edu](http://www.lassencollege.edu), via My Lassen LCC Portal or in person at the Admissions and Records Office.

## Money Matters

### Enrollment Fees and Non-Resident Tuition

Students (California and non-residents) are required to pay an enrollment fees and, if applicable, non-resident tuition. California High School students are exempt from paying any registration fees according to Lassen College Administrative Procedure 5030. All fees are due at the time of registration. The fees structure is as follows:

#### California Resident Enrollment Fee

1 unit or more .....\$46 per unit  
0.5 units .....\$23 per ½ unit

#### Non-Resident Tuition for 6.5 or More Units

6.5 or more units, including Enrollment Fee .... \$326 per unit

#### Non-Resident Tuition for 6 or Less Units

1 - 6 units, including Enrollment Fee .....\$92 per unit  
0.5 units, including Enrollment Fee .....\$52 per ½ unit

**NOTE:** The fees listed in this catalog are those in effect at the time of printing. Enrollment fees are subject to change through California State Legislation. Other fees are subject to change through Lassen Community College Board of Trustees action as judged to be in the best interest of the College. Please consult the current course schedule for the appropriate fees.

### Non-Resident Fee Exemption—AB540

Effective January 1, 2002, AB540 provides an exemption from paying non-resident fees for certain non-resident students. While this exemption allows students to pay resident fees, it does not grant them resident status that would give them eligibility for any state funded program. To be eligible for this exemption a student must meet both of the following criteria:

- Attendance at a high school in California for three or more years.
- Graduation or attainment of a high school equivalency from a California high school.

Effective January 1, 2013, financial aid is available to students who qualify for the Dream Act.

### Priority Registration (AP 5055)

Registration Priority, enrollment five working days prior to the first day of regular enrollment, shall be provide to continuing students not on academic or progress probation for two consecutive terms and who have completed orientation, assessment and developed a student education plan while meeting one of the following categories:

- Armed forces or a veteran
- Former or current foster youth
- Students receiving services through Disabled Student Program or Extended Opportunity Program and Services (EOPS)
- Students Participating in the CalWORKs program
- First time students who have completed orientation, and developed a student education plan
- Continuing students who have not lost registration priority as defined in these policies and procedures.

### Auditing

**Auditing Fees** - The fee for auditing a class is \$15 per semester unit. Additionally, the health fee, material fees (if applicable) and other optional fees are due at the time of registration. Students enrolled in courses 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.

**Auditing Refunds** - A student will be refunded only if the course has been cancelled or if the student drops within the first two weeks of a full term course or the first day of class on a short-term course. For more information on auditing a course, see "Audit Policy" on page 13 in this catalog.

### Credit by Examination

The fee for Credit by Examination is equal to the per unit enrollment fee set by the State of California Community Colleges and will be paid out of pocket by student.

A student may challenge a course for college credit by completing a *Credit by Examination* application using the procedure adopted by the Lassen Community College Curriculum/Academic Standards Committee. For more information, see Credit by Examination AP 5235.

Specific information as to the procedure to be used in applying is available at the Admissions and Records Office.

### Health Fee

The Health fee is collected to cover the cost of student accident insurance. Health fees are as follows:

#### Fall and/or Spring Semester

Part time students - 0 to 11.5 units..... \$5.00  
Full time students - 12 or more units..... \$7.50

#### Summer Session

Part time students – 0 to 5.5 units..... \$3.50  
Full time students – 6 or more units..... \$5.00

**Health Fee Waivers/Exemptions** - this fee can be waived for students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. A student may request to be exempted by petitioning through the Vice President of Student Services Office. The Health fee may not be waived when a student qualifies for a California College Promise Grant (CCPG). Health Fees are not optional.

**Health Fee Refunds** – The Health fee is automatically refunded on cancelled classes. It is also refunded to students who totally withdraw within the first two weeks of full term courses. For the refund status on short-term classes, contact the Admissions and Records Office.

### Instructional and Other Material Fees

In addition to enrollment fees, the College may charge an instructional materials fee to students for instructional and other materials necessary for some courses. Check with the Admissions and Records Office for the most current fee information. These fees may not be waived with the California College Promise Grant (CCPG) and are not optional.

**Instructional and Other Material Fees Refunds** - The instructional and other materials fees are automatically refunded on cancelled classes or for classes dropped by the end of the second week of a full term class. Check with the Admissions and Records Office on refund status for short-term classes.

### Student Activities Fee

**The Student Activity Fee** -This optional \$3.00 per semester student activities fee (fall and spring terms only) is assessed on all students taking 6 units or more. The money collected from this fee supports the activities of the Associated Student Body (ASB) at Lassen Community College. This fee pays for ASB sponsored social activities, recreational and athletic activities, and other programs. A list of students who paid this optional fee will be provided to the Lassen Community College Associated Student Body and they will use the list to provide you with access to their sponsored activities, entrance to college athletic contests, etc.

**The Student Activity Fee Waiver** - Students may complete a waiver request or submit a signed and dated written request when registering for the course to opt out of paying this fee.

**Student Activity Fee Refunds** - Because this is an optional fee, it is not refundable.



## Transcript Request Fees

Transcript requests must be submitted to the Admissions and Records Office. The first two Official Transcripts are provided for free. Charges for additional transcripts are as follows:

- \$5 per Official Transcript request – please allow five (5) business days.
- \$10 per express Official/Non-Official Transcript request – please allow twenty-four (24) hours.
- \$15 per On-Demand Rush Official/Non-Official Transcript request – not available during busy times.

All transcript requests must be submitted to the Admissions and Records Office [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu).

Lassen Community College transcripts will be withheld for any indebtedness due until satisfactory repayment arrangements are made with the Business Office. Transcript Request Forms are available at the Admissions and Records Office or may be printed from the Admission and Records page at the college website - [www.lassencollege.edu](http://www.lassencollege.edu).

## Student Representation Fee

This is an optional fee of \$1.00 per semester. The money collected from this fee is used to provide support for students or representatives who state positions and view-points before city, county and district governments and before offices and agencies of the state and federal government. Payment of this fee provides the student with ASB (Associated Student Body) membership.

**Student Representation Fee Waiver** - Students may petition in writing, at the time of registration, to waive this fee for religious, political, financial or moral reasons through the Admissions and Records Office.

**Student Representation Fee Refunds** - Because this is an optional fee, it is not refunded.

# After Enrollment

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## Buy Your Textbooks

The bookstore carries required textbooks and supplies for classes offered at the college. Miscellaneous school supplies are available along with logo clothing, art supplies, and various snacks. The community is invited to stop by and see what the bookstore has to offer. The bookstore is located in the Student Union – housed with the Cougar Café: Cougar Café hours are Monday – Thursday from 7:30 a.m. to 6:30 p.m. and Friday from 7:30 a.m. to 2:00 p.m. Bookstore is staffed from 8:30 a.m. to 4:00 p.m.

All college texts are now ordered online. Go to <http://bookstore.lassencollege.edu> to purchase your texts. It's a simple process. Select Textbooks and follow the directions. Once you have chosen all of your textbooks you will be directed to Checkout where you will pay for your books. The Bookstore accepts payment by credit Visa & Master card (only these books can be shipped), Scholarship, Department of Rehabilitation, EOP&S, Cal Works, or you can pay when you pick up your books.

After you have completed the process you will receive an e-mail confirming your order. When the Bookstore has completed your order, you will receive an e-mail notifying you your books are ready. Books can be picked up between 8:30 a.m. to 4:00 p.m. Students must bring their student identification card with them in order to pick up their books. If you are unable to pick your books up at these times you may either have your texts mailed directly to your home or you may contact 530.251.8881 to make special arrangements for pick up.

## Refunds

Students are eligible for a refund during the first 2 weeks of class (full semester classes) and must have the current receipt. The refund will be processed through the student accounts office at the conclusion of the semester or upon written request from the student. It is the responsibility of the student to officially withdraw from a course to be eligible for a refund.

College books are often as expensive or more expensive, than the tuition costs paid by most California residents. There are several ways to save money on book costs:

- 1 Buy used books in the bookstore or check the bulletin boards. The Bookstore works with several vendors to purchase as many used books as possible.
- 2 Use the Lending Library. All students may use the Lending Library located in the ARC/Library. It is on a first come first serve basis. For specific information please call 530.251.8830.
- 3 See if you qualify for CalWORKs or EOP&S and they can assist you in book vouchers or with their lending libraries.

# Education Plan

All students are encouraged to meet with a counselor during their first semester of enrollment to prepare an educational plan. The educational plan outlines the courses that a student will need to complete in order to reach his or her educational goal. Plans can be revised at any time whenever the counselor and student believe it is appropriate or necessary. College research shows that students with firm educational goals are more successful in their college careers.

Lassen Community College counselors are knowledgeable about prerequisites and transfer requirements. They will assist you in arranging your academic plan so that you will fulfill all the requirements for graduation and/or transfer to another institution. To avoid any misunderstanding in this regard, the student should schedule to complete an education plan during their first semester and also

must see a counselor when a change of educational plan is considered.

# Course Enrollment Policies

## Attendance

A student must be officially enrolled to attend classes. The student is responsible for adding and dropping classes. Regular attendance is a critical factor in student success. A student withdrawing from Lassen Community College has the responsibility of notifying Admissions and Records and completing all necessary paperwork.

## Changes in Course Enrollment

**Adding Courses** - There is an acceptable time frame for adding classes after they have already begun. Students may enroll in open courses that begin in the first week of the semester through the end of the first calendar week of instruction without the instructor's signature. Students may enroll during the second week of a full-term class with instructor and counselor signature. For courses that begin after the first day of a term please ask for assistance from the Admissions and Records Office.

**Dropping Courses** - A student may drop a full term course at any time through the end of the second week of a semester without the course appearing on the student's record. After that time, a student officially withdrawing will receive a "W" on their academic transcript. Students may drop a course with a "W", up to the end of the fourteenth week or 75% of the course whichever is less. **It is the students' responsibility to drop a course.** Failure of a student to drop from a course may result in an "F" in the course. The instructor may also initiate the dropping of a student.

**Withdrawal from College** - Withdrawal from college is defined as the cancellation of enrollment in all classes in which the student is enrolled. Responsibility for withdrawal rests with the student. This may be done online using My Lassen LCC Portal or by submitting a completed Add/Drop form in the Admissions and Records Office. Ceasing to attend classes does not constitute official withdrawal.

**Refunds on dropped or withdrawn courses** - For information on refunds for dropped or withdrawn courses see Money Matters page 10.

**If you received Federal Financial Aid and then withdrew from all of your courses**, you may owe money back to the federal government. See the Financial Aid Office staff for options available to you. For more information see "Financial Aid and Scholarships" in this catalog.

## Audit Policy (AP 4070)

When a student audits a course, this means the student intends to sit in on that course on a regular basis, but does not wish to receive any academic credit for it. Auditing is allowed at Lassen Community College under the following conditions.

1. The fee for auditing a course is \$15 per semester unit. Students enrolled in courses for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester.
2. Students may audit classes only when they have exhausted repetition opportunities for the course and have met all prerequisites.
3. Auditing a course is allowed on a space available basis. The determination may not be made until after the first class meeting, to ensure that priority is given to students enrolled in the course for credit towards a degree or certificate.
4. The instructor must approve any student wishing to audit a class. Students auditing a course shall not be permitted to change his or her enrollment to receive credit for the course.

For more information regarding fees and refunds on audited courses, refer to "Money Matters" found on page 11 in this catalog.

Audited courses appear on the student's academic transcript and are annotated as such by each course audited with 'AU'. Auditing forms are available in the Admissions and Records Office.

## Cancellation of Courses

Lassen Community College reserves the right to cancel planned or scheduled courses due to insufficient enrollment, inability to assign a qualified instructor, or for other circumstances unforeseen at the time of the Schedule of Classes publication. In the event a course is cancelled, efforts will be made to help students enroll in other courses consistent with their interests.

## Course Conflict/Overlapping Courses

State law prohibits students from enrolling in courses that meet at the same time. Students that have classes overlapping may pick up the *Alternate Time Petition* form from the Admissions and Records or counseling offices to request approval to take courses that overlap. Special permission may be granted if a solution to the overlap can be found.

## Repetition of Courses

Courses may be repeated when the following conditions exist:

1. **Student Repetition – Satisfactory Grade Received**
  - a. Satisfactory grade as indicated by a grade of A, B, or C.
  - b. Students earning a satisfactory grade may not enroll in that course again unless an exception applies (see number 3 below).

**or**

- c. The District has designated the course as repeatable in the catalog - repeatability is limited to:
  - 1) Courses in which student athletes enroll to participate in an organized competitive sport sponsored by the District or a conditioning course which supports the organized competitive sport,

- 2) Active participatory courses in physical education, and visual or performing arts that are related in content are limited to up to four enrollments total in levels and/or variations. (A course related in content includes any course with similar primary educational activities in which skill levels or various are separated into distinct courses with different student learning outcomes for each level or variation.)
- d. Students may enroll for a maximum of 3 non-satisfactory attempts, including summer sessions, in each course taken for credit. Enrollments include any combination of "W" and repetition with a grade.
2. **Student Repetition– Unsatisfactory Grade Received**
  - a. Unsatisfactory grade as indicated by a grade of D, F, FW, or NP.
  - b. Students may enroll for a maximum of 3 non-satisfactory attempts, including summer sessions, in each course taken for credit. Enrollments include any combination of "W" and repetition with a grade. The third attempt requires completion of paperwork and the signature of the Vice President of Student Services or designee.
3. **Exceptions that permit additional enrollments:**
  - a. A satisfactory grade may or may not have been recorded; and
  - b. Required for legally mandated training; or
  - c. A minimum of thirty-six (36) months have elapsed and the District has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course or
  - d. Significant change in industry or licensure standards such that repetition of the course is necessary for that student's employment or licensure or
  - e. Extenuating circumstances exist which justify such repetition (i.e. verified cases of accidents, illness or other circumstances beyond the control of the student) or
  - f. Complete one time the entire curriculum of the course for variable unit courses offered on an open-entry/open-exit basis
4. **Students Eligible for Disabled Student Programs and Services (DSP&S)** are permitted additional repetitions of developmental studies courses to provide accommodations for a student's educational limitations, pursuant to state and federal nondiscrimination laws, under the following circumstances:
  - a. When continuing success of the student in other general and/or developmental studies courses is dependent on additional repetitions of a developmental studies course;
  - b. When additional repetitions of a specific developmental studies course is essential to completing a student's preparation for enrollment into other regular or developmental studies courses; or
  - c. When the student has a student educational contract, which involves a goal other than completion of the developmental studies course in question and repetition of the course will further the achievement of that goal.
  - d. Questions can be directed to the Disabled Students Coordinator at 530.251.8867.

Whenever course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

For certain exceptions, a petition must be filed by the student and signed by the Vice President of Academic Services or designee granting permission for the repetition.

**Note: Financial Aid may not be awarded for some repeated courses.**

### **Basic Skills Limitation**

Enrollment in pre-collegiate basic skills course work (generally numbered 100-109) is limited to 30 units of instruction except for students enrolled in English as a Second language courses or who are identified as having a learning disability. The 30 unit limitation may be waived if a student shows significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses.

### **Waiver or Substitution of Courses**

A student may request permission to waive or substitute a course for one that is required to complete degree or certificate requirements. Petitions regarding requirements must be approved by the Vice President of Academic Services. Students may petition through the Counseling Office.

### **Change of Records**

Any change of a student's address or residence, phone number, email address or change of major must be reported in writing to the Admissions and Records Office. Although this may not seem crucial at the time the change is made, financial aid checks, paychecks, tax documents, and important registration and graduation information from the college may not reach its intended destination if this information is not kept up to date. For a change or correction of a student's name, the student must provide a valid photo ID.

# **Academic Policies**

Lassen Community College has a number of policies, regulations and requirements that students must follow. Some of these are locally established by the Lassen Community College District Board of Trustees, while others are set by the State of California in the Education Code and Title 5. They cover such areas as grades, course credit, honors, probation, dismissal and graduation.



## Academic Calendar

Lassen Community College operates on a semester basis with a summer session. The Academic Calendar is available online at [www.lassencollege.edu](http://www.lassencollege.edu) or on the inside front cover of this catalog.

## Academic Freedom

The Lassen Community College District seeks to encourage and protect academic freedom and responsibility in all academic environments. The District is committed to the free pursuit and dissemination of knowledge, and supports the integrity of the teaching-learning process. The Board of Trustees, administration, faculty, staff and students all bear an obligation to protect, preserve and promote academic freedom. For faculty, academic freedom constitutes the right to interpret their fields and to communicate without interference or penalty. For students, academic freedom allows them to think critically and to express and defend their views without penalty from the faculty or college.

## Classifications of Students

- Full-time – Enrolled in 12 or more units for the fall or spring semester or in six or more units for summer
- Part-time – Enrolled in less than 12 units for the fall and spring semester or for less than six units for summer
- Freshman – A student who has completed less than 30 units
- Sophomore – A student who has completed 30 units or more
- Graduate – A student who has been awarded an associate degree

## Final Examinations

The college requires final examinations in all lecture courses. The college publishes a time schedule for final examinations early in each semester, so that students may be notified in sufficient time regarding the examination schedule.

## Grade Reports

As soon as possible following final examinations at the end of each semester, a student's grades will be accessible through My Lassen LCC Portal or through the Admissions and Records Office.

## Grading

A student's work, upon the completion of each course, is graded using one of the following grading categories:

1. Letter grades only A, B, C, D, F
2. Pass (credit)/No Pass (no credit)
3. Letter or Pass (credit)/No Pass (no credit)
4. Failure to withdrawal – FW

Every course for which a student registers will be posted on the student's transcript with the following exceptions:

- A course dropped prior to the end of the second week of instruction of a full term course or 30 percent for shorter than term length courses.
- A course that Lassen Community College cancels.
- A course dropped in order to transfer to a parallel course.
- The table below shows the possible grades and the corresponding grade points.

A – Excellent	4 grade points per unit
B – Good	3 grade points per unit
C – Satisfactory	2 grade points per unit
D – Passing less than satisfactory	1 grade point per unit
F – Failing	0 grade points per unit
P – Pass at least satisfactory	0 grade points per unit
NP – Less than satisfactory or failing	0 grade points per unit
FW – Failure to withdraw	
I– Incomplete	Does not affect grade point standing
W – Withdrawal	Does not affect grade point standing
IP – In progress	Does not affect grade point standing
RD – Report delayed	Does not affect grade point standing
MW – Military withdrawal	Does not affect grade point standing

**Incomplete Grades** - Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for the removal of the "I" shall be stated by the instructor in a

written record. This record shall contain the conditions for the removal of the “I”, the grade assigned in lieu of its removal, and the period of time allowed, as determined by the instructor, to make up the “I” grade. This record must be given to the student with a copy on file with the registrar until the “I” is made or the time limit has passed.

**IP - In Progress Grade** – The “IP” symbol shall be used only following the grade point averages. If a student enrolled in an open-entry, open-exit course is assigned an “IP” at the end of an attendance period and does not enroll in that course during subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student’s permanent record of the course.

**RD - Report Delayed** - The “RD” symbol can be assigned by the registrar only. It is used only 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** - Withdrawal from a course or from the college is defined as the cancellation of enrollment in courses in which the student is enrolled. **Responsibility for withdrawal rests with the student.** This may be done online using My Lassen LCC Portal or by submitting a completed Add/Drop form in the Admissions and Records Office. Ceasing to attend classes does not constitute official withdrawal. Failure of a student to withdraw formally may result in an “F” in the courses in which the student is enrolled.

### **Pass/No Pass (Formerly Credit/No Credit)**

It is the policy of Lassen Community College to enable students to enroll in designated courses on a pass/no pass basis. This can be done at the Admissions and Records Office.

**Eligibility Requirements for Pass/No Pass (Credit/No Credit)** - The student must elect to be evaluated on a pass/no pass basis no later than:

1. The end of the fifth week of a regular, full-term course.
2. Thirty percent of a class shorter than full-term, but longer than two weeks.
3. The time of enrollment for a class two weeks or shorter length

### **Military Withdrawal**

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress probation and dismissal calculations. Contact the VP of Student Service to initiate the withdrawal.

### **Grade Point Average (GPA) Calculation**

GPA is computed by dividing the total number of grade points earned by the total number of units attempted, not including units in courses where the grade is P-Pass (CR-Credit), NP-No Pass (NC-No Credit), I, IP, RD or W. In calculating degree-applicable grade point averages, grades earned in non-degree applicable courses are not included.

The GPA is used in determining eligibility for academic achievement, academic and progress probation/dismissal, eligibility for an associate degree and/or certificate of completion, graduation with honors/high honors, and some scholarships. Students are encouraged to pay constant attention to their grade point average.

### **Prerequisites, Co-requisites and Recommended Preparation**

**Prerequisites** - Some courses have prerequisites. A prerequisite is a course that a student must take prior to another course and usually has information that is needed in the next course. For example, you must complete, BUS 1A Accounting Principles Financial to be eligible for BUS 1B Accounting Principles Managerial. When a course is listed as a prerequisite, that course must have been completed with a grade of “C” or better. Sometimes you can fulfill the need to take a prerequisite through the use of multiple measures. These multiple measures include completion of a course taken at another institution, plus other measures of your readiness to successfully complete courses with a prerequisite.

**Co-requisites** - are courses that a student is required to take concurrently in order to enroll in a particular course.

**Recommended Preparation** - Some courses have “recommended preparation” which means that the student is advised to, but not required to complete, before or in conjunction with enrollment in the recommended preparation course.

**Prerequisite Challenge** - Students have the right to challenge a course prerequisite. A challenge by a student can be made under any of the following conditions:

- Prerequisite or co-requisites has not been properly established.
- A prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student has the knowledge and ability to succeed in the course despite not meeting the requirements.
- The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or co-requisite course has not been made reasonably available.
- The student seeks to enroll in a course which has a prerequisite established to protect health and safety and the student demonstrates that he or she does not pose a threat to himself/herself or others.

For additional information and the appropriate forms, please contact the Counseling Office at 530.251.8842 or stop by the office.

## **Student/Faculty Grade Disputes**

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Situations creating concern should first be discussed directly with the instructor. If this action does not produce adequate clarification of the issue and a satisfactory resolution, a student may process an appeal. The Vice President of Academic Services will administer the appeal process.

## **Academic Renewal**

It is the intent of the Lassen Community College District to alleviate previously recorded, substandard academic performance that is not reflective of a student's demonstrated ability. The petition eligibility requirements and the application are available from the Admissions and Records Office or on the Lassen Portal/Menu/Student Service/Student forms.

## **Non-Traditional Ways to Earn Credit**

### **Credit by Examination**

The Credit by Examination petition process is approved by the Lassen Community College Curriculum/Academic Standards Committee and maintained in Academic Services.

Specific information as to the procedure to be used in applying for Credit by Examination is available at the Admissions and Records Office. A student may challenge any of the requirements by presenting their written appeal to the Vice President of Academic Services. AP4235

**Credit by Examination Fees** -The fee for Credit by Examination is equal to the per unit enrollment fee set by the State of California for California Community Colleges. If a student is eligible for the California College Promise Grant (CCPG) it does not pay for credit earned through Credit by Examination. Credit by Examination units will not be counted for Financial Aid purposes. Payment is due at the time the Credit by Examination is entered by Admissions and Records staff.

**Credit by Examination Refunds** - No refund is given after a student has officially submitted their completed petition to the Admissions and Records Office.

### **Advanced Placement Examination Credit for General Education Credit**

Lassen Community College may award general education credit toward associate degrees to the students scoring a 3, 4, or 5 on Advanced Placement examinations. Students should have test scores sent to the Counseling Office. Each transfer institution will determine the number of units awarded and courses satisfied according to individual campus policies. For specific course information, students are encouraged to meet with a counselor or refer to LCC District Procedure AP 4235.

### **International Baccalaureate (IB) Credit for General Education Credit**

Lassen Community College may award general education credit towards associate degrees to students scoring a 5, 6, or 7 on International Baccalaureate tests. Students should have test scores sent to the Counseling Office. 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.

### **College Level Examination Program (CLEP) Credit for General Education Credit**

Lassen Community College may award general education credit towards associate degrees for successful performance on CLEP General Examinations. Upon submission of CLEP Examination Reports to the Counseling Office, units of credit may be awarded, provided a specific score for awarding credit is obtained. Credit awarded may be substituted for coursework applicable to degree and certificate requirements, and also may be used for transfer to four year colleges and universities, subject to limitations imposed by those institutions. For specific course information, students are encouraged to meet with a counselor.

## **Honors**

Students who have completed 12 or more semester units of letter-graded work at Lassen Community College are recognized for their academic achievements. Graduation honors will be indicated in the commencement program and on the student's transcript. The designation of honors in the commencement program is based on the cumulative grades earned during the semester preceding a student's graduation. Transferable units from other colleges will be reviewed to determine units attempted, but will not be included in the students cumulative GPA.

### **Academic Honors Awarded**

**Dean's Honors** – a cumulative GPA of 3.25 to 3.49 for students enrolled in 12 or more academic units (overall).

**Vice Presidential Honors** – a cumulative GPA of 3.5 to 3.74 for students enrolled in 12 or more academic units (overall).

**Presidential Honors** – a cumulative GPA of 3.75 or higher for students enrolled in 12 or more academic units (overall).

### **Probation and Dismissal**

Pursuant to the Education Code and District Policy, a student can be placed on probation for two reasons:

- Unsatisfactory academic performance.
- Unsatisfactory progress in course work.

Failure to fulfill academic responsibility is considered to be a serious matter by the college. Accordingly, the following probation and suspension policies have been adopted:

1. **Academic Probation:** A student who has attempted at least 12 semester units at Lassen College as shown by the official



- academic record shall be placed on probation if the student has earned a Lassen College grade point average of less than 2.0.
- Progress Probation:** A student who has enrolled in at least 12 semester units at Lassen College as shown by the official academic record shall be placed on progress probation when the percentage of all units in which entries of "W", "I" and "NP" are recorded reaches or exceeds fifty percent from Lassen College units.
  - Removal of Academic Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average from Lassen College units is 2.0 or higher.
  - Removal of Progress Probation:** A student on progress probation because of an excess of units for which entries of "W", "I" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent for Lassen College units.
  - Academic Dismissal:** A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average from Lassen College of less than 2.0 for three consecutive semesters, including summer.
  - Progress Dismissal:** A student who is on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled at Lassen College, for which entries of "W", "I" and "NP" are recorded for three consecutive semesters reaches or exceeds fifty percent, including summer.
  - Notification of Probation and Dismissal:** Lassen Community College shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which it will take effect; but in any case, no later than the start of the fall semester. Lassen Community College shall also make every reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties.

**Reinstatement** – Students will be eligible for reinstatement following a semesters' absence upon petition to the Vice President of Student Services and approval.

### **Unit of Work**

College work is measured in terms of the "semester unit". A semester unit calls for one-hour of lecture, three hours of laboratory or any combination thereof per week for one semester. In lecture type courses, one hour in the classroom and two hours of outside preparation ordinarily constitute a unit of work. In the laboratory, three hours in the classroom may constitute one unit of work. The number of units of credit offered for each course may be found under "Course Descriptions".

### **Unit Limitations**

Students who wish to register for more than 18 units must have the written approval of a counselor and must petition to the Vice President of Student Services. Approval to register for more than 18 units will be considered for students who have an overall cumulative grade point average of at least 2.75. Students, who enroll in more than 18 units without obtaining the required approval, will be administratively dropped from the most recently added courses. The student and instructor will be notified should this occur.

### **Non-Traditional Learning**

Lassen Community College recognizes that people have had learning experiences in many non-college situations equivalent to those obtained in college courses. We provide for evaluation of such non-traditional learning experience as Advanced Standing, USAFI/DANTES, formal military service schools and military service.

Non-traditional credit will be officially evaluated upon request or when the student petitions for graduation from Lassen Community College. The maximum credit for all non-traditional credit accepted may not exceed 12 semester units.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Lassen Community College may not be acceptable for transfer.

Students should check with prospective transfer colleges regarding their policies on non-traditional credit. Re-evaluation at the four-year institution may be an advantage to the transfer student since upper division credit may be allowed.

# **Student Life and Activities**

## **Associated Student Body**

The Associated Student Body (ASB) is the representative body of Lassen Community College students. All currently enrolled Lassen Community College students who have purchased a current ASB card shall be members of the ASB. All members are entitled to reduced or free admission to all of its activities, bookstore services and local merchant's discounts.

During the spring semester, students will elect ASB officers to represent the students to the college administration and the District Governing Board. The elected officers include the President, Vice-President, fifteen Senators, and Student Trustee. The Associated Student Body appointed officers are the Secretary and Treasurer.

The Associated Student Body President appoints students to serve on Lassen Community College committees. The Executive Council and Student Body Council exercise the powers and duties of the ASB Government.

The Associated Student Body and the Vice President of Student Services will approve new clubs and student organizations. If students are interested in becoming a member of a club or if they want to start their own organization, they should contact the ASB.

The ASB officers meet once each week. ASB meetings are open to the public and include an opportunity for students and others to share their views. Stop by the help desk in BaseCamp to find out more.

## Organizations

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs on campus. These clubs offer many diversified opportunities to students for both social and educational contracts. Each club elects its officers and plans its own program for the semester. How successful it becomes depends largely upon the enthusiasm of its membership. If students are interested in becoming part of a club or if they want to start their own organization they should stop by the Associated Student Body Office, located in the Student Dormitory Building.

## Phi Theta Kappa National Honor Society

Beta Omicron Xi Chapter Lassen College was established in 2006, Phi Theta Kappa International Honor society serves to recognize and encourage the academic achievement of two year college students and provide opportunities for individual growth and development through honors, leadership and service programming. The focus of Phi Theta Kappa is scholarship, leadership and service to the community. In addition to recognition of academic excellence members enjoy fellowship, opportunities for leadership and a chance to provide service to the community and access to Financial Aid assistance for those who plan on transferring to a four year university. See the Phi Theta Kappa website at [www.ptk.org](http://www.ptk.org).

## Athletics

Lassen Community College athletics emphasizes and takes pride in their athlete's pursuit of their educational goals. The College provides a well-rounded program of intercollegiate athletics. Lassen Cougar teams compete in men and women's basketball, soccer and rodeo, men's baseball and wrestling, and women's softball and volleyball. Lassen Community College is a member of the California Community College Athletic Association (CCCAA) participating in both the Golden Valley Conference, as well as the Big Eight Conference in wrestling. Lassen Community College is also a member of the National Intercollegiate Rodeo Association (NIRA). Eligibility Criteria:

1. No student shall represent the college in any athletic contest unless they are enrolled in a minimum of twelve units (15 units for rodeo) of academic work in regular or special courses as defined in the LCC curriculum.
2. All athletes must follow a current Educational Plan approved by their academic counselor.

Questions regarding athletic eligibility should be directed to the Director of Athletic Operations at 530-251-8815 or check the website at [www.lassenathletics.com](http://www.lassenathletics.com)

## Campus Activities

Student engagement opportunities for Lassen Community College students extend beyond the classroom to events on and off campus. Orientation and Student Success, located at Basecamp, in CA 209, is a center dedicated to enhancing the college experience for all students. OSS provides avenues to develop leadership skills through the student ambassador program, and enhance the college experience through various student engagement activities. Through these interactions, students form relationships with friends, staff and faculty that will benefit them during their time at Lassen College and beyond. Without these connections to the campus, many students would lack the support system they need to be successful:

- Lassen Fest Pool Party
- WOW Week of Welcome
- Bagel Thursdays
- LCC Meetups
- Cougar Countdown
- Winter Welcome
- Study Place
- College Success Huddles
- Student Help Desk

For questions regarding student engagement contact the Director of Orientation and Student Success at 530.257.6181 x8911 or email [jtupper@lassencollege.edu](mailto:jtupper@lassencollege.edu).

# Students Rights, Freedoms And Responsibilities

## Responsibility

Students are responsible for their own academic success. Regular attendance and participation are crucial factors in student success.

## Rights and Freedoms

Lassen Community College is an academic community with membership consisting of students, faculty and staff. Its purpose is to provide an agreeable atmosphere for developing men and women both scholastically and socially. Free inquiry and expression are necessary aids in the development of resourceful and analytic thought processes.

This community requires a system of guidelines for organized activity on campus. Primary responsibility for preserving the system of order rests with individuals of the community. Students must accept responsibility for their actions and values, recognizing that they reflect upon the entire college community.

## Access

Within the limits of its facilities, this institution shall be open to all students who are qualified according to its admission standards. Under no circumstances shall a student be barred on the basis of race, color, sex, creed, religion, nationality, age, marital status, or

disability.

## Expression

Students are free to express their views on issues of institutional policy and on matters of general interest to the student body. They are free to support causes by orderly means, which do not disrupt the regular and essential operation of the college. Students, through established school committees, may help establish policies concerning student academic and nonacademic affairs.

## Association

Students are free to form and join associations according to standards set by the Associated Student Body and the Student Rules of Conduct.

## Disclosure

Information about students or student's beliefs and views, which teachers, counselors or administrators may obtain, are confidential. Students can consent to the disclosure of judgments on ability and character if circumstances warrant.

## Student Rules of Conduct

Standards of conduct are applicable to all members of the college community, visitors, and guests. Student rules of conduct are designed to promote individual and group governance in accordance with dignity, decency, and maturity.

In particular, such standards are directed toward social and living relationships pertinent to the college. The following misconduct for which students are subject to college discipline applies at all times on campus and applies to any off campus function sponsored or supervised by the college

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
- Forgery, alteration, or misuse of college documents, records or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions or of other authorized activities.
- Physical abuse of any person or conduct, which threatens or endangers the health or safety of any such person.
- Theft of or damage to, property of the college, its officers, employees, students, or visitors.
- Unauthorized entry to or use of college facilities.
- Violation of college policies or of campus regulations, including campus regulations concerning the registration of a student organization or the time, place, and manner of public expression.
- Intoxication from the use of alcohol or being under the influence of unlawful drugs or unlawfully distributing, selling, or possessing of the same on college property or at events sponsored by the college.
- Failure to comply with directions of college officials acting in performance of their duties.
- Gambling on college property.
- Hazing or any act that injures, degrades, or disgraces any fellow student or person attending the college.
- Sexual harassment.

## Student Discipline

The Vice President of Student Services shall exercise general supervision over the conduct of students. The authority for sanctions for students who fail to accept responsibility to abide by Standards of Conduct is provided in the Lassen Community College Policy Book, Section 5380 and in compliance with the California Education Code.

The following shall comprise the range of official college sanctions, which may be taken as a result of any disciplinary hearing. Sanctions may be imposed only after a disciplinary hearing at which the student has had the opportunity to be present.

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 regulation.
3. **Conduct Probation** - Exclusion from participation in designated privileges or extracurricular college activities for a specified period of time.
4. **Restitution** - Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. **Interim Suspension** - Exclusion from Classes and other designated privileges or activities for a definite period of time. (Education Code Section 10601)
6. **Expulsion** - Permanent termination of the student's status without possibility of re-admission to the college. (Code of Conduct cf. 5412.2)

## Student Grievance and Appeals

The Governing Board of Lassen Community College District authorizes the establishment of procedures through which students can resolve issues concerning violations of their rights relating to alleged misinterpretation, misapplication, or violations of specific district policies. These procedures are available and administered by the Vice President of Student Services.

1. Within ten school days of the occurrence, the student meets with the Vice President of Student Services to discuss the issue that constitutes the basis of the alleged violation. Every attempt should be made to resolve the grievance at this meeting. The Vice President of Student Services shall render a decision at this time.



- If the student is not satisfied with the decision, the Vice President of Student Services will require that the student put the complaint in writing, citing the specific rights violated, the persons involved, and a recommendation regarding solution of the complaint. The written grievance must be delivered to the Vice President of Student Services no later than ten school days after the meeting in Step 1. The Dean will render a decision no later than ten school days after receiving the written complaint.
- If the student is not satisfied with the decision rendered in Step 2, he/she may request in writing that the Vice President of Student Services convene the Grievance/Appeals Committee to review the case. This must be done within ten school days of the decision rendered in Step 2. The student has the right to appear before the Grievance/ Appeals Committee at some point during its deliberations and to bring witnesses to appear before the committee, in order to present information relevant to the grievance. The Vice President of Student Services will serve as an ex-officio member of the committee. The committee shall render a decision within ten school days of its meeting. The decision of the committee shall be final.

## Grade Changes, Academic Grievances and Appeals

Education Code, Title 3, Section 76224, states in the absence of mistake, fraud, incompetence or bad faith, the determination of a student's grades by an instructor shall be final once they have been filed with the Admissions and Records Office. If the presence of mistake, fraud, bad faith or incompetence is determined, the Vice President of Academic Services may delete the grade from the transcript.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Situations creating concern should first be discussed directly with the instructor. If this action does not produce adequate clarification of the issue and a satisfactory resolution, a student may process an appeal. The Vice President of Academic Services will administer the appeal process.

## Drug Free Campus

The Lassen Community College District is committed to providing a safe and healthy working environment and to ensure a drug free campus. In compliance with the Drug Free Schools and Campuses Act of 1990 the following regulations are in effect:

- The unlawful manufacturing, distributing, dispensing, possession, or use of a controlled substance is prohibited on campus.
- The term "controlled substance" is defined in the schedules I through V of Section 202 of the Controlled Substance Act 21USC812.
- Penalties for Campus Drug Use: State and Federal penalties apply to anyone convicted of the manufacturing, distributing, dispensing, possessing, or use of controlled substances.

**Misdemeanor Convictions** for campus drug use can result in a fine and incarceration of up to a year in a county jail.

**Felony Convictions** for campus drug use can result in a substantial fine and a lengthy jail sentence in state prison. Felony convictions include the manufacture, possession for sale or use of substances such as amphetamines (whites, uppers), barbiturates, codeine, cocaine/ crack, heroin, L.S.D., methamphetamine, (crank, crystal), marijuana, P.C.P., and Quaaludes.

## Dangers of Drugs in the Workplace

Drug Addiction is a major health problem. The death, disabilities and diseases stemming from drug abuse excel the morbidity and mortality rate of any other disease.

The campus is harmed. Excellent students and their careers are affected. Students are excessively sick, produce inferior work or perform unsatisfactorily. The detrimental effects of this problem are reflected everywhere.

People who abuse drugs affect public health and safety. The losses suffered must not be measured in dollars and cents alone but also in lives.

## Dangers of Drug Use

### Alcohol

- Decreased performance
- Poor judgment and coordination
- More accidents
- Drowsiness and mood swings
- Lower morale and increased conflicts with others
- Shortened attention span
- Impairment of judgment and decision-making ability

### Cocaine/Crack Cocaine

- Lack of dependability
- Irritability and depression
- Crime (stealing to cover cost of drug)

### Marijuana

- Disruption of space and distance
- Slower physical reflexes and poor coordination
- Forgetfulness and diminishing mental powers
- Drowsiness and mood swings

### Opiates

*Heroin, Pain Pills, Codeine, Darvon, Vicodin, and Percodan*

- Impaired judgment and lowered efficiency
- Disinterest in classroom safety
- Increase in illness
- Drowsiness and mood swings

## Smoking

To provide a safe and healthy environment to learn and work smoking in District facilities and vehicles is prohibited. Smoking is prohibited within 20 feet of a main exit, entrance or operable window of any campus building. It is the intent of this policy to promote comfort, health, and well-being of all district students, staff and visitors and maintain the safety of District facilities. Smoking means the carrying or holding of lighted cigarettes, cigars, cloves, bidis, pipes, hookah, marijuana, other lighted weed or plant, electronic

cigarettes, or other similar smoking device or equipment; OR emitting or exhaling the smoke of lighted cigarettes, cigars, cloves, bidis, pipes, hookah, marijuana, other lighted weed or plant, electronic cigarettes, or other similar smoking device or equipment. Smoking also includes the use of mouth or smokeless tobacco (to include dipping, chewing, etc.) or similar chew or spit product. (AP3570)

### **Student Assistance Program**

A student desiring additional information regarding drug abuse may contact one of the counselors.

### **Student Acknowledgment**

Part of the Drug Free Schools and Campus Act requires that students be given information regarding substance abuse. This information can be found in the college Catalog, Class Schedule, Student Handbook and Counseling Office. (Education Codes 87009, 87011, 87405, 87732, 87733, 88002)

### **Sexual Harassment Policy**

The Lassen Community College District enforces a policy prohibiting sexual harassment and will respond promptly and effectively to reports of sexual harassment. Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting. The District will take appropriate action to prevent, to correct and if necessary, to discipline behavior that violates this policy. For a complete copy of the policy prohibiting sexual harassment or to make a complaint, contact the Office of Human Resources.

### **Family Education Rights and Privacy Act (FERPA)**

The confidentiality of student records shall be maintained in accordance with the Education Code and in compliance with federal regulation as outlined in the Family Education Rights and Privacy Act. Lassen Community College will release directory information only as specified in Board Policy 5040 to include the students name, honors and involvement in ASB or other extracurricular activities. Release of any other information requires the student's written permission.

### **Access to Educational Records**

All former and present students have the right to review and inspect their educational records in the Office of Admissions and Records provided they make a written request fifteen (15) days in advance. Such a review will be under the direct supervision of a classified or certificated employee in the Admissions and Records Office. Expressly exempted from the right of review and inspection are the following materials:

- Financial records of the parents or legal guardians of the student(s).
- Confidential letters and statements of recommendation maintained by the College on or before January 1, 1975, provided that such letters or statements are not used for purposes others than those for which they were specifically intended.
- Records of instructional, supervisory, counseling, and administrative personnel which are in the sole possession of such personnel and are not accessible or revealed to any other person except a substitute.
- Records of employees of Lassen Community College, made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose.

### **Vaccinations/Immunizations**

California Community Colleges do not require proof of immunization for enrollment however students are urged to update their immunization status. Upon transfer, many universities require MMR and Hepatitis B clearance as a condition of admission. Depending on the major, immunizations may be necessary prior to acceptance into selected programs. Students should consult with the specific department for further information.

## **College Services**

### **Academic Resource Center (ARC) – Library & Learning Center**

The Lassen Community College Academic Resource Center (ARC), located on the campus' center in the Humanities building, presents a picturesque view of the campus, Honey Lake Valley and Sierras via its two-story windows. The ARC offers a wide array of resources and services to students, faculty and staff including Wi-Fi, a café, comfortable seating, instruction and tutoring. Fully technologically equipped, two study rooms allow for quiet or group study sessions. Over 12,000 books, hundreds of course reserves, a textbook lending program, periodicals and media are easily reachable in-house; twenty-five online databases, nearly 200,000 eBooks, the library catalog and tutoring are accessible 24/7, both on and off-campus. Computers on both levels are equipped with Microsoft Office, the Internet and free limited printing. In addition, students may checkout textbooks, laptops and calculators without charge. Friendly research help is always obtainable. One-on-one assistance from trained peer tutors and instructors in a variety of subjects including math, writing, reading and the sciences is available. Also, small group tutoring as well as online tutoring are complimentary. Proctoring is attainable for those requiring supervised test-taking. Additional information about the ARC may be found at <http://lassencollege.libguides.com> or by contacting the Library at (530) 251-8830.

## Admissions and Records

The Admissions and Records Office is responsible for the admissions and registration process of the College. Services include:

- Registration - online
- Maintenance of student's transcripts
- Transcript requests
- Residency
- International student admission
- Petitions for exceptions

All inquiries for Admissions and Records services may be directed by sending correspondence to Lassen Community College, Admissions and Records, P.O. Box 3000, Susanville, CA 96130 or by calling 530.251.8808 or by faxing 530.251.8802.



### BaseCamp

Basecamp is here to assist all students in the process of attending and completing their educational program at Lassen Community College. The mission of BaseCamp is to ensure ALL students no matter their cultural, ethnic, religious, gender, sexual orientation, or socio-economic standing are afforded every opportunity to meet their educational and career goals at Lassen Community College. BaseCamp meets our mission through initiatives, programs and collaboration with all departments on campus in student, academic and business services. Some of the services available through Basecamp are bulleted below. For more information and the most current list of services and programs, visit our website at [www.lassencollege.edu/student-services/basecamp](http://www.lassencollege.edu/student-services/basecamp). If you have suggestions for ways we can better serve students, please contact Interim VP of Student Services, Brady Reed at [breed@lassencollege.edu](mailto:breed@lassencollege.edu). We are located in Creative Arts room 209 or you can reach Basecamp by calling 530.257.6181 ext. 8946.

### • CalWORKs

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

Students currently receiving Temporary Assistance for Needy Families (TANF) Cash Aid are potentially eligible for services through the CalWORKs program. Call 530.257.6181 ext. 8991, for information on supplementary childcare funding, job placement, career and job search assistance, CalWORKs work study and advisement and support services.

### • Career and Transfer Center – Student Services/Vocational Trades Building

The Lassen Community College Career and Transfer Center is located in the Student Services/Vocational Trades Building in the middle of campus, with a white location flag out front. Opened in August of 2019 it is a spacious welcoming center for all students. The Career and Transfer Center offers a wide variety of resources and services for students and staff including Wi-Fi, computers, classroom seating, and white board. Technologically equipped, the center has six individual computer stations, and a twelve seat classroom which allows for individual career and transfer exploration, as well as seminars and workgroup presentations. Computers are equipped with Microsoft Office, the Internet and free limited printing. Open daily M-F 8:00-4:30 or by appointment, the friendly staff is trained to assist with career and college transfer needs. Drop in assistance is offered for: Career assessments, selecting a major, exploring jobs & salaries, searching for college transfer degrees, typing tutor, and job board. By appointment services offered: College transfer applications, job applications, interviewing skills, resume, cover letter and high school equivalency testing. Monthly workshops and seminars are offered to help students move toward a successful career and college degree, advertised in the portal. Additional information about the Career and Transfer Center may be found at <http://www.lassencollege.edu/student-services/counseling/career-and-transfer-center/Pages/default.aspx> or by calling (530) 251-8833.

### • DSPS - Disabled Student Programs & Services

Special courses and services are offered for students with verified disabilities on an ongoing basis. Psycho-educational diagnostic testing is also available for students with possible learning disabilities or acquired brain injuries. Counseling and registration assistance is available for all students with disabilities. Students may contact the DSPS Office at 530.251.8867 or the Learning Disabilities Program at 530.251.8867. For more information see:

[www.lassencollege.edu/student-services/basecamp/dsps/Pages/default.aspx](http://www.lassencollege.edu/student-services/basecamp/dsps/Pages/default.aspx)

**High Tech Center** – The High Tech Center is a computer lab designed to serve students with various disabilities and special needs. The computers are designed or equipped with special software that accommodates or assists students with their learning and college course work. Special software is available for disabled students. Students may contact the High Tech Center at 530.251.8867.

### • EOP&S - Extended Opportunity Programs & Services

The Extended Opportunity Programs and Services (EOP&S) is a state funded program which provides special Above and Beyond Services to eligible students. It serves about 300 students a year providing above and beyond student success services to assist them in reaching their educational goals. The services provided to students eligible for the EOP&S program include:

- Academic Advising and Counseling
- Develop Educational Plans
- Book Grants and Book Lending
- Progress Reporting
- Transfer Assistance/Fee Waivers
- 4 year college campus tours
- Health & ASB Fees Paid
- Meal tickets
- Gas Cards

- School supplies
- Priority Registration
- Various Support Services
- Caps and Gowns
- Lap Top Loans
- Tutoring
- Computer Lab

Access to higher education is not a privilege for a chosen few, but a right for all that desire to learn. EOP&S services provide positive encouragement to qualified applicants who are full time, low income, underrepresented, and under prepared. This program is funded by a state grant and provides services above and beyond those already provided by Lassen Community College.

To be eligible for EOP&S services a student must meet the following criteria.

1. Be a California resident
2. Be enrolled as a full-time student (12 or more units per term)
3. Have fewer than 70 units of degree applicable college credits
4. Complete and submit the California College Promise Grant (CCPG)
5. Be educationally disadvantaged

The EOP&S Program creates an environment that is responsive to the needs of the students it serves and is culturally sensitive to the diversity of students that qualify for the EOP&S student success driven services it provides. For more information call 530.257.6181 ext. 8953.

### • CARE - Cooperative Agencies Resources for Education

The Lassen Community College Cooperative Agencies Resources for Education program (CARE) is a state funded program focusing on providing financial, educational and emotional assistance and support to students who are CalWORKs/TANF eligible, single head of household wanting to attend college. The program provides off-campus childcare reimbursement for infants and children under the age of 14 years. CARE Student Support Group meetings are held monthly to discuss issues and concerns of the student. The aim of CARE is to help students with the cost of coming to school, increase their educational skills, become more confident and self-sufficient, enhance their employability, and move from welfare to independence.

Services provided to students eligible for CARE include:

- Child care allowances
- Transportation
- Textbooks and school supplies
- Uniforms
- Informational workshops for single parents
- Conferences
- Grants

To be eligible for the CARE program, student must meet the following criteria;

1. Eligible for the EOP&S Program
2. Maintain a full-time program of study (12 units or more).
3. TANF/CalWORKs as a single head of household and currently receiving cash aid.
4. 18 years of age or older.

For more information call 530.251.8837.

### • Foster Youth Services Success Initiative (FYSI)

The purpose of the FYSI is to remove barriers that youth from foster care often encounter when attempting to access or attend an institute of higher education. The FYSI aims to improve outcomes for foster youth students by improving the following key areas:

- Access to student services and resources
- Access to academic support
- Outreach and retention
- Academic performance
- Completion of units
- Completion of programs and degrees
- Transfer rates to baccalaureate

Lassen Community College has a designated FYSI Liaison located within BaseCamp in CA 209. For more information please contact Brady Reed, Interm VP of Student Services at [breed@lassencollege.edu](mailto:breed@lassencollege.edu)

### • Kinship Care

The mission of Lassen Community College Kinship Care Education is to provide needed training and support for Kinship Care Providers in the Lassen Community College District. Kinship providers who are caring for relatives (siblings, grandchildren, nieces, nephews, or family friend, etc.) are presented with unique challenges. The Lassen Community College Kinship Care Education program recognizes these challenges and strives to support the providers by offering free educational training workshops, providing high quality resource material and much needed support. Some of the training topics offered are: Parenting Skills, Effects of Fetal Alcohol Syndrome, Anger Management, and Strategies for Working with Difficult Children, Separation and Attachment, and many more. For more information please call 530.257.6181 ext. 8901 or email [kinship@lassencollege.edu](mailto:kinship@lassencollege.edu)

### • Orientation and Student Success

The Orientation and Student Success program supports students and the College by providing programs and services aimed at helping students at LCC. This includes everything from Orientation and Welcome Week, to student led activities to a quiet place to study.



## Bookstore

The bookstore carries required textbooks and supplies for classes offered at the college. Miscellaneous school supplies are available along with logo clothing, art supplies, and various snacks. The community is invited to stop by and see what the bookstore has to offer. The bookstore is located in the Student Union – housed with the Cougar Café: Bookstore is staffed from 8:30 a.m. to 4:00 p.m.

## Child Development Center

The Lassen Community College Child Development Center is open to students and community families with children 8 weeks to 5 years of age. The Center provides a child-centered developmentally appropriate curriculum for all children in care. They operate Monday through Friday from 7:45 a.m. until 4:30 p.m. (some programs operate at reduced hours), taking the same holidays as the College. No fee, low fee and full fee programs are available depending on the family income. For more information or to enroll your child, please call 530.251.8843.

## Student Union/ Cougar Café

The student union café also serves a wide variety of items for breakfast and lunch. The community is invited to stop by and see what the student union has to offer. Cougar Café is open from Monday-Thursday 7:30 a.m. to 6:30 p.m. and Friday 7:30 a.m. to 2:00 p.m.

## Work Experience & Internships

Work Experience Education is an academic program in which students build work skills through specified learning that they pursue in their individual work settings. There are three types of Work Experience courses: General Work Experience (WE 1), Vocational Work Experience (vocational courses numbered '49' such as AJ 49 or HUS 49), and Occupational Work Experience (WE 2). Upon completion of their Work Experience course students earn transferable credit with a letter grade. For more information contact Lisa Gardiner @ [lgardiner@lassencollege.edu](mailto:lgardiner@lassencollege.edu) or 530-251-8856.

**General Work Experience** - assists students in learning about the world of work and is open to students regardless of major or job. Through this course, students develop and/or improve basic work habits and entry level job skills. No more than 6 units may be earned in General Work Experience (WE-1).

**Vocational Work Experience** - provides students with opportunities to develop or add marketable skills that are related to their vocational career objective.

**Work Experience** - provides students with opportunities to develop or add marketable skills related to their transfer major at California State Universities and Colleges. Students transferring to private or out of state universities and colleges should meet with their counselor to determine the transferability of work experience credits. The University of California does **not** allow transfer credit for Work Experience.

**How the Work Experience Program Works** – At the beginning of the semester students attend one of several Work Experience Orientations listed on the class schedule. During the orientation, students are given all the information they need to successfully complete the program. Students begin by meeting with their supervisor to create individualized measurable occupational learning objectives that identify new skills to be learned on the job by the end of the semester. Next they submit their objectives to the Work Experience Education office for approval. Throughout the course, students work toward accomplishing their learning objectives and demonstrating good basic work skills on the job. The Work Experience Instructor/Coordinator visits the worksite to complete an evaluation and provides support and assistance to student and employer throughout the program. Grades for Work Experience are based on completion of identified learning objectives, demonstration of good basic work skills and timely submission of all Work Experience assignments. Eligible students must meet the following criteria:

1. Be working in a paid or volunteer position for a licensed business. Students who do not have a job or internship and would like assistance should contact the Work Experience Education office. Students must have a cooperative employer by the end of their third week of their Work Experience course (end of the first week summer session) to remain in the program.
2. Register for 1-8 units of Vocational or Work Experience or 1-6 units of General Work Experience. Students who are working in a position related to their college major, and are taking or have taken a course in that area should enroll in the area's Work Experience class. Interested vocational students may earn college credit in the following majors: Administration of Justice, Agriculture, Art, Automotive Technology, Business, Child Development, Correctional Science, Fire Technology, Gunsmithing, Health Occupations, Human Services, Journalism, and Welding Technology. One unit of credit may be earned for every 75 hours of paid work experience or for every 60 hours of volunteer experience. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Work Experience enrollments. Enrollment limitations exist. See a counselor or the Work Experience Coordinator for further information.
3. Attend a Work Experience Orientation during the first two weeks of the course to get started in the program and receive all necessary course materials.

## Counseling

The Counseling Office, located in the Student Services Building, provides services to help students define their academic and career goals including academic counseling and advising, personal counseling, student orientation, career assistance, and information regarding transferring to a four year college or university.

**Academic Counseling:** Counselors are available to assist students in interpreting multiple measures placement, selecting courses, formulating an educational plan, discussing educational concerns, and providing guidance toward student educational goals.

**Articulation Agreements:** Articulation is an agreement between Lassen Community College and four-year colleges and universities that identify Lassen Community College courses that will transfer and meet four-year college and university requirements. These agreements are maintained by the Counseling Office and are listed at [www.assist.org](http://www.assist.org), the website for ASSIST, California's official statewide repository of transfer course information.

**Personal Counseling:** Lassen College now has a Behavioral Health Program Manager to assist students with mental health needs, along with providing workshops and trainings. If you or a classmate is feeling depressed, anxious, or has any other mental health concerns please do not hesitate to reach out at (530) 257-6181 ext. 8902 or by email [sharrington@lassencollege.edu](mailto:sharrington@lassencollege.edu). Staff and faculty may also consult with the Behavioral Health Program Manager if they have any questions or would like to refer a student for services.

**New Student Orientation:** Student Orientation is designed to help incoming students familiarize themselves with the programs, facilities, policies, and procedural expectations of the College. It is common for colleges to use their own language, terms and vocabulary that are often very unfamiliar to students. Orientation programs provide students the tools to navigate their college experiences successfully. All new students must complete an online orientation session. Online orientation can be found under new students tab on the LCC website.

**Educational Plans:** Your educational plan is developed in consultation between you and your assigned counselor and it outlines all course work necessary for you to reach your educational goal. All new students whose educational goal is to transfer or complete a degree or certificate should complete an educational plan by the beginning of their second semester. Plans are subject to revision whenever a student changes their anticipated major or field of study or if they change the course pattern outlined in their current educational plan. Educational research has verified that students are more successful in college when they have a firm educational plan. They also take less time to accomplish their educational goals. You can make an appointment by contacting the Counseling Office at 530.251.8842.

## Financial Aid

For more information on Financial Aid see the next section on "Financial Aid and Scholarships" in this catalog. (Page 27)

## Housing

The residence hall provides accommodations for students with two and four person rooms. For an additional fee a student can request a single room, which will be assigned if availability allows. Laundry facilities, a common kitchen, and a television lounge are available for student use. At the west end of the building you will find two-story game room with floor to ceiling windows. Various nights during the semester you will find both table pool and foosball tournaments in this room as part of the Lassen Intramural Activities Program.

In addition to foosball and pool table, various sports programs (indoor touch football, three-on-three basketball, dodge ball and lots more) make up the Lassen Intramural Competitive Activities Program on Monday and Thursday evenings. The non-competitive lunchtime activities occur Monday through Friday in the lounge and internet gaming has been implemented into the program as well. Most rooms accommodate two students; however, there are also some four-person rooms. A common bathroom joins the suites for two person rooms and a single bathroom is shared in the rooms that accommodate four residents. The room is furnished with a desk, chair, drawers, bookshelf, closet, sink/vanity area and an extra-long twin bed for each student. Students are **not** to bring their own furniture, as no storage is available. The rooms are controlled individually for heat. Telephone service is not provided. However Wi-Fi service is provided. The beds use extra-long twin sheets. Students will need to bring a good study lamp, trash can and personal items to decorate their room. No drugs, alcohol or sexually provocative material is allowed as decorations.

The Vice President of Student Services and other college staff are responsible for the residential program. The Housing Office is located in the Residence Hall and is open Monday through Friday. The Residence Manager is on duty Monday Through Friday during the day. Six Residential Advisors assist in maintaining a safe and secure facility including locked doors and visitor check-in after 10:00 PM.

The guidelines for living in the Lassen Community College Residence Hall have been established to protect the health, safety, and social welfare of all community members, to provide a climate conducive to study, to discourage dishonesty, vandalism, and personal abuse. Rules are enforced to avoid infringement of the rights of others.

Each resident is responsible for his or her actions and each is entitled to a safe, secure, and mature atmosphere in which to reside and a living environment conducive to succeeding in his or her educational objectives. In order to maintain that environment, the residence hall has multiple cameras observing hallways and entry/exits on a 24/7 basis.

Information regarding rates is included in the residence hall application packet. Upon return, the completed dorm application must be accompanied by a security deposit to reserve a room. Applications can be obtained by writing to: Lassen Community College, Housing Office, PO Box 3000, Susanville, CA 96130 or via email to [fbeaujon@lassencollege.edu](mailto:fbeaujon@lassencollege.edu) or from the Lassen Community College website [www.lassencollege.edu/campus-lif/residence-hall](http://www.lassencollege.edu/campus-lif/residence-hall)

Check-in times are scheduled on specific days during the two weeks prior to the first day of school. For more information please contact the residential life staff by phone at 530.251.8879 or by email at [fbeaujon@lassencollege.edu](mailto:fbeaujon@lassencollege.edu)

## Career Technical Education CTE/Transitions (Formerly Tech Prep 2+2)

The Career Technical Education (CTE)/Transitions program offers high school students the opportunity to take an approved technical

preparation class during their high school years and receive Lassen Community College credit. Students are able to develop high academic and employability competencies through approved technical preparation and instruction. This opportunity eases the transition from the high school to the college and offers an incentive for students to continue their education at a more advanced level. After completing an articulated CTE/Transitions class with a grade of "B" or better at the high school level, a high school student qualifies to receive earned credit at Lassen Community College in the articulated course(s) without having to repeat the course at the college level by submitting your high school transcripts and required form from the Credit Guidelines packet to the LCC Admissions and Records Office and enroll.

CTE/Transitions credit is only available up to five years after high school graduation. "Credit by Exam" is granted based on articulated course content and exams or alternate assessments. Students must be in good standings and complete all requirements.

For a Credit Guidelines Packet or more information on the CTE/Transitions program visit the Lassen Community College Counseling Office or speak with your high school counselor.

### **Veteran's Services**

Lassen Community College is approved for veteran training under Public Law 890-358, as well as under the California State program. The Lassen Community College Veteran's Certifying Official is a liaison between the Veteran's Administration and the individual veterans, insuring timely educational benefit payments. Veterans or veteran family members eligible for government benefits should contact the college Financial Aid Office in the Student Services Building. All students expecting Veterans Benefits, degrees or certificates must file an official transcript of their record from all colleges previously attended.

After completing all necessary paperwork, the veteran is ready to meet with the veteran's counselor to complete their schedule. Call 530.251.6181 ext. 8950 to receive more information.

### **Military Service Schools/Formal Military Service Schools**

College units may be allowed for the successful completion of college-level training in formal service schools as recommended in "The Guide to the Evaluation of Educational Experience in the Armed Services", published by the American Council on Education.

Lassen Community College will grant college credit if the person has served at least six months in active service.

Active duty personnel should submit a copy of DD295 (veterans submit DD214) to the Financial Aid Office and the Veteran's Counselor for evaluation.

# **Financial Aid and Scholarships**

Financial Aid is dedicated funding that assist students with the costs of attending college, it is meant to help students achieve their academic goals. Funding sources include the Federal and State government as well as other public and private entities.

Every student interested in receiving Financial Aid is first required to fill out a FAFSA- **F**ree **A**pplication for **F**ederal **S**tudent **A**id on the web every academic year. The on-line application is found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) ; this is the only viable website to file a FAFSA. (The school code for LCC is 001217.) Each student receiving Financial Aid is expected to enroll **only** in classes/courses that are needed to complete their education goal at LCC.

### **Eligibility Requirements**

1. Submit a Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education to establish eligibility.
2. Have demonstrated financial aid eligibility according to federal and state regulations.
3. Have a high school diploma or the equivalent. Students who do not have a high school diploma or the equivalent may not be eligible for federal financial aid, but may be eligible for state and locally funded aid programs.
4. Enroll in an eligible program to complete an associate degree or an eligible certificate program or transfer requirements. Most forms of financial aid are only available to students enrolled in an eligible program.
5. Declare a major and obtain an education plan as approved by a Lassen Community College counselor, which must be on file.
6. Most important!! Students must maintain satisfactory academic progress (SAP). Once a student's aid has been verified and awarded it is the student's responsibility to maintain SAP in order to keep their eligibility for Federal financial Aid.

### **Satisfactory Academic Progress (SAP)**

Lassen Community College complies with federal requirements to monitor financial aid recipients' SAP toward a declared and eligible educational objective of an associate degree, certificate or transfer to a baccalaureate degree granting institution. Students receiving financial aid are expected to maintain a cumulative grade point average of at least 2.0, and to successfully complete each course that they attempt. Also students are expected to complete their educational goal within a reasonable timeframe. Beginning July 1, 2012 the maximum lifetime eligibility to receive a PELL grant has decreased from 9 full time years to 6 full time years.

In accordance with Federal Student Aid regulations, SAP procedures measure each student's progress three unique ways qualitative, quantitative and incremental. Student's failure to maintain SAP will first result in a semester on warning, if the student fails to meet SAP the next semester the student will be placed on Financial Aid Suspension along with disqualification of receiving Federal Financial Aid previously awarded. LCC has an appeal process that exists for those students who have had extraordinary and unexpected circumstances which caused the failure to maintain SAP.

### **Estimated Cost of Attendance (COA)**

The table below is an estimate of the average annual cost of attendance (COA) at Lassen Community College. These are estimated

and averaged costs as provided by the California Student Aid Commission with the exception of Fees and On Campus Housing, which are actual. The Student COA cannot be exceeded by the sum of all aid the student receives for the academic school year.

In State	Student Living With Parent		Student Living On Campus		Student Living Off Campus	
	Annual	Semester	Annual	Semester	Annual	Semester
Tuition and Fees (12 units/term @ \$46/unit & \$12.50/term)	\$1,130	\$565	\$1,130	\$565	\$1,130	\$565
Books & Supplies	\$1,080	\$540	\$1,080	\$540	\$1,080	\$540
Food	\$8,780	\$4,390	\$7,098	\$3,549	\$5,416	\$2,708
Housing	\$0	\$0	\$3,000	\$1,500	\$11,164	\$5,582
Transportation	\$938	\$469	\$324	\$162	\$858	\$429
Personal	\$3,226	\$1,613	\$2,610	\$1,305	\$3,784	\$1,892
<b>TOTAL COA</b>	<b><u>\$15,154</u></b>	<b><u>\$7,577</u></b>	<b><u>\$15,242</u></b>	<b><u>\$7,621</u></b>	<b><u>\$23,432</u></b>	<b><u>\$11,716</u></b>
<b>Out of State</b>						
Tuition (\$280/unit)	\$6,720	\$3,360	\$6,720	\$3,360	\$6,720	\$3,360
<b>TOTAL COA Out of State</b>	<b><u>\$21,874</u></b>	<b><u>\$10,937</u></b>	<b><u>\$21,962</u></b>	<b><u>\$10,981</u></b>	<b><u>\$30,152</u></b>	<b><u>\$15,076</u></b>

\*Resident Tuition is \$46.00 per unit. Non-Resident Tuition is \$326.00 per unit (health & student fees included in total.)

Students enrolled at a less-than-half-time status for a term will be subject to adjustments to their COA budget and award eligibility.

### Enrollment Status

Eligibility for many types of aid is based on a student's enrollment status in the term. Types of aid that is prorated based on a student's enrollment status include Pell Grant, Osher Scholarship and Cal Grant. Full-time 12+ units 100%, 9-11.5 units 75%, 6-8.5 units 50%, and 6 or fewer units check with financial aid.

### Effects of Withdrawing, Dropping or Failing

For purpose of Financial Aid, every class/course attempted is counted towards your maximum lifetime eligibility usage; all drops, withdrawal, no-pass, and fail are calculated as zero points towards the student's cumulative GPA. Federal financial aid recipients with no-show withdraw, or drop courses any time before completing more than 60% of the term are subject to repayment of some of the federal aid they received.

### Determination of Withdrawal

The date of withdrawal and no-show dates are based on the official records of the college in accordance with federal regulations. The federal repayment calculation is called R2T4 (Return to Title IV) and the amount the student must repay before receiving any more federal financial aid such as the Pell Grant, FSEOG, work-study and Stafford Loan, is based on a comparison of the amount the student actually received in federal aid to the length of time enrolled for the term.

### Repaying the Debt

You will be notified if you are required to repay a portion of your aid and will have 45 days to repay in full. If the amount owed is not repaid within those 45 days the debt will be referred to the U.S. Department of Education and you will not be eligible to receive any additional federal financial aid at any school until the amount due is repaid in full or satisfactory payment arrangements have been made with the U.S. Department of Education.

### Repeating Courses

Federal Student Aid regulations allow students to repeat a previous passed course once with an A,B,C,D, or P grade and have it included in the determination of their enrollment status for calculating Federal Student Aid.

### Types of Financial Aid Available

- **Federal Assistance Programs**

**Federal Pell Grant** is a federally funded entitlement aid program providing from \$600 to \$6,195 per school year to those students with demonstrated financial need as measured and determined by the FAFSA.



- **Federal Supplemental Educational Opportunity Grant (FSEOG)** is a federally funded aid program that provides assistance to students with exceptional financial need as measured and determined by the FAFSA. Limited funding is available and is intended to supplement Pell Grant funding.
- **Bureau of Indian Affairs** provides grants to help eligible Native American students meet their college costs. To be eligible students must be at least one-fourth American Indian, Eskimo or Aleut as certified by a tribal group served by the Bureau of Indian Affairs (BIA). Students must apply for BIA Higher Education Grants through their tribal agency.
- **Federal Work Study** provides part-time employment to students with a demonstrated financial need as measured and determined by the FAFSA to help meet the cost of their education. Students must work to earn their award. Positions are available on and off campus. Students must be enrolled full-time and funding is limited.
- **Federal Direct Loans** are subsidized and unsubsidized federally guaranteed low interest rate student loans and are not based on credit history. Students must attend a pre-loan entrance interview workshop to understand their borrowing responsibilities. To apply a separate loan request must be completed.
- **Federal Direct Subsidized Loan** is a need-based student loan program designed to assist students with educational expenses while attending at least half-time in an eligible program of study. The interest is subsidized by the federal government as long as the student is enrolled at least half-time.
- **Federal Direct Unsubsidized Loan** can be need based or non-need based. The interest on this loan is not subsidized by the federal government and begins to accrue when it is funded. Students have the option of making interest payments or deferring the interest payment.

## State Assistance Programs

- **California College Promise Grant**  
The California College Promise Grant is available to California residents attending California Community Colleges and waives the enrollment fee for eligible students. Students may be eligible in a number of ways including as a recipient of public assistance benefits, meeting income standards or by demonstrating at least \$1,104.00 of need as measured by the filing of a FAFSA.  
Students must reapply each school year.  
Those who qualify as an AB540 admission should submit a CA Dream Act application to determine their eligibility for the California College Promise Grant. The CA Dream act application is at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov)  
SB 1456 Establishes the Student Success Act of 2012 and requires students qualifying for the BOG Fee Waiver meet specific academic progress requirements; maintain a cumulative GPA of 2.0 and completion of at least 50% of the coursework attempted.
- **Cal Grant B/C** - Cal Grant funding is a state aid program with additional details of each type available at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov). There are three types of Cal Grant awards that students may be eligible to receive.
- **Student Success Completion Grant (SSCG)**  
The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending a California Community College full-time (12 units or more). On top of the Cal Grant B or C award paid at community colleges, the Student Success Completion Grant pays full-time Cal Grant B or C recipients a maximum of \$1,298 annually at \$649 per semester for eligible students who enroll and attend 12 through 14.99 units per term and a maximum of \$4,000 annually at \$2,000 per semester for eligible students who enroll and attend 15 units or more per term.  
**Eligibility Criteria**
  - Must be a Cal Grant B or C recipient that received a full-time Cal Grant payment
  - Must be enrolled full-time (12 units or more)
  - Must be meeting Federal Satisfactory Academic Progress (SAP) standards
  - Must have unmet need to receive the SSCG

The purpose of the SSCG grant is to provide students with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful on-time completion.

**Extended Opportunity Programs & Services (EOP&S)** is a state program that provides special services and assistance to full-time eligible students who are California residents.

## Institutional Assistance Programs Scholarships

There are many scholarships available to assist you with the cost of education. Remember, scholarships are a form of gift aid and do not need to be repaid. You are encouraged to seek outside scholarships. Scholarship search websites like [www.fastweb.com](http://www.fastweb.com) can provide many resources.

LCC has an annual scholarship and awards night in May. Scholarship applications are available in the Financial Aid office usually the first week of March. All students are encouraged to pick up the scholarship packet and apply.

# Definition of College Terms

**Academic Probation** - A student may be placed on probation for failure to maintain a 2.0 G.P.A. or failure to complete sufficient number of units.

**Academic Progress** - Maintaining a 2.0 G.P.A. in at least twelve units each semester.

**Academic Renewal** - A petition to have previous Lassen Community College work (grades and credits) excluded from current grade point average, if that prior work is at least three years old.

**Academic Suspension** - A situation caused by low academic or progress performance, in which the suspended student cannot enroll without approval from the appropriate dean.

**Academic Year** - Fall and Spring semesters.

**Administrative Unit Outcomes (AUO)** - Administrative Unit Outcomes (AUOs) are based on what a "client" will experience, receive or understand as a result of the services provided by the unit. AUOs are also based on the specific contributions the unit makes to the effective operation of the college in supporting student learning.

**Associate Degree (A.A. or A.S.)** - A degree (Associate in Arts or Associate in Science) granted by a community college.

**Associate Degree for Transfer (A.A.-T or A.S.-T)** - A degree (Associate in Arts or Associate in Science) granted by a community college that guarantees admission to a CSU campus.

**Bachelor's Degree (B.A. or B.S.)** - A degree granted by a four-year college or university.

**Basic Skills Courses** - Courses in reading, writing, computation or English as a Second Language designed to prepare students to succeed in college level course work. Numbered 100-120 at Lassen Community College.

**Certificate of Accomplishment** - A Certificate of Accomplishment will be awarded for degree-applicable credit course work ranging from three (3) units to less than sixteen (16) units unless statutory or license requirements necessitate a higher unit value (appropriate statutory or license documentation must be attached). The course work must be within a specific educational program.

**Certificate of Achievement** - A Certificate of Achievement will be awarded for degree-applicable credit course work ranging from sixteen (16) units to forty-two (42) units. The course work must be within a specific educational program and approved to be offered at Lassen Community College by the Chancellor's Office of the California Community Colleges.

**Certificate of Competency (Noncredit)** - A noncredit Certificate of Competency will be awarded for a program or sequence of courses that result in the student demonstrating achievement of a set of competencies that prepare him/her to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. The certificate is in a recognized career field articulated with degree-applicable coursework, completion of an associate

degree or transfer to a baccalaureate institution.

**Certificate of Completion (Noncredit)** - A noncredit Certificate of Completion will be awarded for a program or sequence of courses that prepare a student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. The certificate is designed to result in improved employability or job opportunities.

**Community Service Course** - A course where the student pays for the full cost of instruction. Community service courses are not applicable to degrees or certificates, nor do they appear on a student's transcript.

**Co-requisite** - A course which must be taken at the same time as another course.

**Course** - A particular portion of a subject selected for study. This is identified by a course number, for example, Psychology 1.

**Course Description** - Brief statement about the content of a particular course.

**Course Identification Numbering System (C-ID)** - number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses.

**Credit** - Refers to the units earned by completing a class.

**Credit by Examination** - Course or unit credits granted for demonstrated proficiency in a given area as determined by an examination.

**Credit Course** - Courses that are applicable to degrees and certificates. Numbered 1 -99 at Lassen Community College.

**CSU** - California State University System.

**Education Plan** - A list of courses required to complete educational goal.

**Elective** - Courses which are not required for the major or general education but are acceptable for credit. An elective course may be in the student's major area of study or any department of a college.

**Federal Work Study (FWS)** - A program of federal aid, which provides funds for student jobs.

**Full-time Student** - A student taking twelve or more units in the Fall or Spring semester, or six or more units in the summer semester.

**General Education Requirements** - Courses covering the broad area of thought and experience common to every person. The general education requirements for the Associate Degree and Transfer Degree may differ.

**Good Standing** - Indicates that a student's grade point average in the previous semester and cumulative grade point average is 'C' (2.0 G.P.A.) or better.

**Grade Point Average** - Grade point average (G.P.A.) indicates an overall level of academic achievement.

**Hour** - Same as credit, same as unit. (See Credit)

**IGETC** - The Intersegmental General Education Transfer

Curriculum permits a student to transfer from Lassen to a campus in either the California State University or some campuses of the University of California system without the need to take additional lower-division, general education courses to satisfy General Education requirements.

**Lower Division/Upper Division** - Lower Division are courses taken at the freshman and sophomore level and may be taken at a community college. Upper Division courses are taken at four-year institutions and may not be taken at the community college level.

**Major** - An organized program of courses leading to an Associate Degree, Occupational Certificate or Bachelor's Degree.

**Matriculation** - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective.

**Methods of Instructional Delivery** - ways in which an instructor delivers course material and interacts with a student.

- **Traditional Classroom Delivery:** Instructor and student meet face to face in a classroom setting. Class format may vary to include lecture, lab, discussion or small group work.
- **Correspondence Delivery:** Instructor and student interact via mail or email. Packets of instructional material are sent to students to be completed and returned.
- **Hybrid Course** – A course in which some portion of the hours scheduled for traditional face to face delivery of instruction is replaced by online delivery. Exams and summative assessments must be administered during scheduled face-to-face hours. Access to a computer with internet access is required. [Requires separate Curriculum/Academic Standards Committee approval].
- **Online Delivery:** Instructor and student interact and deliver/receive instructional material online via email or course delivery software. Access to a computer with internet access is required
- **Online Course:** 100% of instruction delivered online, may include face to face proctored exams and instructor contact (for attendance accounting purposes more than 51% of course delivered by online instruction is considered online). [Requires separate Curriculum/Academic Standards Committee approval.]
- **Web-Enhanced Course** - A course in which additional information and resources may be made available to students online, and students may be required to do research and complete and/or submit assignments online. Quizzes may be administered online, but exams and summative assessments must be administered face-to-face. Access to a computer with internet access is

required. [Requires separate Curriculum/Academic Standards Committee approval.]

**Noncredit Courses** - These courses are not applicable to degrees or certificates and are non-transferable. They are numbered 150-189 at Lassen Community College.

**OER**- Open Educational Resource textbook indicates course uses digital course textbook that is free of charge to students.

**Open Entry/Open Exit** - Courses that may be added to a program of study throughout the semester; and may be completed upon fulfillment of course requirements at any time during the semester.

**Pass/No Pass** - A grading system by which units of credit, where credit indicated is a least a 'C' level, may be earned but no letter grade is assigned. Such units are not used in computing the grade point average.

**Prerequisite** - A course that a student must complete prior to enrollment in a higher level course.

**Recommended Preparation** - A course that a student is encouraged to complete prior to enrollment in a particular course to enhance academic success.

**Student Learning Outcome (SLO)** - Student Learning Outcomes refer to overarching specific observable characteristics developed by local faculty that allow them to determine or demonstrate evidence that learning has occurred as a result of a specific course, program, activity or process.

**Transcript** - A list of all credit courses taken at a college or university showing the final grade received for each course.

**Transfer** - Changing from one college to another.

**Transferable Course** - A course acceptable for credit at another institution.

**Units** - The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week; or one unit for two to three laboratory hours per week.

**Units Attempted** - (UA) Total number of units in the courses for which a student has enrolled and received an A, B, C, D, F, W, Pass/No Pass.

**Units Completed** - (UC) Total number of units in the courses for which a student has received a grade of A, B, C, D, F or Pass/ No Pass.

**U.C. or UC** - The University of California System.

**Variable Units** - The range of units that may be earned in a given course.

**Withdrawal** - Dropping all classes.

# Lassen Community College

## Programs, Degrees and Certificates

### Associate Degrees for Transfer

Associate in Science Degree in  
Administration of Justice for Transfer  
Associate in Science in  
Agriculture Animal Science for Transfer  
Associate in Science in  
Agriculture Business for Transfer  
Associate in Science Degree in Anthropology for Transfer  
Associate in Arts Degree in Art History for Transfer  
Associate in Arts Degree in Studio Art for Transfer  
Associate in Science Degree in Biology for Transfer  
Associate in Science Degree in  
Business Administration for Transfer  
Associate in Science Degree in  
Early Childhood Education for Transfer  
Associate in Arts Degree in Economics for Transfer  
Associate in Arts Degree in English for Transfer  
Associate in Science Degree in Geology for Transfer  
Associate in Arts Degree in History for Transfer  
Associate in Arts Degree in Kinesiology for Transfer  
Associate in Science in Nutrition and Dietetics for Transfer  
Associate in Arts Degree in Psychology for Transfer  
Associate in Arts Degree in Sociology for Transfer

### Administration of Justice

Associate in Science Degree in  
Administration of Justice for Transfer  
Associate in Art Degree Administration of Justice  
Certificate of Achievement in  
Administration of Justice  
Certificate of Accomplishment in  
Administration of Justice

### Agriculture

Associate in Science in  
Agriculture Animal Science for Transfer  
Associate in Science in  
Agriculture Business for Transfer  
Associate in Arts Degree University Studies:  
Emphasis in Agriculture Sciences  
Associate in Science Degree in  
Agriculture Science and Technology  
Certificate of Achievement in  
Agriculture Science and Technology  
Certificate of Accomplishment in Animal Science  
Certificate of Accomplishment in Horsemanship  
Certificate of Accomplishment in Agriculture Business  
Certificate of Accomplishment Agriculture Irrigation

### Allied Health

Associate in Arts Degree University Studies:  
Emphasis in Allied Health

### Anthropology

Associate in Science Degree in Anthropology for Transfer

### Art

Associate in Arts Degree in Art History for Transfer  
Associate in Arts Degree in Studio Art for Transfer

### Automotive Technology

Associate in Science Degree in Automotive Technology  
Certificate of Achievement in Advanced Mechanics  
Certificate of Achievement in Engine Repair  
Certificate of Accomplishment Basic Mechanics  
Certificate of Accomplishment in Electrical  
Certificate of Accomplishment in General Mechanics  
Certificate of Completion in Automotive Chassis and Maintenance

### Biological Science

Associate in Science Degree in Biology for Transfer

### Business

Associate in Science Degree in  
Business Administration for Transfer  
Associate in Science Degree in Accounting  
Associate in Arts Degree in Economics for Transfer  
Associate in Science Degree Administrative Office Technician  
Certificate of Achievement Administrative Office Technician  
Certificate of Achievement in Small Business Management

### Child Development

Associate in Science Degree in  
Early Childhood Education for Transfer  
Associate in Arts Degree in Child Development  
Certificate of Achievement in Child Development  
Certificate of Accomplishment in  
Child Development-Associate Teacher

### English

Associate in Arts Degree in English for Transfer

### Fire Technology

Associate in Science Degree in Fire Technology  
Certificate of Achievement in Fire Technology  
Certificate of Accomplishment in Fire Technology  
Certificate of Accomplishment in Basic Fire Fighter

### Geology

Associate in Science Degree in Geology for Transfer

### General Education Transfer Certificates

Certificate of Achievement California State University General Education  
Certificate of Achievement in Intersegmental General Education Transfer Curriculum

### Gunsmithing

Associate in Science Degree in Firearms Repair  
Associate in Science Degree in General Gunsmithing  
Certificate of Achievement in Firearms Repair  
Certificate of Achievement in General Gunsmithing  
Certificate of Accomplishment in  
Gunsmith Machinist and Metal Finishing  
Certificate of Accomplishment in Long Guns  
Certificate of Accomplishment in Pistolsmith  
Certificate of Accomplishment in Riflesmith



## **Health Occupations/Medical Assisting**

Certificate of Achievement in  
Medical Assisting  
Certificate of Accomplishment in  
Administrative Medical Assisting  
Certificate of Accomplishment in  
Clinical Medical Assisting

## **History**

Associate in Arts Degree in History for Transfer

## **Human Services**

Associate in Science Degree in  
Drug and Alcohol Paraprofessional  
Associate in Science Degree in Human Services  
Certificate of Achievement in  
Drug and Alcohol Paraprofessional  
Certificate of Achievement in Human Services

## **Humanities**

Associate in Arts Degree University Studies:  
Emphasis in Humanities

## **Natural Science**

Associate in Arts Degree University Studies:  
Emphasis in Natural Sciences  
Associate in Arts Degree General Studies:  
Emphasis in Natural Sciences

## **Nursing**

Associate in Arts Degree University Studies:  
Emphasis in Allied Health  
Associate in Science Degree in Vocational Nursing  
Certificate of Achievement in Vocational Nursing

## **Nutrition and Dietetics**

Associate in Science in Nutrition and Dietetics for Transfer

## **Physical Education**

Associate in Arts Degree in Kinesiology for Transfer  
Associate in Arts Degree University Studies:  
Emphasis in Physical Education  
Associate in Arts Degree General Studies:  
Emphasis in Physical Education

## **Psychology**

Associate in Arts Degree in Psychology for Transfer

## **Social Science**

Associate in Arts Degree University Studies:  
Emphasis in Social Sciences  
Associate in Arts Degree General Studies:  
Emphasis in Social Sciences

## **Sociology**

Associate in Arts Degree in Sociology for Transfer

## **Welding Technology**

Associate in Science Degree in Welding Technology  
Two-Year Certificate of Achievement in Welding Technology  
One-Year Certificate of Achievement in Welding Technology  
Certificate of Accomplishment in Welding Technology

## **Graduation**

### **Application for Graduation**

A candidate for the Associate Degree or a special certificate should complete a "Petition to Graduate Form" to confirm you are prepared to graduate. Forms are due Oct 15 for December graduation and March 15 for May or August graduation. Forms can be found in your portal or on our website.

# **Lassen College Career Pathways**

## 1. **Agricultural Studies**

### *Transferrable Degrees:*

Agriculture Animal Science for Transfer (AS-T\*)  
Agriculture Business for Transfer (AS-T\*)  
University Studies Agriculture Science (AA\*)

### *Non-transferrable Degrees:*

Agriculture Science and Technology (AS+)

### *Certificate of Achievement:*

Agricultural Science and Technology (Certificate of Achievement #)

### *Certificate of Accomplishment:*

Animal Science (Certificate of Accomplishment @)  
Agriculture Business (Certificate of Accomplishment @)  
Horsemanship (Certificate of Accomplishment @)

Do you enjoy working with animals, food production (i.e. farms, hatcheries, nurseries), and land management? Learn about effective animal husbandry skills, analyze agricultural business market, and ranch management. The Agricultural Studies Career Pathway prepares students who want to enter the workforce directly and those who wish to continue their education at a four year university. Certificates and nontransferable degrees would lead you to employment in occupations such as a landscaper, farm worker, artificially inseminate (AI) cattle, farm accountant, livestock feed sales, or park maintenance operator. Completing the transferrable degrees could lead to the following careers: agricultural sales/marketing, animal nutritionist, agricultural teacher, soil conservationist, veterinarians, or plant/animal geneticist.

## 2. **Arts/Humanities**

### *Transferable Degrees:*

- Art History for Transfer (AA-T\*)
- English for Transfer (AA-T\*)
- History for Transfer (AA-T\*)
- Studio Arts for Transfer (AA-T\*)
- University Studies Humanities (AA\*)

Are you interested in studying how people think and record the human experience? This career pathway will explore literary traditions, media studies, and the importance of the historical perspective. The Art/Humanities Career Pathways prepares students to transfer to a four year university and achieve their Bachelor of Arts degree. Earning a Bachelor's degree in this pathway could lead to a career as a writer, teacher, museum curator, artist, or gallery director.

## 3. **Business**

### *Transferrable Degrees:*

- Business Administration for Transfer (AS-T\*)
- Economics for Transfer (AA-T\*)

### *Non-transferrable Degrees:*

- Accounting (AS+)
- Administrative Office Technician (AS+)

### *Certificate of Achievements:*

- Administrative Office Technician (Certificate of Achievement #)
- Small Business Management (Certificate of Achievement #)

Are you interested in working with and leading people and organizations? Have you ever wanted to own/operate your own business or learn how to have the entrepreneurship mindset? Do you want to learn how to grow your personal wealth while learning to limit liability? If your answers are, "Yes", then earning a business degree or certificate is a way to go. If you choose this pathway you will explore accounting, finance, management, leadership, human resource management, and economic concepts? Business Career Pathway will prepare students who want to enter the workforce directly and those who wish to continue their education at a four year university. Careers found by earning the non-transferrable degree could include bookkeeper, administrative assistant, frontline management or paralegal. Those earning a four year degree may find themselves working as a general manager, accountant, business owner, marketing manager, or data analyst/statistician.

## 4. **Natural Science**

### *Transferrable Degrees:*

- Biology for Transfer (AS-T\*)
- Geology for Transfer (AS-T\*)
- Kinesiology for Transfer (AA-T\*)
- Universities Studies Natural Science (AA\*)
- Universities Studies Physical Education (AA\*)

### *Non-transferrable Degrees:*

- General Studies Natural Science (AA+)
- General Studies Physical Education (AA+)

Do you like science? This pathway will focus on studying basic scientific methodology, apply critical thinking skills to exam the different scientific fields, and analyze/observe real life examples. Natural Science Career Pathway prepares students to continue their education at a four year institution to work toward a career as a science teacher, scientific researcher, physician, biologist, athletic trainer, occupational therapist, and other careers in the scientific realm.

5. **Social Sciences and Education**

*Transferrable Degrees:*

- Anthropology for Transfer (AA-T\*)
- Early Childhood Education for Transfer (AS-T\*)
- History for Transfer (AA-T\*)
- Psychology for Transfer (AA-T\*)
- Sociology for Transfer (AA-T\*)
- University Studies Social Science (AA\*)

*Non-transferrable Degrees:*

- Child Development (AA+)
- Drug and Alcohol Paraprofessionals (AS+)
- General Studies Social Science (AA+)
- Human Services (AS+)

*Certificate of Achievements:*

- Child Development (Certificate of Achievement #)
- Drug and Alcohol Paraprofessional (Certificate of Achievement #)
- Human Services (Certificate of Achievement #)

*Certificate of Accomplishments:*

- Child Development Associate Teacher (Certificate of Accomplishment @)

Do you like to work with people, children, families? This pathway will focus on understanding human beings, social problems, human diversity, and influences on development. Social Science and Education Career Pathway can prepare students to enter the workforce or continue their education at a four year university. Immediate workforce opportunities could include working as a child care site supervisor, classroom aide, drug and alcohol para-professional, case management worker. If you decide to transfer to a four year university you could earn employment as a social worker intern, primary/secondary teacher, sociologist researcher, and college counselor.

6. **Technical Studies**

*Non-transferrable Degrees:*

- Automotive Technology (AS+)
- Firearms Repair (AS+)
- General Gunsmithing (AS+)
- Welding Technology (AS+)

*Certificate of Achievements:*

- Advanced Mechanics (Certificate of Achievement #)
- Engine Repair (Certificate of Achievement #)
- Firearms Repair (Certificate of Achievement #)-gunsmithing program
- General Gunsmithing (Certificate of Achievement #)
- Welding Technology (2 year Certificate of Achievement #)

*Certificate of Accomplishments:*

- Basic Mechanics (Certificate of Accomplishment @)
- Electrical (Certificate of Accomplishment @)-automotive
- General Mechanics (Certificate of Accomplishment @)-automotive
- Long Guns (Certificate of Accomplishment @) - gunsmithing program
- Machinist and Metal Finishing (Certificate of Accomplishment @) - gunsmithing program
- Pistolsmith (Certificate of Accomplishment @) - gunsmithing program
- Riflesmith (Certificate of Accomplishment @) – gunsmithing program
- Welding Technology (1 year Certificate of Achievement #)
- Welding Technology (Certificate of Accomplishment @)

*Non-credit Certificate of Completion:*

- Automotive Chassis and Maintenance (Certificate of Completion/noncredit)

Do you like to work with your hands? This pathway will focus on automotive, gunsmithing and welding. The Technical Studies Career Pathway will allow students to become employable as an automotive technician, smog inspector, welder, pipe welder, pipe fitter, structural welder, welding inspector, robotics, engineering, manufacturing/fabrication and sales, gun shop owner, gunsmith, and law enforcement armorer. This pathway can also work in collaboration with a transfer degree to move into fields such as engineering, automotive technology, and architecture.

7. **Health and Public Services**

*Transferrable Degrees:*

- Administration of Justice for Transfer (AS-T\*)
- Nutrition and Dietetics for Transfer (AS-T\*)
- University Studies Allied Health (AA\*)

*Non-transferrable Degrees:*

- Administration of Justice (AA+)
- Fire Technology (AS+)
- Vocational Nursing (AS+)

*Certificate of Achievements:*

- Administration of Justice (Certificate of Achievement #)
- Fire Technology (Certificate of Achievement #)
- Medical Assisting (Certificate of Achievement #)
- Vocational Nursing (Certificate of Achievement #)

*Certificate of Accomplishments:*

- Administration of Justice- Reserve Officer Training (Certificate of Accomplishment @)
- Basic Fire Fighter (Certificate of Accomplishment @)
- Medical Assisting Administrative (Certificate of Accomplishment @)
- Medical Assisting Clinical (Certificate of Accomplishment @)

Do you enjoy helping others and serving your community? This pathway will focus on understanding the criminal justice system, Incident Command System, and patient care. The Health and Public Services Career Pathway will allow students completing a non-transferable degree to become employable as a correctional officer, patrol officer, licensed vocational nurse, medical assistant, fire fighter. Students can continue their education and earn careers as a registered nurse, diet technician, food service management, supervisor in a public safety service field, or college instructor.

\*Transferrable Degrees: prepare for transfer to a four year university

+ Non-transferrable Degrees: prepare one to enter the workforce

# Certificate of Achievements: short term vocational training

@ Certificate of Accomplishment: short term vocational training that is not supported by financial aid

Please visit our **Career/Transfer Center** at (530) 251-8833 or [sjonas@lassencollege.edu](mailto:sjonas@lassencollege.edu) if you wish to continue exploring your career goal.



# Degrees and Certificates

## Associate Degree Requirements

Either an Associate in Arts or Associate in Science Degree shall be conferred upon those who satisfy all of the following requirements (Title V 51620-51626):

1. Completion of at least sixty (60) units of courses (numbered 1 – 99) used toward the degree, 12 of which must be completed ‘in residence’ at Lassen Community College.
2. Completion of a minimum of eighteen (18) units in a major or discipline as outlined in the college catalog.
3. A minimum grade of ‘P’ (Pass) or ‘C’ is required in each core course toward a degree or certificate of achievement with an overall 2.0 grade point average required in all course work. Please see the general education areas and courses that are applicable for the associate degree.
4. Completion of eighteen semester units of general education is required to give breadth. Students must complete one course from each of the following areas for a total of eighteen units:
  - A. Natural Science (3 Units)
  - B. Social and Behavioral Sciences (3 Units)
  - C. Humanities (3 Units)
  - D. Language and Rationality
    - D1. English Composition (3 Units)
    - D2. Communication and Analytical Thinking (3 Units)
  - E. Health and Physical Activities (3 Units)
5. **Mathematics Competency Requirement:** In order to obtain the Associate Degree from Lassen Community College, a student must meet the math competency requirement. This requirement may be satisfied by either:
  - A ‘C’ or better in any three to five unit mathematics course at or above the Math 60 level from an accredited college or university. Or Score 3 or higher on the AP Calculus or Statistics exam.
6. **Reading Competency Requirement:** In order to obtain an Associate Degree from Lassen Community College, a student must meet the reading competency requirement. This requirement may be satisfied by:
  - A. A “C” or better in a transfer level composition course (ENGL-1); or higher or equivalent from an accredited college or university
  - B. Score 3 or higher on the AP Language and Composition or AP Composition and Literature exam; or
  - C. Possess an AA or AS degree.
7. **Writing Competency Requirement:** In order to obtain the Associate Degree from Lassen Community College, a student must meet the writing competency requirement. This requirement may be satisfied by completion of English 1 or a higher level course, with a ‘C’ or better or the equivalent from an accredited college or university.
8. **Remedial Courses:** Courses numbered 100-109 do not count toward an Associate Degree.
9. **Applying for Your Degree/Certificate:** You must apply (petition to graduate) for your degree or certificate in the Counseling Office approximately Forms are due Oct 15 for December graduation and March 15 for May or August graduation. Forms can be found in your portal or on our website.

## Associate Degrees for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California Community College. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU- transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 semester units after transfer to earn a bachelor's degree (unless the major is a designated “high unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system.



Associate Degree  
for Transfer  
*A Degree with a Guarantee.™*

Students should consult with an academic counselor when planning to complete the degree for more information on university admission and transfer requirements.

The following are required for all AA-T and AS-T degrees:

1. Completion of a minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. (While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with an academic counselor for more information.)
3. Completion of a minimum of 18 semester units with a “C” or better (or a “P” if the course is taken on a “pass-no pass basis”) in all

courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)

4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements (37-39 units).

## **Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one California community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

## **Credit Certificates**

### **Certificate of Accomplishment**

A Certificate of Accomplishment will be awarded for degree-applicable credit course work ranging from 3 units to 15.5 units unless statutory or license requirements necessitate a higher unit value (appropriate statutory or license documentation must be attached). The course work must be within a specific educational program. Does not have to be approved by the Chancellor's Office.

### **Certificate of Achievement**

A Certificate of Achievement will be awarded for degree-applicable credit course work ranging from 16 units to 42 units. The course work must be within a specific educational program and approved to be offered at Lassen Community College by the Chancellor's Office. 8-15.5 units can be considered a certificate of Achievement if approved by the Chancellor's Office.

## **Noncredit Certificates**

### **Noncredit Certificate of Completion**

A noncredit Certificate of Completion will be awarded for a program or sequence of courses that prepare a student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. The certificate is designed to result in improved employability or job opportunities.

### **Noncredit Certificate of Competency**

A noncredit Certificate of Competency will be awarded for a program or sequence of courses that result in the student demonstrating achievement of a set of competencies that prepare him/her to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. The certificate is in a recognized career field articulated with degree-applicable coursework, completion of an associate degree or transfer to a baccalaureate institution.

## **General Education Student Learning Outcomes for Associate Degrees**

Upon completion of this certification the student will be able to:

1. Understand and apply methods of inquiry for a variety of disciplines including the scientific method for scientific inquiry and appropriate methods for social and behavior science inquiries.
2. Explain and analyze relationships between science and other human activities.
3. Apply knowledge of the ways people act and have acted in response to their societies to express an appreciation for how diverse societies and social subgroups operate to understand social dynamics within historical and contemporary communities.
4. Understand ways in which people throughout the ages and in Western and non-Western cultures have responded to themselves and the world around them in artistic and cultural creation; apply this knowledge to make value judgments on cultural activities and artistic expressions and demonstrate an understanding of the interrelationship between the creative arts, the humanities and self.
5. Engage in verbal communication by participating in discussions, debates, and oral presentations utilizing proper rhetorical perspective, reasoning and advocacy, organization, accuracy, and the discovery, critical evaluation and reporting of information.
6. Compose effective written communications and essays with correct grammar, spelling, punctuation and appropriate language, style and format utilizing academically accepted means of researching, evaluating and documenting sources within written works.
7. Analyze, evaluate and explain theories, concepts and skills within varied disciplines using inductive and deductive processes and quantitative reasoning and application.
8. Demonstrate appreciation of themselves as living organism through their choices for physical health, activities, stress management, relationships to the social and physical environment, and responsible decision-making.

## Courses that fulfill Career Technical Education And Non-Transfer Associate Degree General Education Requirements

### **AREA A. Natural Science** (At least 3 units)

Agriculture 10, 19, 20

Anthropology 1

Biology 1, 4, 10, 20, 25, 26, 32, 32L

Chemistry 1A, 1B, 8, 45

Geology 1, 5

Physical Science 1

Physics 2A, 2B

### **AREA B. Social and Behavioral Science** (At least 3 units)

Administration of Justice 5, 8, 10, 12, 20

Agriculture 2

Anthropology 2, 3

Business 22

Child Development 31

Economics 10, 11

Ethnic Studies 1

Geography 2

History 14, 15, 16, 17

Political Science 1

Psychology 1, 5, 6, 18, 31, 33

Sociology 1, 2, 3, 4

### **AREA C. Humanities** (At least 3 units)

Art 1A, 1B, 2, 3, 6, 7, 8, 9, 10A, 19A

25, 30, 36A, 39

English 2, 3, 4, 5, 7, 10, 12, 22, 33, 34

Film 1

History 14, 15, 16, 17

Humanities 1, 2

Music 6, 7, 12

Philosophy 1, 10

Spanish 1, 2

### **AREA D. Language and Rationality** (At least 3 units from AREA D1 and 3 units from AREA D2)

#### **D1. English Composition**

English 1, 9

#### **D2. Communication and Analytical Thinking**

Mathematics 1A, 1B, 7, 8, 11A, 11B, 40, 60

### **AREA E Health and Physical Activities** (At least 3 units)

#### **E1. Health and Activities**

Biology 25, 26

Child Development 12, 22, 31

Counseling & Guidance 1

Health 2, 25

Human Services 30

Psychology 1, 18, 31, 33

Sociology 3

Work Experience - AGR 49, AJ 49, ART 49, AT 49, BUS

49, CD 49, FS 49, GSS 49, HO 49, HUS 49, WT 49, WE

1, & WE 2

#### **E2. Physical Activities**

(If the 3 units are taken in Physical Education (PE) or Physical Education Activities Courses (PEAC), the student must take at least 2 different courses.)

Agriculture 21B, 22

Physical Education 15

Physical Education Activities Courses 2A, 2B, 2C, 2D, 5A,

5B, 5C, 5D, 6, 6B, 6D, 7, 7D, 9, 9B, 9D, 10, 10D, 16, 32D,

34, 44

**For General Education Transfer Curriculum (CSU/IGETC) See Pages 62-63**



# Administration of Justice

## DEGREES

Associate in Science in Administration of Justice for Transfer  
Associate in Arts in Administration of Justice

## CERTIFICATE OF ACHIEVEMENT

Administration of Justice

## CERTIFICATE OF ACCOMPLISHMENT

Administration of Justice

Many career opportunities are open to students who complete the Administration of Justice Program, which is designed to prepare students for employment following graduation or for transfer to a California State University offering an upper division major in Administration of Justice. Curriculum covers prevention, discovery, control and treatment of crimes and criminals, evidence collection, criminal law, community relations and other elements of the profession. Professionally rewarding jobs are available in local, state and federal law enforcement. The program is updated with the assistance of an advisory committee consisting of law enforcement and correctional science professionals.

As an Administration of Justice major, you will:

- Study the history, philosophy and theories of crime; the structure of the criminal justice, courts and correctional systems; elements of community relations and current careers.
- Develop skills in criminal investigations and prosecution, community relations and communication.
- Identify an area of specialization in the administration of justice field.

## Career Options

Police Officer  
Sheriff's Deputy  
Court Personnel  
Parole Agent  
Probation Officer  
Correctional Officer  
Juvenile Services  
Detention Personnel  
Community Relations Officer

*Internships in Administration of Justice may be available for students interested in Work Experience opportunities*

## Career Preparation

The Associates in Science Degree in Administration of Justice for Transfer prepares the student for transfer to a California State University.

The Associates in Arts Degree and Certificate of Achievement in Administration of Justice are designed to prepare students for local employment upon graduation.

## Program Highlights

Lassen Community College offers its Administration of Justice Degrees by way of traditional classroom study or by correspondence delivery.

Associate Degree and Certificate of Achievement in Administration of Justice can be completed within two (2) years.

Some positions however require a four-year degree for which Lassen Community College's program is a good base for transfer.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Science in Administration of Justice for Transfer

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade of 2.0: 18 Units**

**Complete the following 6 Units:**

Course No	Course Title	Units
AJ 12	Introduction to Criminal Justice	3.0
AJ 20	Criminal Law	3.0
<b>Select 6 additional Units from the following:</b>		
AJ 5	Introduction to Forensics	3.0
AJ 8	Criminal Court Process	3.0
AJ 9	Introduction to Correctional Science	3.0
AJ 14	Juvenile Procedures	3.0
AJ 23	Criminal Evidence	3.0

AJ 24	Community Relations	3.0
AJ-35	Investigative Techniques	3.0
<b>Select 6 additional Units from the following:</b>		
MATH 40	Elementary Statistics	3.0
PSY 1	Introduction to Psychology	3.0
SOC 1	Introduction to Sociology	3.0

### Completion of either the CSU General Education or IGETC Option

Remaining Units to Total 60 Units may be selected from electives. Courses must be numbered 1 – 49



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**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree in Administration of Justice for Transfer**, the student will be able to:

1. Demonstrate an understanding of the workings of the criminal justice system by applying definitions, concepts, and principles to law enforcement, corrections and the courts.
  2. Apply critical thinking to research, evaluate, analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation for law enforcement agencies.
  3. Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement agencies.
- .....

**Associate in Arts Degree in Administration of Justice**

**Total Units for the Associate in Arts Degree: 60 Units**

**Total Core Units: 27 units**

**Required Core Courses: 18 Units**

Course No	Course Title	Units	AJ 16	Supervision in Law Enforcement	3.0
AJ 9	Introduction to Correctional Science	3.0	AJ 35	Investigative Techniques	3.0
AJ 12	Introduction to Criminal Justice	3.0	AJ 49	Administration of Justice Work Experience	1.0-8.0
AJ 14	Juvenile Procedures	3.0			
AJ 20	Criminal Law	3.0	AJ 52A	Arrest Methods and Procedures	2.5
AJ 23	Criminal Evidence	3.0	AJ 52B	Firearms P.C. 832	0.5
AJ 24	Community Relations	3.0			

**Required Electives: 9 Units**

AJ 5	Introduction to Forensics	3.0
AJ 8	Criminal Court Process	3.0
AJ 10	Criminology	3.0
AJ 11	Youth Gangs in America	3.0

**Electives: 15 Units** (The student may select from any courses numbered 1-99 to satisfy this requirement.)

**General Education Requirements: 18 Units**

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**Certificate of Achievement: Administration of Justice**

**Total Units for the Certificate of Achievement: 27 Units**

**Required Core Courses: 18 Units**

Course No	Course Title	Units	AJ 10	Criminology	3.0
AJ 9	Introduction to Correctional Science	3.0	AJ 11	Youth Gangs in America	3.0
AJ 12	Introduction to Criminal Justice	3.0	AJ 16	Supervision in Law Enforcement	3.0
AJ 14	Juvenile Procedures	3.0	AJ 35	Investigative Techniques	3.0
AJ 20	Criminal Law	3.0	AJ 49	Administration of Justice Work Experience	1.0-8.0
AJ 23	Criminal Evidence	3.0			
AJ 24	Community Relations	3.0	AJ 52A	Arrest Methods and Procedures	2.5
			AJ 52B	Firearms P.C. 832	0.5

**Required Electives: 9 Units**

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**Certificate of Accomplishment Administration of Justice**

**Total Units for Certificate of Accomplishment**

**Required Core Courses: 15 Units**

AJ 8	Criminal Court Process	3.0	AJ 20	Community Relations	3.0
AJ 9	Intro to Correctional Science	3.0	AJ 49	Work Experience	3.0
AJ 12	Intro to Criminal Justice	3.0			

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree** or the **Certificate of Achievement in Administration of Justice** the student will be able to:

1. Demonstrate an understanding of the workings of the criminal justice system by applying definitions, concepts, and principles to law enforcement, corrections and the courts.
2. Apply critical thinking to research, evaluate, analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation for law enforcement agencies.
3. Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement agencies.
4. Be academically prepared to obtain an entry-level or midlevel position within the Criminal Justice System.

# Agriculture

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## DEGREES

Associate in Science in Agriculture Animal Science for Transfer  
Associate in Science in Agriculture Business for Transfer  
Associate in Arts University Studies:  
Emphasis in Agriculture Sciences  
Associate in Science in Agriculture Science and Technology

## CERTIFICATE OF ACHIEVEMENT

Agriculture Science and Technology

## CERTIFICATES OF ACCOMPLISHMENT

Agriculture Business  
Animal Science  
Horsemanship  
Agriculture Irrigation

Agriculture is a vital component of our local, state, and national economies and offers many exciting employment opportunities. LCC's Agriculture program offers courses of study for students interested in completing an associate degree or certificates and students interested in transferring to a California State University. The curricula are updated with the assistance of an industry advisory committee.

### Agriculture Animal Science for Transfer

The Associate in Science in Agriculture in Animal Science for Transfer degree is designed to provide students with the common core of lower division courses required by most universities to transfer and pursue a baccalaureate degree in agriculture or animal science. Students completing the 60 units required for the degree are guaranteed transfer to an Agriculture Science, Animal Science, or Agriculture Studies program at a California State University, where only 60 more units will be required for a baccalaureate degree.

### Agriculture Business for Transfer

The Associate in Science in Agriculture Business for Transfer degree is designed to provide students with the common core of lower division courses required by most universities to transfer and pursue a baccalaureate degree in agriculture business or agriculture studies. Students completing the 60 units required for the degree are guaranteed transfer to an Agriculture Business, Agriculture Studies, Agribusiness, Ag Business or Food Industry Management program at a California State University, where only 60 more units will be required for a baccalaureate degree.

### Agriculture Sciences

The Associate in Arts University Studies: Emphasis in Agriculture Science provides students with an opportunity to build a broad foundation of knowledge and skills in core agriculture areas including plants, soils, and livestock designed to enhance their vocational future in a constantly changing society. It can also provide transfer opportunities for those seeking an advanced degree.

### Agriculture Science and Technology

The Associate in Science in Agriculture Science and Technology degree provides a broad set of courses to prepare students for employment in the field of agriculture.

### The Agriculture Irrigation

The Agriculture Irrigation Certificate of Accomplishment will prepare students with the knowledge and hands-on experience to operate and maintain selected irrigation systems.

As an Agriculture major, you will:

- Study an agriculture curriculum including: agriculture business, plant science and animal science.
- Identify the agricultural career you are most interested in and build a course of study to better qualify you for a profession.

## Career Options

Management  
Supervision  
Government  
Marketing  
Distribution  
Sales and Service  
Nursery Management and  
Operations Park Maintenance  
Landscape Design  
Teaching  
Contracting & Maintenance  
Fertilizer & Insecticide  
Application  
Retail/Wholesale  
Estimator

Some positions however require a four-year degree for which Lassen Community College's program is a good base for transfer.

## Program Highlights

- Lassen has A.I./Embryo Transfer classes which train students to be an A.I./Embryo Technician.
- The Agriculture Department sponsors a rodeo team that competes against other schools from California and Nevada in the National Intercollegiate Rodeo Association.
- An 336 sq. ft. All-Season Greenhouse
- One program designed to provide the student with a very specific set of skills in areas such as general agriculture, animal science and plant science
- Depending on the selected course of study, a student will be provided with the skills to acquire an entry-level position in the industry.

**Note to Transfer Students:**

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

**Associate in Arts Degree University Studies:**

**Emphasis in Agriculture Sciences**

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

Select 18 units from the following:

Course No	Course Title	Units	AGR 40	Basic Agricultural Mechanics	3.0
AGR 1	Agricultural Accounting	3.0	AGR 41	Farm Tractors and Farm Power	3.0
AGR 2	Agricultural Economics	3.0	<b>Completion of either the CSU General Education or IGETC Option</b>		
AGR 10	Introduction to Animal Science	3.0	Remaining Units to Total 60 Units may be selected from electives. Courses must be numbered 1 – 49.		
AGR 13	Feeds and Feeding	3.0			
AGR 20	Introduction to Plant Science	4.0			

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Agriculture Sciences**, the student will be able to:

1. Demonstrate effective animal husbandry skills, analyze the current market in order to sell the crop or animal at a premium and report the profit or loss, in a ranching situation.
2. Apply effective business, sales and marketing skills when presented with an agribusiness situation.
3. Demonstrate an understanding of the basic methodologies of science.

**Associate in Science Degree: Agriculture Business for Transfer**

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Total Core Units minimum grade 2.0: 21-24 Units**

**Required Core Units: 12-14**

Course No	Course Title	Units	<b>Required Electives: 9-10 Units</b>		
AGR 19	Soil Science <b>OR</b>	3.0	AGR 1	Agricultural Accounting	3.0
CHEM 1A	General Chemistry I	5.0	AGR 3	Intro to Agricultural Business	3.0
AGR 2	Agricultural Economics	3.0	AGR 10	Intro to Animal Science <b>OR</b>	3.0
MATH 40	Elementary Statistics	3.0	AGR 20	Intro to Plant Science	4.0
ECON 10	Macro-Economics	3.0			

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

**Certificate of Accomplishment: Agriculture Business**

**Total Units for the Certificate of Accomplishment–Agriculture Business: 11 Units**

**Required Core Courses: 11 Units**

Course No	Course Title	Units	AGR 3	Introduction to Agriculture Business	3.0
AGR 1	Agricultural Accounting	3.0	CA 31	Computer Applications I	2.0
AGR 2	Agricultural Economics	3.0			

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree in Agriculture Business for Transfer** or the **Certificate of Accomplishment in Agriculture Business**, the student will be able to:

1. Analyze and make business decisions based on a business model.
2. Make business decisions using supply and demand.
3. Effectively and efficiently use computer programs, including Word and Excel.
4. Demonstrate an understanding of accrual accounting.

.....  
**Associate in Science Degree: Agriculture Animal Science for Transfer**

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Total Core Units minimum grade 2.0: 20 Units**

**Required Core Units: 14**

Course No	Course Title	Units
AGR 2	Agricultural Economics <b><u>OR</u></b>	3.0
ECON 11	Micro-Economics	3.0
AGR 10	Intro to Animal Science	3.0
CHEM 1A	General Chemistry I	5.0
MATH 40	Elementary Statistics	3.0

**Required Electives: 6 Units one course from each area:**

**Area 1: Animal Production**

AGR 11	Beef Cattle Production	3.0
AGR 14	Equine Science	3.0

**Area 2: Animal Health**

AGR 12	Animal Health and Sanitation	3.0
AGR 13	Feeds and Feeding	3.0

**Completion of either the CSU General Education or IGETC option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

.....  
**Certificate of Accomplishment: Animal Science**

**Total Units for the Certificate of Accomplishment:**

**Animal Science: 15 Units**

Course No	Course Title	Units
AGR 8	Introduction to Animal Production	3.0
AGR 10	Introduction to Animal Science	3.0
AGR 11	Beef Cattle Production	3.0

AGR 12	Animal Health and Disease	3.0
AGR 13	Feeds and Feeding	3.0

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**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree in Animal Science and Certificate of Accomplishment in Agricultural Animal Science**, the student will be able to:

1. Evaluate common management practices for farm animal health and reproduction.
2. Evaluate a genetic data sheet and rank the animals for a given scenario.
3. Plan a ranch management calendar for major animal species.
4. Plan a breeding program to maximize maternal heterosis.
5. Balance a ration using least cost principles.
6. Evaluate an animal production operation evaluating all production practices.

.....  
**Associate in Science Degree: Agriculture Science and Technology**

**Total Units for the Associate in Science Degree: 60 units**

**Required Core Courses: 31 Units**

Course No	Course Title	Units
AGR 1	Agricultural Accounting <b><u>OR</u></b>	3.0
BUS 13	Basic Accounting	3.0
AGR 2	Agricultural Economics	3.0
AGR 9	Food Animal Selection	3.0
AGR 10	Introduction to Animal Science	3.0
AGR 11	Beef Cattle Production	3.0
AGR 13	Feeds and Feeding	3.0
AGR 14	Equine Science	3.0
AGR 19	Introduction to Soil Science	3.0
AGR 20	Introduction to Plant Science	4.0

AGR 40	Basic Agricultural Mechanics	3.0
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**Required Electives: 6 Units**

*The student may select 6 units from any of the following.*

AGR 3	Introduction to Agricultural Business	3.0
AGR 8	Introduction to Animal Production	3.0
AGR 12	Animal Health and Disease	3.0
AGR 31	Bovine Embryo Transfer	3.0
AGR 41	Farm Tractors and Farm Power	3.0
AGR 61	Introduction to Bovine Reproduction	1.5

**Electives: 5 Units** (The student may select from any courses numbered 1 - 99 to satisfy this requirement.)

**General Education Requirements: 18 Units**

.....  
**Certificate of Achievement: Agriculture Science and Technology**

**Total Units for the Certificate of Achievement Agriculture Science and Technology: 34 Units**

**Required Core Courses: 31 Units**

Course No	Course Title	Units
AGR 1	Agricultural Accounting <b><u>OR</u></b>	3.0
BUS 13	Basic Accounting	3.0
AGR 2	Agricultural Economics	3.0
AGR 9	Food Animal Selection	3.0
AGR 10	Introduction to Animal Science	3.0
AGR 11	Beef Cattle Production	3.0
AGR 13	Feeds and Feeding	3.0
AGR 14	Equine Science	3.0
AGR 19	Introduction to Soil Science	3.0
AGR 20	Introduction to Plant Science	4.0

AGR 40	Basic Agricultural Mechanics	3.0
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**Required Electives: 3 Units**

*The student may select 3 units from any of the following courses to satisfy this requirement.*

AGR 3	Introduction to Agricultural Business	3.0
AGR 8	Introduction to Animal Production	3.0
AGR 12	Animal health and Disease	3.0
AGR 31	Bovine Embryo Transfer	3.0
AGR 41	Farm Tractors and Farm Power	3.0
AGR 61	Introduction to Bovine Reproduction	1.5



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**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or the **Certificate of Achievement in Agricultural Science and Technology** the student will be able to:

1. Demonstrate effective animal husbandry skills, analyze the current market in order to sell the crop or animal at a premium and report the profit or loss, in a ranching situation.
2. Apply effective business, sales and marketing skills when presented with an agribusiness situation.

-----  
**Certificate of Accomplishment: Horsemanship**

**Total Units for the Certificate of Accomplishment:**

**Horsemanship: 14 Units**

Course No	Course Title	Units	AGR 53	Colt Training	2.0
AGR 14	Equine Science	3.0	AGR 57	Beginning Horseshoeing	3.0
AGR 23	Western Riding and Training	2.0	AGR 51	Horsemanship	2.0
AGR 50	Basic Riding	2.0			

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment in Horsemanship**, the student will be able to:

1. Analyze pedigrees, evaluate horses for correct structure and balance, and select the most complete horse for the required task and design appropriate training program.
2. Demonstrate comprehension of correct procedures for horses and apply those practices in order to produce a well-trained horse in the Western or English disciplines.

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**Certificate of Accomplishment: Agriculture Irrigation**

**Total Units for the Certificate of Accomplishment–Agriculture Irrigation: 11 Units**

**Required Core Courses: 11 Units**

Course No	Course Title	Units			
AGR 19	Introduction to Soil Science	3.0	AGR 42	Farm Surveying, Irrigation and Drainage	3.0
AGR 20	Introduction to Plant Science	4.0	AGR 49	Agricultural Work Experience	1.0

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment in Agriculture Irrigation** the student will be able to:

1. Analyze and make recommendation to improve the soil and positively impact the successful propagation of Plants.
2. Students will be able to implement at least two different irrigation systems.
3. Explain water movement in soil and understand water holding capacity.



# Allied Health

## DEGREES

Emphasis in Allied Health

Associate in Arts Degree University Studies:

### AA Degree University Studies: Emphasis in Allied Health

The emphasis in Allied Health is designed to provide the lower division major courses to transfer to a university and earn a Bachelor's degree in a health or medical field. Students must meet with a counselor to ensure completion required coursework for chosen major and specific college/university.

As an Allied Health major, you will:

- Complete prerequisite courses for degrees in nursing, health care, occupational health and safety, or health care related fields.
- Explore a variety of science and general education courses.

### Career Options

Community Health Educator  
Family Planning Educator  
Environmental Health Specialist  
Health Program Coordinator  
Physician's Assistant  
Physical Therapist  
Public Health Educator  
Registered Nurse

### Program Highlights

- Prerequisite courses for Registered Nursing (RN) upgrade programs
- Small class size
- Hands-on activities
- Associate Degree and Certificate of Achievement in Nursing and Allied Health can be completed within two (2) years.

### Note to Transfer Students:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that Lassen Community College require for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

## Associate in Arts Degree University Studies: Emphasis in Allied Health

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 20 Units**

Course No	Course Title	Units			
BIOL 20	Microbiology	5.0	ANTH 2	Cultural Anthropology	3.0
BIOL 25	Human Anatomy and Physiology I	4.0	CD/PSY 31	Child Development: Conception Through Adolescence	3.0
BIOL 26	Human Anatomy and Physiology II	4.0	HLTH 25	Understanding Nutrition	3.0
CHEM 8	Introduction to Organic and Biochemistry	4.0	SOC 1	Introduction to Sociology	3.0
PSY 1	Introduction to Psychology	3.0			

*The following courses are generally required for health and medical degrees at four year colleges and universities. Please discuss with your counselor whether you need these and how they will fit into your General Education coursework:*

### Completion of either the CSU General Education or IGETC Option

Remaining Units to total 60 Units may be selected from courses numbered 1-49

### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Allied Health**, the student will be able to:

1. Analyze information available regarding risk factors to a healthy lifestyle as well as behaviors that promote a healthy lifestyle; understand the impact of positive and negative factors on one's own health; and make lifestyle choices and changes to best promote a wellness balance for one's own life.
2. Relate the structures and functions of the various body systems in a human organism to the metabolic activities of a single selected body cell.
3. Analyze and relate the appropriate identification techniques to be utilized in the diagnosis of a potential life threatening infection.
4. Demonstrate an understanding of the basic methodologies of science.

# Anthropology

## DEGREE

Associate in Arts in Anthropology for Transfer

The Associate in Arts Degree for Transfer in Anthropology is designed to provide students with a strong foundation for the study of humankind in all times and places in preparation for transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in Anthropology. The anthropology major is designed to provide undergraduate preparation leading to careers in law, social science, medicine, business, folklore, and education.

As Anthropology major, you will:

- Study a comprehensive introduction to the field of anthropology through courses that are academically rigorous and content appropriate.
- Develop a solid foundation in the basic elements of scientific inquiry
- Identify an area of specialization in anthropology.

### Career Options

Cultural Manager  
Lawyer  
Resource Manager  
Social Services Worker  
Teacher

### Career Preparation

The Associate in Arts in Anthropology for transfer prepares the student to transfer to a four-year college or university.

### Program Highlights

- The Associate in Arts in Anthropology for Transfer Degree includes the core curriculum for transfer to a California State University.
- Small class size
- Individualized tutoring
- Laboratory and Field study opportunities

### Note to Transfer Students:

The benefit for students completing the AA-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

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## Associate in Arts Degree in Anthropology for Transfer

**Total units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 19 Units**

Course No.	Course Title	Units			
ANTH 1	Biological Anthropology	3.0	MATH 40	Elementary Statistics	3.0
ANTH 2	Cultural Anthropology	3.0	SOC 1	Introduction to Sociology	3.0
ANTH 3	Introduction to Archaeology	3.0			
GEOL 1	Physical Geology	4.0			

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree in Anthropology for Transfer** student will be able to:

1. Given a current topic, demonstrate the ability to describe, analyze, and interpret anthropological data derived from research using traditional and technological skills, to write an organized, factually correct, well-documented paper.
2. Demonstrate knowledge and understanding of the common origins of human societies.
3. Given a set or problems or questions, use the scientific method to develop a hypothesis, conduct research, and reach a conclusion.
4. Explain how people adopt various customs, beliefs, traditions and lifestyles. Explain reasons why one's worldview may be in conflict with another's.

# Art

## DEGREE

- Associate in Arts in Art History for Transfer
- Associate in Arts in Studio Art for Transfer

The Associate in Arts Degree in Art History for Transfer and the Associate in Arts Degree in Studio Art for Transfer are designed to provide students with strong foundations for the study of art history and studio art in order to transfer to a California State University.

Lassen's art curriculum offers introductory and intermediate level courses in painting, watercolor, computer art, drawing, sculpture, ceramics, printmaking and design, as well as courses in art appreciation and art history. Through the program's art theory and art practice classes, students develop an awareness and understanding of the materials, tools, rationale and significance of art in society.

The art curriculum's critical thinking and technical skills components encourage students to utilize independent thought processes and problem solving. This program provides transfer and employment opportunities as well as personal enrichment for students.

As an Art major, you will:

- Study a general visual arts curriculum that includes traditional course in drawing, painting, ceramics, photography, design, and art history, as well as digital imaging, courses using the latest software.
- Develop the techniques and skills necessary to begin to achieve your goals in the visual arts.
- Identify possible career courses and individual styles that suit your aims.

## Career Options

Painter  
Sculptor  
Ceramist  
Art Instructor  
Illustrator  
Printmaker  
Computer Publishing Specialist  
Graphic Designer  
Gallery Director  
Graphic Artist  
Computer Artist

Some positions however require a four-year degree for which Lassen Community College's program is a good base for transfer.

## Program Highlights

- An excellent full service facility, including studios for ceramics, traditional photography and jewelry design.
- Experience instructors who continued to create their own work, sharing their passion with you.
- Small class sizes that allow personal dialog with instructors.
- The subtle beauty of the Great Basin for inspiration.
- Work experience positions are available for students to broaden their studies.

Associate Degree in Art can be completed within two (2) years

*Internships in Art may be available for students interested in Work Experience opportunities.*

### Note to Transfer Students:

The benefit for students completing the AA-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Arts in Art History for Transfer

**Total units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 18 Units**

**Complete the following 12 Units:**

Course No	Course Title	Units
ART 2	Drawing	3.0
ART 6	Survey of Art History: Prehistoric to Renaissance	3.0
ART 7	Survey of Art History: Renaissance Through Contemporary	3.0
ART 9	History of Asian Art	3.0

**Select 6 additional units from the following:**

ART 1A	Two-Dimensional Design	3.0
ART 1B	Three-Dimensional Design	3.0
ART 3	Beginning Life Drawing	3.0
ART 10A	Beginning Painting	3.0
ART 25	Graphic Design 1	3.0
ART 30	Introduction to Sculpture	3.0
ART 36A	Beginning Ceramics	3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49



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**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts in Art History for Transfer** the student will be able to:

1. Critically interpret, evaluate and critique orally and in writing visual works of art from various historical periods and cultures.
2. Demonstrate orally and in writing the relevance of various historical and cultural art styles to today's global culture.
3. Produce basic realistic and nonrealistic drawings of various subjects using alternate styles.
4. Produce visual works of art in at least one medium in addition to drawing.

.....  
**Associate in Arts in Studio Arts for Transfer**

**Total units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 24 Units**

**Complete the following 12 units:**

Course No	Course Title	Units			
ART 1A	Two-Dimensional Design	3.0	ART 10A	Beginning Painting	3.0
ART 1B	Three-Dimensional Design	3.0	ART 23	Beginning Printmaking	3.0
ART 2	Drawing	3.0	ART 25	Graphic Design 1	3.0
ART 7	Survey of Art History Renaissance Through Contemporary	3.0	ART 30	Introduction to Sculpture	3.0
			ART 36A	Beginning Ceramics	3.0
			ART 43A	Beginning Jewelry and Hand-Building	3.0
<b>Select 3 additional units from the following:</b>					
ART 6	Survey of Art History: Prehistoric To Renaissance	3.0			
ART 9	History of Asian Art	3.0			
<b>Select 9 additional units from the following:</b>					
ART 3	Beginning Life Drawing	3.0			

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts in Studio Art for Transfer** the student will be able to:

1. Solve basic problems of visual expression using various techniques and mediums.
2. Produce basic realistic and nonrealistic drawings of various subjects using alternate styles.
3. Produce visual works of art in a variety of mediums.
4. Interpret, evaluate and critiques orally and in writing visual works of art.
5. Demonstrate knowledge of specific historical and cultural art styles.



# Automotive Technology

## DEGREE

Associate in Science in Automotive Technology

## CERTIFICATES OF ACHIEVEMENT

Advanced Mechanics  
Engine Repair

## CERTIFICATES OF ACCOMPLISHMENT

Basic Mechanics  
General Mechanics  
Electrical

## CERTIFICATE OF COMPLETION

Automotive Chassis and Maintenance

The Automotive Technology Program is designed to prepare the student with the necessary skills to acquire an entry-level position in the automotive industry. The Program is also designed to assist those already employed in the industry and those in the community to improve their skills. The Automotive Program offers course work in engine repair, chassis electrical, automatic transmissions and other components. The curriculum is updated with the assistance of industry advisory committee.

As an Automotive major, you will:

- Study the diagnostic procedures necessary to determine simple and complex problems, fix them and provide ongoing maintenance.
- Develop an in-depth understanding of why cars work the way they do, allowing you to better fix and maintain vehicles, and provide a higher level of service.
- Identify terms associated with automobiles as well as automotive components along with basic identification and proper use of various hand and power tools and shop equipment.

## Career Options

Mechanic  
Parts Person  
Service writer  
Service manager  
Fleet Repair

## Program Highlights

- Fully equipped auto shop
- Hands-on training
- One-on-one instruction

Internships in Automotive Technologies may be available for students interested in Work Experience opportunities

Some positions however require a four-year degree for which Lassen Community College's program is a good base for transfer.

## Associate in Science Degree Automotive Technology

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 39 Units**

Course No	Course Title	Units			
AT 50	Car Care Basics	3.0	AT 72	Engine Repair and Machining-Short Block	4.0
AT 54	Brakes	3.0	AT 74	Engine Repair and Machining-Cylinder Heads	3.0
AT 56	Steering and Suspension	3.0	AT 80	Basic Electrical	3.0
AT 58	Automotive Heating and Air Conditioning	3.0	AT 82	Engine Performance I	3.0
AT 60	Shop Management and Service Writer	2.0	AT 84	Engine Performance II	3.0
AT 66	Manual Drive Train	4.0	<b>Electives: 3 Units</b> (The student may select from any courses numbered 1 – 99 to satisfy this requirement.)		
AT 68	Automatic Transmissions	3.0	<b>General Education Requirements: 18 Units</b>		
AT 70	General Automotive Lab	2.0			

## Program Student Learning Outcomes

Upon completion of the **Automotive Technology Associate in Science Degree** the student will be able to:

- 1 Diagnose a specific automotive malfunction; execute the appropriate corrective steps and verify the problem has been resolved.
- 2 Perform general maintenance and upkeep procedures on a variety of automobiles.

.....  
**Certificate of Achievement Engine Repair**

**Total Units for the Certificate of Achievement: Engine Repair: 22 Units**

**Required Core Courses: 19 Units**

Course No	Course Title	Units	AT 74	Engine Repair and Machining-Cylinder Heads	3.0
AT 50	Car Care Basics	3.0			
AT 58	Automotive Heating and Air Conditioning	3.0	AT 76	Automotive Machining Lab	2.0
AT 60	Shop Management and Service Writer	2.0			
AT 70	General Automotive Lab	2.0			
AT 72	Engine Repair and Machining-Short Block	4.0			

**Required Electives: 3 Units**

Course No	Course Title	Units
AT 64	Diesel Repair and Maintenance	3.0
AT 88	Vintage Vehicle Repair	3.0

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Achievement – Engine Repair** the student will be able to:

- 1 Diagnose various automotive engine system malfunctions; execute the appropriate corrective steps and verify the problem has been resolved.
- 2 Perform automotive preventative maintenance according to industry standards.
- 3 Perform standard documentation found on automotive repair orders.

.....  
**Certificate of Achievement Advanced Mechanics**

**Total Units for the Certificate of Achievement: Advanced Mechanics: 23 Units**

**Required Core Courses: 23 Units**

Course No	Course Title	Units	AT 60	Shop Management and Service Writer	2.0
AT 50	Car Care Basics	3.0	AT 66	Manual Drive Train	4.0
AT 54	Brakes	3.0	AT 68	Automatic Transmissions	3.0
AT 56	Steering and Suspension	3.0	AT 70	General Automotive Lab	2.0
AT 58	Automotive Heating and Air Conditioning	3.0			

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Achievement – Advanced Mechanics** the student will be able to:

- 1 Diagnose common automotive drivetrain malfunctions, execute the appropriate corrective steps and verify the problem has been resolved.
- 2 Perform automotive preventative maintenance according to industry standards.
- 3 Perform standard documentation found on automotive repair orders.

.....  
**Certificate of Accomplishment – General Mechanics**

**Total Units for the Certificate of Accomplishment – General Mechanics: 14 Units**

**Required Core Courses: 14 Units**

Course No	Course Title	Units	AT 56	Steering and Suspension	3.0
AT 50	Car Care Basics	3.0	AT 60	Shop Management and Service Writer	2.0
AT 54	Brakes	3.0	AT 64	Diesel Repair and Maintenance	3.0

-----  
**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment – General Mechanics** the student will be able to:

- 1 Diagnose basic automotive chassis system malfunctions; execute the appropriate corrective steps and verify the problem has been resolved.
- 2 Perform automotive preventative maintenance according to industry standards
- 3 Perform standard documentation found on automotive repair orders.

.....  
**Certificate of Accomplishment – Basic Mechanics**

**Total Units for the Certificate of Accomplishment – Basic Mechanics: 12 Units**

**Required Core Courses: 12 Units**

Course No	Course Title	Units	AT 56	Steering and Suspension	3.0
AT 50	Car Care Basics	3.0	AT 80	Basic Electrical	3.0
AT 54	Brakes	3.0			

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment – Basic Mechanics** the student will be able to:

- 1 Diagnose basic automotive drivetrain malfunctions, execute the appropriate corrective steps and verify the malfunction has resolved.
  - 2 Perform automotive preventative maintenance according to industry standards
  - 3 Perform standard documentation found on automotive repair orders.
- .....

**Certificate of Accomplishment – Automotive Electrical**

**Total Units for the Certificate of Accomplishment – Electrical: 12 Units**

**Required Core Courses: 12 Units**

Course No	Course Title	Units			
AT 50	Car Care Basics	3.0	AT 82	Engine Performance I	3.0
AT 80	Basic Electrical	3.0	AT 84	Engine Performance II	3.0

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**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment – Automotive Electrical** the student will be able to:

- 1 Diagnose basic automotive electrical system malfunctions; execute the appropriate corrective steps and verify the problem has been resolved.
  - 2 Perform preventative maintenance and basic electrical system testing to verify proper operation of automotive starting, charging, and lighting systems.
- .....

**Certificate of Completion in Automotive Chassis and Maintenance**

**Total Hours for the Certificate of Completion in Automotive Chassis and Maintenance: 102 Hours**

Course No	Course Title	Hours
AT 150	Basic Skills: Pre High School Equivalency I	51
AT 151	Basic Skills: Pre High School Equivalency II	51

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**Program Student Learning Outcome**

Upon completion of the **Certificate of Completion in Automotive Chassis and Maintenance** the student will be able to:

1. Inspect steering and suspension components for wear.
2. Perform common chassis alignment adjustments.
3. Perform common brake system repairs.
4. Perform automotive maintenance in accordance with industry standards.
5. Perform standard documentation found on automotive repair orders.





# Biological Science

## DEGREE

Associate in Science in Biology for Transfer  
Associate in Arts University Studies:  
Emphasis in Allied Health

The Associate in Science in Biology for Transfer is designed to provide students with a strong foundation for the study of entry-level biological science, chemistry and physics in preparation for transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in any area of biological science (general biology, cellular and molecular biology, ecological, evolution, & organismal biology, animal biology, plant biology, or microbiology). The biology major is designed to provide undergraduate preparation leading to careers in health professions and education.

As a Biology major, you will:

- Study a broad overview of biological science including molecular & cellular biology and evolutionary, organismal, & ecological biology in addition to physical science including chemistry and physics.
- Develop a solid foundation in the basic elements of scientific inquiry.
- Prepare to study and complete a baccalaureate degree in one of the biological sciences at a California State University.

The University Studies Degree with an emphasis in Allied Health is designed to provide the lower division major courses to transfer to a university and earn a Bachelor's degree in a health or medical field. Students must meet with a counselor to ensure completion of required coursework for chosen major and specific college or university

As an Allied Health major, you will:

- Complete prerequisite courses for degrees in nursing, health care, occupational health and safety, or health care related fields.
- Develop a solid foundation in the basic elements of scientific inquiry.

## Career Options

Clinical Laboratory Scientist  
Field Biologist  
Forensic Scientist  
Medical Doctor  
Pharmacist  
Physical Therapist  
Public Health Educator  
Registered Nurse  
Teacher  
Veterinarian

## Program Highlights

- The Associate in Science in Biology for Transfer degree includes the core curriculum of transfer to a California State University.
- Small class size.
- Individual tutoring.
- Laboratory opportunities.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Science Degree in Biology for Transfer

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 32 Units**

Course No	Course Title	Units			
BIOL 1	Principles of Molecular and Cellular Biology	4.0	MATH 1A	Analytic Geometry and Calculus I	5.0
			PHYS 2A	General Physics I	4.0
BIOL 4	Principles of Evolutionary and Organismal and Ecological Biology	5.0	PHYS 2B	General Physics II	4.0
CHEM 1A	General Chemistry I	5.0			
CHEM 1B	General Chemistry II	5.0			

**Completion of either the CSU STEM (33 units) or IGETC STEM (31 units)**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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## Program Student Learning Outcomes

Upon completion of the **Associate in Science Degree in Biology for Transfer** the student will be able to:

1. Apply the scientific method by stating a question; researching the topic; determining appropriate tests; performing tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
2. Apply critical thinking to the examination of the principles of biology, chemistry, and physics using proper laboratory techniques and procedures.
3. Demonstrate a basic understanding of the language, laws, theories and processes that are essential to the understanding of the structure of matter and how the structure determines its physical and chemical properties.
4. Describe the structure and function of molecular and cellular components and explain how they interact in a living cell.
5. Describe how cells interact to develop tissues and organs and how these contribute to a functional organism.
6. Demonstrate an understanding of the mechanisms driving evolution and describe similarities and differences of the major taxonomic groups.
7. Describe how organisms interact with one another, and to their environment and are able to explain interactions at the population and community levels.

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### Associate in Arts Degree University Studies: Emphasis in Allied Health

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 20 Units**

Course No	Course Title	Units			
			ANTH 2	Cultural Anthropology	3.0
BIOL 20	Microbiology	5.0	CD/PSY 31	Child Development: Conception Through Adolescence	3.0
BIOL 25	Human Anatomy and Physiology I	4.0			
BIOL 26	Human Anatomy and Physiology II	4.0	HLTH 25	Understanding Nutrition	3.0
CHEM 8	Introduction to Organic and Biochemistry	4.0	SOC 1	Introduction to Sociology	3.0
PSY 1	Introduction to Psychology	3.0			

*The following courses are generally required for health and medical degrees at four year colleges and universities. Please discuss with your counselor whether you need these and how they will fit into your General Education coursework:*

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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## Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Allied Health**, the student will be able to:

1. Analyze information available regarding risk factors to a healthy lifestyle as well as behaviors that promote a healthy lifestyle; understand the impact of positive and negative factors on one's own health; and make lifestyle choices and changes to best promote a wellness balance for one's own life.
2. Relate the structures and functions of the various body systems in a human organism to the metabolic activities of a single selected body cell.
3. Analyze and relate the appropriate identification techniques to be utilized in the diagnosis of a potential life threatening infection.
4. Demonstrate an understanding of the basic methodologies of science.



# Business

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## DEGREE

Associate in Science in Business  
Administration for Transfer  
Associate in Science in Accounting  
Associates in Arts Degree in Economic for Transfer  
Associate in Science in  
Administrative Office Technician

## CERTIFICATE OF ACHIEVEMENT

Administrative Office Technician  
Small Business Management

### Business Administration for Transfer

The Associate in Science Degree in Business Administration for Transfer is designed to provide students with the common core of lower division courses required by most universities to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, management, and marketing. Students must meet with a counselor to ensure completion of required coursework for chosen major and specific college/university.

### Accounting

The Business Program's purpose is to provide students with the opportunity to build a solid foundation in core business skills, accounting, and develop new skills designed to enhance their vocational future in a constantly changing society, and provide transfer opportunities for those seeking an advanced degree. The student will study an introductory business curriculum including accounting, economics, small business management and mathematics.

### Economics for Transfer

The Associate in Arts in Economics for Transfer is designed to provide students with the common core of lower division courses required by most universities to transfer and pursue a baccalaureate degree in Economics. This includes economic degrees with the options such as environmental and international economics.

### Administrative Office Technician

The Administrative Assistant portion of the Business program is designed to define and develop knowledge, skills and attitudes needed by office professionals. The program offers preparation for first-time employment, re-entry, or career advancement. The curriculum is periodically updated with the assistance of a business advisory committee. The student will study a variety of topics including keyboarding/word processing, integrated office applications, organization and supervision of office activities, business communication, and general office procedures.

### Small Business Management

The Certificate of Achievement in Small Business Management provides the knowledge and skills for students to be employed in entry level management positions and/or small business ownership. The student completing this certificate will have the basic knowledge of the stakeholder theory, legal implications in the business setting, structuring a small business, analyzing business documents, and contemporary U.S. business practices.

### Career Options

Business Administration  
Certified Public Accountant  
Management Accounting  
Auditor  
Budget Analysis  
Financial Accounts  
Administrative Assistant  
Bank Employee  
Clerk  
Data-Entry  
Receptionist  
Retail/Industrial Sales/Management  
Small Business Ownership  
Word Processor

### Program Highlights

- Develop the skills needed for today's workplace by identifying your areas of interest early.
- Explore seemingly endless career opportunities from small retail shops to international corporations, every kind of company, organization and government agency relies on business expertise.
- Office Administrative Technician is among the most ubiquitous and comprehensive of professions with duties ranging from program management, content administration, staff supervision, and office administration to management analysis, travel arrangement, office machine maintenance, and dictation.

Associate Degree and Certificate of Achievement in Business can be completed within two (2) years.

#### Note to Transfer Students:

The benefit for students completing the AA-T or AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

**Associate in Science Degree in Business Administration for Transfer**

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 26 Units**

**Complete the following 20 units:**

Course No	Course Title	Units
BUS 1A	Accounting Principles-Financial	4.0
BUS 1B	Accounting Principles-Managerial	4.0
BUS 22	Business Law	3.0
ECON 10	Macro-economics	3.0
ECON 11	Micro-economics	3.0
MATH 40	Elementary Statistics	3.0

**Select 6 additional units from the following:**

BUS 2	Introduction to Business	3.0
BUS 27	Business Communications	3.0
CS 1	Computer Literacy	3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science in Business Administration for Transfer**, the student will be able to:

- Describe and provide current examples of the impact of external forces on business operations and practices including: Social forces (Demographics and cultural shifts) Economic forces (income distribution, macroeconomic conditions) Technological forces (Internet, digital media, e-marketing) Competition (ability of small businesses to compete across borders) Regulatory forces (laws influencing companies and consumers).
- Apply business concepts to marketing, management, finance, accounting, and information technology.
- Demonstrate knowledge of laws effecting working relationships with individuals from diverse cultures and backgrounds.

**Associate in Science Degree Accounting**

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 42 Units**

**Complete the following 31 Units**

Course No	Course Title	Units
BUS 1A	Accounting Principles-Financial	4.0
BUS 1B	Accounting Principles-Managerial	4.0
BUS 2	Introduction to Business	3.0
BUS 10	Human Resource Management	3.0
BUS 22	Business Law	3.0
BUS 25	Small Business Management	3.0
CA 31	Computer Applications I	2.0
ECON 10	Macro-economics	3.0
ECON 11	Micro-economics	3.0
MATH 40	Elementary Statistics	3.0

**Business Courses**

BUS 1C	Federal Income Tax	3.0
BUS 13	Basic Accounting	3.0
BUS 18	Records Management	3.0
BUS 19	Office Procedures	3.0
BUS 27	Business Communications	3.0
BUS 34A	Microsoft Word, Beginning	3.0
BUS 34B	Microsoft Word, Advanced	3.0
BUS 49	Business Work Experience	1.0-8.0

**Computer Applications Courses**

CA 32	Computer Applications II	2.0
CA 55	Using a Word Processor	0.5
CA 56	Using a Spreadsheet	0.5

**Required Electives: 11 units**

*The student may select from any of the following Business or Computer Applications courses to satisfy this requirement.*

**General Education Requirements: 18 Units**

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree in Accounting**, the student will be able to:

- Demonstrate an understanding of financial statements, prepare journal entries and complete an accounting cycle prepared according to Generally Accepted Accounting Principles (GAAP).
- Demonstrate an understanding of managerial accounting approaches to identifying, deriving, and reporting of financial information for internal decision making purposes.
- Apply computer skills to retrieve, analyze, and manage information in a business environment.
- Demonstrate an ability to write clearly and concisely, verbally express themselves in presentations, and use common communication channels.
- Combine critical thinking skills and technical knowledge to solve common problems found in the accounting profession.



**Associate in Arts Degree in Economics for Transfer**

**Total Units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 units**

**Core Units: 20-23**

**Select two 6-9 units from the following:**

Course No	Course Title	Units	BUS 1A	Accounting Principles-Financial	4.0
ECON 10	Macro Economics	3.0	BUS 1B	Accounting Principles-Managerial	4.0
ECON 11	Micro Economics	3.0	BUS 27	Business Communications	3.0
MATH 40	Elementary Statistics	3.0	ENGL 9	Critical Thinking and Composition	3.0
MATH 1A	Analytical Geometry and Calculus I	5.0	MATH 1B	Analytical Geometry and Calculus II	5.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree in Economics** the student will be able to:

1. Apply economics reasoning to real life situations using economic concepts such as scarcity, marginal utility, and opportunity costs.
2. Use analytical techniques to measure conditions related to the individual, business firms, and macro-economic systems.
3. Explain the role that households, business organizations, governments, and the international sector play in free markets, command economics, and mixed economics
4. Evaluate the objectives, limitations, and mechanics of common regulation, monetary policy, and fiscal policy.

**Associate in Science Degree Administrative Office Technician**

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 42 Units**

**Complete the following 23 units**

Course No	Course Title	Units	BUS 1B	Accounting Principles-Managerial	4.0
BUS 13	Basic Accounting	3.0	BUS 1C	Federal Income Tax	3.0
BUS 19	Office Administration	3.0	BUS 2	Introduction to Business	3.0
BUS 27	Business Communications	3.0	BUS 10	Human Resource Management	3.0
BUS 78	The Customer Service Advantage	1.0	BUS 22	Business Law	3.0
BUS 84	Business Math	3.0	BUS 25	Small Business Management	3.0
CA 52	Word Processing Application for Business	3.0	BUS 49	Business Work Experience	1.0-4.0
CA 53	Spreadsheet Application for Business	3.0	BUS 75	Planning and Launching a new Business Venture	1.0
CA 58	Presentation Application for Business	1.5	BUS 76	Marketing the Small Business Venture	1.0
CA 60	Email and Calendar for Application for Business	1.5	BUS 77	Financing the Small Business Venture	1.0
COT 52	Keyboard-Level 2	1.0	BUS 79	Computer Information Systems for Small Business Venture	2.0
			CS 1	Computer Literacy	3.0
			ECON 10	Macro-Economics	3.0
			ECON 11	Micro-Economics	3.0

**Required Electives: 19 units**

**General Education Requirements: 18 units**

BUS 1A Accounting Principles-Financial 4.0

**Certificate of Achievement Administrative Office Technician**

**Total Units for the Certificate of Achievement: 18.5 Units**

Course No	Course Title	Units	CA 52	Word Processing Applications for Business	3.0
BUS 19	Office Administration	3.0	CA 60	Email and Calendar Applications for Business	1.5
BUS 27	Business Communication	3.0	COT 52	Keyboarding Level 2	1.0
BUS 49	Business Work Experience	3.0			
BUS 78	The Customer Service Advantage	1.0			
BUS 84	Business Math	3.0			

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or **Certificate of Achievement in Administrative Office Technician**, the student will be able to:

1. Prepare a complete professional document utilizing appropriate written and verbal communication skills and technology incorporating word processing, spreadsheets and/or graphics.
2. Demonstrate professional behavior, demeanor and interpersonal communication skills appropriate to the office workplace.
3. Demonstrate knowledge of laws effecting working relationships with individuals from diverse cultures and backgrounds.
4. Apply reasoning to determine ethical behavior in office situations.
5. Demonstrate skill at solving unstructured office-related problems.

**Certificate of Achievement in Small Business Management**

**Total units for the Certificate of Achievement: 15 units**

**Required Core Courses:**

Course No	Course Title	Units	BUS 22	Business Law	3.0
BUS 2	Introduction to Business	3.0	BUS 25	Small Business Management	3.0
BUS 10	Human Resource Management	3.0	BUS 27	Business Communications	3.0

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Achievement in Small Business Management**, the student will be able to:

1. Demonstrate an understanding of contemporary business principles, practices and organizational structures.
2. Write, proofread and revise common business communications.
3. Define common business terms, ideas, phrases and integrity as it applies to business stakeholders.
4. Demonstrate a basic understanding of the legal framework that surrounds contemporary U.S. business.
5. Identify human resource issues and their economic costs and benefits.



# Careers

## Certificate of Accomplishment

Pathway to Career Success Certificate of Accomplishment

## Certificate of Completion

Career Pathway Entry Certificate of Completion  
High School Equivalency Certificate of Completion

The purpose of the Certificate of Completion in High School Equivalency is to provide short term courses with small group instruction in the basic skills areas (Reading, writing, mathematics, science, and social studies). Students will be prepared with the knowledge and success required on a high school equivalency exam.

The purpose of the Career Pathway Entry Certificate of Completion and Pathway to Career Success Certificate of Accomplishment is to provide short term training programs that focus on foundational workplace skills with real world applications. Students will gain the work force knowledge, hands on experience, and find success in their chosen field.

By earning the Career Pathway Entry Certificates you will:

- Demonstrate work place skills

By earning the Pathway to Career Success Certificate you will:

- Develop a career plan

### Goals

- Gain knowledge of basic skills
- Career Advancement
- Work Based Learning

### Program Highlights

- Short term and flexible scheduling
- Small class size
- Individualized tutoring
- Hands on learning opportunities

## Certificate of Completion in High School Equivalency

**Total Hours for the Certificate of Completion in High School Equivalency: 176 Hours**

Course No	Course Title	Hours
BS 170	Basic Skills: Pre High School Equivalency I	136
BS 171	Basic Skills: Pre High School Equivalency II	40

### ----- Program Student Learning Outcome

Upon completion of the **Certificate of Completion in High School Equivalency** the student will be able to:

Demonstrate the basic skills foundation required to take the high school equivalency test.

## Certificate of Completion in Career Pathway Entry

**Total Hours for the Certificate of Completion in Career Pathway Entry: 168 Hours**

Course No	Course Title	Hours			
BS 156	Practical Writing	50	CARS 151	Career Life Skills	34
BS 157	Practical Math	50	CARS 153	Career/Employment Strategies	34

### ----- Program Student Learning Outcome

Upon completion of the **Certificate of Completion in Career Pathway Entry** the student will be able to:

Demonstrate skill and abilities to succeed in a chosen field including: problem solving, communication, collaboration and adaptability.



# Child Development

## DEGREES

Associate in Science in Early Childhood Education  
for Transfer  
Associate in Arts Child Development

## CERTIFICATE OF ACHIEVEMENT

Child Development

## CERTIFICATE OF ACCOMPLISHMENT

Child Development Associate Teacher

The Associate in Science Degree in Early Childhood Education for Transfer is designed to provide the lower division major courses to transfer to a California State University and earn a Bachelor's degree in Child Development or Early Childhood Education.

Child Development is a vital component to our local, state and national system of care and education for young children and offers many exciting career opportunities. The program is designed to prepare students to qualify for a variety of permits issued by Teacher Credentialing, State of California. These permits include an associate teacher, teacher, master teacher, and site supervisor permit. Receiving an A.A. in Child Development also meets the requirement to teach in a National Head Start Program.

As a Child Development major you will:

- Study effective principle and practices of child development, in order to provide quality care and education to children 0-5.
- Develop a disposition for and strategies to communicate effectively with children, parents, peers and the community.
- Identify the theoretical base for child development and the different curriculum structures to form your own philosophy of how to best meet the whole child needs of children.
- Identify a wide range of career opportunities and gear your course of study to that career.

## Career Options

Assistant Teacher	Parent Educator
Associate Teacher	Family Service Worker
Teacher	Home Visitor
Master Teacher	Classroom Aide
Site Supervisor	

## Program Highlights

- Two specialty areas for a master teacher
- Courses in early literacy
- Courses in violence prevention
- Variety of courses in creative arts
- Correspondence courses in the core curriculum

Associate Degree and Certificate of Achievement in Child Development can be completed within two (2) years.

*Internships in Child Development may be available for students interested in Work Experience opportunities.*

Some positions however require a four-year degree for which LCC's program is a good base for transfer.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Science Degree in Early Childhood Education for Transfer

**Total units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 25 Units**

Course No	Course Title	Units	CD 25	Teaching in a Diverse Society	3.0
CD 11	Observation and Assessment	3.0	CD/PSY 31	Child Development: Conception	3.0
CD 12	Child, Family and Community	3.0		Through Adolescence	
CD 16	Introduction to Curriculum	3.0			
CD 19	Children's Nutrition, Health and Safety	3.0			
CD 20	Principles and Practices of Teaching Young Children	3.0			
CD 24	Practicum	4.0			

### Completion of either the CSU General Education or IGETC Option

Remaining Units to total 60 Units may be selected from courses numbered 1-49

## Program Student Learning Outcomes

Upon completion of the **Associate in Science Degree in Early Childhood Education for Transfer**, students will be able to:

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



**Associate in Arts Degree Child Development**

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 35 Units**

Course No	Course Title	Units
CD 11	Observation and Assessment	3.0
CD 12	Child, Family and Community	3.0
CD 16	Introduction to Curriculum	3.0
CD 19	Children's Nutrition, Health and Safety	3.0
CD 20	Principles and Practices of Teaching Young Children	3.0
CD 23	Adult Supervision in the Child Care Setting	3.0
CD 24	Practicum	4.0
CD 25	Teaching in a Diverse Society	3.0
CD/PSY 31	Child Development: Conception Through Adolescence	3.0
CD 50	ECE Child Health and Safety	1.0

**Master Teacher**

Course No	Course Title	Units
CD 17	Children's Literature	3.0
CD 30	Early Steps to Reading Success	3.0

**Required Electives:** The student must complete 3 units from the following courses:

Course No	Course Title	Units
CD 15	Pre-School Administration	3.0
CD 17	Children's Literature	3.0
CD 22	The Infant Toddler	3.0
CD 26	Administration II	3.0
CD 27	Children with Special Needs	3.0
CD 28	Child Guidance	3.0
CD 30	Early Steps to Reading Success	3.0
CD 49	Child Development Work Experience	1.0-8.0

**Students must complete six units from either the Site**

**Supervisor or Master Teacher paths:**

**Site Supervisor**

Course No	Course Title	Units
CD 15	Pre-School Administration	3.0
CD 26	Administration II	3.0

**Electives: 4 Units** - The student may select from any courses numbered 1-99 to satisfy this requirement.

**General Education Requirements: 18 Units**

**Certificate of Achievement Child Development**

**Total Units for the Certificate of Achievement: 26 Units**

**Required Core Courses: 26 Units**

Course No	Course Title	Units
CD 11	Observation and Assessment	3.0
CD 12	Child, Family and Community	3.0
CD 16	Introduction to Curriculum	3.0
CD 19	Children's Nutrition, Health, and Safety	3.0
CD 20	Principles and Practices of Teaching Young Children	3.0
CD 24	Practicum	4.0
CD 25	Teaching in a Diverse Society	3.0
CD/PSY 31	Child Development: Conception Through Adolescence	3.0
CD 50	ECE Child Health and Safety	1.0

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree** or the **Certificate of Achievement in Child Development**, the student will be able to:

1. Analyze the influence of culture, family, society, and environment on an individual's development.
2. Design, implement and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.

**Certificate of Accomplishment Child Development Associate Teacher**

**Total Units for the Certificate of Accomplishment: 14 Units**

**Required Core Courses: 11 Units**

Course No	Course Title	Units
CD 12	Child, Family and Community	3.0
CD 16	Introduction to Curriculum	3.0
CD 24	Practicum	4.0
CD 50	ECE Child Health and Safety	1.0

**And one of the following courses:**

CD 11	Observation and Assessment	3.0
CD 22	The Infant Toddler	3.0
CD/PSY 31	Child Development: Conception Through Adolescence	3.0

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment in Child Development Associate Teacher**, the student will be able to:

1. Integrate understanding of the needs, characteristics and multiple influences on the development of children.
2. Evaluate environments and design, implement, and evaluate activities that support positive, developmental play and learning outcomes for all children.
3. Apply effective guidance and interaction strategies that support all children's learning, identity and self-confidence.
4. Develop strategies that promote partnerships with parents.
5. Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession

# English

## DEGREE

Associate in Arts in English for Transfer

The Associate in Arts Degree in English for Transfer is designed to provide students with a strong foundation for the study of literature and composition in order to transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in English. The core course work is designed to provide undergraduate preparation analyzing written works, recognizing crucial elements of poetry, fiction and drama, and utilizing primary and secondary sources to effectively support a premise.

As an English major, you will:

- Be exposed to the field of English through courses that are academically rigorous and content appropriate.
- Learn the skills necessary to gather, interpret, and analyze quantitative and qualitative data.

### Career Options

Poet  
Writer  
Lawyer  
Teacher  
Journalist  
Any career in which writing is important

Associate Degree in English for transfer can be completed within two (2) years.

### Career Preparation

The Associates in Arts Degree in English for Transfer prepares the student for transfer to a four-year college or university.

### Program Highlights

Core curriculum in English for transfer to a California State University  
Small class size  
Individualized tutoring

### Note to Transfer Students:

The benefit for students completing the AA-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Arts Degree in English for Transfer

**Total Units for the Associate in Arts Degree with a minimum grade point average 2.0: 60 Units**

**Required Core Courses minimum grade 2.0: 18 Units**

Course No Course Title Units

**Take the following 6 units**

ENGL 2 Introduction to Literary Types 3.0

ENGL 9 Critical Thinking and Composition 3.0

**List A – Take 6 units (Select 2)**

ENGL 3 British Literature I 3.0

ENGL 4 British Literature II 3.0

ENGL 12 Survey of American Literature II 3.0

**List B – Take 3 units**

ENGL 5 Survey of World Literature II 3.0

ENGL 10 Shakespeare 3.0

**List C – Take 3 units**

ENGL 1 College Composition 3.0

ENGL 22 Creative Writing 3.0

ENGL 33 Studies in Fiction 3.0

ENGL 34 Studies in Poetry 3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

## Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree in English for Transfer** student will be able to:

1. Demonstrate analytical and critical thinking skills through the production of written and oral critical responses to texts
2. Given an assignment to read a literary work, the student will identify and analyze crucial elements of fiction, poetry and drama
3. Demonstrate the ability to find, evaluate, and interpret primary and secondary sources, utilize summary, paraphrase and direct quotes to support a premise, and apply guidelines for MLA documentation to appropriately document information within written essays.

# Fire Technology

## DEGREE

Associate in Science in Fire Technology

## CERTIFICATE OF ACHIEVEMENT

Fire Technology

The Associate in Science Degree in Fire Technology is designed to provide students with updated skills and knowledge necessary to successfully compete for fire service positions. The curriculum serves as an in-service program as well as pre-employment program for students seeking employment or advancement in the profession of urban firefighting and wildland fire suppression.

As a fire technology major, you will:

- Study a broad overview of fire technology including: fire behavior, fire prevention, fire protection equipment and systems.
- Study the organizational structures and management techniques used in wildland fire suppression.
- Study the tactics used in urban firefighting.

### Career Options

Firefighter  
Inspector  
Investigator  
Supervisor  
Manager

Some positions however require a four-year degree for which

LCC's program is a good base for transfer.

## CERTIFICATE OF ACCOMPLISHMENT

Basic Fire Fighter  
Fire Technology

### Program Highlights

\* Up-to-date technical information

Associate Degree and Certificate of Achievement in Fire Technology can be completed within two (2) years.

*Internships in Fire Technology may be available for students interested in Work Experience opportunities.*

## Associate in Science Degree in Fire Technology

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 18 Units**

Course No	Course Title	Units
FS 3	Fundamentals of Fire Prevention	3.0
FS 4	Fire Protection Equipment and Systems	3.0
FS 5	Fire Orientation and Organization	3.0
FS 6	Building Construction for Fire Protection	3.0
FS 13	Fire Behavior and Combustion	3.0
FS 14	Principles of Fire Safety and Survival	3.0
<b>Required Elective: 12 Units:</b> select from the following listing:		
BUS 25	Small Business Management	3.0
BUS 27	Business Communications	3.0
EMT 21	Emergency Medical Responder	2.5
EMT 60	Emergency Medical Technician-1 (Basic)	6.5
FS 8	Wildland Fire Suppression	2.0
FS 20	First Aid/CPR for Public Safety Employees	0.5
FS 23	Firing Operations (S-219)	1.0
FS 26	Basic Air Operations (S-270)	1.0
FS 49	Fire Technology Work Experience	1.0-8.0
FS 50	Rapid Intervention Crew	0.5
FS 51	Introduction to Fire Technology Careers	1.0
FS 52	Incident Command System (I-200/300)	2.0
FS 53	Introduction to Incident Command Systems	0.5
FS 54	National Incident Management Systems	0.5
FS 56	Helicopter Crewmember (S-271)	2.0
FS 57	Vehicle Extrication	1.0
FS 58	Introduction to Wildland Fire Behavior	0.5
FS 59	Confined Space Awareness	0.5
FS 60	Wildland Firefighter (CDF Basic 67)	3.0
FS 60A	Basic Fire Crew Firefighter	3.0
FS 61	Basic Firefighter Training (Basic 32)	2.0
FS 64	Instructor 1 Instructional Methodology	2.5

FS 65A	Driver/Operator 1A: Emergency Vehicle	1.5
FS 65B	Driver Operator 1B: Pump Operations	1.5
FS 65C	Wildland Fire Apparatus Operation	0.5
FS 70	Heavy Equipment Boss (S-236)	1.0
FS 70A	Single Resource Boss Academy	2.5
FS 70B	Engine Boss (Single Resource)	1.0
FS 72	HazMat First Responder Operations	1.0
FS 72A	HazMat First Responder Refresher	0.5
FS 73A	Incident Business Management (S260)	1.0
FS 73B	Applied Incident Business Management (S261)	1.0
FS 74	Fire in the Interface (S-215)	1.5
FS 75	Fire Behavior (S290)	2.0
FS 76	Firefighter Type 1 (Squad Boss S-131)	0.5
FS 77	Human Factors on the Fireline (L-180)	0.5
FS 78	Followership to Leadership (L-280)	1.0
FS 79A	Ground Support Unit Leaders (S-355)	2.0
FS 80	Firefighter Survival	0.5
FS 81	Wildland Firefighter Safety and Survival	0.5
FS 84	Lessons Learned (Fatalities Fire Case Studies)	1.0
FS 85	Understanding Maps, Compass And GPS	1.0
FS 86	Emergency Vehicle Operation	0.5
FS 87	Expanded Dispatch Recorder (D-110)	1.0
FS 89	Wildland Fire Chainsaws (S-212)	1.5
FS 90	Portable Pumps and Water Use S-211	1.0
FS 97	Fire Control 4	0.5
FS 98.18	Annual Fireline Safety Refresher Training	0.5
FS 98.20	Annual Hired-Equipment Refresher Training	0.5
FS 98.21	Volunteer Firefighter Academy	2.5

**Electives: 12 Units** (The student may select any courses numbered 1-99 to satisfy this requirement.)

**General Education Requirements: 18 Units**

**Certificate of Achievement Fire Technology**

**Total units for the Certificate of Achievement: 30 Units**

**Required Core Courses: 18 Units**

Course No	Course Title	Units	Course No	Course Title	Units
FS 3	Fundamentals of Fire Prevention	3.0	FS 61	Basic Firefighter Training (Basic 32)	2.0
FS 4	Fire Protection Equipment and Systems	3.0	FS 64	Instructor 1 Instructional Methodology	2.5
FS 5	Fire Orientation and Organization	3.0	FS 65A	Driver/Operator 1A: Emergency Vehicle	1.5
FS 6	Building Construction for Fire Protection	3.0	FS 65B	Driver/Operator 1B: Pump Operations	1.5
FS 13	Fire Behavior and Combustion	3.0	FS 65C	Wildland Fire Apparatus Operations	0.5
FS 14	Principles of Fire Safety and Survival	3.0	FS 70	Heavy Equipment Boss (S-236)	1.0
			FS 70A	Single Resource Boss Academy	2.5
			FS 70B	Engine Boss (Single Resource)	1.0
			FS 72	HazMat First Responder Operations	1.0
			FS 72A	HazMat First Responder Refresher	0.5
			FS 73A	Incident Business Management (S-260)	1.0

**Required Elective: 12 Units** (Select from the following)

Course No	Course Title	Units	Course No	Course Title	Units
BUS 25	Small Business Management	3.0	FS 73B	Incident Business Management (S-261)	1.0
BUS 27	Business Communications	3.0	FS 74	Fire in the Interface (S-215)	1.5
EMT 21	Emergency Medical Responder	2.5	FS 75	Fire Behavior (S-290)	2.0
EMT 60	Emergency Medical Technician-1 (Basic)	6.5	FS 76	Firefighter Type 1 (Squad Boss S-131)	0.5
FS 8	Wildland Fire Suppression	2.0	FS 77	Human Factors on the Fireline (L-180)	0.5
FS 20	First Aid/CPR for Public Safety Employees	0.5	FS 78	Followership to Leadership (L-280)	1.0
FS 23	Firing Operations (S291)	1.0	FS 79A	Ground Support Unit Leaders (S-355)	2.0
FS 26	Basic Air Operations (S-270)	1.0	FS 80	Firefighter Survival	0.5
FS 49	Fire Technology Work Experience	1.0-8.0	FS 81	Wildland Firefighter Safety and Survival	0.5
FS 50	Rapid Intervention Crew	0.5	FS 84	Lessons Learning (Fatalities Fire Case Studies)	1.0
FS 51	Introduction to Fire Technology Careers	1.0	FS 85	Understanding Maps, Compass And GPS	1.0
FS 52	Incident Command System (I-200/300)	2.0	FS 86	Emergency Vehicle Operation	0.5
FS 53	Introduction to Incident Command System	0.5	FS 87	Expanded Dispatch Recorder (D-110)	1.0
FS 54	National Incident Management System	0.5	FS 89	Wildland Fire Chainsaws (S-212)	1.5
FS 56	Helicopter Crewmember (S-271)	2.0	FS 90	Portable Pumps and Water Use S-211	1.0
FS 57	Vehicle Extrication	1.0	FS 97	Fire Control 4	0.5
FS 58	Introduction to Wildland Fire Behavior	0.5	FS 98.18	Annual Fireline Safety Refresher Training	0.5
FS 59	Confined Space Awareness	0.5	FS 98.20	Annual Hired-Equipment Refresher Training	0.5
FS 60	Wildland Firefighter (CDF Basic 67)	3.0	FS 98.21	Volunteer Firefighter Academy	2.5
FS 60A	Basic Fire Crew Firefighter	3.0			

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or the **Certificate of Achievement in Fire Technology**, the student will be able to:

Safely perform basic firefighting skills as part of the Incident Command System in preparation for an entry-level position at most firefighting agencies.

**Certificate of Accomplishment Basic Fire Fighter**

**Total units for the Certificate: 9 – 11 Units**

**Required Core Courses: 9-11 Units**

Course No	Course Title	Units	Course No	Course Title	Units
FS 8	Wildland Fire Suppression	2.0	FS 61	Basic Firefighter Training (Basic 32)	2.0
FS 20 <b>OR</b>	First Aid/CPR for Public Employees	0.5	FS 72	HazMat First Responder Operations	1.0
EMT 21	Emergency Medical Responder	2.5	FS 89	Wildland Fire Chainsaws (S-212)	1.5
FS 51	Introduction to Fire Careers	1.0	FS 90	Portable Pumps and Water Use	1.0

**Program Student Learning Outcomes**

Upon successful completion of the **Certificate of Accomplishment Basic Fire Fighter**, the student will be able to:

1. Perform the basic duties of an entry level firefighter such as line construction, safe and proper use of fire line hand tools including chain saws, safe and proper use of pumps, first aid/CPR, recognizing and dealing with hazardous situations involving hazardous materials, ability to complete an application for employment, fire line safety, radio operation.
2. Understand and demonstrate the physical requirements to become a wildland firefighter.
3. Demonstrate basic knowledge of fire physics and behavior.



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## Certificate of Accomplishment Fire Technology

**Total units for the Certificate: 14 Units**

**Required Core Courses: 14 Units**

Course No	Course Title	Units	FS 61	Basic Firefighter Training (Basic 32)	2.0
EMT 21	Emergency Medical Responder	2.5	FS 72	HazMat First Responder Operations	1.0
FS 20	First Aid/CPR for Public Employees	0.5	FS 80	Firefighter Survival	1.0
FS 59	Confined Space Awareness	0.5	FS 81	Wildland Firefighter Safety and Survival	0.5
FS 60	CAL-FIRE Basic Training	3.0	FS 98.21	Volunteer Firefighter Academy	2.5

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### Program Student Learning Outcomes

Upon successful completion of the **Certificate of Accomplishment Fire Technology**, the student will be able to:

1. Demonstrate an understanding of fire behavior.
2. Identify Command staff and how they fit into ICS structure
3. Recognize Critical structural fire ground factors
4. Be able to perform CPR



# General Education Transfer Curriculum

## CERTIFICATES OF ACHIEVEMENT

CSU General Education  
Intersegmental General Education Transfer Curriculum (IGETC)

The Certificates of Achievement are inclusive of requirements for CSU General Education Certification or IGETC Certification. These certifications may be requested by the student to be sent to UC or CSU campus of their choice.

### California State University General Education Certificate of Achievement

CSU General Education Certification of Achievement requires a minimum of 39 units.  
Minimum GPA of **2.00** overall and Area A and B4 must be a "C" or better.

#### AREA A - English Language and Critical Thinking

The student must take one course from each area:

1. Oral Communications: Speech 1
2. Written Communications: English 1
3. Critical Thinking: English 7, English 9

#### AREA B - Scientific Inquiry and Quantitative Reasoning

The student must take one course from each area including one (L) Lab Science course:

1. Physical Universe:

- Agriculture 19 (L)
- Chemistry 1A (L), 1B (L), 8 (L), 40, 40L (L), 45 (L)
- Geology 1 (L), 5 (L)
- Physical Science 1
- Physics 2A (L), 2B (L)

2. Life Forms:
  - Agriculture 10 (L), 20 (L)
  - Anthropology 1
  - Biology 1 (L), 4 (L), 10 (L), 20 (L), 25 (L), 26 (L), 32, 32L (L)
3. Laboratory Science (L):
  - Any of the above (L) courses
4. Mathematics/Quantitative Reasoning:
  - Math 1A, 1B, 7, 8, 11A, 11B, 40

#### AREA C - Arts and Humanities

The student must take 3 of the following courses, limit 2 in one area.

1. Arts (Art, Dance, Music, Theater):
  - Art 1A, 1B, 2, 3, 6, 7, 8, 9, 10A, 30, 36A
  - Film 1
  - Music 6, 7, 12

2. Humanities (Literature, Philosophy, Foreign Languages):
  - English 2, 3, 4, 5, 10, 12, 33, 34
  - History 14, 15, 16, 17
  - Humanities 1, 2
  - Philosophy 1, 10
  - Spanish 1, 2

#### AREA D - Social Sciences

The student must take a minimum of 9 units with courses taken from at least two disciplinary perspectives.

- Administration of Justice 10, 12, 20
- Anthropology 2, 3
- Agriculture 2
- Child Development 31
- Economics 10, 11
- Ethnic Studies 1

- Geography 2
- History 14, 15, 16\*, 17\*
- Political Science 1\*
- Psychology 1, 5, 6, 18, 31
- Sociology 1, 3, 4

\* **CSU Graduation Requirement:** US History, Constitution, and American Ideals - Completion of one course in American History and one course in American Government is a requirement to graduate from any CSU campus. Students may select one combination from the following to fulfill this requirement; these courses may be double counted with Area D:

- (1) History 16 and 17
- (2) History 16 and Political Science 1
- (3) History 17 and Political Science 1

#### AREA E - Lifelong Understanding and Self-Development

The student must take one course or 3 units from the following courses:

- Child Development 31
- Counseling & Guidance 1
- Health 2, 25
- Human Services 30

- Physical Education 15
- Psychology 1, 18, 31, 33
- Sociology 3



## **Intersegmental General Education Transfer Curriculum (IGETC) Certification**

IGETC General Education Certificate of Achievement requires 37 Units. Minimum GPA of **2.00** overall and a grade of "C" or better in each course. Completion of Areas 1, 2, 3, 4, 5; Demonstrate Foreign Language Proficiency. \*\* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a Counselor.

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### **AREA 1: English Communication 9 units** (One from each group)

English 1

English 7 or 9

Speech 1

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### **AREA 2: Mathematical Concepts and Quantitative Reasoning 3 units**

Math 1A, 1B, 8, 40

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### **AREA 3: Arts and Humanities 9 units** - At least 3 courses, with at least one from Arts and one from Humanities.

#### **Arts:**

Art 6, 7, 8, 9

Film 1

Music 6, 7, 12

#### **Humanities:**

English 2, 3, 4, 5, 10, 12, 33, 34

History 14, 15, 16, 17

Humanities 1, 2

Philosophy 1, 10

Spanish 2

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### **AREA 4: Social and Behavioral Sciences 9 units** -At least three courses from at least 2 disciplines.

A. Anthropology/Archaeology: ANTH 2, 3

B. Economics: AGR 2, ECON 10, 11

C. Ethnic Studies: ES 1

D. Gender Studies: SOC 4

E. Geography: GEOG 2

F. History: HIST 14, 15, 16\*, 17\*

G. Interdisciplinary: CD 31

H. Political Science: PLCS 1\*

I. Psychology: PSY 1, 5, 6, 18, 31

J. Sociology/Criminology: AJ 12, SOC 1, 2, 3

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### **AREA 5: Physical and Biological Sciences 7 – 9 units.** At least 2 courses, one Physical Science and one Biological Science; at least one must include a laboratory (indicated by "L" in parentheses).

#### **Physical Sciences:**

Agriculture 19

Chemistry 1A (L), 1B (L), 8 (L), \*\*45 (L)

Geology 1 (L), 5 (L)

\*\*Physical Science 1

Physics 2A (L), 2B (L)

#### **Biological Sciences:**

Agriculture 10, 20

Anthropology 1

Biology 1 (L), 4 (L), 10 (L), 20 (L), 25 (L),

26 (L), 32, 32L (L)

**Language Other Than English (UC Requirement Only)** Complete 2 years of the same Foreign Language of high school level work with a grade of "C" or better or earn a score of 3 or higher on the Foreign Language Advanced Placement Test, or 550 on the College Board Achievement Test in Foreign Language or complete 4 units from the courses below.

**The following course at this institution fulfills the requirement (1 course, 4 semester units):** Spanish 1

**\* CSU Graduation Requirement Only - U.S. History, Constitution and American Ideals, 6 semester units**

**Courses may not be applied to Area 4 if used to meet Constitution requirements for CSU**

Group 1 Political Science 1

Group 2 History 16, 17

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## **Program Student Learning Outcomes**

### **California State University General Education Certificate of Achievement Intersegmental General Education Transfer Certificate of Achievement (IGETC)**

Upon completion of this certification the student will be able to:

1. Understand and apply methods of inquiry for a variety of disciplines including the scientific method for scientific inquiry and appropriate methods for social and behavior science inquiries.
2. Explain and analyze relationships between science and other human activities.
3. Apply knowledge of the ways people act and have acted in response to their societies to express an appreciation for how diverse societies and social subgroups operate to understand social dynamics within historical and contemporary communities.
4. Understand ways in which people throughout the ages and in Western and non-Western cultures have responded to themselves and the world around them in artistic and cultural creation; apply this knowledge to make value judgments on cultural activities and artistic expressions and demonstrate an understanding of the interrelationship between the creative arts, the humanities and self.
5. Engage in verbal communication by participating in discussions, debates, and oral presentations utilizing proper rhetorical perspective, reasoning and advocacy, organization, accuracy, and the discovery, critical evaluation and reporting of information.
6. Compose effective written communications and essays with correct grammar, spelling, punctuation and appropriate language, style and format utilizing academically accepted means of researching, evaluating and documenting sources within written works.
7. Analyze, evaluate and explain theories, concepts and skills within varied disciplines using inductive and deductive processes and quantitative reasoning and application.
8. Demonstrate appreciation of themselves as living organism through their choices for physical health, activities, stress management, relationships to the social and physical environment, and responsible decision-making.

# Geology

## DEGREES

### Associate in Science in Geology for Transfer

The Associates in Science Degree in Geology is designed to provide students with a strong foundation for the study of physical processes in and on the Earth in preparation for transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in Geology. The geology major is designed to provide undergraduate preparation leading to careers in resource exploration, hydrogeology, or environmental geology.

As a Geology major, you will:

- Study a comprehensive introduction to the field of geology through courses that are academically rigorous and content appropriate.
- Develop a solid foundation in the basic elements of scientific inquiry.
- Identify an area of specialization in geology.

### Career Options

Environmental Scientist  
Geological Engineer  
Geological Technician  
Geologist  
Hydrologist  
Mineralogists  
Mining Engineer  
Metallurgist  
Natural Science Manger  
Petroleum Technician  
Teacher

### Career Preparation

The Associates in Arts Degree in Geology for Transfer prepares the student for transfer to a four-year college or university.

### Program Highlights

Core curriculum in Geology for transfer to a California State University

Small class size

Individualized tutoring

Laboratory and Field study opportunities

Associate Degree in Geology can be completed within two (2) years.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

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## Associate in Science Degree in Geology for Transfer

**Total Units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 Units**

**Required Core Courses minimum grade 2.0: 28 Units**

Course No	Course Title	Units			
CHEM 1A	General Chemistry I	5.0	GEOL 5	Historical Geology and Paleontology	4.0
CHEM 1B	General Chemistry II	5.0	MATH 1A	Analytic Geometry and Calculus I	5.0
GEOL 1	Physical Geology	4.0	MATH 1B	Analytic Geometry and Calculus II	5.0

### Completion of either the CSU General Education or IGETC Option

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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### Program Student Learning Outcomes

Upon completion of the **Associate in Science Degree in Geology for Transfer** student will be able to:

1. Demonstrate an understanding of geologic time scale and timing of major events in Earth history.
2. Explain internal and external dynamic processes occurring within the earth system and analyze the effects on these processes on physical constitution of the earth.
3. Apply proper lab techniques and knowledge of theoretical concepts in geology to acquire and interpret geologic data and formulate new questions in a laboratory setting.



# Gunsmithing

## DEGREES

Associate in Science in Firearms Repair  
Associate in Science in General Gunsmithing

## CERTIFICATES OF ACHIEVEMENTS

Firearms Repair  
General Gunsmithing

## CERTIFICATES OF ACCOMPLISHMENTS

Gunsmith Machinist and Metal Finishing  
Long Gun  
Pistolsmith  
Riflesmith

The Gunsmithing Program offers two degrees, two Certificates of Achievement, and four Certificates of Accomplishment, that each provide the student with a very specific set of skills in areas such as general gunsmithing, firearms repair, firearms customization and in the recognized specialty areas. Depending on the selected course of study, a student is provided with the skills to acquire an entry-level position in the industry. This program is also designed to assist those already employed in the industry and those in the community to improve or expand their skills. The curriculum is updated with the assistance of a business and industry advisory committee. In accordance with the provisions of the state penal code section numbers: (12021, 12021.5, 12050, and 12054), prospective students must file an approved affidavit with the Lassen Community College District as a prerequisite to program enrollment.

As a Gunsmithing major, you will:

- Study course work in design, function and repair, firearm laws and regulations, machining, metallurgy, stock fabrication and welding.
- Develop skills on how to install and replace components, clean, maintain, and service handguns, rifles and shotguns.
- Identify a particular type of firearm you are most interested in and build a course of study to better qualify you for a profession.

## Career Options

Gunsmith Firearms Repair  
Firearms Salesman  
Law Enforcement Armorer  
Department of Corrections  
Armorer

Owner/Manager of a Gunsmith  
Shop or Sporting Goods Store  
Specialist in Custom Built Firearms  
Factory Service Representative

Some positions require a four-year degree for which Lassen Community College's program is a good base for transfer.

Associate Degree and Certificate of Achievement in Gunsmithing can be completed within two (2) years.

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## Associate in Science Degree: Firearms Repair

**Total Units for the Associate in Science Degree: 60 units.**

**Required Core Courses: 42 Units**

GSS 50.01	Recoil Pad and Sling Swivel Installation	1.0	GSS 63.02	Ejectors	1.0
GSS 50.03	Open and Optical Sight Installation	1.0	GSS 63.03	Double Gun Locks	1.0
GSS 51.01	Stock Inletting	1.0	GSS 64.01	Composition Stock Fitting, Bedding and Finishing	1.0
GSS 51.05	Glass Bedding for Strength and Accuracy	1.0	GSS 66.02	Revolver Barrel Fitting and Ranging	1.0
GSS 51.06	Wood Stock Finishing	1.0	GSS 67.01	Blowback Principle	1.0
GSS 52.06	Gunsmith Machining 6	1.0	GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 68.02	DFR Locked Breech Double Action Auto Pistols	1.0
GSS 56.03	Bolt Action Barrel Fitting	1.0	GSS 68.03	DFR Blowback Auto Pistols	1.0
GSS 57.01	Bolt Action Breeching and Headspace	1.0	GSS 69.01	DFR Auto Rifles	1.0
GSS 57.03	Action and Bolt Modifications	1.0	GSS 69.02	DFR Pump Rifles	1.0
GSS 59.02	Metal Preparation for Refinishing And Caustic Bluing	1.0	GSS 69.03	DFR Lever Action Rifles	1.0
GSS 60.01	DFR Recoil Operated Auto Shotguns	1.0	GSS 70.01	DFR Triggers 1	1.0
GSS 60.02	DFR Gas Operated Auto Shotguns	1.0	GSS 71.01	DFR .22 Autos	1.0
GSS 60.04	DFR Pump Shotguns	1.0	GSS 71.02	DFR Bolt Action .22's	1.0
GSS 61.01	DFR Single Action Revolvers	1.0	GSS 71.03	DFR Pump and Lever Action .22's	1.0
GSS 61.02	DFR Smith and Wesson Revolvers	1.0	GSS 71.04	DFR Marlin Model 39	1.0
GSS 61.03	DFR Colt & Ruger Double Action Revolvers	1.0	GSS 75.02	Firearm Laws and Regulations	1.0
GSS 62.03	Misfire Correction	1.0	WT 31	GTAW for Gunsmiths	3.0
GSS 62.04	Correcting Oversize Firing Pin Holes	1.0	WT 32	Advanced GTAW for Gunsmiths	3.0
			<b>General Education Requirements: 18 Units</b>		

**Certificate of Achievement: Firearms Repair**

**Total units for the Certificate of Achievement: 42 Units**

Course No	Course Title	Units	GSS 62.04	Correcting Oversize Firing Pin Holes	1.0
GSS 50.01	Recoil Pad and Sling Swivel Installation	1.0	GSS 63.02	Ejectors	1.0
GSS 50.03	Open and Optical Sight Installation	1.0	GSS 63.03	Double Gun Locks	1.0
GSS 51.01	Stock Inletting	1.0	GSS 64.01	Composition Stock Fitting, Bedding and Finishing	1.0
GSS 51.05	Glass Bedding for Strength and Accuracy	1.0	GSS 66.02	Revolver Barrel Fitting and Ranging	1.0
GSS 51.06	Wood Stock Finishing	1.0	GSS 67.01	Blowback Principle	1.0
GSS 52.06	Gunsmith Machining 6	1.0	GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 68.02	DFR Locked Breech Double Action Auto Pistols	1.0
GSS 56.03	Bolt Action Barrel Fitting	1.0	GSS 68.03	DFR Blowback Auto Pistols	1.0
GSS 57.01	Bolt Action Breeching and Headspace	1.0	GSS 69.01	DFR Auto Rifles	1.0
GSS 57.03	Action and Bolt Modifications	1.0	GSS 69.02	DFR Pump Rifles	1.0
GSS 59.02	Metal Preparation for Refinishing And Caustic Bluing	1.0	GSS 69.03	DFR Lever Action Rifles	1.0
GSS 60.01	DFR Recoil Operated Auto Shotguns	1.0	GSS 70.01	DFR Triggers 1	1.0
GSS 60.02	DFR Gas Operated Auto Shotguns	1.0	GSS 71.01	DFR .22 Auto's	1.0
GSS 60.04	DFR Pump Shotguns	1.0	GSS 71.02	DFR Bolt Action .22's	1.0
GSS 61.01	DFR Single Action Revolvers	1.0	GSS 71.03	DFR Pump and Lever Action .22's	1.0
GSS 61.02	DFR Smith and Wesson Revolvers	1.0	GSS 71.04	DFR Marlin Model 39	1.0
GSS 61.03	DFR Colt & Ruger Double Action Revolvers	1.0	GSS 75.02	Firearm Laws and Regulations	1.0
GSS 62.03	Misfire Correction	1.0	WT 31	GTAW for Gunsmiths	3.0
			WT 32	Advanced GTAW for Gunsmiths	3.0

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or the **Certificate of Achievement in Firearms Repair**, the student will be able to:

1. Diagnose a specific firearm malfunction, execute the appropriate corrective step and verify the problem has been resolved.
2. Perform firearms repair and maintenance procedures on the large variety of firearms common to a retail gunsmithing operation.

**Associate in Science Degree in General Gunsmithing**

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 36 Units**

Course No	Course Title	Units			
GSS 50.01	Recoil Pad and Sling Swivel Installation	1.0		and Caustic Bluing	
GSS 50.03	Open and Optical Sight Installation	1.0	GSS 60.04	DFR Pump Shotguns	1.0
GSS 51.05	Glass Bedding for Strength and Accuracy	1.0	GSS 61.01	DFR Single Action Revolvers	1.0
GSS 52.01	Gunsmith Machining 1	2.0	GSS 62.03	Misfire Correction	1.0
GSS 52.02	Gunsmith Machining 2	2.0	GSS 62.04	Correcting Oversize Firing Pin Holes	1.0
GSS 52.03	Gunsmith Machining 3	2.0	GSS 63.05	Double Guns, Hinge Pins and Headspace	1.0
GSS 52.04	Gunsmith Machining 4	1.0	GSS 64.01	Composition Stock Fitting, Bedding, And Finishing	1.0
GSS 52.05	Gunsmith Machining 5	1.0	GSS 67.01	Blowback Principle	1.0
GSS 52.06	Gunsmith Machining 6	1.0	GSS 69.03	DFR Lever Action Rifles	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 70.01	DFR Triggers 1	1.0
GSS 55.04	Stock Refinish and Repair	1.0	GSS 71.01	DFR .22 Auto's	1.0
GSS 56.01	Headspace	1.0	GSS 73.02	Spring Making	1.0
GSS 56.03	Bolt Action Barrel Fitting	1.0	WT 31	GTAW for Gunsmiths	3.0
GSS 57.03	Action and Bolt Modifications	1.0	WT 32	Advanced GTAW for Gunsmiths	3.0
GSS 58.02	Pressure Bedding and Pillar Bedding	1.0		<b>Electives: 6 Units</b> (The student may select any courses numbered 1 – 99 to satisfy this requirement.)	
GSS 59.02	Metal Preparation for Refinishing	1.0		<b>General Education Requirements: 18 Units</b>	

**Certificate of Achievement: General Gunsmithing**

**Total units for the Certificate of Achievement: 42 units**

**Required Core: 36 Units**

Course No	Course Title	Units			
GSS 50.01	Recoil Pad and Sling Swivel Installation	1.0	GSS 59.02	Metal Preparation for Refinishing and Caustic Bluing	1.0
GSS 50.03	Open and Optical Sight Installation	1.0	GSS 60.04	DFR Pump Shotguns	1.0
GSS 51.05	Glass Bedding for Strength and Accuracy	1.0	GSS 61.01	DFR Single Action Revolvers	1.0
GSS 52.01	Gunsmith Machining 1	2.0	GSS 62.03	Misfire Correction	1.0
GSS 52.02	Gunsmith Machining 2	2.0	GSS 62.04	Correcting Oversize Firing Pin Holes	1.0
GSS 52.03	Gunsmith Machining 3	2.0	GSS 63.05	Double Guns, Hinge Pins and Headspace	1.0
GSS 52.04	Gunsmith Machining 4	1.0	GSS 64.01	Composition Stock Fitting, Bedding, And Finishing	1.0
GSS 52.05	Gunsmith Machining 5	1.0	GSS 67.01	Blowback Principle	1.0
GSS 52.06	Gunsmith Machining 6	1.0	GSS 69.03	DFR Lever Action Rifles	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 70.01	DFR Triggers 1	1.0
GSS 55.04	Stock Refinish and Repair	1.0	GSS 71.01	DFR .22 Auto's	1.0
GSS 56.01	Headspace	1.0	GSS 73.02	Spring Making	1.0
GSS 56.03	Bolt Action Barrel Fitting	1.0	WT 31	GTAW for Gunsmiths	3.0
GSS 57.03	Action and Bolt Modifications	1.0	WT 32	Advanced GTAW for Gunsmiths	3.0
GSS 58.02	Pressure Bedding and Pillar Bedding	1.0	<b>Electives: 6 Units</b> (The student may select any courses numbered 1-99 to satisfy this requirement.)		

**Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or the **Certificate of Achievement in General Gunsmithing**, the student will be able to:

1. Perform appropriate custom alterations and modifications as related to a specific custom field in Gunsmithing.
2. Diagnose a specific firearm malfunction, execute the appropriate corrective step and verify the problem has been resolved.

**Certificate of Accomplishment: Gunsmith Machinist and Metal Finishing**

**Total Units for the Certificate of Accomplishment Gunsmith Machinist and Metal Finishing: 15 Units**

Course No	Course Title	Units			
GSS 50.03	Open and Optical Sight Installation	1.0	GSS 54.05	Hardening and Tempering of Carbon Steels	1.0
GSS 52.01	Gunsmith Machining 1	2.0	GSS 59.02	Metal Preparation for Refinishing And Caustic Bluing	1.0
GSS 52.02	Gunsmith Machining 2	2.0	GSS 59.03	Parkerizing	1.0
GSS 52.03	Gunsmith Machining 3	2.0	GSS 59.04	Color Case Hardening	1.0
GSS 52.04	Gunsmith Machining 4	1.0	GSS 59.09	Alternative Metal Finishing	1.0
GSS 52.05	Gunsmith Machining 5	1.0			
GSS 52.06	Gunsmith Machining 6	1.0			

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment - Gunsmith Machinist and Metal Finishing**, the student will be able to:

1. Design and machine firearm parts and fixtures using the appropriate tools and techniques.
2. Apply the appropriate polishing technique and finish to metal firearms parts.

**Certificate of Accomplishment: Long Gun**

**Total Units for the Certificate of Accomplishment Long Gun: 13 Units**

Course No	Course Title	Units			
GSS 51.06	Wood Stock Finishing	1.0	GSS 60.04	DFR Pump Shotguns	1.0
GSS 52.06	Gunsmith Machining 6	1.0	GSS 66.01	Non-Bolt Action Rifle Barrel Fitting	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 69.01	DFR Auto Rifles	1.0
GSS 60.01	DFR Recoil Operated Auto Shotguns	1.0	GSS 69.02	DFR Pump Rifles	1.0
GSS 60.02	DFR Gas Operated Auto Shotguns	1.0	GSS 69.03	DFR Lever Action Rifles	1.0
			WT 32	Advanced GTAW for Gunsmiths	3.0

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment - Long Gun**, the student will be able to:

1. Diagnose specific long gun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

**Certificate of Accomplishment: Pistolsmith**

**Total Units for the Certificate of Accomplishment Pistolsmith: 13 Units**

Course No	Course Title	Units			
GSS 52.06	Gunsmith Machining 6	1.0	GSS 67.01	Blowback Principle	1.0
GSS 54.05	Hardening and Tempering of Carbon Steels	1.0	GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1.0
GSS 61.01	DFR Single Action Revolvers	1.0	GSS 68.02	DFR Locked Breech Double Action Auto Pistols	1.0
GSS 61.02	DFR Smith and Wesson Revolvers	1.0	GSS 68.03	DFR Blowback Auto Pistols	1.0
GSS 61.03	DFR Colt & Ruger Double Action Revolvers	1.0	WT 32	Advanced GTAW for Gunsmiths	3.0
GSS 66.02	Revolvr Barrel Fitting and Ranging	1.0			

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment Pistolsmith**, the student will be able to:

1. Diagnose specific handgun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

**Certificate of Accomplishment: Riflesmith**

**Total Units for the Certificate of Accomplishment Riflesmith: 15 Units**

Course No	Course Title	Units			
GSS 51.01	Stock Inletting	1.0	GSS 57.02	Action Blueprinting	1.0
GSS 51.05	Glass Bedding for Strength and Accuracy	1.0	GSS 57.03	Action and Bolt Modifications	1.0
GSS 51.06	Wood Stock Finishing	1.0	GSS 57.06	Trueing Exterior of Action	1.0
GSS 55.04	Stock Refinish and Repair	1.0	GSS 57.08	Bottom Metal Modifications	1.0
GSS 56.01	Headspace	1.0	GSS 57.15	Bolt Action Rifle Feeding	1.0
GSS 56.03	Bold Action Barrel Fitting	1.0	GSS 58.02	Pressures and Pillar Bedding	1.0
GSS 56.04	Barrel Contouring	1.0	GSS 64.01	Composition Stock Fitting, Bedding and Finishing	1.0
GSS 57.01	Bold Action Breeching and Headspace	1.0			

**Program Student Learning Outcomes**

Upon completion of the **Certificate of Accomplishment Riflesmith**, the student will be able to:

1. Perform appropriate custom rifle alterations and modifications.
2. Diagnose specific rifle malfunction, execute the appropriate corrective step and verify the problem has been resolved.





# Health Occupations

## Certificate of Achievement

Medical Assisting

## Certificate of Accomplishment

Administrative Medical Assisting

Clinical Medical Assisting

## Red Cross Certification

Cardiopulmonary Resuscitation (CPR)

Standard First Aid

Lassen College offers coursework that leads to eligibility for external certifications in CPR, First Aid, and EMT-I in addition to certificates in Clinical and Administrative Medical Assisting.

Certificate of Accomplishment in Administrative Medical Assisting

The program of courses for this certificate is designed to prepare a student to perform office-related duties including scheduling and billing as a medical office assistant.

Certificate of Accomplishment in Clinical Medical Assisting

The program of courses for the clinical certificate offers information, skill development, and practice for student seeking employment as a medical assistant who makes direct patient contact and assists nurses and doctors with clinical procedures.

## Career Options

Medical Assistant

Clinic Assistant

Medical Office Assistant

EMT - I

EMT - II

EMT – Paramedic

## Program Highlights

- Hands-on-training for entry-level employment.
- Continuing education units (CEUs) available.

Internships in health occupations are available for students interested in Work Experience opportunities.

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## Certificate of Achievement Medical Assisting

### Total Units for the Certificate of Achievement in Administrative Medical Assisting: 18 Units

Course No	Course Title	Units	Course No	Course Title	Units
HO 49	Health Occupations Work Experience	2.0	HO 71	Medical Assisting Administrative	6.0
HO 70	Medical Assisting Core	4.0	HO 72	Medical Assisting Clinical	6.0

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## Program Student Learning Outcomes

Upon completion of the **Certificate of Achievement Medical Assisting** the student will be able to:

1. Demonstrate the Knowledge about medical assisting and other allied health professions.
2. Demonstrate beginning level medical assisting skills.
3. Display understanding of basic medical terminology, anatomy and physiology.
4. Access and navigate basic computer systems.
5. Perform exam room procedures autonomously.
6. Demonstrate knowledge of Pharmacology.
7. Assist with minor surgery and laboratory procedures.
8. Provide Patient education.

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## Certificate of Accomplishment in Administrative Medical Assisting

### Total Units for the Certificate of Accomplishment in Administrative Medical Assisting: 10 Units

Course No	Course Title	Units	Course No	Course Title	Units
HO 70	Medical Assisting Core	4.0	HO 71	Medical Assisting Administrative	6.0

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## Program Student Learning Outcomes

Upon completion of the **Certificate of Accomplishment in Administrative Medical Assisting** the student will be able to:

1. Demonstrate the Knowledge about medical assisting and other allied health professions.
2. Demonstrate beginning level medical assisting skills.
3. Display understanding of basic medical terminology, anatomy and physiology.
4. Access and navigate basic computer systems.
5. Demonstrate professionalism in the role of administrative medical assisting and office reception.
6. Prepare and properly manage medical office records.
7. Demonstrate medical office finance and billing skills.
8. Display medical office management abilities.

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## Certificate of Accomplishment in Clinical Medical Assisting

**Total Units for the Certificate of Accomplishment in Clinical Medical Assisting: 10 Units**

Course No	Course Title	Units				
HO 70	Medical Assisting Core	4.0	HO 72	Medical Assisting Clinical		6.0

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### Program Student Learning Outcomes

Upon completion of the **Certificate of Accomplishment in Clinical Medical Assisting** the student will be able to:

1. Demonstrate knowledge about medical assisting and other allied health professions
2. Demonstrate beginning level medical assisting skills.
3. Display understanding of basic medical terminology, anatomy and physiology.
4. Access and navigate basic computer systems.
5. Perform exam room procedures autonomously.
6. Demonstrate knowledge of pharmacology.
7. Assist with minor surgery and laboratory procedures.
8. Provide patient education.



# History

## DEGREES

### Associate in Arts in History for Transfer

The Associates in Arts Degree in History is designed to provide students with a strong foundation for the study of the historical past in order to transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in history. The core course work is designed to provide undergraduate preparation leading to knowledgeable individuals who recognized that society cannot deal with the present or prepare to cope with the future without an understanding of the past. Students will examine contemporary problems and issues from a historical perspective.

As a history major, you will:

- Study a comprehensive introduction to the field of history through courses that are academically rigorous and content appropriate.
- Acquire the knowledge and skills to apply the “historical perspective” to your own life and to the social environment of which you are a part.
- Analyze the news of the day as well as changes in the global economy and other major social institutions within a historical context.
- Identify an area of specialization in history.

### Career Options

Government Service  
Historian  
Lawyer  
Military Officer  
Museum Curator  
Teacher

### Career Preparation

The Associates in Arts Degree in History for Transfer prepares the student for transfer to a California State University.

### Program Highlights

Lassen Community College offers its History by way of traditional classroom study, online, or by correspondence delivery.

Associate Degree in History can be completed within two (2) years

### Note to Transfer Students:

The benefit for students completing the AA-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. “CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted.”



Associate Degree  
for Transfer™

## Associate in Arts Degree in History for Transfer

**Total Units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 Units**

**Required Core Courses minimum grade 2.0: 18-19 Units**

**Complete the following 6 Units:**

Course No	Course Title	Units
HIST 16	U.S. History	3.0
HIST 17	Post-Civil War – U.S. History	3.0
<b>Complete 6 Units from the following:</b>		
HIST 14	World History-Prehistoric to 1500	3.0
HIST 15	World History-1500 to Present	3.0
HUM 1	Western Civilization-Prehistoric to 1600	3.0
HUM 2	Western Civilization-1600 to Present	3.0

**Select 6-7 additional Units from the following:** (not already taken)

HIST 14	World History-Prehistoric to 1500	3.0
HIST 15	World History-1500 to Present	3.0
HUM 1	Western Civilization-Prehistoric to 1600	3.0
HUM 2	Western Civilization-1600 to Present	3.0
SPAN 1	First Course in Spanish	4.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to Total 60 Units may be selected from courses numbered 1 – 49.

### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree in History for Transfer** student will be able to:

1. Explain four transitions that the United States has undergone from colonization to the present. Examples may include but are not limited to: the colonial period to the revolutionary period; launching a new government to the growth of a union; the civil war to reconstruction; the U.S. industrial revolution to the U.S. as a world power; WWI and WWII; or WWII to the age of affluence.
2. Analyze the American political system including the reasons behind the separation of power and the constant struggle between the executive, legislative, and judicial branches of government.
3. Given a current historical topic, demonstrate the ability to conduct research using traditional and technological skills to write an organized, factually correct, well-documented paper.
4. Develop an appropriate and factually correct theme on a specific topic comparing and contrasting works, events or values of two eras or cultures of Western Civilization.
5. Given an era in time, explain the differences between the ideas and cultural values of Western and non-Western societies.

# Human Services

## DEGREES

Associate in Science in Drug and Alcohol Paraprofessional  
 Associate in Science in Human Services

The Human Services Program is designed to prepare students for employment in a variety of areas in social work. The program offers lower division career technical education curriculum designed to meet the needs of career-oriented students. The courses, certificates and degrees offer preparation for first-time employment, re-entry, or career advancement.

As a Human Services major, you will: Study an introductory social work curriculum.

- Develop the habit of intellectual inquiry and effective communication.
- Identify theoretical foundations and intervention strategies; client population and cultural diversity; research and evaluation methods; and skills development / field experience.

## Career Options

Clinical Social Worker Assistant  
 Drug and Alcohol Counselor  
 Halfway House  
 Group Home Worker  
 Mental Health Worker  
 School Counselor Aid  
 Social Work Assistant

Some positions however require a four-year degree for which LCC's program is a good base for transfer.

## CERTIFICATES OF ACHIEVEMENT

Drug and Alcohol Paraprofessional  
 Human Services

## Program Highlights

- Students graduate prepared to achieve their personal, civic, educational, and career goals.
- Students work effectively in collaborative settings.
- The job outlook is excellent. Welfare reform has led to an increase of hiring in this field. The aging population also increases the need of social services employees.

Associate Degree and Certificate of Achievement in Human Services can be completed within two (2) years.

Internships in Human Services may be available for students interested in Work Experience opportunities.

### Associate in Science Degree Drug and Alcohol Paraprofessional

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 33 Units**

Course No	Course Title	Units
HUS 10	Introduction to Social Work and Human Services	3.0
HUS 22	Substance Abuse Treatment	3.0
HUS 24	Group Facilitator Process/Human Services	3.0
HUS 30	Pharmacology of Drugs of Abuse	3.0
HUS 31	Crisis Intervention Strategies	3.0
HUS 35	Ethical Issues/Human Services	3.0
HUS 37	Case Management and Client Records Documentation	3.0
HUS 40	Field Instruction Seminar I	1.0
HUS 41	Field Instruction Seminar II	1.0

HUS 49	Human Services Work Experience	4.0
PSY 1	Introduction to Psychology	3.0
SOC 1	Introduction to Sociology	3.0

**Required Electives: 3 Units**

HUS 25	Family Treatment Approaches	2.0
HUS 32	Understanding Addiction	3.0
HUS 48	Human Services Selected Topics	0.5-4.5
HUS 49	Human Services Work Experience	1.0-3.0
HUS 61	Principles/Practices Residential Care Paraprofessional Counselors	3.0

**Electives: 6 Units** (The student may select any courses numbered 1 – 99 to satisfy this requirement.)

**General Education Requirements: 18 Units**

### Certificate of Achievement Drug and Alcohol Paraprofessional

**Total Units for the Certificate of Achievement: 36 Units**

**Required Core Courses: 33 Units**

Course No	Course Title	Units
HUS 10	Introduction to Social Work and Human Services	3.0
HUS 22	Substance Abuse Treatment	3.0
HUS 24	Group Facilitator Process/Human Services	3.0
HUS 30	Pharmacology of Drugs of Abuse	3.0
HUS 31	Crisis Intervention Strategies	3.0
HUS 35	Ethical Issues/Human Services	3.0
HUS 37	Case Management and Client Records Documentation	3.0
HUS 40	Field Instruction Seminar I	1.0

HUS 41	Field Instruction Seminar II	1.0
HUS 49	Human Services Work Experience	4.0
PSY 1	Introduction to Psychology	3.0
SOC 1	Introduction to Sociology	3.0

**Required Electives: 3 Units**

HUS 25	Family Treatment Approaches	2.0
HUS 32	Understanding Addiction	3.0
HUS 48	Human Services Selected Topics	3.0
HUS 49	Human Services Work Experience	1.0-3.0
HUS 61	Principles/Practice-Residential Care Paraprofessional Counselors	3.0



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**Program Student Learning Outcomes**

Upon the completion of the **Associate in Science Degree** or **Certificate of Achievement in Drug and Alcohol Paraprofessional**, the student will be able to:

1. Demonstrate an understanding of the functions of Alcohol and Other Drug treatment programs by applying theoretical foundations and intervention strategies from latest research protocols.
2. Be academically prepared to obtain an entry-level or mid-level position within the Drug and Alcohol treatment facility through course work and field placement skills Development.
3. Demonstrate competency at recognizing the potential for substance abuse problems and engaging clients around the issues in order to complete a thorough substance abuse assessment and treatment plan.

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**Associate in Science Degree Human Services**

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 27 Units**

Course No	Course Title	Units
HUS 10	Introduction to Social Work and Human Services	3.0
HUS 24	Group Facilitator Process/Human Services	3.0
HUS 31	Crisis Intervention Strategies	3.0
HUS 35	Ethical Issues/Human Services	3.0
HUS 37	Case Management and Client Records Documentation	3.0
HUS 40	Field Instruction Seminar I	1.0
HUS 41	Field Instruction Seminar II	1.0
HUS 49	Human Services Work Experience	4.0
PSY 1	Introduction to Psychology	3.0
SOC 1	Introduction to Sociology	3.0

**Required Electives: 9 Units**

Course No	Course Title	Units
HUS 22	Substance Abuse Treatment	3.0
HUS 25	Family Treatment Approaches	2.0
HUS 30	Pharmacology of Drugs of Abuse	3.0
HUS 32	Understanding Addiction	3.0
HUS 48	Human Services Selected Topics	0.5-4.5
HUS 49	Human Services Work Experience	1.0-8.0
HUS 61	Principles/Practice Residential Care Paraprofessional Counselors	3.0

**Electives: 6 Units** (The student may select any courses numbered 1 – 99 to satisfy this requirement.)

**General Education Requirements: 18 Units**

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**Certificate of Achievement Human Services**

**Total Units for the Certificate of Achievement: 36 Units**

**Required Core Courses: 27 Units**

Course No	Course Title	Units
HUS 10	Introduction to Social Work and Human Services	3.0
HUS 24	Group Facilitator Process/Human Services	3.0
HUS 31	Crisis Intervention Strategies	3.0
HUS 35	Ethical Issue/Human Services	3.0
HUS 37	Case Management and Client Records Documentation	3.0
HUS 40	Field Instruction Seminar I	1.0
HUS 41	Field Instruction Seminar II	1.0
HUS 49	Human Services Work Experience	4.0
PSY 1	Introduction to Psychology	3.0

SOC 1	Introduction to Sociology	3.0
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**Required Electives: 9 Units**

Course No	Course Title	Units
HUS 22	Substance Abuse Treatment	3.0
HUS 25	Family Treatment Approaches	2.0
HUS 30	Pharmacology of Drugs of Abuse	3.0
HUS 32	Understanding Addiction	3.0
HUS 48	Human Services Selected Topics	0.5-4.5
HUS 49	Human Services Work Experience	1.0-8.0
HUS 61	Principles/Practice Residential Care Paraprofessional Counselors	3.0

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**Program Student Learning Outcomes**

Upon the completion of the **Associate in Science Degree** or **Certificate of Achievement in Human Services**, the student will be able to:

1. Demonstrate an understanding of the functions of Human Service agencies by applying theoretical foundations and intervention strategies and identifying client populations, concepts, and ethical principles.
2. Be academically prepared to obtain an entry-level or midlevel position within the Human Service Agency through course work and field placement skills development.
3. Identify and explain cultural customs, beliefs, traditions, and lifestyles and interpret how biases, assumptions and prejudices impact multicultural interactions.

# Humanities

## DEGREE

Associate in Arts Degree University Studies: Emphasis in Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. With careful planning, the Humanities emphasis will satisfy the lower division major courses to transfer to a university and earn a Bachelor's degree in the various fields of Humanities. Students must meet with a counselor to ensure completion of required coursework for chosen major and specific college/university.

Associate Degree in Humanities can be completed within two (2) years

Some positions, however, require a four-year degree for which LCC's program is a good base for transfer

### Note to Transfer Students:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that Lassen Community College requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

## Associate in Arts Degree University Studies: Emphasis in Humanities

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

**Select 18 units from the following:**

Course No	Course Title	Units			
ART 6	Survey of Art History: Prehistoric Through Renaissance	3.0	HIST 15	World History-1500 to Present	3.0
ART 7	Survey of Art History: Renaissance Through Contemporary	3.0	HUM 1	Western Civilization-Prehistoric to 1600	3.0
ART 8	Art Appreciation	3.0	HUM 2	Western Civilization-1600 to Present	3.0
ART 9	History of Asian Art	3.0	MUS 6	Music History from Antiquity to 1750	3.0
ENGL 2	Introduction to Literary Types	3.0	MUS 7	Music History from 1750 to Modern Era	3.0
ENGL 3	British Literature I	3.0	MUS 12	Music Appreciation	3.0
ENGL 4	British Literature II	3.0	PHIL 1	Introduction to Philosophy	3.0
ENGL 5	Survey of World Literature II	3.0	PHIL 10	Comparative World Religions	3.0
ENGL 7	Argumentative Writing and Critical Thinking Through Literature	3.0	SPAN 1	First Course in Spanish	4.0
ENGL 10	Shakespeare	3.0	SPAN 2	Second Course in Spanish	4.0
ENGL 12	Survey of American Literature II	3.0			
ENGL 22	Creative Writing	3.0			
ENGL 33	Studies in Fiction	3.0			
ENGL 34	Studies in Poetry	3.0			
FILM 1	History of the Cinema	3.0			
HIST 14	World History-Beginning to 1500	3.0			

### **Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

## **Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Humanities**, the student will be able to:

1. Demonstrate an understanding of cultural, literary, humanistic activities and artistic expression of human beings.
2. Identify, recognize, define and describe various important works, creators, schools, styles and events in art, literature, philosophy and history from a variety of cultures and relate how they are relevant to the present.

# Natural Sciences

## DEGREE

Associate in Arts Degree University Studies:  
Emphasis in Natural Science

Associate in Arts Degree General Studies:  
Emphasis in Natural Science

The Natural Sciences emphasis is designed to provide lower division major courses to transfer to a university and pursue baccalaureate degrees in life science and physical science areas. Students must meet with a counselor to ensure completion required coursework for chosen major and specific college/university. Associate Degree in Natural Science can be completed within two (2) years.

### Associate in Arts Degree University Studies: Emphasis in Natural Science

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

**Select 18 units from the following:**

Course No	Course Title	Units			
AGR 10	Introduction to Animal Science	3.0	CHEM 1A	General Chemistry I	5.0
AGR 19	Introduction to Soil Science	3.0	CHEM 1B	General Chemistry II	5.0
AGR 20	Introduction to Plant Science	4.0	CHEM 8	Introduction to Organic and Biochemistry	4.0
ANTH 1	Biological Anthropology	3.0			
BIOL 1	Principles of Molecular and Cellular Biology	4.0	CHEM 45	Introduction to Inorganic Chemistry	4.0
BIOL 4	Principles of Evolutionary, Organismal and Ecological Biology	5.0	GEOL 1	Physical Geology	4.0
BIOL 10	Natural History of Plants and Animals	4.0	GEOL 5	Historical Geology and Paleontology	4.0
BIOL 20	Microbiology	5.0	PHSC 1	General Physical Science	3.0
BIOL 25	Human Anatomy and Physiology I	4.0	PHYS 2A	General Physics I	4.0
BIOL 26	Human Anatomy and Physiology II	4.0	PHYS 2B	General Physics II	4.0
BIOL 32	General Biology	3.0	<b>.Completion of either the CSU General Education or IGETC Option</b>		
BIOL 32L	General Biology with Lab	4.0	Remaining Units to total 60 Units may be selected from courses numbered 1-49		

### Associate in Arts Degree General Studies: Emphasis in Natural Science

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

**Select 18 units from the following:**

Course No	Course Title	Units			
AGR 10	Introduction to Animal Science	3.0	CHEM 1B	General Chemistry II	5.0
AGR 19	Introduction to Soil Science	3.0	CHEM 8	Introduction to Organic and Biochemistry	4.0
AGR 20	Introduction to Plant Science	4.0	CHEM 45	Introduction to Inorganic Chemistry	4.0
ANTH 1	Biological Anthropology	3.0	CHEM 55	Introductory Chemistry	3.0
BIOL 1	Principles of Molecular and Cellular Biology	4.0	GEOL 1	Physical Geology	4.0
BIOL 4	Principles of Evolutionary, Organismal and Ecological Biology	5.0	GEOL 5	Historical Geology and Paleontology	4.0
BIOL 10	Natural History of Plants and Animals	4.0	PHSC 1	General Physical Science	3.0
BIOL 20	Microbiology	5.0	PHYS 2A	General Physics I	4.0
BIOL 25	Human Anatomy and Physiology I	4.0	PHYS 2B	General Physics II	4.0
BIOL 26	Human Anatomy and Physiology II	4.0	<b>Electives: 24</b> (no more than 6 units from any one discipline). <i>The student may select from any courses numbered 1 – 99 to satisfy this requirement.</i>		
BIOL 32	General Biology	3.0	<b>General Education Requirements: 18 Units</b>		
BIOL 32L	General Biology with Lab	4.0	<b>Note: This degree does not prepare a student to transfer to a University.</b>		
CHEM 1A	General Chemistry I	5.0			

### **Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree University Studies** or the **Associate in Arts Degree General Studies: Emphasis in Natural Science**, the student will be able to:

1. Demonstrate an understanding of the basic methodologies of science.
2. Examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.
3. Demonstrate a basic understand of the language, laws, theories, and processes that are fundamental to anthropology, astronomy, biology, chemistry meteorology, geology, and/or physics, through the observation and analysis of real life examples.

# Nursing

## DEGREES

Associate in Science in Vocational Nursing

## Certificate of Achievement

Vocational Nursing

### ASSOCIATE IN SCIENCE DEGREE VOCATIONAL NURSING

The one-year Vocational Nursing Program will begin each new class in August and will be completed by the end of July. The Program is designed to provide the student with a strong academic foundation and clinical skill level necessary for entry level as a Licensed Vocational Nurse. The Program seeks to provide information and experiences for the student to be prepared to work as an integral member of the health care system. The Vocational Nursing Program offers both an Associate in Science Degree and a Certificate of Achievement in Vocational Nursing. Courses are offered in the traditional lecture/laboratory format. A minimum letter grade of "C" is required in each core course with a minimum overall grade point average of 2.00 to receive the Degree or Certificate.

As a Vocational Nursing major, you will:

- Study specific vocational nursing curriculum that prepares for a variety of career options.
- Develop skills that pertain to vocational nursing in the hospital, clinic and skilled nursing facility setting.
- Identify the areas of nursing that best suit the student.

#### Career Options as an LVN in:

Hospitals  
Prisons  
Physician Offices  
Community Clinics

Public Health

#### Program Highlights

- One year program reduces the time required to graduate
- Quality clinical sites

#### Note to Transfer Students:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that Lassen Community College requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

### Associate in Science Degree in Vocational Nursing

#### Vocational Nursing Program

The Program is accredited by the California State Board of Vocational Nursing and Psychiatric Technicians. The individuals who successfully complete the Program are eligible to take the California Council Licensure Examination for licensure as a Vocational Nurse. A declaration of any record of convictions and fingerprinting is required to obtain a license. Persons with a conviction may be denied a license. Prior to registering for courses within the LVN Program, students must be accepted into the Program. The prerequisite requirements apply to both the Associate in Science Degree and the Certificate of Achievement. Students may contact the Director of Vocational Nursing at 530-257-6181 x8994 for any questions, concerns, or additional information.

#### Prerequisite Requirements

1. Completion of all application materials
2. Graduation from High School or equivalency through GED or California Proficiency Examination
3. A current, valid CPR card or AHA CPR
4. Completion of ENGL 1 with a grade of "C" or better or equivalent multiple measures placement.
5. Completion of MATH 60 Intermediate Algebra with a grade "C" or better or equivalent multiple measures placement.
6. Completion of the required prerequisite courses with a grade of "C" or better.

#### Required Prerequisite Courses: 20 Units

Course No	Course Title	Units	HO 3	Medical Terminology	3.0
BIOL 25	Human Anatomy and Physiology I	4.0	PSY 1	Introduction to Psychology	3.0
BIOL 26	Human Anatomy and Physiology II	4.0	PSY 18	Life Span Development	3.0
HLTH 25	Understanding Nutrition	3.0			

### Associate in Science Degree in Vocational Nursing

#### Total Units for the Associate in Science Degree: 73 Units

#### Required Core Courses: 44 Units

Course No	Course Title	Units	VN 55	Nursing Leadership/Professional Dev	2.0
VN 50	Pharmacology	4.0	VN 56	Clinical Lab III	6.0
VN 51	Nursing Fundamentals	4.0	VN 57	Maternity Nursing	2.0
VN 52	Clinical Lab I	7.0	VN 58	Pediatric Nursing	2.0
VN 53	Adult Nursing Theory	7.0	VN 59	Intravenous Therapy/Blood Withdrawal	2.0
VN 54	Clinical Lab II	6.0	VN 60	NCLEX VN Review	2.0

General Education Requirements: Area C

Consult with your Academic Counselor.



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## Certificate of Achievement in Vocational Nursing

**Total Units for Certificate of Achievement: 64 Units**

**Required Core Courses: 44 Units**

Course No	Course Title	Units	VN 55	Nursing Leadership/Professional Dev	2.0
VN 50	Pharmacology	4.0	VN 56	Clinical Lab III	6.0
VN 51	Nursing Fundamentals	4.0	VN 57	Maternity Nursing	2.0
VN 52	Clinical Lab I	7.0	VN 58	Pediatric Nursing	2.0
VN 53	Adult Nursing Theory	7.0	VN 59	Intravenous Therapy/Blood Withdrawal	2.0
VN 54	Clinical Lab II	6.0	VN 60	NCLEX VN Review	2.0

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### **Program Student Learning Outcomes**

Upon completion of the **Associate in Science Degree** or the **Certificate of Achievement in Vocational Nursing**, the student will be able to:

1. Successfully pass the National Council Licensure Examination state board examination for licensure as a Vocational Nurse.
2. Work in a variety of health care settings performing safe and effective nursing care.



# Nutrition and Dietetics

## DEGREES

Associate in Science in Nutrition and Dietetics for Transfer

The AS-T in Nutrition and Dietetics for transfer is designed to prepare the student for transfer into a Bachelor program at a California State University. As a Nutrition and Dietetics major, you will:

- Develop a strong foundation of the scientific method.
- Analyze nutritional facts and the effects from the environment and culture.
- Prepare to transfer to a California State University by completing undergraduate major preparation.

### Careers Related to this Field include\*:

Clinical Nutritionist/Dietitian  
Community and Public Health  
Food Service Management  
Consultant

\*Some careers will require a four-year degree for which LCC's program is a good base for transfer.

### Program Highlights

- Core curriculum for transfer to a California State University.
- Small class sizes.
- Individualized tutoring.
- Projected growth for Nutritionists/Dieticians from 2012-2022
- Laboratory opportunities.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Science Degree in Nutrition and Dietetics for Transfer

**Total Units for the Associate in Science Degree with a minimum grade point average of 2.0: 60 units**

**Required Core Courses minimum grade 2.0: 28 Units**

**Required Core: 20 Units**

Course No	Course Title	Units	<b>Select 8 Units From the following</b>	
BIOL 20	Microbiology	5.0	BIOL 25 &	Human Anatomy and Physiology I 4.0
CHEM 1A	General Chemistry I	5.0	BIOL 26	Human Anatomy and Physiology II 4.0
CHEM 45	Introduction to Chemistry	4.0	<b>OR</b>	
HLTH 25	Understanding Nutrition	3.0	CHEM 1B &	General Chemistry II 5.0
PSY 1	Introduction to Psychology	3.0	MATH 40	Elementary Statistics 3.0

### Completion of either the CSU General Education or IGETC Option

Remaining Units to total 60 Units may be selected from courses numbered 1-49

### Program Student Learning Outcomes

Upon completion of the **Associate in Science Degree in Nutrition and Dietetics**, the student will be able to:

1. Analyze and evaluate nutritional information, lifestyle, and special needs to make recommendations for an adequate and balanced diet as well as to make recommendations for dietary improvement.
2. Use the scientific method to develop and conduct laboratory experiments utilizing accepted laboratory practices.
3. Identify, describe, and investigate the influence of environmental and culture on the development of individual behavior as it relates to nutrition and dietetics.
4. Display skills and knowledge necessary to continue study at a California State University in preparation for certification and a career as registered dietician.

# Physical Education/Kinesiology

## DEGREES

Associate in Arts in Kinesiology for Transfer  
Associate in Arts Degree University Studies:  
Emphasis in Physical Education

Associate in Arts Degree General Studies:  
Emphasis in Physical Education

The AA-T in Kinesiology is designed to provide students with a strong foundation for the study of the human body and body mechanics in preparation for transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in Kinesiology, Physical Education, and Sports Administration. The kinesiology major is designed to provide under graduate preparation leading to careers in physical fitness, physical therapy, sports medicine, coaching and education.

As a Kinesiology major, you will:

- Study a comprehensive introduction to the field of kinesiology through courses that are academically rigorous and content appropriate.
- Develop a solid foundation in the basic elements of scientific inquiry.
- Identify an area of specialization in kinesiology.

The University Studies and General Studies degrees with an emphasis in physical education provide an introduction to theories, principles, and practices utilized in sports, fitness, and education-related fields. Although the physical education emphasis prepares a student for further study of physical education, kinesiology, physiology of exercise, movement science or athletic training, the transfer of lower division major courses to a university for pursuit of a baccalaureate degree is depending on the transfer institution requirements. Students must meet with a counselor to ensure completion of required coursework for chosen major and specific college or university.

As a Physical Education major, you will:

- Study the history and theory of physical education and sport.
- Develop skills in areas related to fitness and individual and team sports.

## Career Options

Athletics Coach  
Physical Education Teacher  
Personal Fitness Trainer  
Physical Therapist  
Athletic Trainer  
Sports Official

\*Some positions however require a four-year degree for which LCC's program is a good base for transfer.

Associate Degree and Certificate of Achievement in Physical Education can be completed within two (2) years.

Internships in Physical Education may be available for students interested in Work Experience opportunities.

## Program Highlights

- The Associate in Arts in Kinesiology for Transfer degree includes the core curriculum for transfer to a California State University.
- Small class sizes.
- Individualized tutoring.
- Laboratory opportunities.
- Intercollegiate Athletics – Lassen College fields sports teams that compete throughout California. Men's sports are baseball, basketball, soccer and wrestling; women's sports are basketball, soccer, softball and volleyball.
- Fitness Courses – Many options are available to students wanting to adopt active lifestyles, manage weight, or are interested in practicing a new sport.
- Fitness Center and Yoga are some fitness favorites at LCC.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

**Associate in Arts Degree in Kinesiology for Transfer**

**Total Units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 Units**

**Required Core courses minimum grade 2.0: 22 Units**

**Lower Division Major Preparation:**

Course No	Course Title	Units			
PE 15	Introduction to Kinesiology	3.0		<b>Individual Sports</b>	
BIOL 25	Human Anatomy & Physiology I	4.0	PEAC 34	Golf Skills	1.0
BIOL 26	Human anatomy & Physiology II	4.0			
<b>Select 3 units form the following: 1 course from each area</b>				<b>Team Sports</b>	
	<b>Fitness</b>		PEAC 5D	Off-Season Skills and Conditioning for Basketball	1.0
PEAC 16	Walking for fitness	1.0			
PEAC 32D	Fitness Center	1.0		<b>Take the following 2 courses 8 Units</b>	
PEAC 44	Yoga	1.0	MATH 40	Elementary Statistics	3.0
			CHEM 1A	General Chemistry	5.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree in Kinesiology**, the student will be able to:

1. Describe the historical, ethical, and philosophical foundations of Kinesiology.
2. Defend and philosophy of physical activity that includes goals for lifetime fitness.
3. Demonstrate increased muscular strength, muscular endurance, and cardiovascular endurance specific to a team of individual sport or activity.
4. Apply the scientific method by stating a question; researching the topic; determining appropriate tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
5. Relate the structures and functions of the various body systems studied to the metabolic activities of a single selected body cell.

**Associate in Arts Degree University Studies: Emphasis in Physical Education**

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

Course No	Course Title	Units			
BIOL 25	Human Anatomy and Physiology I	4.0	PEAC 6B	Pre-Season Skills and Conditioning for Wrestling	0.5
BIOL 26	Human Anatomy and Physiology II	4.0	PEAC 6D	Off-Season Skills and Conditioning for Wrestling	1.5
HLTH 2	Personal Health	3.0	PEAC 7	Varsity Baseball	3.0
HLTH 25	Understanding Nutrition	3.0	PEAC 7D	Off-Season Skills and Conditioning for Baseball	3.0
PE 15	Introduction to Kinesiology	3.0	PEAC 9	Woman's Varsity Volleyball	3.0
PEAC 32D	Fitness Center	1.0	PEAC 9B	Pre-Season Skills and Conditioning for Volleyball	0.5
<b>Select 3 Units from PE Electives:</b>			PEAC 9D	Off-Season Skills and Conditioning for Volleyball	1.5
PEAC 2A	Men's Varsity Soccer	3.0	PEAC 10	Woman's Varsity Softball	3.0
PEAC 2B	Pre-Season Skills and Conditioning for Soccer	0.5	PEAC 10D	Off-Season Skills and Conditioning for Softball	3.0
PEAC 2C	Women's Varsity Soccer	3.0	PEAC 16	Walking for Fitness	1.0
PEAC 2D	Off-Season Skills and Conditioning for Soccer	1.5	PEAC 34	Golf Skills	1.0
PEAC 5A	Men's Varsity Basketball-Fall	2.0	PEAC 44	Yoga	1.0
PEAC 5A.02	Men's Varsity Basketball-Spring	1.0			
PEAC 5B	Pre-Season Skills and Conditioning for Basketball	1.5			
PEAC 5C	Women's Varsity Basketball-Fall	2.0			
PEAC 5C.02	Women's Varsity Basketball-Spring	1.0			
PEAC 5D	Off-Season Skills and Conditioning for Basketball	1.0			
PEAC 6	Varsity Wrestling	3.0			

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to Total 60 Units may be selected from electives. Courses must be numbered 1 – 49.



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### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Physical Education**, the student will be able to:

1. Develop and apply techniques and strategies for development of personal physical fitness.
2. Think critically and apply logic to situational game play through intercollegiate athletics.
3. Cooperate with others in a collaborative environment for accomplishment of personal fitness and/or team goals.
4. Implement a healthy lifestyle/physical fitness plan to enhance physical health and fitness.
5. Analyze trends and problems in physical education through historical comparisons; draw conclusions relevant to today's population and society.
6. Demonstrate mastery of a variety of skills and techniques specific to sport and fitness.
7. Demonstrate an understanding of the basic methodologies of science.

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### Associate in Arts Degree General Studies: Emphasis in Physical Education

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 22 Units**

**Complete the following 14 units**

Course No	Course Title	Units	PEAC	Activity	Units
BIOL 1	Principles of Molecular and Cellular Biology	4.0	PEAC 6B	Pre-Season Skills and Conditioning for Wrestling	0.5
HLTH 2	Personal Health	3.0	PEAC 6D	Off-Season Skills and Conditioning for Wrestling	1.5
HLTH 25	Understanding Nutrition	3.0	PEAC 7	Varsity Baseball	3.0
PE 15	Introduction to Kinesiology	3.0	PEAC 7D	Off-Season Skills and Conditioning for Baseball	3.0
PEAC 32D	Fitness Center	1.0	PEAC 9	Woman's Varsity Volleyball	3.0
<b>Required Activity Electives: 8 Units</b> – Complete eight (8) units in at least two different activities.			PEAC 9B	Pre-Season Skills and Conditioning for Volleyball	0.5
PEAC 2A	Men's Varsity Soccer	3.0	PEAC 9D	Off-Season Skills and Conditioning for Volleyball	1.5
PEAC 2B	Pre-Season Skills and Conditioning for Soccer	0.5	PEAC 10	Woman's Varsity Softball	3.0
PEAC 2C	Women's Varsity Soccer	3.0	PEAC 10D	Off-Season Skills and Conditioning for Softball	3.0
PEAC 2D	Off-Season Skills and Conditioning for Soccer	1.5	PEAC 16	Walking for Fitness	1.0
PEAC 5A	Men's Varsity Basketball-Fall	2.0	PEAC 34	Golf Skills	1.0
PEAC 5A.02	Men's Varsity Basketball-Spring	1.0	PEAC 44	Yoga	1.0
PEAC 5B	Pre-Season Skills and Conditioning for Basketball	1.5	<b>Electives: 20 units</b> (no more than 6 units from any one discipline.) The student may select from any courses numbered 1 – 99 to satisfy this requirement.		
PEAC 5C	Women's Varsity Basketball-Fall	2.0	<b>Note: This degree does not prepare a student to transfer to a University.</b>		
PEAC 5C.02	Women's Varsity Basketball-Spring	1.0			
PEAC 5D	Off-Season Skills and Conditioning for Basketball	1.0			
PEAC 6	Varsity Wrestling	3.0	<b>General Education Requirements: 18 Units</b>		

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### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree University Studies and General Studies: Emphasis in Physical Education**, the student will be able to:

1. Develop and apply techniques and strategies for development of personal physical fitness.
2. Think critically and apply logic to situational game play through intercollegiate athletics.
3. Cooperate with others in a collaborative environment for accomplishment of personal fitness and/or team goals.
4. Implement a healthy lifestyle/physical fitness plan to enhance physical health and fitness.
5. Analyze trends and problems in physical education through historical comparisons; draw conclusions relevant to today's population and society.
6. Demonstrate mastery of a variety of skills and techniques specific to sport and fitness.
7. Demonstrate an understanding of the basic methodologies of science.

# Psychology

## DEGREE

Associate in Arts in Psychology for Transfer

The Associate in Arts Degree in Psychology for Transfer is designed to provide students with a strong foundation for the study of Psychology in order to transfer to a California State University. It is an excellent starting point for students interested in pursuing a baccalaureate degree in Psychology. The core course work is designed to provide undergraduate preparation in an overview of the study and practice of psychology as well as skill in analyzing and interpreting psychological research.

As a Psychology major, you will:

- Be exposed to the field of psychology through courses that are academically rigorous and content appropriate.
- Develop the skills necessary to gather, interpret, and analyze quantitative and qualitative data.

### Career Options

Human or Social Services Careers in these possible areas:

Case Management  
Social Work  
Career Counselor  
Rehabilitation Specialist  
Mental Health Services

### Career Preparation

The Associates in Arts Degree in Psychology for Transfer prepares the student for transfer to a California State University.

### Program Highlights

Core curriculum in Psychology for transfer to a California State University  
Small class size  
Individualized tutoring  
Associate Degree in Psychology can be completed within two (2) years.

### Note to Transfer Students:

The benefit for students completing the AS-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. "CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted."



Associate Degree  
for Transfer™

## Associate in Arts Degree in Psychology for Transfer

**Total Units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 Units**

**Required Core Courses minimum grade 2.0: 18 Units**

**Required Core: 9 Units**

Course No	Course Title	Units
MATH 40	Elementary Statistics	3.0
PSY 1	Introduction to Psychology	3.0
PSY 5	Introduction to Research Methods	3.0
<b>Complete one of the following 3-4 Units</b>		
BIOL 32	General Biology	3.0
BIOL 32L	General Biology with Lab	4.0

**Complete 6 units from the following:**

PSY 6	Abnormal Psychology	3.0
PSY 18	Life Span Development	3.0
PSY 31	Child Development: Conception Through Adolescence	3.0
PSY 33	Psychology of Personal and Social Development	3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

### Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree in Psychology for Transfer** student will be able to:

1. Demonstrate comprehension of the major concepts, theoretical perspectives, empirical findings, and historical and contemporary trends in psychology.
2. Demonstrate comprehension of scientifically-based research methods in psychology.
3. Use logic and empirical evidence to evaluate claims made about behavior.

# Social Sciences

## DEGREES

Associate in Arts Degree University Studies:

Emphasis in Social Sciences

Associate in Arts Degree General Studies:

Emphasis in Social Sciences

The Associate in Arts Degree in University Studies, Social Sciences emphasis is designed to provide students with a strong foundation for the study of humanity from diverse perspectives. It is an excellent starting point for students interested in pursuing baccalaureate degrees in anthropology, history, political science, psychology, sociology. Students must meet with a counselor to ensure completion required coursework for chosen major and specific college/university.

These courses emphasize the study of human, social, political, and economic institutions and behaviors. Students will examine problems and issues in these areas in their contemporary as well as historical setting.

Some positions however require a four-year degree for which LCC's program is a good base for transfer.

Associate Degree in Social Sciences can be completed within two (2) years.

### Note to Transfer Students:

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that Lassen Community College requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

## Associate in Arts Degree University Studies: Emphasis in Social Sciences

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

**Select 18 units from the following:**

Course No	Course Title	Units			
AJ 5	Introduction to Forensics	3.0	HUM 2	Western Civilization-1600 to Present	3.0
AJ 8	Criminal Court Process	3.0	PLSC 1	American Institutions	3.0
AJ 10	Criminology	3.0	PSY 1	Introduction to Psychology	3.0
AJ 12	Introduction to Criminal Justice	3.0	PSY 5	Introduction to Research Methods	3.0
AJ 20	Criminal Law	3.0	PSY 6	Abnormal Psychology	3.0
AGR 2	Agricultural Economics	3.0	PSY 18	Life Span Development	3.0
ANTH 2	Cultural Anthropology	3.0	PSY 31	Child Development: Conception Through Adolescence	3.0
ANTH 3	Introduction to Archaeology	3.0			
CD 31	Child Development: Conception Through Adolescence	3.0	PSY 33	Psychology of Personal and Social Adjustment	3.0
ECON 10	Macro-economics	3.0	SOC 1	Introduction to Sociology	3.0
ECON 11	Micro-economics	3.0	SOC 2	Social Problems	3.0
ES 1	Ethnic Minorities in America	3.0	SOC 3	Family Relations	3.0
GEOG 2	Cultural Geography	3.0	SOC 4	Introduction to Gender	3.0
HIST 14	World History-Beginning to 1500	3.0			
HIST 15	World History-1500 to Present	3.0			
HIST 16	U.S. History	3.0			
HIST 17	Post-Civil War U.S. History	3.0			
HUM 1	Western Civilization-Prehistoric to 1600	3.0			

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

## Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree University Studies: Emphasis in Social Sciences**, the student will be able to:

1. Demonstrate an understanding of human beings, their actions and interactions, decision-making processes, communication strategies, and the methods of scientific inquiry.
2. Analyze patterns of social problems, which are based on ethnic and cultural differences in the United States.
3. Analyze the influence of culture, family, society, and environment on an individual's development.
4. Examine human diversity in relation to psychological theory.

**Associate in Arts Degree General Studies: Emphasis in Social Sciences**

**Total Units for the Associate in Arts Degree: 60 Units**

**Required Core Courses: 18 Units**

**Select 18 units from the following:**

Course No	Course Title	Units			
			HUM 2	Western Civilization-1600 to Present	3.0
AJ 5	Introduction to Forensics	3.0			
AJ 8	Criminal Court Process	3.0	PLSC 1	American Institutions	3.0
AJ 10	Criminology	3.0	PSY 1	Introduction to Psychology	3.0
AJ 12	Introduction to Criminal Justice	3.0	PSY 5	Introduction to Research Methods	3.0
AJ 20	Criminal Law	3.0	PSY 6	Abnormal Psychology	3.0
AGR 2	Agricultural Economics	3.0	PSY 18	Life Span Development	3.0
ANTH 2	Cultural Anthropology	3.0	PSY 31	Child Development: Conception Through Adolescence	3.0
ANTH 3	Introduction to Archaeology	3.0			
BUS 22	Business Law	3.0	PSY 33	Psychology of Personal and Social Adjustment	3.0
CD 31	Child Development: Conception Through Adolescence	3.0	SOC 1	Introduction to Sociology	3.0
ECON 10	Macro-economics	3.0	SOC 2	Social Problems	3.0
ECON 11	Micro-economics	3.0	SOC 3	Family Relations	3.0
ES 1	Ethnic Minorities in America	3.0	SOC 4	Introduction to Gender	3.0
GEOG 2	Cultural Geography	3.0			
HIST 14	World History-Beginning to 1500	3.0			
HIST 15	World History-1500 to Present	3.0			
HIST 16	U.S. History	3.0			
HIST 17	Post-Civil War U.S. History	3.0			
HUM 1	Western Civilization-Prehistoric to 1600	3.0			

**Electives: 24 units** Courses must be numbered 1-99  
**General Education Requirements: 18 Units**

*Note: This degree does not prepare a student to transfer to a University*

**Program Student Learning Outcomes**

Upon completion of the **Associate in Arts Degree General Studies: Emphasis in Social Sciences**, the student will be able to:

1. Demonstrate an understanding of human beings, their actions and interactions, decision-making processes, communication strategies, and the methods of scientific inquiry.
2. Analyze patterns of social problems, which are based on ethnic and cultural differences in the United States.
3. Analyze the influence of culture, family, society, and environment on an individual's development.
4. Examine human diversity in relation to psychological theory.





# Sociology

## DEGREE

Associate in Arts in Sociology for Transfer

The Associate in Arts Degree for Transfer in Sociology is designed to provide students with a strong foundation for the study of society and social behavior. The sociology major is designed to provide undergraduate preparation leading to careers in social work, politics, law, public administration, the nonprofit sector, international development, marketing, urban and environmental planning, public relations, human resource management, counseling and other social service professions. It is an excellent starting point for students interested in pursuing a baccalaureate degree in sociology. Students will examine problems and issues in their contemporary as well as historical setting.

As a Sociology major you will:

- Study a comprehensive introduction to the field of sociology through courses that are academically rigorous and content appropriate.
- Acquire the knowledge and skills to apply the “sociological perspective” to your own life and to the social environment of which you are a part.
- Gain the knowledge and ability to use sociological concepts creatively in analyzing and critically thinking about social phenomena.
- Analyze the news of the day as well as changes in the global economy and other major social institutions.
- Identify an area of specialization in sociology

Associate Degree in Sociology can be completed within two (2) years.

### Note to Transfer Students:

The benefit for students completing the AA-T degree is that the California State University (CSU) system is required to grant admission with junior status to any community college student who meets all of the requirements. “CSU is required to grant priority admission for a student with this associate degree to his or her local CSU campus and to a program or major that is similar to this major, as determined by the CSU campus to which the student is admitted.”



Associate Degree  
for Transfer™

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## Associate in Arts Degree in Sociology for Transfer

**Total Units for the Associate in Arts Degree with a minimum grade point average of 2.0: 60 Units**

**Required Core Courses minimum grade 2.0: 18 Units**

**Complete the following 15 Units:**

Course No	Course Title	Units
MATH 40	Elementary Statistics	3.0
SOC 1	Introduction to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 3	Family Relations	3.0
SOC 4	Introduction to Gender	3.0

**Select 3 additional Units from the following:**

ANTH 2	Cultural Anthropology	3.0
PSY 1	Introduction to Psychology	3.0

**Completion of either the CSU General Education or IGETC Option**

Remaining Units to total 60 Units may be selected from courses numbered 1-49

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## Program Student Learning Outcomes

Upon completion of the **Associate in Arts Degree in Sociology for Transfer** student will be able to:

1. Identify and explain basic concepts of sociology, research and theory.
2. Identify processes of social control and how they shape our social institutions and lives.
3. Display knowledge of the impact of social institutions on everyday lives.
4. Effectively work in teams, managing time, tasks, and personality differences sharing results and analysis to arrive at a final collaborative product.
5. Systematically collect, organize, and present appropriate data from a variety of sources including independent research, written journals and the Internet. Assess the validity of the data and interpret it correctly.

# Welding Technology

## DEGREE

Associate in Science in Welding Technology

## CERTIFICATES OF ACHIEVEMENT

Welding Technology Two-Year Plan  
Welding Technology One-Year Plan

## CERTIFICATE OF ACCOMPLISHMENT

Welding Technology

The Welding Technology Program is designed to prepare the student with the necessary skills to acquire an entry-level position in the various industries that require the different welding processes available through the Program. The Welding Program is also designed to assist those already employed in the industry and those in the community to improve their skills. The Program offers course work in Oxyacetylene Welding (OAW), Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW) and American Welding Society (AWS) qualifications in plate and pipe welding. The curriculum is updated with the assistance of an industry advisory committee.

As a Welding major, you will:

- Study a general welding curriculum including welding plate and pipe and qualifications in multiple welding processes to American Welding Society standards.
- Develop leadership and communication skills.
- Identify the welding careers you are most interested in and build a course of study to better qualify you to succeed in that career.

### Career Options

Welding Technician  
Sales  
Inspection  
Supervision & Management  
Aerospace  
Welding Engineering  
Construction  
Trucking & Automotive  
Welding Instructor

Some positions however require a four-year degree for which LCC's program is a good base for transfer.

### Program Highlights

- Classes for beginning through advanced welders.
- Welding qualifications through the American Welding Society.
- Practical hands-on training with classroom theory.
- Short term courses.

Associate Degree and Certificate of Achievement in Welding can be completed within two (2) years.

Internships in welding are available for students interested in Work Experience opportunities.

## Associate in Science Degree Welding Technology

**Total Units for the Associate in Science Degree: 60 Units**

**Required Core Courses: 24 Units**

Course No	Course Title	Units	CA 31	Computer Applications I	2.0
WT 20	Power Plant and Field Pipe Welding I	3.0	IT 22	Operations Maintenance and Safety	1.0
WT 21	Power Plant and Field Pipe Welding II	3.0	IT 72	Facilities Maintenance: Welding	2.0
WT 22	Power Plant and Field Pipe Welding III	3.0	WT 42	Intermediate Shielded Metal Arc Welding	3.0
WT 23	Power Plant and Field Pipe Welding IV	3.0	WT 43	Advanced Shielded Metal Arc Welding	3.0
WT 36	Welding Theory and Practice: Oxyacetylene	3.0	WT 44	Gas Metal Arc Welding	3.0
WT 37	Welding Theory and Practice: Shielded Metal Arc Welding	3.0	WT 45	Gas Tungsten Arc Welding	3.0
WT 38	Welding Theory and Practice: Gas Metal Arc Welding	3.0	WT 51	Blueprint and Symbol Reading for Welders	2.0
WT 39	Welding Theory and Practice: Gas Tungsten Arc Welding	3.0	WT 52	Robotic Welding Operations and Programming	3.0
			WT 53	Robotic Welding Operations and Programming Advanced	3.0
<b>Required Electives: 18 Units</b>			<b>General Education Requirements: 18 Units</b>		
BUS 25	Small Business Management	3.0			

### Program Student Learning Outcomes

Upon completion of the **Associate in Science Degree Welding Technology**, the student will be able to:

1. Demonstrate the safe setup and application of various welding and cutting processes to specific metals and joint designs, which meet or exceed industry standards and the American Welding Society Structural Welding Code, DI.1.



# Course Descriptions

## Abbreviations

The following Lassen Community College Courses include the following abbreviations and notations:

<b>UC</b>	Transferable to <b>U</b> niversity of <b>C</b> alifornia
<b>CSU</b>	Transferable to <b>C</b> alifornia <b>S</b> tate <b>U</b> niversity
<b>IGETC</b>	Intersegmental <b>G</b> eneral <b>E</b> ducation <b>T</b> ransfer <b>C</b> urriculum, Area Requirements
<b>CSU GE</b>	<b>C</b> alifornia <b>S</b> tate <b>U</b> niversity <b>G</b> eneral <b>E</b> ducation Certification, Area Requirements
<b>CL</b>	<b>C</b> redit <b>L</b> imit. See a counselor.
<b>R</b>	Course may be <b>R</b> epeated
<b>C-ID</b>	<b>C</b> ourse <b>I</b> dentification Number ( <i>See Catalog Definition on page 35</i> )

## Course Numbering

The following course numbering system has been adopted for Lassen Community College courses.

Numbers 1-49	Associate Degree Applicable Credit Course, Transfer
Numbers 50-99	Associate Degree Applicable Credit Course, Non-Transfer
Numbers 100-109	Non-degree Applicable Pre-Collegiate Basic Skills Course
Numbers 110-149	Other Non-degree Applicable Credit Course
Numbers 150-189	Non-credit Course

## Selected Topic Courses

Selected topic courses are numbered 48 or 98.

In selected career technical education degrees and certificates, selected topic courses can be used to meet elective requirements.

## Work Experience Courses

Work experience courses are numbered 49.

## Distance Education

Lassen Community College has distance learning instruction that includes online courses and hybrid courses. For additional information on distance-learning courses, please contact Academic Services at 530.251.8819.



# ADMINISTRATION OF JUSTICE

## AJ 5 - Introduction to Forensics

3.0 units

CSU/UC

C-ID AJ 150

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. This course has been approved for hybrid and online delivery.

## AJ 8 – Criminal Court Process

3.0 units

CSU/UC

C-ID AJ 122

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course focuses on the structural outlay and philosophy of the court system, with special emphasis on criminal law and procedure, court processes, and structures, constitutional guarantees, the trial process, and the roles of judges, prosecutors, defense attorneys and juries. Stages of the criminal process to include the Fifth, Sixth, Eight, and Fourteenth Amendments will be covered. This course has been approved for hybrid and online delivery.

## AJ 9 - Introduction to Correctional Science

3.0 units

CSU

C-ID AJ 200

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to provide the student with the history of and critical analysis of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System and corrections. It will provide a critical examination of the various types of correctional institutions, the special populations housed in these institutions as well as community prisons, alternatives to incarceration and other innovative programs. Students will also

study the political and economic ramifications of juvenile delinquents and their rights of Due Process. This course has been approved for online, hybrid and correspondence delivery.

## AJ 10 – Criminology

3.0 units

CSU/UC

General Education Area B

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to help students develop an understanding of the nature, organization and consequences of the American criminal justice system. The course includes the examination of the foundations of criminology, theories of crime and criminology, and crime typology. This course has been approved for online, hybrid and correspondence delivery.

## AJ 11 – Youth Gangs in America

3.0 units

CSU/UC

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course explores youth gang activity in the United States. Focusing primarily on contemporary street gangs. The social conditions that lead to their emergence are considered, as well as perceptions of the gang problem. Also considered are racial and ethnic differences between gangs and potential solutions to the challenges that youth gangs present. This course has been approved for correspondence, hybrid and online delivery.

## AJ 12 - Introduction to Criminal Justice

3.0 units

CSU

C-ID AJ 110

General Education Area B

CSU Area D

IGETC Area 4

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hour lecture

This course explores the roots of our current justice system and the interaction of its various subsystems (law enforcement/prosecution, judicial and corrections). It emphasizes the organizational structure and legal considerations relevant to each subsystem. Topics include the origin of

law, theories of crime causation, criminal procedure, and sentencing philosophies and alternatives. This course has been approved for correspondence, hybrid and online delivery.

## AJ 14 - Juvenile Procedures

3.0 units

CSU

C-ID AJ 220

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to give the student an understanding of the juvenile justice system. Emphasis will be placed on basic organization, function, and jurisdiction of the various juvenile related law enforcement agencies. The study of the processing and detention of juveniles, their court procedures, dispositions and juvenile diversion will be examined. The development of an understanding of juvenile delinquency will be explored while gaining insight into the numerous rules of evidence, basic criminal laws, and the tactics used in dealing with juvenile offenders. This course has been approved for online, hybrid and correspondence delivery.

## AJ 16 – Supervision in Law Enforcement

3.0 units

CSU

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hour lecture

This course will focus on the skills and knowledge of supervision as applied in law enforcement. The course surveys the practical, theoretical and experiential aspects of the job. The course spans topics from the supervisor's role and leadership and command presence to productivity and performance measurement. Emphasis is placed on both individual and organizational development. This course has been approved for online delivery.



## **AJ 20 - Criminal Law**

**3.0 units**

**CSU/UC**

**General Education Area B**

**CSU GE Area D**

**C-ID AJ 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course offers an overview of the origin and development of law, including English Common Law. It provides an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. The distinction between torts and crimes, felonies and misdemeanors, and venue and jurisdiction will be examined. Crimes against persons and property and crimes popularly deemed to be victimless will be discussed. This course utilizes case law and case studies to introduce students to criminal law. This course is also approved for online, hybrid and correspondence delivery.

## **AJ 23 - Criminal Evidence**

**3.0 units**

**CSU**

**C-ID AJ 124**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A course dealing with the concepts of evidence, types and rules governing admissibility. Judicial decisions, interpretation of individual rights and prosecution decisions are examined. Developing trends in the laws of criminal evidence are discussed. This course has been approved for correspondence and online delivery.

## **AJ 24 - Community Relations**

**3.0 units**

**CSU/UC**

**C-ID AJ 160**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. An overview of multicultural concepts and issues, including those related to gender, age, and sexual preference is covered as well as an examination of strategies to

overcome these problems. This course has been approved for correspondence, hybrid and online delivery.

## **AJ 35 - Investigative Techniques**

**3.0 units**

**CSU**

**C-ID AJ 140**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A semester course with instruction and hands-on training regarding fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation. This course has been approved for online and correspondence delivery.

## **AJ 49 - Administration of Justice Work Experience**

**1.0 – 8.00 units**

**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in administration of justice, who are working in the field of law enforcement, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit

of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

## **AJ 52A - Arrest Methods and Procedures**

**2.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

40 hours lecture total (R)

A course certified by the California Peace Officer Standards and Training to qualify students for reserve level law enforcement functions. An interactive course to effectively train the student in the important powers and duties of a California Peace Officer. Repeatable as necessary to maintain certification.

## **AJ 52B - Firearms P.C. 832**

**0.5 unit**

**Co-requisite: AJ 52A**

24 hours lab (R)

A course certified by the California Peace Officer Standards and Training to qualify students to meet the requirement of P.C. 832. Enrollment limited to those with Department of Justice criminal history clearance (non-sponsored trainees only). Repeatable as necessary to maintain certification.

## **AJ 52BR - Firearms Training-Refresher**

**0.5 units**

8 hours lecture (R)

An 8 hour course on firearms care, cleaning and shooting principle. Includes range combat shoot based on requirement of the 832 P.C. Basic Course. This course is a refresher course to meet state requirements for concealed weapons permit. Enrollment limited to those with Department of Justice criminal history clearance (non-sponsored trainees only). Repeatable as needed.

## **AJ 53 – Basic Force and Weaponry**

**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

40 hours lecture

This course is designed for probation officers, fire investigators, and other personnel who are planning to work or who have been assigned to work an armed position. The course meets the California Peace Officers Standards and Training (POST) 832 Firearms requirements and will provide students with practical and realistic tactical exercises to build confidence and improve weapon handling skills. Enrollment

limited to current California peace officers who are sponsored by their agency. Course instructor signature required for enrollment. Material fees of \$15.00 per student collected at time of registration. Repeatable as necessary to maintain certification.

**AJ 57 – Firearms/Tactical Rifle**  
**1.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture

This course provides students introduction to the patrol rifle, its uses and specific understanding and familiarization of the rifle in conjunction with its abilities and deployment options. Includes weapon nomenclature, maintenance, storage, California Penal Code sections, and review of Department policies of utilizing the patrol rifle. Successful completion of this course satisfies the legislative training mandate to possess short barrel rifles as specified in Penal Code section 33220(b) and the California POST training requirement to possess long barrel rifles as specified in POST Commission Regulation 1081. Must be a current California Peace Officer sponsored by an Agency. Instructor will verify qualifications before signing registration card. To cover the cost of handouts and targets a material fee of \$10.00 per student will be collected at the time of registration. Repeatable as necessary to maintain certification.

**AJ 71 – CDCR Off Post Training for Custody Staff**

**1.0 unit**

**Pre-requisites:** Basic Correctional Academy including POST Training  
51 hours lab (R)

This course is designed to provide annual off post training to California Department of Corrections and Rehabilitation (CDCR) custody staff. This course is repeatable when legally mandated for continued paid or volunteer employment.

**AGRICULTURE**

**AGR 1 - Agricultural Accounting**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

The Study of the principles of agricultural accounting systems and types of records, their use and how to compute, and use measures of earnings and cost of

production to improve agribusiness efficiency. Also included are farm income tax, Social Security, and employee payroll records. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business.

**AGR 2 - Agricultural Economics**

**3.0 units**

**CSU/UC**

**General Education Area B**

**CSU GE Area D2**

**IGETC Area 4B**

**C-ID AG-AB 124**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Study of agriculture and farming in the economic system; basic economic concepts, and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position.

**AGR 3 - Introduction to Agriculture Business**

**3.0 units**

**CSU/UC**

**C-ID AG-AB 104**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is a survey and basic understanding of the business and economics of the agriculture industry. It is an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system. The management principles encountered in the day-to-day operation of an agricultural enterprise are stressed as they relate to the decision-making process.

**AGR 4 – Agricultural Sales and Communication**

**3.0 units**

**CSU**

34 hours lecture/51 hours lab

The study of principles and practices of the selling process: Selling strategies and approaches, why and how people buy, prospecting, territory management and customer service. Self-management, communication, and interpersonal skills necessary in developing leadership qualities and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth

understanding of the factors and influences that affect the agribusiness industry on a day to day basis.

**AGR 8 - Introduction to Animal Production**

**3.0 units**

**CSU/UC (Unit limitation)**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is specifically designed for students planning to raise livestock for personal use with limited resources, with emphasis placed on its importance in agriculture and to the local and national economy; common breeds, specialty breeds, terminology, and cycles of production; and its importance and use of the basic sciences in the livestock industry.

**AGR 9 - Food Animal Selection**

**3.0 units**

**CSU/UC (Unit limitation)**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

An introductory survey of the factors involved in the evaluation of market and breeding livestock used for human consumption. Class activities will be a combination of lecture, visual appraisal, performance data, record keeping, and oral presentation. Introductory course does not require student to compete past the local level.

**AGR 10 - Introduction to Animal Science**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area A**

**CSU GE Area B2 B3**

**IGETC Area 5B**

**C-ID AS 104**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This is a course in principles of Animal Science. Topics will include anatomy, physiology, endocrinology, reproduction, molecular and classical genetics, animal health and animal behavior. The course will provide an overview of the origin, characteristics, adaptation and contribution of farm animals to the agriculture industry. Laboratory exercises will provide an introduction to the empirical method including data collection and analysis.



## **AGR 11 - Beef Cattle Production**

**3.0 units**

**CSU/UC (Unit limitation)**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

Principles and practices of purebred and commercial beef production on farm and range. Feeding, breeding management, housing, health, equipment, marketing, record keeping and other basic factors underlying successful beef production.

## **AGR 12 – Animal Health and Disease**

**3.0 units**

**CSU/UC**

34 hours lecture/51 hours lab

Study of common livestock diseases and fundamentals of immunity; includes the livestock technicians role in promoting animal health and the foundation of disease control programs.

## **AGR 13 - Feeds and Feeding**

**3.0 units**

**CSU/UC**

**C-ID AG-AS 132L**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

The science of animal nutrition; the fundamentals of digestion and absorption in both ruminants and non-ruminants is discussed. The nutritive value of feedstuffs as they related to the formulation of livestock rations will be emphasized.

## **AGR 14 – Equine Science**

**3.0 units**

**CSU/UC**

**C-ID AG-AS 116L**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

Survey of the equine industry, encompassing the evolution and role of the equine species throughout history, breed selection and development, nutrition, disease, preventative health, reproductive management, basic horsemanship and stabling alternatives.

## **AGR 19 – Introduction to Soil Science**

**3.0 units**

**CSU/UC**

**GE Area A**

**CSU GE Area B1 B3**

**IGETC Area 5A**

**C-ID AG-PS 128L**

34 hours lecture/51 hours lab

The study of soil, physical, chemical and biological properties. Soil classification, derivation, use, function and management; including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties.

## **AGR 20 - Introduction to Plant Science**

**4.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Area B2 B3**

**IGETC Area 5B**

**C-ID AG-PS 106L**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture/51 hours lab

This course is an introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants.

## **AGR 21B - Intercollegiate Rodeo**

**3.0 units**

**CSU**

**General Education Area E2**

170 hours lab (R)

Intercollegiate rodeo competition – men and women. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

## **AGR 22 - Rodeo Skills**

**3.0 units**

**CSU**

**General Education Area E2**

153 hours lab

This course is an introduction and practice in the basics of Rodeo Skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

## **AGR 23 - Western Riding and Training**

**2.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

This course specializes in the many phases of Western riding and training. It will bring together material which is important to the student interested in horses as a career. This course will

enable the student to show and compete more successfully in the horse industry. It prepares the student to enter the horse business as a riding instructor, trainer or manager.

## **AGR 30 - Team Roping**

**3.0 units**

**CSU**

170 hours lab

The study and practice of the fundamentals and techniques of the professional and amateur team roper. Includes safety, technique and horse mastership related to team roping. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.

## **AGR 31 - Bovine Embryo Transfer**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

42.5 hours lecture/25.5 lab

This course is designed to present Bovine Embryo Transfer subject matter in a seminar format. The embryo transfer process and how it relates to the cattle industry will be studied.

## **AGR 40 - Basic Agricultural Mechanics**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

A course designed to teach basic skills required in a farm shop, which includes, but is not limited to equipment repair, metal work, hydraulics and farm construction.

## **AGR 41 - Farm Tractors and Farm Power**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

The selection, use, application, operation, service, maintenance, adjustment and handling of minor repairs of wheel and track-type farm tractors. Principles of operation of internal combustion engines will be taught through practical application.

## **AGR 42 - Farm Surveying, Irrigation and Drainage**

**3.0 units**

**CSU**

17 hour lecture/102 hours lab



Student will be involved in irrigation and drainage problems concerning pumps, motors, sprinkler systems, pipe lines, ditches, and wells. The use of survey or leveling equipment will be applicable to this course as fields are prepared for irrigation systems.

**AGR 49 - Agricultural Work Experience 1.00–8.00 units**  
**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

75-600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in agriculture, who are working in the field of agriculture, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

**AGR 50 - Basic Riding**  
**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

A course designed to introduce horse care and basic western riding skills. This course covers not only the ability to ride, but an understanding of equipment,

conformation, breeds, care and feeding.

**AGR 51 - Horsemanship**  
**2.0 units**

17 hour lecture/51 hours lab

Intermediate Level: Utilizing natural horsemanship techniques to build confidence and communication between horse and rider. Special instruction in problem solving and preparing the horse and rider for trail horse obstacles, reining and cattle handling.

**AGR 53 - Colt Training**  
**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

This course is designed to present beginning methods of colt training to include catching, creating trust, driving, first ride, first 30 days and loading.

**AGR 57 - Beginning Horseshoeing**  
**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

24 hours lecture/68 hours lab

An introduction to the shoeing of horses, utilizing both hot and cold shoes. Also included will be the anatomy and physiology of the horse's hooves with the ability to identify blemishes and soundness. Use of the forge and the making of shoes from bar stock will be presented in addition to the instruction of actually shoeing horses.

**AGR 61 - Introduction to Bovine Reproduction**  
**1.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/25.5 hours lab

This course is designed to give students an understanding of bovine reproduction. This course will focus on the application of artificial insemination and estrous synchronization. During this course both male and female reproduction will be discussed. The course is designed to give students the ability to understand and master the skills of artificial insemination.

**AGR 70 - Rodeo Team Roping**  
**1.0 unit**

48 hours lab (1 week)

This course is designed for those students interested in expanding their skills in horsemanship, cattle work and team cooperation. This course is highly competitive and will address every phase of team roping. Skills and proficiencies in this course are enhanced by supervised

repetition and practice within class periods.

**AGR 116 - Pesticide Update**  
**"Continuing Education Requirements"**  
**0.5 units**

10 hours lecture (1 week) (R)

A course designed to update licensed pesticide personnel on changes in the pesticide industry, laws and regulations, and safety. Repeatable as necessary to maintain certification.

**ANTHROPOLOGY**

**ANTH 1 - Biological Anthropology**  
**3.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Area B2**

**IGETC Area 5B**

**C-ID ANTH 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and its application to the human species. Issues and topics will include, but are not limited to genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior and the fossil evidence for human evolution. This course has been approved for correspondence, hybrid and online delivery.

**ANTH 2 - Cultural Anthropology**  
**3.0 units**

**CSU/UC**

**General Education Area B**

**CSU GE Area D1**

**IGETC Area 4A**

**C-ID ANTH 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Explore diversity of cultures through the unique methodologies of cultural anthropology. Investigate differences in language, economic systems, social structures, family, kinship, gender, politics, social and economic inequality, religion, worldview, racial and ethnic labels, globalization and art. Ethnographic case studies will be used to highlight similarities and differences among the 1200 cultures of the world. Students will be introduced to types of work anthropologists perform including research practices and standard

professional ethics. This course has been approved for correspondence, hybrid and online delivery.

**ANTH 3 - Introduction to Archaeology**  
**3.0 units**  
**CSU/UC**  
**General Education Area B**  
**CSU GE Area D1**  
**IGETC Area 4A**  
**C-ID ANTH 150**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A survey of human world history and prehistory as identified by the archaeological record. Emphasis is placed on major changes in human technological, economic and social development over the course of two million years of the human material record, including such topics as the history of archaeology, ethics involved in research, types of data used, theory and methodology, dating techniques, methods of survey and site excavation, analysis and interpretations, and reasons to preserve the past. The methods and techniques of archeology are studied so that students develop an understanding of how archeologists reconstruct the past and interpret the complexity of stones, bones, ceramics and buildings uncovered during archeological excavations. Case studies from the excavation of major archaeological sites around the world are examined and discussed as examples. This course has been approved for hybrid delivery

## **ART**

**ART 1A - Two-Dimensional Design**  
**3.0 units**  
**CSU/UC**  
**General Education Area C**  
**CSU GE Area C1**  
**C-ID ARTS 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hours lecture/76.5 hours lab

An introductory studio design course based on communicating visually through practical applications of design and composition including: line, shape, form, texture, value, color, and spatial illusion in two dimensions. Traditional mediums and digital imaging using industry standard Adobe Creative Cloud software will be emphasized. Graphic design, commercial art, and fine art principles will be explored from historical, aesthetic and cultural

points of view. This course has been approved for hybrid and online delivery. To cover the costs of printing each project assignment, a \$10.00 lab fee will be charged at the time of registration. Students must provide additional materials and supplies at an estimated cost of \$25. This course has a free Open Educational Resource textbook.

**ART 1B - Three-Dimensional Design**  
**3.0 units**  
**CSU/UC**  
**General Education Area C**  
**CSU GE Area C1**  
**C-ID ARTS 101**

**Recommended Preparation:** ART 1A ENGL105 or equivalent multiple measures placement.

25.5 hours lecture/76.5 hours lab

An introductory (no previous art experience required) studio design course based on communicating visually through practical applications of design, color, spatial relationships and imagery in three dimensions. This class will introduce students to computer design methods and basic computer design Software. Assignments will rely on student access to a computer and basic computer proficiency will be expected. Traditional construction methods and mediums plus digital imaging using industry standard computer software will be emphasized. Graphic design, commercial art and fine art principles will be explored from historical, aesthetic and cultural points of view. This course has been approved for hybrid and online delivery. To cover materials cost including printing, a \$10.00 lab fee will be charged at the time of registration.

**ART 2 - Drawing**  
**3.0 units**  
**CSU/UC**

**General Education Area C**  
**CSU GE Area C1**  
**C-ID ARTS 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hours lecture/76.5 hours lab

An introductory (no previous art experience necessary) drawing class using a variety of drawing materials to portray a variety of subjects. Realism will be emphasized, but other methods such as Cubism and Non-Representationalism will be explored, and students will be encouraged to develop their own style. The elements and principles of drawing will be presented from historical, cultural, aesthetic and technical points of view. This course has been approved for

hybrid, online and correspondence delivery. To cover the costs of printing, a \$10.00 lab fee will be charged at the time of registration.

**ART 3 - Beginning Life Drawing**  
**3.0 units**  
**CSU/UC**  
**General Education Area C**  
**CSU GE Area C1**  
**C-ID ARTS 200**

**Recommended Preparation:** ART-2 Drawing

25.5 hour lecture/76.5 hours lab

An introduction to figure drawing, from the clothed and nude model in short and extended poses, using a variety of drawing techniques and media. The elements and principles of figure drawing will be presented from historical, cultural, aesthetic and technical points of view.

**ART 6 - Survey of Art History, Prehistoric To Renaissance**  
**3.0 units**  
**CSU/UC**

**General Education Area C**  
**CSU GE Area C1**  
**IGETC Area 3A**  
**C-ID ARTH 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introductory survey of the visual arts most relevant to the development of western civilization from prehistoric through the Italian portion of the Renaissance. Comparisons and contrasts with arts of other cultures will be explored. In addition to historic and cultural viewpoints, technical and aesthetic points of view will be covered. This course has been approved for online and hybrid delivery.

**ART 7 - Survey of Art History, Renaissance through Contemporary**  
**3.0 units**  
**CSU/UC**

**General Education Area C**  
**CSU GE Area C1**  
**IGETC Area 3A**  
**C-ID ARTH 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introductory survey of the visual arts most relevant to the development of western civilization, from Renaissance through Contemporary art. Comparisons and contrasts with arts of other cultures will be explored. In addition to historic

and cultural viewpoints, technical and aesthetic points of view will be covered. This course has been approved for hybrid and online delivery.

### **ART 8 - Art Appreciation**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**IGETC Area 3A**

**C-ID ARTH 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introductory course for both the general interest and art major student. A survey of the role of the visual arts in society. Art theory, practices and an overview of the history of art will be covered with examples from many cultures. This course has been approved for correspondence, hybrid and online delivery.

### **ART 9 - History of Asian Art**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**IGETC Area 3A**

**C-ID ARTH 130**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hour lecture

An introduction to major art forms and traditions in Asia from prehistory to the present. Artists, patrons, cultures, religions, and their interactions will be covered. Comparisons will be drawn between the course material and other artistic traditions.

### **ART 10A - Beginning Painting**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**C-ID ARTS 210**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hour lecture/76.5 hours lab

A beginning (no previous art experience necessary) studio course in oil, acrylic, and watercolor painting techniques and materials. A variety of subject matter such as still life, landscape, wildlife and human figure will be explored. Emphasis will be on realistic representation, but other methods will be studied. Technical, historical, aesthetic and cultural points of view will be considered. To cover costs for materials used in beginning

assignments a \$10.00 lab fee will be charged at the time of enrollment.

Students will need to purchase approximately \$40 worth of supplies.

### **ART 10B - Intermediate Painting**

**2.0 units**

**CSU/UC**

**Prerequisite:** Art 10A Beginning Painting

102 hours lab

This course is designed as a studio course in oil, acrylic, or watercolor painting building upon basic techniques. Intermediate materials and techniques will be explored. Historical, aesthetic, and cultural points of view will be considered. Students will need to purchase approximately \$40 worth of supplies.

### **ART 10C - Advanced Painting**

**2.0 units**

**CSU/UC**

**Prerequisite:** Art 10B Intermediate

Painting

102 hours lab

This course is designed as a studio course in oil, acrylic, or watercolor painting building upon intermediate techniques. Advanced materials and techniques will be explored. The student will experiment with various methods and styles in beginning to develop a personal style. Historical, aesthetic, and cultural points of view will be considered. Students will need to purchase approximately \$40 worth of supplies.

### **ART 10D - Portfolio Painting**

**2.0 units CSU/UC**

**Prerequisite:** Art 10C Advanced Painting

102 hours lab

This course is designed as a studio course in oil, acrylic, or watercolor painting expanding upon advanced techniques. Advanced materials and techniques will be explored. The student will experiment with various personal styles and execute a body of work for exhibition/presentation. Historical, aesthetic, and cultural points of view will be considered. Students will need to purchase approximately \$40 worth of supplies.

### **ART 18 - Advanced Life Drawing**

**1.0 unit**

**CSU/UC**

**Prerequisite:** Art 3 Beginning Life

Drawing

51 hours lab

A course in advanced human figure drawing, using live models in a variety of poses. A variety of drawing and painting mediums will be used. Various drawing methods will be explored, and the student will be encouraged to develop a personal style. Drawing the human figure will be

considered from technical, aesthetic, historical and cultural viewpoints.

### **ART 19A - Beginning Digital Photography**

**3.0 units**

**CSU**

**General Education Area C**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

34 hour lecture/51 hours lab

An introductory course in digital photography digital image capture. Basic photographic composition and subject matter, basic digital camera operation, and beginning image manipulation using Adobe Photoshop and/or Photoshop Elements will be covered. Photography as a fine art and as a commercial application will be explored. Technical, aesthetic, cultural, and historic points of view will be considered. To cover the costs of printing, a \$10.00 lab fee will be charged at the time of enrollment.

### **ART 19B - Intermediate Digital Photography**

**1.0 unit**

**CSU**

**Prerequisite:** Art 19A Beginning Digital

Photography

51 hours lab

An intermediate course in digital photography digital image capture. Intermediate photographic composition and subject matter, digital camera operation, and image manipulation using Adobe Photoshop and/or Photoshop Elements will be covered. Photography as a fine art and as a commercial application will be explored. Technical, aesthetic, cultural, and historic points of view will be considered. To cover the costs of printing, a \$10.00 laboratory fee will be charged at the time of registration.

### **ART 19C - Advanced Digital Photography**

**1.0 unit**

**CSU**

**Prerequisite:** Art 19B Intermediate Digital

Photography

51 hours lab

An advanced course in digital photography digital image capture. Advanced photographic composition and subject matter, digital camera operation, and image manipulation using Adobe Photoshop and/or Photoshop Elements will be covered. Photography as a fine art and as a commercial application will be explored. Technical, aesthetic, cultural, and historic points of view will be considered. To cover the costs of printing,



a \$10.00 laboratory fee will be charged at the time of registration.

## **ART 19D - Portfolio Digital Photography**

**1.0 unit  
CSU**

**Prerequisite:** Art 19C Advanced Digital Photography  
51 hours lab

An advanced digital photography course with the aim of producing a portfolio of work demonstrating a personal style for presentation and exhibition. Photography as a fine art and as a commercial application will be explored. Technical, aesthetic, cultural, and historic points of view will be considered. To cover the costs of printing, a \$10.00 laboratory fee will be charged at the time of registration.

## **ART 21 - Digital Illustration Design I**

**3.0 units**

**CSU/UC**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement. ART 2 Drawing or ART 10 Beg. Painting and ART 1A Two-Dimensional Design

25.5 hours lecture/76.5 hours lab

A course that explores conceptual ideas, image generation, manipulation, coloring, and effects for print and web media using Adobe Creative Cloud programs.

Students will develop vector and bitmap images for logo designs, icons, avatars, characters, objects, environments, and basic storyboarding. Students will draw, paint, and apply special effects and filters with the tools available within the Adobe Creative Cloud. Basic design principles, six step design process and personal expression will be used to create powerful conceptual imagery. This course has been approved for hybrid and online delivery. To cover the costs of printing each project assignment a \$10.00 lab fee will be charged at the time of registration. Students must supply additional materials and supplies at an estimated cost of \$70.

## **ART 22 - Digital Illustration Design 2**

**3.0 units**

**CSU/UC**

**Prerequisite:** ART 21 Digital Illustration Design 1

Digital illustration 2 is a challenging and expressive area of graphic design. With Adobe Illustrator, Adobe Photoshop, Adobe After Effects, and Autodesk Maya various styles will be explored in the world of storyboarding. The art of narration will be explored in comics, graphic novels,

and various storyboards both traditional and digital (still and animated). In this advanced digital illustration course, you'll learn professional illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration.

## **ART 23 - Beginning Printmaking**

**3.0 units**

**CSU/UC**

**C-ID ARTS 220**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement, ART 2 Drawing.

25.5 hour lecture/76.5 hours lab  
An introduction to traditional and contemporary approaches to intaglio (etching), relief (woodcut and linocut), serigraphy (silkscreen) and monoprint printmaking. Both personal and commercial design will be explored. As well as a variety of subject matter and artists. Technical, historical, aesthetic and cultural points of view will be considered.

## **ART 25 – Graphic Design 1**

**3.0 units**

**CSU/UC**

**C-ID ARTS 250**

**General Education Area C**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement; ART 1A Two-Dimensional Design, ART 19A Beginning Digital Photography

25.5 hours lecture/76.5 hours lab  
A visual communication course using image generation/manipulation and text components in Adobe Photoshop. The integration of images, text, and graphics will be conceptualized then utilized to produce commercial based products such as posters, ad campaigns, product packaging, and cover designs. Production, printing, presentation and critiques, emphasizing the six step design process, basic design principles, personal expression through digital graphic design processes will be used to meet crucial deadlines. This course has been approved for hybrid and online delivery. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

## **ART 26 – Graphic Design 2**

**3.0 units**

**CSU/UC**

**Prerequisite:** ART 25 Graphic Design 1  
Graphic Design 2 is a continuation of Graphic Design 1 (Art 25) and more fully explores the interaction of text and image. You will become more independent in your use of fundamental components of graphic communication. You will create independent and creative solutions to a series of design problems. Your knowledge of and exposure to contemporary design issues and graphic design history will be an important component of this course. You will be expected to expand your proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, critical thinking, collaboration, and presentation. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. All students will provide additional materials and supplies with an estimated cost of \$70.

## **ART 30 – Introduction to Sculpture**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

26.5 hour lecture/76.5 hours lab

A course introducing contemporary art issues, historical overview, and aesthetic problem solving, utilizing a variety of materials and common techniques familiar to sculpture and 3-dimensional design as well as material use to render in the fashion of virtual three-dimensional rendering.

## **ART 36A - Beginning Ceramics**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hour lecture/76.5 hours lab

A beginning course in ceramics exploring basic handbuilding and wheelthrowing techniques. Basic methods of forming, decorating, glazing and firing ceramic materials will be covered. The elements and principles of ceramics will be presented from historical, cultural, aesthetic, and technical points of view. To



cover the cost of glazes, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36B - Intermediate Ceramics**  
**2.0 units**  
**CSU/UC**

**Prerequisite:** Art 36A Beginning Ceramics

102 hours lab

Further development of hand-building, and wheel-throwing, clay, glazes and firing processes. Aesthetic exploration of ideas. To cover the cost of glazes, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36C - Advanced Ceramics**  
**2.0 units**  
**CSU**

**Prerequisite:** Art 36B Intermediate Ceramics

102 hours lab

Advanced development of hand-building and/or wheel-throwing techniques, clay, glazes and firing processes. Beginning to develop a personal style in ceramics. To cover the cost of glazes, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36D - Portfolio Ceramics**  
**2.0 units**  
**CSU**

**Prerequisite:** Art 36C Advanced Ceramics

102 hours lab

Advanced development of handbuilding and/or wheelthrowing techniques, clay, glazes, and firing processes. Continuing to develop a personal style in ceramics. Producing a body of work for presentation/exhibition. To cover the cost of glazes, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 38 – 3-D Computer Modeling and Animation**  
**3.0 units**  
**CSU/UC**

25.5 hour lecture/76.5 hours lab

This course introduces students to the use of software techniques to create and animate three-dimensional environments and objects. Students will learn to create photo-realistic models and scenes enhanced by lighting, shadows, reflection, and textures, and will learn to produce camera fly-through and basic character animation sequences. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration. This course has been approved for online delivery.

**ART 39 – 3-D Introduction to Digital Art**  
**3.0 units**  
**CSU**

**General Education Area C**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

26 hour lecture/75 hours lab

Introduction to the fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. This class will be structured around three components—studio work, the development of technical skills and modular design, and introduction to the broad field of new media/electronic and time-based arts. To cover the costs of printing proofs for each project assignment, a \$10.00 lab fee will be charged at the time of registration.

**ART 43A - Beginning Jewelry Hand-Building**  
**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hour lecture/76.5 hours lab

An introductory jewelry course with focus on the fundamentals of hand-fabricated and cast jewelry plus basic metalsmithing. Processes will include soldering, riveting, hammer forming and other fundamental methods suitable for but not limited to jewelry. The elements and principles of jewelry design will be presented from historical, cultural, aesthetic, and technical points of view. This course requires a \$25.00 laboratory fee to cover the costs of metals and soldering, which is collected at the time of enrollment.

**ART 43B - Beginning Jewelry Design: Casting**  
**2.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

An introductory class in producing jewelry using casting processes including pouring, centrifuge, vacuum casting, and other basic methods. Drawing designs and stone cutting and setting will be included. To cover the costs of metals and soldering, a \$25.00 materials fee will be charged at the time of enrollment.

**ART 43C - Intermediate Jewelry Design**  
**1.0 unit**  
**CSU**

**Prerequisite:** Art 43A Beginning Jewelry and Hand-Building or Art 43B Beginning Jewelry Design: Casting

51 hours lab

An intermediate jewelry design class using refined production methods learned in beginning jewelry design to producing body ornaments. Focus will be on concept and design incorporating complex methods of construction that emphasize craftsmanship, aesthetics, and individual taste. To cover the costs of metals and soldering, a \$25.00 materials fee will be charged at the time of enrollment

**ART 43D - Advanced Jewelry Design 1.0 unit**  
**CSU**

**Prerequisite:** Art 43C Intermediate Jewelry Design

51 hours lab

A class in advanced jewelry design with emphasis on professional aspects design and construction including stone setting, choice of metals, finish, wear ability, and unity of piece. A professional formal portfolio using photographs and descriptions will be produced. Students will be encouraged to submit work to competitions and local sales venues. To cover the costs of metals and soldering, a \$25.00 materials fee will be charged at the time of enrollment.

**ART 49 - Art Work Experience**  
**1.0-8.0 units**  
**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in art, who are working in the field of art, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the

workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **ART 50 – Welding for Artists (History of Welded Sculpture)**

**1.0 unit**

**Co-requisite:** WT-50 Welding for Artists (Design and Fabrication)

17 hours lecture (R)

Welding for artists is designed to introduce students to art sculpture with an emphasis on fabricated and welded steel designs from a historic and contemporary perspective. This class will focus on welding and metal fabrication as a fine art medium. This course is being offered in conjunction with WT-50, a two unit lab class and must be taken simultaneously for combined three-units.

## **AUTOMOTIVE TECHNOLOGY**

### **AT 49 - Automotive Technology Work Experience 1.0-8.0 units CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This course enables students with educational or career goals in automotive technology, who are working in the field of automotive technology to build related job specific skills through individualized learning objectives and enhance their workplace performance. Attendance of an on campus orientation session is required for all Work Experience enrollments.

Students complete an online expanded orientation module addressing workplace success skills throughout the term.

Subsequent enrollments require new individualized learning objectives. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience

courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for hybrid delivery.

### **AT 50 – Car Care Basics**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 Hours Lecture, 51 Hours Lab

This course was designed to: 1. Introduce shop procedure and safety to the student; 2. Give students the skills to perform vehicle maintenance and basic roadside repairs; 3. Give students the skills to diagnose and repair minor vehicle malfunctions. The course has been approved for Hybrid Delivery.

### **AT 54 - Brakes**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

This course is designed to provide the student with skills in

automotive brakes; disassembly and repair of drum, disc, hydraulic

systems, including power and manual brakes. Several anti-lock

brake systems (ABS) will be

covered. Machining of drums,

rotors, and adjustments will also be studied. This course adheres to

NATEF (National Automotive Technician Education Foundation)

standards. This course has been approved for Hybrid Delivery.

### **AT 56 - Steering and Suspension**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

This course is designed to provide the student with skills in alignment of front ends and rear wheel alignment where applicable and inspection and repair of steering and suspension components.

Basic and computerized equipment will be utilized. The contents of this course conforms to NATEF (National Automotive Technician Education Foundation)

standards for steering and suspension.

This course has been approved for Hybrid Delivery.

### **AT 58 – Automotive Heating and Air Conditioning**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

This course is designed to provide the student with theory and operation of common air conditioning and heating systems including diagnosis and repair and recovery of R-12 and 134A refrigerants. This course has been approved for Online and hybrid delivery.

### **AT 60 – Shop Management and Service Writer**

**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hour lecture

This course is designed to provide the student with the skills needed to write service at an automotive repair shop. Shop management techniques will also be covered. Communication, organization, and filling out repair orders to meet all legal requirements will be emphasized. This course has been approved for online and hHybrid delivery

### **AT 64 – Diesel Repair and Maintenance**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab (R)

This course was designed to provide the student with the skills needed to diagnose and repair common malfunctions found in diesel engines and other light diesel systems. Preventive maintenance procedures will also be emphasized. This course has been approved for hybrid delivery

### **AT 66 - Manual Drive Train**

**4.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/102 hours lab (R)

This course is designed to provide the student with theory and practical experience in operation, repair and adjustment of common manual transmissions, drive lines, differentials, transfer cases and 2 and 4-wheel drive systems. Clutches, wheel bearings and axle repair will also be studied. This

course has been approved for hybrid delivery.

### **AT 68 - Automatic Transmissions 3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab

This course is designed to provide the student with theory and operation of common automatic transmissions including diagnosis, adjustment and repair of common automatic transmission problems. This course has been approved for hybrid delivery

### **AT 70 - General Automotive Lab 2.0 units**

**Corequisite:** Student must be enrolled in one additional automotive course that has a safety component.

102 hours lab

This course is designed to provide the student with skills in developing increased speed, accuracy, and expertise in all phases of automotive training.

### **AT 72 - Engine Repair and Machining-Short Blocks 4.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture/153 hours lab

This course is designed to prepare the student with basic, through increasingly advanced, skills in overhaul procedures for the owner or rebuilder. Safety, basic hand tools, engine removal and replacement, cleaning techniques, disassembly and assembly of engine components, measuring, diagnosis of oil consumption and poor performance with corrective measures will be covered. Emphasis will be on gasoline engine overhaul as it relates to home, small farm shop, and commercial shop. This course has been approved for hybrid delivery.

### **AT 74 - Engine Repair and Machining-Cylinder-Heads 3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture/102 hours lab

This course is designed to prepare the student with basic, through increasingly advanced, skills in overhaul procedures for the owner or rebuilder. Safety, basic hand tools, cylinder head removal and replacement, cleaning techniques, disassembly and assembly of cylinder head components, measuring, diagnosis of oil consumption and poor performance with corrective measures will be covered.

Emphasis will be on cylinder head overhaul as it relates to home, small farm shop, and commercial shop. This course has been approved for hybrid delivery.

### **AT 76 - Automotive Machining Lab 2.0 units**

**Co-requisite:** AT 72 or at 74

102 hours lab

This course is designed to provide the student with common automotive machine shop experiences. Precision machinery techniques will be emphasized with blueprinting methods used where appropriate. This course is to be taken concurrently with AT-72 Engine Repair Short Block and Machining or AT-74 Engine Repair and Machining—Cylinder Heads.

### **AT 80 – Basic Electrical 3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This course is designed to provide the student with theory, diagnosis and repair of chassis electrical systems. Extensive use of voltmeters, ohmmeters, and short circuit testers, and common testing tools will be emphasized. Isolate a malfunction to a specific system in which a fault exists. This course has been approved for Hybrid Delivery.

### **AT 82 – Engine Performance I 3.0 units**

**Prerequisite:** AT-80 Basic Electrical

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This course was designed to provide the student basic engine performance diagnostic and repair skills. Testing with various meters and shop equipment will be studied. Ignition and fuel system principles and diagnosis will be emphasized. This course has been approved for Hybrid Delivery

### **AT 84 – Engine Performance II 3.0 units**

**Prerequisite:** AT-82 – Engine

Performance I

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This course is designed to provide the student with advanced theory, diagnosis, and repair of various control modules, computer sensors and circuits. Extensive use of various meters, lab scopes, and other shop equipment will be used.

Vehicle on-board diagnosis systems will be emphasized. This course has been approved for online and hybrid delivery

### **AT 88 – Vintage Vehicle Repair 3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture/102 hours lab

This course is designed to provide the student with work in testing machines in ignition systems, conventional and electronic, fuel adjustments, and carburetor overhaul. Older vehicles will be covered with emphasis on manufacturer's tune-up techniques. The course will contain classroom instruction, demonstrations, as well as hands-on work in the Automotive Lab. This course has been approved for Hybrid Delivery.

### **AT 90 – Automotive Survival 1.0 unit**

18 hours lecture

This is an introductory seminar course designed for the novice from the standpoint of owner survival in the marketplace. Automotive vocabulary, preventive maintenance, and consumer issues will be addressed.

### **AT 90A – Automotive Survival Lab 0.5 units**

**Recommended Preparation:** AT 90 Automotive Survival

24 hours lab

The course is designed to provide the student with hands on experience in the areas of vehicle maintenance, preventive maintenance, minor tune-up, and simple adjustments.

### **AT 91 – Smog Check Training Level 2 32-Hour Course 1.0 unit**

**Prerequisites:** Prior to taking the Smog Check Training, students must either satisfy BAR specified criteria, as listed below, or successfully complete the Level 1 Engine and Emission Controls Fundamentals Training. BAR specified requirements: Possess ASE A6, A8 and L1 certification; or possess an AA/AS degree or Certificate in automotive technology and have 1 year experience; or have 2 years' experience and have completed BAR specified training.

8 hours lecture/24 hours lab

The Smog Check Training 32 Hour Course is intended to provide students the knowledge, skills, and abilities needed to perform Smog Check inspections. Students who successfully complete this training will have met the California State Bureau of Automotive Repair's training requirements to qualify to take the Smog



Check Inspector state licensing examination.

## **AVIATION**

### **AERO 1A - Aviation Ground School**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An aviation ground school course specifically designed to provide complete explanations of aeronautical concepts. It is designed to prepare the student for the Federal Aviation Administration (FAA) written examinations dealing with Visual Flight Rules (VFR) and the Private Pilot License.

## **BIOLOGY**

### **BIOL 1 - Principles of Molecular and Cellular Biology**

**4.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**C-ID BIOL 190**

**Prerequisite:** MATH 60 Intermediate Algebra or equivalent multiple measures placement and Chemistry 1A General Chemistry I

51 hours lecture/51 hours lab

A course in principles of biology, with special emphasis given to molecular and cellular biology. Topics include the chemical basis of life, prokaryotic and eukaryotic cells, structure and function, cell metabolism, cellular communication, classical genetics, molecular genetics, and biotechnology. This course is designed to meet the core requirements for biology and related majors. (This course is the recommended preparation for Bio 4, Biol 20, and Biol 25.) This course has been approved for hybrid (online/traditional) delivery.

### **BIOL 4 - Principles of Evolutionary, Organismal, and Ecological Biology**

**5.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**C-ID BIOL 140**

**Prerequisite:** MATH 60 or equivalent multiple measures placement.

**Recommended Preparation:** Biology 1  
51 hours lecture/102 hours lab

A course in principles of biology, with special emphasis given to evolution, organismal and ecological biology. Topics include evolution, classification, diversity of life; (unicellular and multicellular organisms); animal fungus and plant structure, development and function; and ecological relationships. This course is designed to meet the core requirements for biology and related majors. This course has been approved for hybrid (online/traditional) delivery.

### **BIOL 10 - Natural History of Plants & Animals**

**4.0 units**

**CSU/UC (Unit limitation)**

**General Education Area A**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

51 hours lecture/51 hours lab

An introductory course dedicated to the study of natural environments by integrating lecture, laboratory and field experiences. Emphasis is placed on the natural history of local forms of plants and animals, their ecological relationships, identification techniques and the integrity of nature. This course has been approved for hybrid delivery. Access to a computer with internet access is required.

### **BIOL 20 - Microbiology**

**5.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**Recommended Preparation:** Biology 1

51 hours lecture/102 hours lab

This is an introductory course covering the biology (morphology, anatomy, physiology, classification, identification and development) of micro-organisms (viruses, protozoa, parasitic worms, algae, fungi, with emphasis on bacteria), their significance and their role in human affairs.

### **BIOL 21 - Human Anatomy with Lab**

**4.0 units**

**CSU**

**Recommended Preparation:** ENGL 105 or equivalent placement through the multiple measures process, Math 60 -

Intermediate Algebra or the equivalent placement through the multiple measures process. Biology 1 and Chem 1A

51 hours lecture/51 hours lab

One semester of a two semester sequence covering structure and function,

integration and homeostasis of the human body at the cellular, tissue organ, organ system and organism level. This semester includes the structures of the integumentary, skeletal, muscular, nervous and sensory systems, cardiovascular, lymphatic, immune, respiratory, urinary, digestive, endocrine and reproductive systems. This course has been approved for hybrid delivery.

### **BIOL 22 - Human Physiology with Lab**

**4.0 units**

**CSU**

**Recommended Preparation:** ENGL 105

or equivalent placement through the multiple measures process, Math 60 - Intermediate Algebra or the equivalent placement through the multiple measures process. Biology 1 and Chem 1A

51 hours lecture/51 hours lab

One semester of a two semester sequence covering structure and function, integration and homeostasis of the human body at the cellular, tissue organ, organ system and organism level. This semester includes the functions of the integumentary, skeletal, muscular, nervous and sensory systems, cardiovascular, lymphatic, immune, respiratory, urinary, digestive, endocrine and reproductive systems. This course has been approved for hybrid delivery.

### **BIOL 25 - Human Anatomy and Physiology I**

**4.0 units**

**CSU/UC**

**General Education Area A & E1**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**C-ID BIOL 115S**

**Recommended Preparation:** ENGL 105

or equivalent placement through the multiple measures process, Math 60 - Intermediate Algebra or the equivalent placement through the multiple measures process. Biology 1 and Chem 1A

51 hours lecture/51 hours lab

First semester of a two semester sequence covering structure and function, integration and homeostasis of the human body at the cellular, tissue organ, organ system and organism level. This semester includes the integumentary, skeletal, muscular, nervous and sensory systems. This course has been approved for hybrid (online/traditional) delivery.



## **BIOL 26 - Human Anatomy and Physiology II**

**4.0 units**

**CSU/UC**

**General Education Area A & E1**

**CSU GE Areas B2 & B3**

**IGETC Area 5B & 5C**

**C-ID BIOL 115S**

**Prerequisite:** BIOL I or BIOL 25 Human Anatomy and Physiology I

51 hours lecture/51 hours lab

Second semester of a two semester sequence covering the structure and function, integration and homeostasis of the human body at the cellular, tissue organ, organ system and organism level. This semester includes the cardiovascular, lymphatic, immune, respiratory, urinary, digestive, endocrine and reproductive systems. This course has been approved for hybrid (online/traditional) delivery.

## **BIOL 32 - General Biology**

**3.0 units**

**CSU/UC (unit limitation)**

**General Education Area A**

**CSU GE Area B2**

**IGETC Area 5B**

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

51 hours lecture

A general survey of the living world with emphasis on the basic biological principles as illustrated in plant and animal groups. This course has been approved for online delivery.

## **BIOL 32L - General Biology with Laboratory**

**4.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Area B2 B3**

**IGETC Area 5B 5C**

**Recommended Preparation:** ENGL 105 or equivalent placement

51 hours lecture/51 hours lab

A general survey of the living world with emphasis on the basic biological principles as illustrated in plant and animal groups. This course includes a laboratory section supporting the basic concepts of the course. This course has been approved for hybrid delivery.

## **BUSINESS**

### **BUS 1A - Accounting Principles – Financial**

**4.0 units**

**CSU/UC**

**C-ID ACCT 110**

**Recommended Preparation:** Successful

completion of ENGL105 and Elementary Algebra or equivalent multiple measures placement.

68 hours lecture

A comprehensive course in financial accounting covering accounting information systems, the measuring and reporting of business transactions, and financial statement preparation under generally accepted accounting principles. Emphasis is placed on balance sheet valuation, quality of earnings, cash flow measurement, ethics and internal controls. This course has been approved for correspondence, online and hybrid delivery.

### **BUS 1B - Accounting Principles – Managerial**

**4.0 units**

**CSU/UC**

**C-ID ACCT 120**

**Prerequisite:** BUS 1A – Accounting Principles-Financial

68 hours lecture

An introduction to managerial accounting, planning and decision making. The course includes a study of cost behaviors, classifications, capture and reporting. Emphasis is placed on costs systems, decision making using accounting data, budgeting and manufacturing and cost accounting and the preparation of reports based on accounting data. This course has been approved for correspondence, online and hybrid delivery.

### **BUS 1C - Federal Income Tax**

**3.0 units**

**CSU**

**Prerequisite:** BUS 1A – Accounting Principles-Financial

51 hours lecture

Structure of personal income taxation, tax planning and underlying social and economic issues. Emphasis on tax concepts rather than tax return preparation. (FT)

### **BUS 2 - Introduction to Business**

**3.0 units**

**CSU/UC**

**C-ID BUS 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A survey course designed to provide students with familiarity with basic principles and practices found in contemporary business, knowledge of business terminology and an understanding of how businesses operate within the U.S. and globally. This course has been approved for correspondence and online delivery. This course uses a free Open

Educational Resource textbook. This course has been approved for hybrid delivery.

### **BUS 10 – Managing Diversity and Human Resources**

**3.0 units**

**CSU**

**Recommended Preparation** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A course for practicing, newly-appointed, or potential supervisors and managers who hold or who will hold from first-line up to middle-management positions. Course will develop broader perspectives and new insights in managerial skills to manage a multicultural workplace. It focuses on the workplace impact of various historical, social, and cultural experience/perspectives related to gender, age, ethnicity, and disability. This course has been approved for online, hybrid and correspondence delivery.

### **BUS 13 - Basic Accounting**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A beginning course in accounting and bookkeeping principles develops entry-level accounting skills.

### **BUS 18 - Records Management**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture.

Develops an understanding of the scope and problems of the administrative management of records. Covers all aspects of a records management system from establishment through filing, storing and retrieving. This course has been approved for online and correspondence delivery.

### **BUS 19 - Office Administration**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

The student experiences the role of the office worker and performs functions that make up an office support system. A variety of tasks will be performed to sharpen office skills and knowledge of

procedures. Importance of human relations and interpersonal communications skills is stressed. This course has been approved for online, hybrid and correspondence delivery.

### **BUS 22 - Business Law**

**3.0 units**

**CSU/UC**

#### **General Education Area B C-ID BUS 125**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introduction to the legal system with emphasis on business transactions. Topics include contracts, sales, torts, agency relationships, and commercial paper. A fundamental understanding of legal procedure, sources of law, law classifications, dispute resolution, and social /ethical considerations of law. This course has been approved for online, hybrid and correspondence delivery. This course may use a free Open Educational Resource textbook.

### **BUS 25 - Small Business Management**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Provides complete coverage of small business operations including business functions; sales, production, procurement, personnel, and finance. Managerial functions; planning, organizing, actuating, and controlling, with examples of actual business situations used to emphasize important principles. This course has been approved for correspondence and online delivery. This course may use a free Open Education Resource textbook.

### **BUS 27- Business Communications**

**3.0 units**

**CSU**

#### **C-ID BUS 115**

**Prerequisite:** ENGL-1 College

Composition

51 hours lecture

Instruction in the principles of effective business communications. Contemporary approaches to planning, composing and revising common written and oral business communications is explained and applied. Emphasis is on the writing of clear, concise, and effective letters, memorandums, e-mails and business reports. This course is designed for business majors. This course has been approved for correspondence, online and

hybrid delivery. This course uses a free Open Educational Resource textbook.

### **BUS 34A - Microsoft Word, Beginning**

**3.0 units**

**CSU**

**Prerequisite:** COT 52 Keyboarding, Level 1

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hours lecture/76.5 hours lab

Basic operations of Microsoft Word.

Includes file management, navigation with menus and toolbars, document creation and revision, formatting and layout, tabs, page numbering, multi-column work, basic find and replace, tables, graphs, and envelopes/labels. In addition, a study of concepts of word processing will provide students with the background necessary to help them adapt to various situations they will encounter when employed. This course has been approved for online and Hybrid (online/traditional) delivery.

### **BUS 34B - Microsoft Word, Advanced**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hours lecture/76.5 hours lab

Provides concentrated training in advanced operations of Microsoft Word, including automated form letters, advanced find/replace, sorting, advanced formatting with styles and templates, repetitive typing shortcuts, footnotes, shared documents, indexes, online forms, basic macros, and hyperlinks. In addition, a study of concepts of word processing will provide students with the background necessary to help them adapt to various situations they will encounter when employed. This course has been approved for online and hybrid (online/traditional) delivery.

### **BUS 49 - Business Work Experience**

**1.0-8.0 units**

**CSU**

#### **General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in business, who are working in the field of business, to build related job specific skills through

individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **BUS 75 – Planning and Launching a New Business Venture**

**1.0 units**

17 hours lecture

An exploratory course in the fundamentals of planning and starting a new business venture. This is a project based course developing a business plan. Topics include the development of a competitive business model, assessing industry and market conditions, choosing a form of business ownership, and the structure and content found in a successful business plan.

### **BUS 76 – Marketing the Small Business Venture**

**1.0 unit**

17 hours lecture

This course provides students with the fundamentals of marketing a small business concern. The student will be introduced to the concepts of market planning, strategy, research, competitor analysis, target markets, and the development of a marketing mix for a marketing plan.

### **BUS 77 – Financing the New Business Venture**

**1.0 unit**

17 hours lecture

A course in small business and entrepreneurship financing. Topics

include estimating start-up costs, projecting sales, funding new business ventures, the basics of financial statement analysis, budgeting, cash flow management, and the time value of money. Emphasis is placed on developing useful financial information used in small businesses and business plans.

### **BUS 78 – The Customer Service Advantage**

**1.0 units**

17 hours lecture

This course provides students with the principles that support customer service excellence. The student will be introduced to the concepts of customer satisfaction, servicing the internal and external customers, interpersonal communications, consumer retention, and managing conflict.

### **BUS 79 – Computer Info Systems for Small Business Ventures**

**2.0 units**

17 hours lecture/51 hours lab

This course introduces students to information system concepts, computer technologies, and applications commonly found in small business. Students will learn the basics behind typical information technologies used to manage small business operations. Emphasis is placed on leveraging spreadsheet, database, bookkeeping, and word processing software applications.

### **BUS 84 – Business Mathematics**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Mathematics used in business transactions, interest, discount, mark-up, depreciation, payroll, taxes, and other business computations.

## **CHEMISTRY**

### **CHEM 1A - General Chemistry I**

**5.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID CHEM 110**

**Prerequisite:** One year of high school chemistry or Chemistry 45 or the equivalent and MATH 60 Intermediate Algebra or equivalent multiple measures placement.

51 hours lecture/102 hours lab

This course introduces atomic structure, bonding, stoichiometry, thermochemistry, gases, matter and energy, oxidation-

reduction, chemical equations, liquids and solids, solutions, chemical energetics and equilibrium. The first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. This course has been approved for online and hybrid delivery.

### **CHEM 1B - General Chemistry II**

**5.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID CHEM 120S**

**Prerequisite:** Chemistry 1A General Chemistry I or the equivalent. MATH 60 Intermediate Algebra or equivalent multiple measures placement.

51 hours lecture/102 hours lab

A continuation of Chemistry 1A intended for majors in natural sciences, mathematics, and engineering. Topics covered or reinforced in both the lecture and laboratory: Chemical energetics and equilibria, solutions and ionic equilibria, acid-base chemistry, electrochemistry, coordination chemistry, oxidation-reduction, and thermodynamics, kinetics, nuclear chemistry, descriptive chemistry, organic chemistry, the chemistry of family groups of the periodic table, qualitative and quantitative analysis.

### **CHEM 8 - Introduction to Organic and Biochemistry**

**4.0 units**

**CSU/UC**

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID CHEM 102**

**Prerequisite:** CHEM 1A or CHEM 45

51 hours lecture/51 hours lab

An introduction to organic chemistry and biochemistry. Emphasis is on the relationship between structure, properties and function of simple and complex molecules. For nursing and allied health students. This course has been approved for online and hybrid delivery.

### **CHEM 40 – Survey of Chemistry and Physics**

**3.0 units**

**CSU**

**Prerequisites:** Elementary Algebra

51 hours of lecture

This is an investigation of the basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The interdependence of chemistry and physics will be

emphasized. This course is intended for non-science majors and recommended for students in the California State Teacher Preparation Program. This course has been approved for online and hybrid delivery.

### **CHEM 40L – Teaching Laboratory for Survey of Chemistry and Physics**

**1.0 units**

**CSU**

**Co-requisites:** Chem 40

This is an investigation of the basic principles of physics and chemistry using laboratory instruments and hands-on experiment. The teaching laboratory will cover principles of data taking, data analysis, and technical writing skills for scientific reports. This course is intended for non-science majors and recommended for students in the California State Teacher Preparation Program. This course is web-enhanced.

### **CHEM 45 - Introduction to General Chemistry**

**4.0 units**

**CSU/UC (unit limitation)**

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID CHEM 101**

**Prerequisite:** One year of high school algebra or MATH 60 intermediate algebra or equivalent multiple measure placement  
**Recommended Preparation:** one year high school Chemistry

51 hours lecture/51 hours lab

An introduction to chemistry, principally inorganic. Emphasis is on basic concepts and skills. This course is for students with no prior chemistry and is intended a preparation for major's in chemistry, allied health, and general education. This course has been approved for online and hybrid delivery.

### **CHEM 45A - Introduction to General Chemistry Discussion Session**

**1.0 units**

**CSU/UC (elective)**

**Co-requisite:** CHEM 45

This is a required co-requisite for students enroll in CHEM 45 who have not taken any basic chemistry courses (including introduction to physical science or equivalent) in the past 4 years. It is strongly recommended for all students enroll in CHEM 45. Students will use quantitative strategies to solve chemistry in topics of atomic theory, periodic properties, chemical bonds, stoichiometry, gas laws, kinetics and



equilibrium of chemical reactions, acids and bases, redox reactions, and thermodynamics.

## **CHILD DEVELOPMENT**

### **CD 11 - Observation and Assessment**

**3.0 units**

**CSU**

**C-ID ECE 200**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play, and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating scales, portfolio, and multiple assessment methods are explored. This course has been approved for online delivery.

### **CD 12 - Child, Family and Community**

**3.0 units**

**CSU**

**General Education Area E1**

**C-ID CDEV 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course addresses early childhood education competencies related to the role of the family in the care and education of the child, and the role of community in providing services to children and their families. Key concepts include acknowledgement that children develop in the context of their families and communities and that building relationships with families in an integral part of competent and professional early childhood practice. This course has been approved for online and correspondence delivery.

### **CD 15 - Pre-School Administration**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to meet the State Department of Education requirements for directors of public funded child development programs, and the Supervisory Child Development Permit. Topics covered are the development, procedures and evaluation of child development programs; staff and parent handbooks; staff orientation, and in-service; parent correspondence;

marketing strategies, business plans; financial reports, evaluation and accreditation. This course has been approved for online and correspondence delivery.

### **CD 16 - Introduction to Curriculum**

**3.0 units**

**CSU**

**C-ID ECE 130**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for all young children from birth to 6. Students will examine teachers' role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. This course has been approved for online and correspondence delivery.

### **CD 17 - Children's Literature**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Designed to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child, and introduce pre-reading experiences. Includes the study of children's literature, standards for evaluating books, techniques of storytelling, and puppetry. This course has been approved for online delivery.

### **CD 19 - Children's Nutrition, Health and Safety**

**3.0 units**

**CSU**

**C-ID ECE 220**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. This course has been approved for online and

correspondence delivery.

### **CD 20 - Principles and Practices of Teaching Young Children**

**3.0 units**

**CSU**

**C-ID ECE 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. This course has been approved for online and correspondence delivery.

### **CD 22 - The Infant Toddler**

**3.0 units**

**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Principles and philosophy of infant care for children up to three years of age including physical and mental growth, cognitive, social/emotional, language and self-identity development, health and nutrition. Parent education, community resources, inclusion and cultural/ethnic diversity will be explored. This course has been approved for online and correspondence delivery.

### **CD 23 - Adult Supervision in the Child Care Setting**

**3.0 units**

**CSU**

**Prerequisite(s):** Twelve (12) units of Early Childhood Education Prerequisite Skills

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Required by the Child Development permit for administrators of ECE/CD programs. This course has been approved for online delivery.



**CD 24 – Practicum****4.0 units****CSU****C-ID ECE 210****Prerequisites:** CD-12; CD-16; CD-20 and PSY-31/CD-31

34 hours lecture/102 hours lab

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and multiple measures ; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This course has been approved for online delivery.

**CD 25 - Teaching in a Diverse Society****3.0 units****CSU****C-ID ECE 230****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.

This course has been approved for online and correspondence delivery.

**CD 26 - Administration II****3.0 units****CSU****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course addresses advanced administration skills, knowledge, and techniques needed to organize and operate a child development facility. Emphasis will be on principle-centered leadership, staffing, and staff development opportunities, personnel policies, problem solving techniques, regulatory laws, funding opportunities, budget and fiscal management and working with a board, parents, volunteers and the community.

This course has been approved for online delivery.

**CD 27 - Children with Special Needs****3.0 units****CSU****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course focuses on identifying and referring children with special needs, including, physical, neurological and sensory challenges, developmental delays, learning disabilities, and giftedness and emotional and behavioral disorders. Emphasizes multidisciplinary planning to aid caregivers in modification, adaption, accommodation and teaching techniques involved in the inclusive classroom. This course has been approved for online delivery. Access to a computer with internet access is required.

**CD 28 - Child Guidance****3.0 units****CSU****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A course to explore the relationship between the parenting figure and the child. Emphasis will be placed on social and emotional development; characteristic behavior patterns of both children and adults. This course would be of interest to any adult involved or interested in children. This course has been approved for online delivery.

**CD 30 - Early Steps to Reading Success****3.0 units****CSU****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to prepare current or future childhood teachers and caregivers to enhance the early literacy outcomes of young children by improving teacher's knowledge of early literacy development, and their skills in teaching literacy to young children from birth to age 5. This course has been approved for online delivery.

**CD 31 - Child Development: Conception through Adolescence****3.0 units****CSU/UC****General Education Area E1****CSU GE Area D7 & E****IGETC Area 4G****C-ID CDEV 100****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course examines the major physical, psychological, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis will be on interactions between the maturational process and environmental factors. Students will be expected to observe children, analyze characteristic of children at different developmental stages and investigate research methodologies. This course has been approved for online and correspondence delivery.

**CD 49 - Child Development Work Experience****1.0-8.0 units****CSU****General Education Area E1****Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in child development to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical

Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **CD 50 - ECE Child Health and Safety**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

18 hour lecture

Introduction to child health and safety to include American Red Cross or American Heart Association certification in infant, child and adult CPR/Pediatric First Aid.

Course is repeatable to maintain certification. A \$20.00 lab fee will be collected at the time of registration.

## **COMPUTER APPLICATIONS**

### **CA 31 - Computer Applications**

**2.0 units**

**CSU/UC**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

Use of currently and widely-used application software, including spreadsheets, data bases, word processors and graphics programs. Practical experience for familiarity and skill in operating software as well as problem solving in business applications will be stressed. Course is designed to meet the preparatory needs of students seeking to pass the Microsoft Office Specialist [MOS] exams in Word, Access, and Excel. This course has been approved for online and hybrid delivery. Access to a computer with internet access is required.

### **CA 32 - Computer Applications II**

**2.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab

In addition to a quick review, this course covers topics that are not covered in Computer Applications I. It is designed to teach students how to use easy but powerful features available in widely used software. The emphasis will be on a word processor and a spreadsheet. This course has been approved for online delivery.

### **CA 52 – Word Processing for Business**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hour lecture/76.5 hours lab

This course covers a recent version of Microsoft Word for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to view, edit and create professional looking business documents. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Word application. This course has been approved for hybrid delivery.

### **CA 53 – Spreadsheet Application for Business**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hour lecture/76.5 hours lab

This course covers a recent version of Microsoft Excel for Windows for students who have an understanding of computers and desire comprehensive knowledge of a business tool used to organize, edit, and present data using spreadsheets. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Excel application.

### **CA 55 - Using a Word Processor**

**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

5 hours lecture/15 hours lab

This course teaches the fundamentals of Microsoft Windows and Word for Windows. It acquaints the students with the proper way to solve word processing problems in a Windows environment. This course has been approved for online and hybrid delivery.

### **CA 56 - Using a Spreadsheet**

**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

5 hour lecture/15 hours lab

Use of a widely-used spreadsheet program. Practical experience for familiarity and skill in operating the software, as well as problem solving in business applications will be stressed. This course has been approved for online and hybrid delivery.

### **CA 58 – Presentation Application for Business**

**1.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

12.75 hour lecture/38.25 hours lab

This course covers a recent version of Microsoft PowerPoint for students who have a basic understanding of computers and desire an understanding of the strategies applied to planning, preparing, and creating high-quality business presentations. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft PowerPoint application.

### **CA 60 – Email and Calendar Application for Business**

**1.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

12.75 hour lecture/38.25 hours lab

This course covers a recent version of Microsoft Outlook for students who have a basic understanding of computers and desire comprehensive knowledge of a business tool to organize and manage email messages, appointments, meetings, contacts and tasks. This course is designed to prepare students to take the Microsoft Office Specialist [MOS] exam on the Microsoft Outlook application.

## **COMPUTER OFFICE TECHNOLOGY**

### **COT 50 - Keyboarding, Level 1**

**1.0 unit**

51 hours lab

A course to enable a beginning keyboarding student to acquire the ability to keyboard by touch, develop proper keyboarding techniques, build speed and accuracy skills and apply these skills to personal and business communications. This course has been approved for online delivery.

### **COT 52 - Keyboarding, Level 2**

**1.0 unit**

**Prerequisite:** COT 50

51 hours lab

Reviews basic production techniques. Presents a variety of office situations where emphasis is upon office skill development including editing, abstracting information, decision making, setting priorities, work flow, following directions and working under pressure. This course has been approved for online delivery.

**COT 59 - Business Machines: 10 Key**  
**1.0 unit**

34 hours lab

A course to enable the student to acquire ability to operate the electronic calculator by touch with correct utilization of function keys. Training on various computations using the Electronic Printing Calculator in areas of retailing, financial management and accounting.

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**COMPUTER SCIENCE**

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**CS 1 - Computer Literacy**  
**3.0 units**  
**CSU/UC**

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

34 hours lecture/51 hours lab

This course introduces students to the following areas in computer science: An operating system such as Windows, Application programs which include a word processor, spreadsheet, database and presentation, A programming language; The Internet and the creation of web pages; Internal structure and basic functions of computers; Cultural implications of computers on our society. This course has been approved for online delivery.

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**COUNSELING & GUIDANCE**

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**CG 1 - Strategies for Creating Success in College and in Life**  
**3.0 units**  
**CSU/UC**

**General Education Area E1**  
**CSU GE Area E**

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to enable students to develop and improve skills needed to be successful in college and in life. These skills include study techniques, goal setting, test-taking, note-taking, memory techniques, time management and personal issues such as stress management, drug and alcohol addiction, communication and decision making. This course has been approved for correspondence, hybrid and online delivery.

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**DEVELOPMENTAL STUDIES**

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**DS 110 - Computer Access 1**  
**0.5-3.0 units**

25.5-153 hours lab (R)

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of document processing. This course has been approved for online and hybrid delivery.

**DS 111 - Computer Access II**  
**0.5-3.0 units**

25.5-153 hours lab (R)

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of advanced document processing skills and basic spreadsheet and data base programs.

**DS 112 - Computer Access Projects**  
**0.5-3.0 units**

25.5-153 hours lab (R)

Designed for students with learning, visual, physical, or language impairments. Provides an opportunity for the student who is already familiar with computers and/or adaptive technologies to work on independent projects, perfect job skills or attain greater mastery of the technology(s). This course has been approved for online and hybrid delivery.

**DS 113 - Developmental Skills: Personal Assessment**  
**0.5-1.0 unit**

8.5-17 hour lecture (R)

A course designed to provide the learning disabled student with specific information about his/her own learning process. Explores existing concepts, theories, and practices related to self-appraisal, defense mechanisms, self-concept and interpersonal relations as these relate to their disability. Credit for this course will not apply to the associate degree.

**DS 114 - Developmental Skills: Reading**  
**0.5-1.5 units**

25.5-76.5 hours lab (R)

An individualized program to improve the reading comprehension skills of the learning disabled student. Emphasis will be placed on reading comprehension, vocabulary, and critical thinking. This course has been approved for online, corespondence and hybrid delivery.

**DS 115 - Developmental Skills: Writing Skills**  
**3.0 units**

51 hours lecture (R)

A course designed to instruct the learning disabled student in writing skills. Emphasis will be placed on vocabulary development, in-depth sentence formation, and critical thinking. This course has been approved for online, hybrid and correspondence delivery.

**DS 116 - Developmental Skills: Math**  
**0.5-1.5 units**

76.5 hours lab (R)

An individualized program to improve the math skills of the learning disabled student. Emphasis will be placed on developing the student's skills for vocational competency or through the beginning algebra academic level, depending upon the student's goal. This course has been approved for online, hybrid and correspondence delivery.

**DS 120 - Adaptive Fitness**

**1.0 unit**

51 hours lab (R)

This course is designed to provide development and maintenance of strength, flexibility and aerobic fitness, through sport and fitness activities, for students with a verified physical disability. Repeatable as needed, pursuant to special class repetition standards. This course has been approved for online and hybrid delivery.

**DS 121 - Adaptive Individual Sports: Bowling**  
**1.0 unit**

51 hours lab (R)

This course will allow students who have a substantial developmental delay or disorder in physical development regardless of ability to have the opportunity to develop and improve their bowling skills ranging from equipment adjustment to advanced bowling skills. Students will develop greater degrees of functional skills including: social independence, fundamental motor skill, object control, problem solving, physical well-being and the ability to participate in the lifelong sport of bowling. Repeatable as needed, pursuant to special class repetition standards.

**DS 122 - Adaptive Individual Sports: Weight Training**  
**1.0 unit**

51 hours lab (R)

This course will allow students who have a substantial developmental delay/physical limitation regardless of ability to have the opportunity to develop



and improve strength, bone health, and daily function. Weight training skills will range from proper safety guidelines in equipment usage, lifting, workout selections, spotting fundamentals and practice procedures. Students will develop a well-rounded exercise routine that will help improve their health, physical function, self-esteem, and behavior. Repeatable as needed, pursuant to special class repetition standards. This course has been approved for online and hybrid delivery.

## **ECONOMICS**

### **ECON 10 - Macro-Economics**

**3.0 units**

**CSU/UC**

**General Education Area B**

**CSU GE Area D2**

**IGETC Area 4B**

**C-ID ECON 202**

**Prerequisite:** Elementary Algebra or equivalent multiple measures placement  
**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introduction to modern macroeconomic analysis. Emphasis is placed on market systems, aggregate measures of economic activity, fiscal and monetary policy, and public policy recommendations. This course has been approved for hybrid, online and correspondence delivery. This course may use a free Open Education Resource textbook.

### **ECON 11 - Micro-Economics**

**3.0 units**

**CSU/UC**

**General Education Area B**

**CSU GE Area D2**

**IGETC Area 4B**

**C-ID ECON 201**

**Prerequisite:** Elementary Algebra or equivalent multiple measures placement  
**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

An introduction to market systems, supply and demand model, and decision making in different market structures. Topics include the supply and demand framework, elasticity, government intervention, and decision making in the market structures of perfect competition, monopoly, monopolistic competition, and oligopoly. This course has been approved for correspondence, hybrid and online delivery. This course may use a free Open Education Resource textbook.

## **EDUCATION**

### **ED 1 – Tools for Teaching**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This interactive course presents an overview of knowledge and skills related to designing and delivering appropriate curriculum and fostering a supportive learning environment for adult learners. The course examines the teaching and learning transaction and key teacher responsibilities and activities. Specific attention is paid to relevant learning theories and teaching techniques that maximize the effectiveness of instruction. Students will examine the teachers' role in fostering the joy of learning for adults using instructional systems design principles. Students engage in the production and presentation of an instructional package including instructional strategies, materials and technologies, classroom management practices, and the multiple measures of learning. This course has been approved for hybrid delivery.

### **ED 2 – Introduction to Elementary Classroom Instruction**

**3.0 units**

**CSU**

**C-ID EDUC 200**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This interactive course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. This course has been approved for online delivery.

## **EMERGENCY MEDICAL TECHNICIAN or RESPONDER**

### **EMT 21 – Emergency Medical Responder**

**2.5 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

36 hours lecture/29 hour lab (R)

This course meets public safety standards published by U.S. Department of Transportation's Emergency Medical Responder curriculum. The course will prepare the student for certification (two-year) by the Northern California Emergency Medical Service. This course is repeatable as necessary to maintain certification. Additional State Certification Fees will apply. This course has been approved for hybrid delivery.

### **EMT 60 - Emergency Medical Technician 1 (Basic)**

**6.5 units**

**Prerequisite:** Current CPR certification or equivalent

85 hours lecture/69 hours lab (R)

Covers all techniques of emergency medical care and transportation of the sick and injured within the responsibilities of the Emergency Medical Services Authority requirements referenced in Title 22, Division 9, Chapter 2, Article 1 of the California Administrative Code. Upon successful completion, the student will be eligible to take the Certification Exam for Emergency Medical Technician-1 Ambulance or Emergency Medical Technician - B (Basic). The student will be required to complete an additional 32 hours of on-the-job emergency training outside the scheduled classroom hours to meet state requirements. The student must possess a valid CPR card from ASHI, ARC or AHA. This course may be taken as necessary for certification. Approved for hybrid delivery.

### **EMT 61 - Emergency Medical Technician-B Refresher**

**1.0 unit**

**Prerequisites:** Current EMT-B, certification that has been expired for no more than one year. Must possess a valid CPR card and demonstrate ability to perform CPR skills to current ASHI, ARC, or AHA standards.

14 hours lecture/18 hours lab

A 32 hour course that provides, to the certified EMT-B (Basic) student, a review of didactic knowledge and practical skills required to recertify, as outlined by the State of California regulations. For EMT-B's who are maintaining certification with



the National Registry of EMT's (NREMT), this course is also approved for the required Transition course. Repeatable as necessary to maintain certification

## **ENGLISH**

### **ENGL 1 - College Composition**

**3.0 units**

**CSU/UC**

**General Education Area D1**

**CSU GE Area A2**

**IGETC Area 1A**

**C-ID ENGL 100**

**Prerequisite:** Successful completion of ENGL105 or equivalent multiple measure placement.

51 hours lecture

A refinement of the skills of writing and critical reading, emphasizing the relationship between purpose and form, clarity, coherence and unity, accuracy of expression, the development of the writer's voice and style, the elements of critical thinking, and the development of the research paper and specific strategies to prepare for university studies. This course has been approved for online and correspondence delivery.

### **ENGL 2 - Introduction to Literary Types**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID ENGL 120**

**Prerequisite:** English 1

51 hours lecture

This course introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

### **ENGL 3 – British Literature I**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID ENGL 160**

**Prerequisite:** English 1

51 hours lecture

This course surveys British literature from the Middle Ages to the late eighteenth century. Areas of focus include the literary traditions and context as well as relevant historical, philosophical, social and political developments.

### **ENGL 4 – British Literature II**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID ENGL 165**

**Prerequisite:** English 1

51 hours lecture

This course surveys British literature from the late eighteenth century to contemporary British and post-colonial texts. Areas of focus include the literary traditions and context as well as relevant historical, philosophical, social and political developments. This course is approved for hybrid (traditional/online) delivery.

### **ENGL 5 – Survey of World Literature II**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID ENGL 145**

**Prerequisite:** English 1

51 hours lecture

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present.

### **ENGL 7 – Argumentative Writing and Critical Thinking Through Literature**

**4.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area A3**

**IGETC 1B**

**C-ID ENGL 110**

**Prerequisite:** English 1

68 hours lecture

This course offers instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation of the aesthetic qualities of literature. This course has been approved for Hybrid (online/traditional) Delivery.

### **ENGL 9 - Critical Thinking and Composition**

**3.0 units**

**CSU/UC**

**General Education Area D1**

**CSU GE Area A3**

**IGETC Area 1B**

**C-ID ENGL 105**

**Prerequisite:** English 1

51 hours lecture

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1. The course will focus on the development of logical reasoning and analytical and argumentative writing skills. This course has been approved for online and correspondence delivery.

### **ENGL 10 – Shakespeare**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**Prerequisite:** English 1

51 hours lecture

Plays of Shakespeare will be analyzed and discussed. The development and evaluation of Elizabethan and Jacobean drama will be studied and Shakespeare's achievements considered in that light. Each student will produce an independent paper on a work, character, or theme of interest.

### **ENGL 12 - Survey of American Literature II**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID ENGL 135**

**Prerequisite:** English 1

51 hours lecture

This course introduces students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present. This course will include the emergence of realism and naturalism in the post-war industrial era. Humorists, local color writers, the revival of poetry, nationalism, cosmopolitanism, and the fiction of the early twentieth century will be studied. This course has been approved for correspondence delivery.

### **ENGL 22 – Creative Writing**

**3.0 units**

**CSU/UC**

**General Education Area C**

**C-ID ENGL 200**

**Prerequisite:** English 1

51 hours lecture

An introduction to the craft of creative writing through the study and analysis of works by established and peer writers. Students will practice writing in various genres and will be introduced to the workshop method.

**ENGL 33 – Studies in Fiction****3.0 units****CSU/UC****General Education Area C****CSU GE Area C2****IGETC Area 3B****Prerequisite:** English 1

51 hours lecture

This course will examine the nature of prose fiction and its various forms, explore periods and themes evident in a given work, and emphasize a critical apparatus that will allow students to critically reflect on and engage with various types of literature.

**ENGL 34 – Studies in Poetry****3.0 units****CSU/UC****General Education Area C****CSU GE Area C2****IGETC Area 3B****Prerequisite:** English 1

51 hours lecture

This course will examine the aesthetic, semiotic, and prosodic qualities of poetry from both the 20<sup>th</sup> and 21<sup>st</sup> centuries. Through selected readings, this course will foster close reading/analysis of contemporary poetry, providing an understanding of poetic form and function (poetics).

**ENGL 105- Introduction to College Reading, Writing, and Critical Thinking****3.0 units**

51 hours lecture

Development of reading, writing, and critical thinking skills including reading for comprehension, summarizing, paraphrasing and directly quoting, writing responses to readings, integrating ideas from multiple sources to support a single idea, appropriately citing sources and writing essays. This course has been approved for correspondence and online delivery.

**ENGL 105A- Reading and Writing Support****1.0 units****Corequisite:** ENGL 105 or ENGL 1

51 hours lab

The emphasis of this course is to provide support for students in college level reading, writing and critical thinking. Course includes review and application of the basic skills needed for clear written expression. Students will explore grammar, sentence and paragraph structure, essay organization, research and reading skills in the context of work being completed in ENGL 105 Introduction to College Reading, Writing

and Thinking or ENGL 1 Freshman Composition. This course has been approved for correspondence and online delivery.

**ETHNIC STUDIES****ES 1 - Ethnic Minorities in America****3.0 units****CSU/UC****General Education Area B****CSU GE Area D3****IGETC Area 4C**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A survey of the history, culture and folklore of the American people. This course has been approved for online and correspondence delivery.

**FILM****FILM 1 - History of the Cinema****3.0 units****CSU/UC****General Education Area C****CSU GE Area C1****IGETC Area 3A**

**Recommended Preparation** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed as an introduction to film history, focusing on methods and analysis. Works of Edison, Lumieres, Chaplin, J. Ford, Hitchcock, Wells, Allen, Brooks, Coppola and other will be examined.

**FIRE TECHNOLOGY****FS 3 - Fundamentals of Fire Prevention****3.0 units****CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

The history and philosophy of fire prevention, organization and operation of fire prevention bureaus, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection/suppression systems. This course has been approved for online, hybrid and correspondence delivery.

**FS 4 - Fire Protection Equipment and Systems****3.0 units****CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course provides an introduction to the 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. This course has been approved for online, hybrid and correspondence delivery.

**FS 5 - Fire Orientation and Organization****3.0 units****CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; 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; life safety initiatives. This course has been approved for online, hybrid and correspondence delivery.

**FS 6 - Building Construction for Fire Protection****3.0 units****CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course provides for 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. This course has been approved for hybrid and correspondence delivery.

**FS 8 – Wildland Fire Suppression**  
**2.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 hours lecture/48 hours lab  
Training in the use of tools of wildland fire suppression, and experience in the cooperative working relationship of a wildland fire suppression crew. Subject coverage includes responsibility as a fire crewperson, safe working habits, hand tools of firepumps, map and compass, tool maintenance, pumping operations and safety, air operations and safety, tractor operations and safety, wildland fire tactics, structural fire tactics, mop-up activities, fireline location and construction and radio use.

**FS 13 - Fire Behavior and Combustion**  
**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture  
This course of study presents theories 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 techniques. This course has been approved for online, hybrid and correspondence delivery.

**FS 14 - Principles of Fire Safety and Survival**  
**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture  
This course will introduce the student to fundamental issues relating to firefighting 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. Additionally, this course will introduce the student to the National Firefighter Life Safety initiatives, which focus on the need for both cultural and behavioral change throughout the emergency services

disciplines. This course has been approved for online, hybrid and correspondence delivery.

**FS 20 - First Aid and CPR for the Public Safety Employee**  
**0.5 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hours lecture (1 day) (R)  
Manipulative and technical training in emergency care procedures, including examining the victim; observing surroundings, determining case histories, maintaining an airway, performing resuscitation and cardiopulmonary resuscitation, controlling bleeding, treating cerebrovascular injuries, treating shock, seizures, childbirth, performing manual lifts and carries, and improvising and providing transportation. A \$10.00 Certification fee applies. May be repeated as needed for recertification.

**FS 23 - Firing Operations (S-219)**  
**1.0 units**  
**CSU**

**Prerequisites:** FS 75 Fire behavior (S-290)

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 hours lecture (2 day)  
This course introduces the roles and responsibilities of a firing boss, common firing devices, and general firing operations and techniques. Although comprehensive in nature, the coursework is not a substitute for the dynamic fire environment.

**FS 26 - Basic Air Operations (S-270) 1.0 unit**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 Hours Lecture (2 Day)  
This course covers aircraft types and capabilities, aviation management and safety, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas.

**FS 49 - Fire Science Work Experience**  
**1.0-8.0 units**  
**CSU**

**General Education Area E1**  
**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)  
This work based learning course is designed to assist students with educational or career goals in fire

technology, who are working in the field of fire suppression, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid and correspondence delivery

**FS 50 – Rapid Intervention Crew (RIC) Operations**  
**0.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement. Fire Fighter I Training, FS 80 Fire Fighter Survival or equivalent.  
4 hours lecture/20 hours lab  
The Rapid Intervention Crew (RIC) Operations course trains fire fighters to rescue a downed fire fighter in an immediately dangerous to life and health (IDLH) environment was developed in the continuing effort to reduce the number of fire fighter injuries and deaths that occur regularly. Students train using evolutions and scenarios based off tragedies suffered by fellow fire fighters from departments across the country. Students receive information on how to locate and use these LODD studies as training and prevention tools throughout their careers. The course focuses on the three phases of a RIC operation: 1) pre-deployment, 2) deployment, and 3) rescue. During the class, you will also gain a greater understanding of RIC



operations terminology and the RIC mindset.

### **FS 51 – Introduction to Fire Technology Careers** **1.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture

This course provides the basic knowledge to begin a career in the field of Fire Technology. Students will be introduced to the major branches of the fire service communities and the procedures used to complete an application for each of these departments.

### **FS 52 - Incident Command System (I-200/300)** **2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture

This course provides an introduction to the incident command system. Emphasis is placed on system design principles, components of the system, positional responsibilities, and the common responsibilities of personnel assigned to the organization.

### **FS 53 – Introduction to Incident Command System (ICS-100)** **0.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8.5 hours lecture

This course is an introduction to ICS, basic features of ICS, incident commander and command staff function, general staff functions, facilities, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties. ICS 100 (I-100, IS-100, Q462)

### **FS 54 – National Incident Management System (NIMS-700a)** **0.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

b. hours lecture

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents

### **FS 56 – Helicopter Crewmember**

### **(S-271) 2.0 units**

**Prerequisite:** FS-61 Basic Firefighter Training (Basic 32)

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

32 hours lecture/8 hours lab

This course is designed to meet the training needs of a helicopter crew member. Upon completion, the student will be able to demonstrate proficiency in all identified areas of helicopter use to safely achieve efficiency and standardization.

### **FS 57 - Vehicle Extrication** **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hours lecture/8 hours lab

This course provides students with hands-on experience in the procedures utilized during an automobile extrication incident. Course certified by of the California State Fire Marshal. Additional State Certification Fees apply. This course may be taken as needed due to the evolving extrication methods, various vehicle technological changes, and new modern tools used in the various rescue plans as well as victim care requirements.

### **FS 58 – Introduction to Wildland Fire Behavior (S-190)** **0.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement

8.5 hours lecture.

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a firefighter type 2 (FFT2) on an incident as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position.

### **FS 59 – Confined Space Awareness** **0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8.5 hours lecture

This course will introduce fire service personnel to the codes that impact operations within confined spaces, the hazards of confined spaces, equipment and procedures required to deal with a

confined space rescue safely and legally, basic operational positions, and their responsibilities as set forth by CAL-OSHA. A \$20.00 State Fire Marshall certificate fee is applied.

### **FS 60 - Wildland Firefighter (CaFIRE Basic Training)**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

**Previous or concurrently:** FS 61, FS 51, FS59, FS72, FS80, FS 81 FS 20, FS 98.21 or equivalent.

32 hours lecture/48 hours lab (3 weeks)

This course provides students with the knowledge and skills to perform basic firefighter tasks (safely, effectively and competently). Topics include: fire physics and terminology; fireline safety; aircraft safety; self-contained breathing apparatus; mobile equipment orientation; fire equipment orientation; wildland and structure firefighting operations. The curriculum is based on CAL FIRE policy, the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2016 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2013 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Fighter 1 curriculum are: general knowledge germane to the profession, fire department communications, fire ground operations, rescue operations, preparedness and maintenance, wildland suppression activities, and hazardous materials/WMD.

### **FS 60A - Basic Fire Crew Firefighter**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture (2 weeks)

This course provides basic knowledge, skills and ability for those individuals seeking a position on an operational CAL FIRE hand crew. This course requires instructor authorization prior to enrollment. (CAL FIRE 58)

### **FS 61 - Basic Firefighter Training (Basic 32)**

**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.



This course provides basic training in wildland fire suppression and crew person subject coverage includes wildland fire behavior, skills of wildland fire suppression, practice with common fireline hand tools, and working safely in wildland fire environment. [Meets U.S. Forest Service and Bureau of Land Management requirements for Firefighter Type 2: L-180, S-130 and S-190.] To be awarded the certificates at the end of the course students must successfully complete the Federal Emergency Management Agency (FEMA) IS-100 (Introduction to the Incident Command System, ICS-100) and IS-700 (An introduction to the National Incident Management System) online at <https://training.fema.gov/> (free to students).

### **FS 64 Instructor 1 Instructor Methodology** **2.5 units**

**Recommended Preparation:** Introduction to the Incident Command System (IS-100.B) FEMA or National Incident Management System (IS-700.A, FEMA)  
This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction

### **FS 65A – Driver Operator 1A – Emergency Vehicle Operations** **1.5 units**

18 hours lecture/27 hours lab  
This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or

her driving skills during simulated driving conditions.

### **FS 65B – Driver Operator 1B - Pump Operations** **1.5 units**

**Prerequisite(s):** FS 65A Driver Operations 1A  
18 hours lecture/27 hours lab  
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.

### **FS 65C – Wildland Fire Apparatus Operations** **0.5 units**

**Prerequisite(s):** FS 65A Driver Operations 1A. FS 65B Driver Operator 1B, OSFM Fire Fighter I  
7 hours lecture/17 hours lab  
This course is designed to provide students with accepted statewide protocol and procedures for operation of a wildland fire apparatus. Course topics include: preventive maintenance, routine tests, inspections, and servicing functions on the systems and components unique to wildland fire apparatus. In addition students will participate in activities to practice proper operation of a wildland fire apparatus and production of an effective fire stream. Course certified by of the California State Fire Marshal. Additional State Certification Fees apply.

### **FS 68 – Essentials of Fire Fighting** **2.0 units**

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.  
32 hours lecture/8 hours lab  
This course will introduce the student to the basic fundamentals of Structure firefighting. It will introduce the student to personal protective equipment, water supply and the different tools used in the industry. Its focus will be on the skills needed to obtain entry level skills to gain employment with a Fire Department.

### **FS 70 – Heavy Equipment Boss (S-236)** **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.  
24 hours lecture (1 week)  
This course is designed to meet training recommended for the dozer boss on an all

risk incident. Trainees will be taught to ensure that a dozer has been properly inspected and signed up, ensure a dozer operator is qualified and signed up, determine the capabilities and limitations of the dozer and operator to perform an assignment, and the actions to complete an assignment. Must have Firefighter Type 1 qualifications to receive NWCG Certificate.

### **FS 70A - Single Resource Academy (S-230, S-231, S-232)** **2.0 units**

**Prerequisite(s):** FS 98.18 (Annual Fire Refresher Training – RT-130) and FFT 1  
**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.  
28 hours lecture/4 hours lab  
This course is designed as a classroom skill course to produce proficiency in the performance of all duties associated with the single resource Engine Boss, Crew Boss and Dozer Boss from initial dispatch through return to home unit. Instructional topics include: preparation and mobilization, assignment preparation, tactics and safety, off-line duties, demobilization, and post-incident activities. This course may be taken as needed to meet legally mandated training requirements.

### **FS 70B - Engine Boss (Single Resource)** **1.0 units**

**Prerequisite(s):** FS-70A Single Resource Academy (S-230, S-231, S-232) or Firefighter Type 1 qualifications and have successfully completed an agency S-230 course. **Recommended Preparation:** ENGL105 or equivalent multiple measures placement.  
16 Hours Lecture

This course is designed as a classroom skill course to produce trainee proficiency in the performance of all duties associated with the single resource engine boss, from initial dispatch through return to home unit. Instructional topics include: preparation and mobilization, assignment preparation, tactics and safety, off-line duties, and demobilization, post-incident activities. This course may be taken as needed to meet legally mandated training requirements. Must have Firefighter Type 1 qualifications and have successfully completed an agency S-230 course, or FS-70A Single Resource Boss Academy to receive NWCG certificate.

### **FS 70C - Single Resource Crew Boss** **1.0 units**

**Prerequisite(s):** FS-98.18 Annual Fighter Training or Firefighter Training 1

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

24 Hours Lecture

This course is designed as a classroom skill course to produce trainee proficiency in the performance of all duties associated with the single resource crew boss, from initial dispatch through return to home unit. Instructional topics include: preparation and mobilization, assignment preparation, tactics and safety, off-line duties, and demobilization, post-incident activities.

### **FS 72 – HazMat First Responder - Operations**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

24 hours lecture (1 week) (R)

This course provides information about basic strategies to safe-guard the health and safety of emergency responders when their work involves potential exposure to hazardous materials. Topics include detection of the presence of hazardous materials, hazardous materials references and safe work practices around potentially hazardous materials. This course may be taken as necessary to maintain certification. Additional State Certification Fees apply.

### **FS 72A – HazMat First Responder - Refresher**

**0.5 unit**

**Prerequisite:** FS 72 First Responder - Hazardous Materials

9 hours lecture (2 days) (R)

This course is designed to refresh students who are likely first responders to Hazardous Materials events. Within the operational role, course topics include risks and outcomes of hazardous materials, operational roles, safety procedures, stabilization of the scene, decontamination of victims and equipment and communication and coordination with agencies. This course is certified by the California Specialized Training Institute and students successfully completing the class will be issued a CSTI certificate. There will be a state certification fee for this class. This course may be taken as necessary to maintain certification.

### **FS 73A - Incident Business Management (S-260)**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

20 hours lecture (1 week)

This course provides the basic knowledge for entry-level business management positions at an incident such as: finance positions, commissary manager, personnel time recorder, equipment time recorder and compensation for injury specialists.

### **FS 73B - Applied Incident Business Management (S-261)**

**1.0 unit**

**Prerequisite:** FS 73A Incident Business Management (S-260)

20 hours lecture (1 week)

This course provides additional knowledge for business management positions at an incident such as: compensation for injury specialists, commissary and claims specialist. Students will have a working knowledge of these functions and how they relate to other functions in the incident command system.

### **FS 74 - Fire in the Interface (S-215)**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

24 hours lecture (1 week)

This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fires that threaten life and property and improvements in the wildland/urban interface. Must be qualified as a Firefighter Type 1 and the instructor will verify qualifications before signing the registration card.

### **FS 75 - Fire Behavior (S-290)**

**2.0 units**

**Prerequisite:** FS 61 – Basic Firefighter Training (Basic 32) **or** FS 60 - Wildland Firefighter (CalFIRE Basic Training); **or** S-190 Certification

37 hours lecture (1 week)

This course provides instruction in the identification and prediction of wildland fire behavior problems in various fuel types and under varying weather conditions.

### **FS 76 - Firefighter Type 1 (Squad Boss) (S-131)**

**0.5 unit**

**Prerequisite:** FS-61 Basic Firefighter Training (Basic 32) **or** FS-60-Wildland Firefighter (CalFIRE-Basic Training). ***This prerequisite is mandated by federal requirements through NWCG (National Wildland Coordinating Group).***

8 hours lecture

This course is designed to be interactive in nature. It contains several tactical decision games designed to facilitate learning the objectives through class

discussion.

### **FS 77 - Human Factors on the Fireline (L-180)**

**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

9 hours lecture (1 week)

This training course addresses human performance content that relates to the individual, including situation awareness, communication, decision making, risk management, and teamwork skills. The desired outcome of this training is improved awareness of human performance issues on the fireline so that individual firefighters can integrate effectively into teams/crews working in dynamic, high-risk environments.

### **FS 78 - Followership to Leadership (L-280)**

**1.0 unit**

**Prerequisite:** This prerequisite is mandated by federal requirements through NWCG (National Wildland Coordinating Group). FS 77 Human Factors on the Fireline L-180 **and** FS 61-Basic Firefighter Training (Basic 32) **or** FS 60 – Wildland Firefighter (CDF Basic 67).

17 hours lecture (1 week)

This training course is designed as a self-assessment opportunity for individuals preparing to step into a leadership role. The course combines one day of classroom instruction followed by a second day in the field with students working through a series of problem solving events in small teams (Field Leadership Assessment Course). Must have experience on fire incident assignments in operations or support functions to receive NWCG Certificate.

### **FS 79A – Ground Support Unit Leader (S-355)**

**2.0 units**

**Prerequisite:** None.

32 hours lecture

This course is designed to meet the national core training needs of the Ground Support Unit Leader.

### **FS 80 - Fire Fighter Survival**

**1.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hours lecture

This course will supply the student with a greater understanding of the need for situational awareness, firefighter survival skills, and the technical survival skills to help you avoid committing fatal errors on the fire ground. Avoiding situations that

could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. The Fire Fighter Survival course will aid in preventing fire fighter emergencies by teaching personnel to be resourceful when facing dangerous entrapment situations. There is a state certification fee of \$20.00.

### **FS 81 – Wildland Fire Fighter Safety and Survival** **0.5 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8.5 hours lecture

This course is designed to look at Wildland fire entrapments, their causes and what a firefighter can do to avoid them. Several topics will be looked at, discussed and studied from near misses and entrapments in the wildland fire service. Emphasis will be learning from history and why fire entrapments occur and how they might be avoided. Using Office of the State Fire Marshall (OSFM) 4000 Policy. This is an OSFM class and there is a \$20.00 certificate fee

### **FS 84 - Lessons Learned (Fatality Fire Case Studies)**

**1.0 unit**

**Prerequisite:** S-130 (Basic Firefighter), S-190 (Fire Behavior), and have one season of experience in wildland fire suppression as mandated by the federal requirements of NWCG.

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 hours lecture/4 hour lab (4 weeks)

The purpose of the Lessons Learned training course is by its nature firefighting is a dangerous undertaking. Wildland fires are dangerous because they are dynamic and constantly changing as the result of many complex factors. Unfortunately, sometimes wildland fires bring death and injury to firefighters. Each firefighter fatality should motivate us to study the incident, learn from it, and share the lessons of this blunt but effective teaching tool so that others may engage wildland fires without paying such a price.

### **FS 85 - Understanding Maps, Compass, and GPS** **1.0 unit**

**Recommended Preparation** ENGL105 or equivalent multiple measures placement.

16 hours lecture (1 week)

Learn to navigate using topographic and other maps used with the compass and Global Positioning Systems (GPS).

Discusses topography contours, map scales, and map projections. Navigate in the field using inexpensive modern compass and GPS receiver to define desired directions of travel and use them on the ground. Discussion of different hand-held GPS receivers, their usefulness, accuracy, and important features for use in the field. Students will learn how to use the GPS receiver and/or compass with map to determine accurate altitude information in land navigation and how to minimize navigation errors caused by the effects of weather and other natural interference.

### **FS 86 - Emergency Vehicle Operation** **0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hours lecture (1 week)

This course is designed to simulate situations where individuals will be maneuvering apparatus while driving in emergency situations. The course will simulate emergency vehicle operations with becoming familiar with route selection, lights and sirens, negotiating intersections, following and passing vehicles, high-speed driving, dealing with adverse conditions and contingencies. Course is repeatable as necessary to maintain certification.

### **FS 87 - Expanded Dispatch Recorder (D-110)**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 hours lecture (2 days)

This course is designed to train potential dispatch recorders on the structure of an expanded dispatch organization and effectively perform within that organization. The course will instruct the student on the use of local telecommunications equipment. It will provide the student with a working knowledge of the purpose and process of completing the resource order and other dispatch forms. It will also provide instruction on established dispatch procedures.

### **FS 89 – Wildland Fire Chainsaws (S-212)**

**1.5 unit**

**Prerequisite(s):** FS-61 Basic Firefighter Training (Basic 32) or FS 60A or equivalent

24 hours lecture/4 hours lab (1 week)

This course provides an introduction to the function, maintenance and use of

internal combustion engine powered chainsaws and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations. Repeatable as needed for certification.

### **FS 90 – Portable Pumps and Water Use (S-211)**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

16 hours lecture/4 hours lab (1 week)

This course is designed to meet training needs of a Firefighter Type 1 or Incident Commander Type 5. Course content will provide the knowledge and skills needed to design, set up, operate, troubleshoot, and shut down portable water delivery systems.

### **FS 91- I-Suite Incident Based Automation**

**1.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

25.5 hours lecture

I-suite is a data entry system used on wildland fire incidents. This course will teach students how to use the I-suite computer system, how to enter data online, and how to interface with other data systems on a wildland fire incident.

### **FS 92A Company Officer 2D: Human Resource Management for Company Officers** **2.0 units**

**Prerequisites:** Meet educational requirements for FF II. A copy of your Firefighter II certificate must be presented to the instructor on the first day of class.

40 hours lecture

This course is designed for experienced firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time supervisors through provision of information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene. This course is part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the



degree while meeting California State Fire Training certification requirements. For students seeking a California State Fire Training course completion certification, there is a supplemental \$81.00 SFT fee which must be paid by the second day of the class. This fee is not collected during the registration process. Additional details will be provided on the first day of class.

**FS 92B Company Officer 2D: General Administrative Functions for Company Officers**  
**1.0 units**

**Prerequisites:** Meet educational requirements for FF II. A copy of your Firefighter II certificate must be presented to the instructor on the first day of class.

Units

20 hours lecture

This course is designed for practicing firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time supervisors through provision of information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image and mission to the public. This course part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the degree while meeting California State Fire Training certification requirements. For students seeking a California State Fire Training course completion certification, there is a supplemental \$81.00 SFT fee which must be paid by the second day of the class. This fee is not collected during the registration process. Additional details will be provided on the first day of class.

**FS 92C Company Officer 2C: Fire Inspections and Investigation for Company Officers**  
**2.0 units**

**Prerequisites:** Meet educational requirements for FF II. A copy of your Firefighter II certificate must be presented to the instructor on the first day of class.

40 hours lecture

This course is designed for practicing firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time supervisors through provision of information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation

to determine preliminary cause and securing the incident scene and preserving evidence. This course part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the degree while meeting California State Fire Training certification requirements. For students seeking a California State Fire Training course completion certification, there is a supplemental \$81.00 SFT fee which must be paid by the second day of the class. This fee is not collected during the registration process. Additional details will be provided on the first day of class.

**FS 92D Company Officer 2D: All Risk Command Operations**  
**2.0 units**

**Prerequisites:** FS 52 Incident Command System for Single Resource, FS 93 Fire Fighter I and Initial Action Incidents Hazardous Material Incident Commander 40 hours lecture

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. This course is for students seeking a California State Fire Marshal's Office course completion certification, there is a supplemental \$81.00 fee which must be paid by the second day of the class. This fee is not collected during the registration process. Additional details will be provided on the first day of class.

**FS 92E Company Officer 2E: Wildland Incident Operations for Company Officers**  
**2.0 units**

**Prerequisites:** Must complete or provide copy of S-290 Intermediate Fire Behavior Certificate (classroom delivery only) as well as meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification process. A copy of your Firefighter II certificate and NWCG S-290 must be presented to the instructor on the first day of class.

40 hours lecture

This course is designed for practicing firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time

supervisors through provision of information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the degree while meeting California State Fire Training certification requirements. For students seeking a California State Fire Training course completion certification, there is a supplemental \$81.00 SFT fee which must be paid by the second day of the class. This fee is not collected during the registration process. Additional details will be provided on the first day of class.

**FS 93 Fire Fighter I**  
**18.5 units**

**Prerequisite:** FS 20 1<sup>st</sup> aid for Public Safety Employees or HO 120 CPR or equivalent

160 hours lecture/480 hours lab

This course provides the skills and knowledge needed for the entry level fire fighter, career or volunteer, to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Fighter I curriculum are: general knowledge germane to the profession, fire department communications, fire ground operations, rescue operations, preparedness and maintenance, wildland suppression activities, and hazardous materials/WMD. Student will receive a California State Fire Marshall Fire Fighter 1 certificate

**FS 94 Strike Team Leader (S-330)**  
**1.5 unit**

**Prerequisite:** FS 23 Firing Op, FS 74 Fire in the Interface, FS 88 Initial Attack Incident Commander or equivalent

25.5 hours lecture



This course is designed to teach the student the management skills necessary to perform specific functions within the Incident Command System. Tactics are only addressed when necessary. Course covers the basic responsibilities of Strike Team leader, pre-incident responsibilities, assembly and travel procedures, responsibilities and the demobilization process.

**FS 95 Initial Attack Incident Command**  
**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

5 hours lecture/12 hours lab

A course designed to bring out the responsibilities of the individual in charge of the initial attack of small, non-complex fires that are routinely suppressed by local initial attack forces and assure that local policies and practices are understood by the initial attack leader.

**FS 96 – Low Angle Rope Rescue**  
**0.5 unit**

27 hours lab

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 must provide their own safety equipment which will include helmet, gloves, long pants, long sleeve shirt, and work boots with aggressive soles for traction on steep slopes. Students may re-enroll in course for credit as legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

**FS 97 – Fire Control 4: Controlling Ignitable liquids and Gases**  
**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6.5 hours lecture/9.5 hours lab

This course provide the knowledge and skills that prepare a firefighter to extinguish an ignitable liquid fire, control a flammable gas fire, and develop an incident action plan for a pipeline emergency. Participants will learn and practice modern vehicle firefighting techniques.

**FS 98.18 – Annual Fire Refresher Training**  
**0.5 unit**

**Prerequisite(s):** FS-61 Basic Firefighter Training (Basic 32)

8 hours lecture (1 Day)

Purpose of wildland fire suppression is to minimize damage to resources, property and the environment. This should be accomplished in the most operationally effective and fiscally responsible manner. But above all, we need to remember that no resource or property values are worth endangering life. Providing for the safety of firefighters is the number one priority and responsibility of every individual. This course requires an additional fee of \$2.00 to cover the costs of handouts and a pocket guide. This course may be taken as legally mandated.

**FS 98.20 – Annual Hired-Equipment Refresher Training**  
**0.5 unit**

8 hours lecture (1 Day) (R)

This course provides an annual review and update of regulations and guidelines for the safe operation of fire suppression equipment. This course requires an additional fee of \$2.00 to cover the costs of handouts and a pocket guide. Also required is a \$20.00 fee for State Fire Training Certification/Registration fee as mandated by Cal Fire. This course may be taken as legally mandated.

**FS 98.21 – Volunteer Firefighter Academy**  
**2.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

32 hours lecture/34 hours lab

This Volunteer Firefighter Program will reduce confusion among volunteer firefighters by setting clear, realistic and achievable standards for certification as a volunteer firefighter that are consistent with recognized standards. It is designed to be an improvement over the current State Fire Marshal Volunteer Firefighter certification by incorporating pertinent portions of the California State Fire Marshal Firefighter-1 requirements. This course may be taken as legally mandated for certification requirements. An additional State Certification Fee will be required.



## **GEOGRAPHY**

**GEOG 2 - Cultural Geography**

3.0 units

CSU/UC

**General Education Area B**

**CSU GE Area D5**

**IGETC Area 4E**

**C-ID GEOG 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

The study of the varieties of human use and misuse of ecological landscapes. Emphasis is placed on the regional distribution of population, settlement patterns and migration, religion, ethnicity, political organization, economic systems, agriculture and industry. This course has been approved for hybrid, online and correspondence delivery.

## **GEOLOGY**

**GEOL 1 - Physical Geology**

4.0 units

CSU/UC

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID GEOL 101**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture/51 hours lab

Pursuit of understanding the physical classification of rocks and minerals of the earth as a whole and its past, present and future evolutionary processes. Unifying concepts such as plate tectonics and its implications, the magnitude of geologic time, uniformitarianism, and the ramifications of the fossil record will be explored. This course includes field trips to areas of geological interest.

**GEOL 5 - Historical Geology & Paleontology**

4.0 units

CSU/UC

**General Education Area A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID GEOL 111**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture/51 hours lab

This course is designed to provide a descriptive geological history of the earth using the principles and methods of interpretation and reconstruction of the changes that have occurred on the earth in the fossil record.

## **GUNSMITHING SHORT TERM COURSES**

### **GSS 49 - Gunsmithing Work Experience**

1.0-8.0 units

CSU

#### **General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in gunsmithing who are working in the field of law gunsmithing, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **GSS 50 - Fundamentals of Rifle Shooting**

0.5 unit

32 hours lab (1 week)

This course is designed to provide instruction in basic through advanced skills of rifle shooting. The fundamentals of rifle marksmanship will be covered with emphasis on safety and shooting discipline. The student will be introduced to both conventional small bore rifle bulls eye through advanced metallic silhouette shooting.

### **GSS 50.01 - Recoil Pad and Sling Swivel Installation**

1.0 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the installation and fitting of recoil pads and sling swivels to firearm stocks, wood, hollow wood and synthetic. Includes determining pitch, cutting stock, locating, drilling and tapping pad screw holes and sealing of stock. This also covers fitting of pads using a fixture and without one.

### **GSS 50.03 - Open and Optical Sight Installation**

1.0 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover cutting dovetails, drilling and tapping for open sights and soft soldering, sights and ramps. Covers the installation of open and peep rear sights and blade and ramp front sights. This course will also cover drifting of sights when necessary.

### **GSS 51 - Fundamentals of Pistol Shooting**

0.5 unit

32 hours lab (1 week)

This course is designed to provide instruction in basic through advanced skills of pistol shooting. The fundamentals of pistol marksmanship will be covered with emphasis on safety and shooting discipline. The student will be introduced to conventional small bore pistol bull's eye through metallic silhouette shooting.

### **GSS 51.01 - Stock Inletting**

1.0 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the knowledge to inlet and install forend tips and grip caps. The students will also learn to shape a center fire rifle stock. The inletting and shaping of two-piece stocks will also be covered, as well as the use of inletting tools and markers.

### **GSS 51.03 - Stock Inletting**

1.0 unit

6 hours lecture/34 hours lab

This course is designed to cover the shaping and sanding of conventional rifle stocks, includes stocks for rifles, shotguns, .22's

and two-piece stocks for any type of long gun.

### **GSS 51.05 - Glass Bedding for Strength and Accuracy**

1.0 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the reinforcing and glass bedding of stocks for strength as well as the repairing of broken stock and shocks for heavy recoiling calibers.

### **GSS 51.06 - Wood Stock Finishing**

1.0 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with knowledge and skills to produce a high quality finished stock. The use of sanding techniques, stains and various finishes will be covered.

### **GSS 52 - Fundamentals of Shotgun Shooting**

0.5 unit

32 hours lab (1 week)

This course is designed to provide instruction in basic through advanced skills of shotgun shooting. The fundamentals of shotgun shooting will be covered with emphasis on safety and discipline. The students will be introduced to straightaway targets and advance to moving targets.

### **GSS 52B - Firearms Training**

0.5 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hours lecture/8 hours lab (R)

A course certified to qualify students to meet the minimum California requirement for Carry Concealed Weapons permit. (This course shall not exceed 16 hours per California Penal Code Section 12050.) Repeatable as necessary to maintain certification.

### **GSS 52BR - Firearms Training Refresher**

0.5 unit

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8.5 hours lecture (R)

This course is a refresher course to meet state requirements for concealed weapons permit. Repeatable as needed to maintain certification.

**GSS 52.01 - Gunsmith Machining 1  
2.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

12 hours lecture/66 hours lab (2 weeks)  
This course is designed to cover tool sharpening, types of steels, cutting speeds, use of precision measuring tools, cutting and turning steel in chuck and between centers to precise dimensions, cutting "V", square and buttress threads and the design and fabrication of simple bolt and action holding fixtures.

**GSS 52.02 - Gunsmith Machining 2  
2.0 unit**

**Prerequisite:** GSS 52.01 - Gunsmith Machining 1

12 hours lecture/66 hours lab (1 week)  
This course is designed to cover turning of short tapers between centers, grinding and use of form tools, turning inside and outside radius as well as freehand radiusing. Includes cutting of barrel cone and safety breaching as well as American and European barrel transition contours.

**GSS 52.03 - Gunsmith Machining 3  
2.0 unit**

**Prerequisite:** GSS 52.02 - Gunsmith Machining 2

12 hours lecture/66 hours lab (1 week)  
This course is designed to cover basic milling operations, cutting speeds, types of cutters and types of cutting. For hardened and unhardened firearm steels with an emphasis on safe procedures for firearm parts.

**GSS 52.04 - Gunsmith Machining 4  
1.0 unit**

**Prerequisite:** GSS 52.03 - Gunsmith Machining 3

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the cutting of internal threads and the machining of internal tapers on a lathe as used in firearm manufacture.

**GSS 52.05 - Gunsmith Machining 5  
1.0 unit**

**Prerequisite:** GSS 52.04 - Gunsmith Machining 4

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the use of a dividing head on a milling machine, the manufacturing of octagonal barrels; square parts and multifaceted parts are covered. Includes dimensional limits for adequate protection against barrel burst from modern high intensity cartridges.

**GSS 52.06 - Gunsmith Machining 6  
1.0 unit**

**Prerequisite:** GSS 52.05 - Gunsmith Machining 5

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the turning of long work pieces such as barrels or long straight shafts. Includes taper turning, stopping chatter, turning long increasing radii.

**GSS 54.05 - Hardening &  
Tempering of Carbon Steels  
1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the hardening and tempering of carbon and carbon alloy steels as used in firearms.

**GSS 55.04 - Stock Refinish and  
Repair  
1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)  
This course is designed to provide the student with knowledge and skills required to repair and refinish stocks, the raising of dents, filling of cracks, reinforcing weak area and re-cutting of checkering will be covered in depth. Sealing and matching finish of repaired areas will also be covered.

**GSS 56.01 - Headspace  
1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the measurement, dangers of and correction of headspace in all types of firearms, included are screw-in and pin-in barrels as well as pivot barrel guns. Also covered are systems where the barrel is not removable.

**GSS 56.03 - Bolt Action Barrel  
Fitting  
1.0 unit**

**Prerequisite:** GSS 52.02 Gunsmith Machining 2

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the threading, fitting and chambering of barrel to bolt action receivers, cone breach, safety breach and mauser types.

**GSS 56.04 - Barrel Contouring  
1.0 unit**

**Prerequisite:** GSS 52.02 Gunsmith Machining 2

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the lathe turning of barrels to pre-selected diameters, tapers and contours, as used in bolt action rifles. Also covered is the polishing to get all irregularities and machining marks out of the barrel.

**GSS 57.01 - Bolt Action Breaching  
and Headspace  
1.0 unit**

**Prerequisite:** GSS 52.02 Gunsmith Machining 2

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the breaching and head spacing of bolt-action rifles. Information learned is usable for most other types of rifles. Included is threading, fitting shank to bolt and chambering.

**GSS 57.02 - Action Blueprinting  
1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the truing of the face, lugs and threads of a bolt-action receiver and truing the lugs, lip and face of a bolt to gain the best possible accuracy from an action.

**GSS 57.03 - Action and Bolt  
Modifications  
1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the preparation of military action for sporting use, covers installation and adjustment of triggers and safeties, drilling and tapping, bolt alterations and removal of clip bridges.

**GSS 57.06 - Trueing Exterior of  
Action  
1.0 unit**

**Prerequisite:** GSS 52.03 Gunsmith Machining 3

6 hours lecture/33 hours lab (1 week)  
This course is designed to cover the trueing of the exterior of commercial and military actions using a lathe and/or mill depending on the type of action.



## **GSS 57.08 - Bottom Metal Modifications**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the custom modifications to trigger guards and floor plates of bolt-action rifles.

Includes sculpturing of guard bows, various types of floor plate releases, filing holes and altering profiles.

## **GSS 57.15 - Bolt Action Rifle Feeding**

### **1.0 unit**

**Prerequisite:** GSS 52.04 Gunsmith

Machining 4

6 hours lecture/33 hours lab (1 week)

This course covers the alteration of bolt-action fixed magazine center fire rifles, to feed a different size cartridge for which they were originally designed.

## **GSS 58.02 - Pressure Bedding and Pillar Bedding**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the pressure bedding of bolt-action rifle barrels in wood stocks and the pillar bedding of actions in composite and/or wood stocks.

## **GSS 59.02 - Metal Preparation for Refinishing and Caustic Bluing**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the metal preparation and caustic bluing of ferrous firearm parts. Includes metal preparation, degreasing, bluing, and neutralizing of firearm parts.

## **GSS 59.03 - Parkerizing**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the process of phosphate coating - parkerizing of steel firearm parts, as used on some military firearms and for extreme weather protection.

## **GSS 59.04 - Color Case Hardening**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the old style color case hardening process as used on firearm parts 100 years old. This course includes metal preparation, color hardening and after treatment.

## **GSS 59.05 - Rust Bluing**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or

equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the cold rust, niter, bluing process used until the early 20th century. This is one of the processes used for soft soldered barrels and for restoration of 19th century firearms.

## **GSS 59.07 - Niter Bluing and Heat Coloring**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the nitrogen and heat coloring processes commonly used until the 1930's to give firearm parts the bright royal blue straw or other selected colors as found on many antique firearms.

## **GSS 59.09 - Alternative Metal Finishes**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover alternative metal finishes available to the gunsmith. Topics will include Teflon Coating, Powder Coating, Aluminum Anodizing as well as other metal finishes.

## **GSS 60 - Firearms Safety**

### **0.5 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

7.5 hours lecture/4 hours lab (1 week)

This course has been designed to provide instruction on safety procedures for firearms (Rifle, Pistol, Revolver and Black Powder). This course will introduce the moral and legal aspects of hand carried firearms. The elements of California's Hunters Safety Course will be covered.

## **GSS 60.01 - DFR Recoil Operated Auto Shotguns**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the function and repair of recoil operated Auto shotguns in use today. The base firearm studied will be the Browning A-5 and clones. Other models will be studied showing their differences with the Browning design.

## **GSS 60.02 - DFR Gas Operated Auto Shotguns**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of gas-operated shotguns in use today. Includes all aspects of their working, what can go wrong and the correct fixes. The base gun is the Remington 1100; 11-87. Other guns will be studied where they differ from the Remington.

## **GSS 60.04 - DFR Pump Shotguns**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of pump shotguns in common use today. The base gun studied is the Remington 870, but also covered in detail are the Savage 30, 77 and 520; Mossberg 500, 550 and cones; the Ithaca 37 and 87 and the Winchester 1200 and 1300.

## **GSS 61.01 - DFR Single Action Revolvers**

### **1.0 unit**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the fitting, timing and repair of single action revolvers. Includes cylinder fit, barrel-cylinder gap, bolt and hand fit and timing, action shooting and modifications for cowboy and fast draw shooting.

## **GSS 61.02 - DFR Smith & Wesson Revolvers**

### **1.0 unit**

**Recommended Preparation:** Successful

completion of ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with knowledge and skills in the design, function and repair of all systems of the Smith and Wesson type revolvers. This course also covers fitting of barrels and cylinders as well as all moving parts, and smoothing of the action.



### **GSS 61.03 - DFR Colt and Ruger Double Action Revolvers**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of Colt D, E, F and I frame revolvers, covers all phases of repair including endshake, range and throw-by.

### **GSS 62.03 - Misfire Correction**

**1.0 unit**

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the causes and cures of misfiring in all types of sporting arms. Includes firing pin placement, energy and velocity and how to adjust for optimum performance.

### **GSS 62.04 - Correcting Oversize Firing Pin Holes**

**1.0 unit**

**Prerequisites:** GSS 52.01 Gunsmith Machining 1

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the correction of oversize firing pin holes by the bushing and welding methods. Includes the refitting of firing pins and heat-treating when needed.

### **GSS 63.01 - Single Triggers**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of single trigger systems as found in double guns. Includes single nonselective and single selective triggers as well as single double triggers and double single triggers.

### **GSS 63.02 - Ejectors**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of ejectors as found in double guns. Includes hammer types and spring-loaded types. Fitting, timing and repair of the complete system.

### **GSS 63.03 - Double Gun Locks**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the knowledge and skills of

design, function and repair of hammerless double gun locks in common usage over the past 120 years. This course also provides information covering most types of self-cocking systems.

### **GSS 63.04 - Double Gun Locking Systems**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with knowledge and skills of the design, function and repair of locking systems in common use in pivot barrel guns during the past 130 years.

### **GSS 63.05 - Double Gun Hinge Pins and Headspace**

**1.0 unit**

**Prerequisites:** GSS 52.01 Gunsmith Machining I and GSS 54.01 Oxyacetylene Welding for Gunsmiths

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with knowledge and skills in the function, fabrication and replacement of hinge pins in pivot barrel guns and the adjustment of headspace in pivot barrel shotguns and rifles.

### **GSS 64.01 - Composition Stock Fitting, Bedding and Finishing**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the skills necessary to fit a composition stock to a barreled action, magazine and trigger guard assembly as well as bedding the stock to the action, including fitting accessories and finishing.

### **GSS 66.01 - Non-Bolt Action Rifle Barrel Fitting**

**1.0 unit**

**Prerequisites:** GSS 52.02 Gunsmith Machining 2 and GSS 56.03 Bolt Action Barrel Fitting

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with the skills necessary to thread and fit barrels to lever and pump action rifles in common use today, as well as single shots.

### **GSS 66.02 - Revolver Barrel Fitting and Ranging**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the removal and fitting of revolver barrels, screw-in and pin-in types. Includes adjusting barrel-cylinder gap, throat and tightening loose barrels.

### **GSS 66.03 - .22 Barrel Fitting**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the fitting of replacement barrels to the various .22 rim fire rifles in use today. Includes tightening, re-indexing and setting barrels back but does not cover adjusting of fitting barrels of pivot barrel guns.

### **GSS 67.01 - Blowback Principle**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the blowback principle as a locking system. Includes troubleshooting, balancing for heavier or lighter loads, extraction-ejection problems, a thorough understanding of the principle is extremely useful in diagnosing problems in all types of automatics.

### **GSS 68.01 - DFR Locked Breech Single Action Auto Pistols**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of common locked breech single action pistols. This course also includes locking systems, feeding, extractors, ejection, magazines, etc., with emphasis on problem solving and reliability. The base firearm is the Colt-Browning type 45 auto.

### **GSS 68.02 - DFR Locked Breech Double Action Auto Pistols**

**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course will cover the design, function and repair of double action locked breech auto pistols. Emphasis is on repair and reliability. Most current designs are studied.

### **GSS 68.03 - DFR Blowback Auto Pistols**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course will cover the design, function and repair of blowback operated auto pistols in use today. Most systems and types are studied, including headspace, sear systems, feeding, ramps, magazines and extractors.

### **GSS 69.01 - DFR Auto Rifles**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of modern auto sporting rifles excepting "assault" rifles.

### **GSS 69.02 - DFR Pump Rifles**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

#### **1.0 Unit**

This course is designed to provide the student with knowledge and skills in design, function and repair of center fire pump rifles in common use today. This course includes fire control, feeding, extraction, ejection and accuracy, as well as fabrication of parts for obsolete models.

### **GSS 69.03 - DFR Lever Action Rifles**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of lever action rifles in common use today. The base gun is the Winchester 94. The Marlin 336 and Savage 99 are also studied in detail. Lesser models such as the Winchester 76, 86, 88 and Marlin 92, 94 and 95 are studied to a lesser degree.

### **GSS 69.04 - Non-Bolt Action Feeding**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with skills and abilities to repair and adjust all feed systems, except those

found in bolt action, center fire rifles. This course also includes tube feed and magazine feed .22's, shotguns, handguns and center fire rifles. Converting to a larger or smaller cartridge is also covered.

### **GSS 70 - Checkering**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

An introductory course designed to provide the students with the basic skills of checkering. Instruction includes tools and equipment and their use, pattern design, layout and transfer, cutting of patterns and borders.

### **GSS 70.01 - DFA Triggers 1**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and adjustment of all types of trigger systems except trigger systems with three or more sears and/or adjustable levers. Includes virtually every type of trigger system found in modern sporting firearms except high quality target guns. Conventional, articulated, cam, Colt-type and double sear-types are covered.

### **GSS 70.02 - DFA Triggers 2**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and adjustments of multiple sear adjustable lever triggers systems as used in high-grade firearms and air guns.

### **GSS 71 - Custom Rifle Seminar**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

A course designed to provide the student with an overview of advanced state of the art in design, technique and tools for the custom classic rifle maker, including tools and equipment and their use, design, checkering, metal accessories, wood finish, metal finish, laying out a blank and metal checking.

### **GSS 71.01 - DFR .22 Autos**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of .22 automatic rifles in common use today. All aspects are studied including extraction, ejection, fire control, headspace and feeding, with emphasis on malfunction repairs.

### **GSS 71.02 - DFR Bolt Action .22's**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to provide the student with knowledge and skills in design, function and repair of bolt action .22 rifles. The simplest single shots to advanced target models are studied. All systems are covered from cartridge feed systems and extraction to triggers.

### **GSS 71.03 - DFR Pump and Lever Action .22's**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the design, function and repair of the pump and lever action .22 rifles in common use today. Includes rifles made by Browning, Remington and Winchester but does not cover the Marlin Model 39.

### **GSS 71.04 - DFR Marlin Model 39**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover all aspects of the design, function and repair of these fine .22 rifles. Includes the very old models made before 1900 up to the present version and the center fire variants.

### **GSS 72 - Fiberglass Stockmaking**

#### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab

(1 week) (R)

A course introducing skills, procedures, and techniques of finishing a fiberglass stock, including history, materials, bedding, filling, sanding, painting, accessories, and accuracy.

## **GSS 72.01 - Metallic Cartridge Reloading**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the basics of metallic cartridge reloading, both pistol and rifle. Covers sorting, cleaning, lubing, sizing, de-priming, selection of charge, charging, seating and crimping.

## **GSS 73.02 - Spring Making**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the making of irregular shaped wire springs from basic round spring stock, using a semi-universal spring winding fixture that the student fabricates and the making of flat or "v" springs.

## **GSS 75.02 - Firearm Laws and Regulations**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/33 hours lab (1 week)

This course is designed to cover the study of the thousands of Federal and State Firearms Laws.

## **GSS 77 - Accurizing M1-M1A for Competition**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/44 hours lab (1 week)

This course is designed to present state of the art bedding techniques of M1-M1A rifles for national match competition. Mechanics aspects of tuning for accuracy and reliability will be discussed and accomplished. Participants will have an opportunity to test fire their rifles before and after accurizing. This course requires an additional fee of \$19 to cover the costs of course handouts, bedding material, sandpaper, steel, wood finish, and small parts (pins, roll pins, small springs, etc.).

## **GSS 78 - Design & Repair: .22 Autopistols**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab 1.0 Unit

An advanced course designed to train the

student to fine tune .22 autopistols to very close factory specifications. Diagnosis and repair of malfunctioning pistols will be emphasized.

## **GSS 79 - Basic Correctional Armorer's School**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)

An introductory course designed to train correctional officers to maintain their firearms and department firearms to factory service.

## **GSS 80 - Custom Rifle Seminar-Metalsmithing**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

A course designed to provide the student with an overview of advanced state of the art in design, technique and tools for custom rifle metalsmith. Instruction includes tools and equipment and their use. The course includes common metal customizing and modifications.

## **GSS 81 - Custom Rifle Seminar-Single Shot Rifle**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

An introductory course designed to provide the student with an overview of the methods and techniques of updating and customizing the single shot rifle.

## **GSS 82 - General Gunsmithing**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

A course designed to introduce the student to gunsmithing basics to include, firearms malfunctions, diagnosis and repair.

## **GSS 83 - General Gunsmithing-Advanced**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)

An advanced course in general gunsmithing problems and techniques including drilling and tapping for sights, spring making and silver soldering.

## **GSS 84 - L.E.A.S./Design and Repair Colt & Ruger Revolvers**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab

A course designed to train the student to fine tune and maintain Colt and Ruger revolvers to very close factory specifications, and to diagnose malfunctions and adjust or repair malfunctioning revolvers.

## **GSS 85 - L.E.A.S./Design and Repair Smith & Wesson Revolvers**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)

Trains the student to fine tune Smith & Wesson revolvers to very close factory specifications, and to maintain, diagnose malfunctions and adjust or repair these malfunctioning revolvers.

## **GSS 87 - L.E.A.S./Design & Repair Double Action Autopistols I**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)

An advanced course designed to train the student to fine tune the following families of double-action autopistols to very close factory specifications and to maintain them, diagnose malfunctions and adjust or repair these malfunctions. Firearms to be covered are Smith & Wesson autopistols, Sig Sauer 220 series, Beretta and Glock.

## **GSS 88 - L.E.A.S./Design and Repair Single Action Autopistols**

### **1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)

A course designed to train the student to fine tune single action autopistols to very close factory specifications, and to maintain, diagnose malfunctions and adjust or repair these malfunctioning autopistols.



**GSS 89 - L.E.A.S./Design and Repair Full Autos, Phase I**  
**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)  
An advanced course designed to train law enforcement armorers in the repair and maintenance of fully automatic firearms.

**GSS 90 - Customizing the Colt-Type Autopistol, Basic**  
**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/51 hours lab (1 week)  
A course designed to cover the specific basic alterations and modifications to the Colt 1911A1 type autopistols as used in custom pistolsmithing today.

**GSS 91 - Customizing the Colt-Type Autopistol, Advanced**  
**2.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hours lecture/88 hours lab (2 weeks)  
A course designed to cover the common advanced alterations and modifications to the Colt 1911A1 type autopistols as used in custom pistolsmithing today. This course requires an additional fee of \$19 to cover the costs of course handouts, blocking, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, cutting oil, welding rod and gases.

**GSS 93 - L.E.A.S./Design and Repair-Counter Sniper/Varmint Rifle**  
**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)  
An advanced course designed to train law enforcement officers and gunsmiths in the accurizing and maintenance of super accurate bolt action rifles. This course requires an additional fee of \$19 to cover the costs of course handouts, bedding material, small parts (pins, roll pins, small springs, etc.), and steel.

**GSS 94 - Ballistics, Handloading & Testing**  
**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

4 hours lecture/46 hours lab (1 week)  
A course designed to provide the student with detailed knowledge of small arms

ammunition. This course requires an additional fee of \$19 to cover the costs of course handouts, case lube, powder, primers, and bullets.

**GSS 95 - Law Enforcement Armorer School-Basic**  
**1.0 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

6 hours lecture/34 hours lab (1 week)  
An introductory course designed to train law enforcement officers to maintain departmental firearms to factory service levels. Firearms to be covered are Smith & Wesson revolver, Glock, Colt AR-15 and Remington 870 shotgun.

**GSS 98.02 Cowboy Action Shooting Long Guns**  
**1.0 unit**

4 hours lecture/44 hours lab (1 week)  
This course is designed to present specialized techniques that deal with the fine-tuning of Winchester and Marlin lever action rifles for cowboy action shooting. The tuning of Winchester Model 97 shotguns and double shotguns will also be covered. This course requires an additional fee of \$19 to cover the costs of course handouts, bedding materials, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.

**GSS 98.03 Cowboy Action Shooting Short Guns**  
**1.0 unit**

4 hours lecture/44 hours lab (1 week)  
This course is designed to present specialized techniques that deal with the fine-tuning of Colt, Colt style and Ruger single action revolvers for the very popular sport of cowboy action shooting. This course requires an additional fee of \$19 to cover the costs of course handouts, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.

**GSS 98.04 Advanced Knife Making**  
**1.0 unit**

6 hours lecture/34 hours lab (1 week)  
This course is designed to present basic techniques learned in the "Introduction to Knife Making," course. This course will deal with hollow grinding working with different metal types and handle materials.

**GSS 98.05 Design, Function and Repair Smith & Wesson Revolver**  
**1.0 unit**

4 hours lecture/44 hours lab (1 week)  
This course is designed to present information about Smith & Wesson revolvers in great detail. Areas of

instruction will cover specifics such as: various ways to time the hand and cylinder stop, ranging sprung frames, making the revolver shoot where it points, over and under indexing, off center sights, bent sight, barrel on different axis than frame, cylinder fit, correcting bad notches, and correcting irregular ratchet pads.

**GSS 98.06 L.E.A.S. Design, Function and Repair Patrol Rifles**  
**1.0 unit**

6 hours lecture/34 hours lab (1 week)  
This course is designed to present instruction that will cover the repair and maintenance of the following firearms to factory specifications: Shotguns - Remington 870, Remington 700, Ruger Mini-14, and Colt AR-15.

**GSS 98.08 Custom Build 1911**  
**1.0 unit**

8 hours lecture/88 hours lab (2 weeks)  
This course is designed to present coverage of modifications to the Colt type 1911 auto pistols, as used in Bullseye, Carry, Open or Stock competition. The student will learn different types of compensator systems as well as ergonomic enhancement techniques to fine-tune the Colt 1911 to any specifications. Precise barrel installation or maximum accuracy and detailed trigger work will be strongly emphasized.

**GSS 98.09 Color Case Hardening**  
**1.0 unit**

4 hours lecture/44 hours lab (1 week)  
This course is designed to present the old methods of color case hardening. This will include learning how to fabricate a furnace with commonly found materials. This course requires an additional fee of \$19 to cover the costs of course handouts, charcoal, blocking and shielding materials, and various color compounds.

**GSS 98.12 Modern and Cowboy Action Belts and Holsters**  
**1.0 unit**

4 hours lecture/44 hours lab (1 week)  
This course will teach the student how to select different grades of leather to fabricate cowboy belts and holsters. The student will also become familiar with tools that are needed and their proper use. The student will learn how to lay-out and cut their leather patterns. The course will teach leather forming techniques, gluing and bonding, punching holes for hand sewing, and will learn a variety of dyes and types of finishes used on leather. This course requires an additional fee of \$19 to cover the costs of course handouts, dye, glue, leather, and oil.



## **GSS 98.13 Metallurgy for Gunsmiths**

### **1.0 unit**

12 hours lecture/36 hours lab (1 week)  
This course introduces gunsmithing students to the theory of metallurgy. The student will learn to predict the behavior of metals, particularly common grades of steel, when exposed to heating and cooling cycles. This course requires an additional fee of \$19 to cover the costs of various types of metal of specific composition for testing, heat treating, etc. Chemicals for altering metals, sandpaper (course, medium, fine, very fine, grits), emery cloth (course, medium, fine and very fine grits), sanding belts, polishing wheels and polishing compound.

## **GSS 98.21 Hand Guns Special Projects**

### **1.0-3.0 units**

151 hours lab

This course is designed to provide the student with the skill development necessary to repair hand guns in a timely manner. This course has been approved for open entry/open exit.

## **GSS 98.22 DFR Long Guns Special Projects**

### **1.0-3.0 units**

151 hours lab

This course is designed to provide the student with skill development necessary to repair long guns in a timely manner. This course has been approved for open entry/open exit.

## **GSS 98.23 Machine Shop Special Projects**

### **1.0-3.0 units**

**Prerequisite(s):** GSS 52.01 Gunsmith Machining 1

151 hours lab

This course is designed to provide the student with the skill development to machine custom tools and gun parts. This course has been approved for open entry/open exit.

## **GSS 98.24 Stockmaking Special Projects**

### **1.0-3.0 units**

151 hours lab

This course is designed to provide the student with the skill development necessary to complete gun stocks to industry standard. This course has been approved for open entry/open exit.

## **GSS 112 - Machine Shop for Gunsmiths**

### **2.0 units**

8 hours lecture/92 hours lab (2 weeks)  
An introductory course designed to help the beginner or the pro in the use of

machine shop equipment as it relates to gunsmithing. This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, sandpaper, small parts (pins, roll pins, small springs, etc.), and steel.

## **GSS 112B - Introduction to Knifemaking**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

A course of instruction in the design, fabrication, and finishing of common sheath knives and accessories.

## **GSS 114 - Basic Rifle Barreling**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

This course is designed to help the beginner or the pro in the use of machine shop equipment to barrel action rifle receivers. This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, sandpaper, small parts (pins, roll pins, small springs, etc.), and steel.

## **GSS 116 - Stockmaking - Phase I**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

This course is designed for the beginner or the pro in inletting and fitting accessories to a semi-inlet stock blank.

## **GSS 117 - Gas Tungsten Arc Welding for Gunsmiths**

### **1.0 unit**

50 hours lab (1 week)

This course is designed to develop the manipulative skills, technical knowledge and applications of the gas tungsten arc welding (GTAW) process as they relate to firearm repair. Students will apply the gas tungsten arc welding process (GTAW) to selected metal types, joint designs and gun parts.

## **GSS 119 - Advanced Rifle Barreling**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

Providing the student with specific techniques in the manufacture of rifle barrels, in barreling rifles for precision accuracy, and barreling of less common action types. This course requires an additional fee of \$19 to cover the costs of sandpaper (course, medium, fine, very fine, grits), emery cloth (course, medium, fine and very fine grits), sanding belts, polishing wheels and polishing compound, welding rod (STAW), cutting oil, bluing salts, cleaning chemicals, degreaser.

## **GSS 120 - Stockmaking-Phase II**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
An introductory course designed to help the beginner or the pro in the shaping and finishing of a semi-inlet stock blank.

## **GSS 120B - Stock Refinish and Repair/Recoil Pad Installation**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

A course of instruction in restoration of gunstocks involving refinishing and repairing. Installation of rubber recoil pads will be covered as well.

## **GSS 123 - Basic Hard Metal Engraving**

### **1.0 unit**

8 hours lecture/92 hours lab (2 weeks)

An introductory course designed to provide the students with basic skills of firearms engraving. Instruction includes tools and equipment and their use, pattern design, design transfer, cutting, stippling and other basic engraving skills and techniques. This course requires an additional fee of \$19 to cover the costs of course handouts and practice plates.

## **GSS 124 - Welding Fabrication for Gunsmiths**

### **1.0 unit**

50 hours lab (1 week)

Students will select and fabricate gunsmith related projects using appropriate welding processes and techniques. Students will also have an opportunity to learn or improve welding skills related to the gunsmith vocation.

## **GSS 127 - Advanced Engraving**

### **2.0 units**

8 hours lecture/92 hours lab (2 weeks)

An advanced course designed to cover advanced metal engraving techniques applicable to major portions of the firearm. The scope of instruction includes advanced design and layout, high relief engraving, compatible background style, straight line or border inlays, inlaid game scenes.

## **GSS 129A - Design, Function and Repair-Spring Piston Air Guns**

### **1.0 unit**

4 hours lecture/46 hours lab (1 week)

Present an overview of airgun power plants focusing on the spring piston air guns. Cover the initial inspection, special tools, disassembly, preparation of the compression cylinder for installation of new parts, install new parts, reassembly and subsequent testing. Limited tuning and improving the operation will be addressed. Also proper lubrication and maintenance will be covered. The special tools used for disassembly and assembly

will be introduced. This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.

### **GSS 129B - Design, Function and Repair-Pneumatic Air Guns**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
Present an overview of airgun power plants focusing on the multi-pump and single stroke type sporting guns. Cover the initial inspection, special tools, disassembly, preparation of the compression cylinder and valve chamber for installation of new parts, install new parts, reassembly and subsequent testing. Limited tuning and improving the operation will be addressed. Also proper lubrication and maintenance will be covered. The special tools used for disassembly and assembly will be introduced. This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.

### **GSS 129C - Design, Function and Repair-CO<sub>2</sub> Air Guns**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
Present an overview of airgun power plants focusing on the CO<sub>2</sub> air guns. Cover the initial inspection, special tools, disassembly, preparation of the air cylinder and valve chamber for installation of new parts, install new parts, reassembly and subsequent testing. Limited tuning and improving the operation will be addressed. Also proper lubrication and maintenance will be covered. The special tools used for disassembly and assembly will be introduced. This course requires an additional fee of \$19 to cover the costs of course handouts, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases.

### **GSS 130 - Professional Engraving**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
An advanced course designed to cover the techniques of engraving as used by different masters in the art of firearms engraving.

### **GSS 133 – Scrimshaw**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
An introductory course designed to provide the students with the basic skills of the art of scrimshaw. Instruction includes tools and equipment and their use, pattern design, design transfer. This course requires an additional fee of \$19

to cover the costs of sandpaper (course, medium, fine, very fine, grits), emery cloth (course, medium, fine and very fine grits), sanding belts, polishing wheels and polishing compound, wood block for practice blocks, bone or facsimile bone for practice blocks, horn for practice blocks.

### **GSS 134 - Caustic Bluing**

#### **1.0 unit**

4 hours lecture/44 hours lab (1 week)  
A course designed to introduce the student to bluing, commercial black oxide finish on firearms. Preparation of surface finish, care and use of chemicals. Understanding chemical process and control, professional technique and equipment. This course requires an additional fee of \$19 to cover the costs of course handouts, bluing salts, oil, and sandpaper.

### **GSS 135 - Parkerizing**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
A course designed to introduce the student to parkerizing, to produce a phosphate nonrusting finish on firearms. Surface preparation, mixing of chemicals, operations, techniques and controls. This course requires an additional fee of \$19 to cover the costs of sandpaper (course, medium, fine, very fine, grits), emery cloth (course, medium, fine and very fine grits), sanding belts, polishing wheels and polishing compound, chemicals for Parkerizing process, degreaser, cleaning chemicals.

### **GSS 136 - Cold Rust and Niter Bluing**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
A course designed to introduce the student to rust bluing finish on firearms. Surface preparation and use of chemicals and other appropriate equipment. Understanding control of equipment, chemicals and operating procedures. This course requires an additional fee of \$19 to cover the costs of sandpaper (course, medium, fine, very fine grits), emery cloth (course, medium, fine and very fine grits), sanding belts, polishing wheels and polishing compound, degreaser, cleaning chemicals, chemicals for Cold Rust process, chemicals for Niter Bluing process.

### **GSS 143 - Custom Gunmaking-Muzzleloader Kit Guns**

#### **1.0 unit**

4 hours lecture/46 hours lab (1 week)  
The student will completely assemble a muzzleloading firearm during class. Working with hand tools in a small shop will be featured.

### **GSS 147 - Assembly and Tuning of Gas Operated LEAS Repeating Rifles**

#### **1.0 unit**

6 hours lecture/34 hours lab (1 week)  
An advanced course that will cover the assembly and tuning of AR-15.

### **GSS 148 - Advanced Correctional Armorer School**

#### **1.0 unit**

6 hours lecture/34 hours lab (1 week)  
An advanced level course designed to train correctional armorers to maintain the departments' specialized firearms to factory service levels.

## **HEALTH**

### **HLTH 2 - Personal Health**

#### **3.0 units**

#### **CSU/UC**

#### **General Education Area E1**

#### **CSU GE Area E**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A study of personal and community health today, emphasizing behavioral and sociological aspects of health, nutrition, weight control, diseases, drugs and narcotics, family life and environmental health. This course has been approved for online, hybrid and correspondence delivery.

### **HLTH 25 - Understanding Nutrition**

#### **3.0 units**

#### **CSU/UC**

#### **General Education Area E1**

#### **CSU GE Area E**

#### **C-ID NUTR 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Scientific concepts of nutrition related to the function of nutrients in basic life processes and current health issues with emphasis on individual needs. Analyze your diet, construct a nutritional diet, interpret eating disorders, plan adequate diets for children, infants, pregnancy, athletes, adults and the elderly. Evaluate food additives. Appraise world hunger problems. This course has been approved for online and correspondence delivery.

## HEALTH OCCUPATIONS

### HO 3 - Medical Terminology

3.0 units

CSU

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course covers basic medical terminology and the vocabulary of medical specialties. Special emphasis is on the use of prefixes and suffixes, and non-technical explanations of medical terms and descriptions of anatomy, physiology, and pathology. Students learn to utilize medical terminology as it applies to the structure of the human body, common laboratory tests, radiological and operative procedures, as well as basic pharmacology. This course has been approved for online and hybrid delivery.

### HO 49 - Health Occupations Work Experience

1.0-8.0 units

CSU

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in health occupations, who are working in the field of health, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V

specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### HO 70 - Medical Assisting Core

4.0 units

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

68 Hours lecture

This course is designed to provide entry level skills training required for the profession of medical assisting. The course covers core components required for advancement in both the administration and clinical medical assisting certificate program. This course has been approved for hybrid delivery.

### HO 71 - Medical Assisting Administrative

6.0 units

**Prerequisites:** HO 70 Medical Assisting Core

**Recommended Preparation:** ENGL105 and Elementary Algebra or equivalent multiple measures placement.

68 hours lecture/102 hours lab

This course is designed to provide entry level information and skill training required for the profession of Administrative Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Administrative Specialty. Course content will include course work in medical office reception, records, finance, insurance billing, and office management. This course has been approved for hybrid delivery.

### HO 72 - Medical Assisting Clinical

6.0 units

**Prerequisites:** HO 70 Medical Assisting Core

**Recommended Preparation:** ENGL105 and Elementary Algebra or equivalent multiple measures placement.

68 hours lecture/102 hours lab

This course is designed to provide entry level information and skill training required for the profession of Clinical Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Clinical Specialty. Course content will include course work in medical office exam room procedures,

specialty procedures, pharmacology, minor office surgery, laboratory procedures, nutrition and patient education. This course has been approved for hybrid delivery.

### HO 80A -Geriatric (Long-Term Care) Nurse Assistant

6.0 units

**Prerequisite:** After enrolling in CNA program: Verify that he or she does not have a criminal record and can work in a healthcare setting, provide documentation of recent tuberculosis testing and vaccinations or titers and medical clearance required for entry in to a clinical setting.

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement and HO 3 Medical Terminology

72 hours lecture/122 hours lab

This course will provide specific knowledge and clinical skills training required for Nurse Assistants. Geriatric and Long-Term Care are emphasized. Areas covered will include role responsibilities, communications, infection control, safety and emergency procedures, personal care and the patient environment, nutrition and feeding, elimination needs, vital signs, charting and reporting, modified care for special needs, and restorative nursing. Completion of course with a grade of "C" (75%) or higher qualifies the student to take the "California Nurse Assistant Competency Examination." This is a web-enhanced course, access to a computer with internet access is required.

### HO 88 – Phlebotomy

3.5 units

**Prerequisites:** HO 3 Medical Terminology

**Before beginning clinical rotation the student must:**

- Show proof of vaccinations: HEP B series, MMR and varicella.
- Proof of negative tuberculosis test.
- Drug testing. This will be scheduled for you.
- High school diploma or GED.
- Background check

42.5 hours lecture/51 hours lab

This course prepares students to be able to perform venipunctures, capillary punctures, and basic laboratory tests expected of entry-level phlebotomy positions in hospitals and other health care settings consistent with health care regulations in California. With successful completion of this course, including 50 successful venipunctures and 10



successful skin punctures, the student will be eligible to sit for the exam to become a Certified Phlebotomist Technician with the State of California. This course has been approved for hybrid delivery.

**HO 120 - Cardiopulmonary Resuscitation (CPR)**  
**0.5 units**

8.5 hours lecture (1 Week)

This course is designed to teach Cardiopulmonary Resuscitation (CPR) methods and update those methods according to the most current standards. This course is certified by the American Red Cross. This course may be taken as needed for legal mandated training or certification.

**HISTORY**

**HIST 14 - World History, Beginning to 1500**

**3.0 units**  
**CSU/UC**

**General Education Area B & C**  
**CSU GE Area C2 & D6**  
**IGETC 3B & 4F**  
**C-ID HIST 150**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A study of the major civilizations of the world from the beginning of civilization to 1500. Covers the classical and medieval traditions of the West and the major non-western cultures of the world. This course meets a requirement for the California Elementary School Teaching Credential. This course has been approved for hybrid, online and correspondence delivery.

**HIST 15 - World History, 1500 to Present**

**3.0 units**  
**CSU/UC**

**General Education Area B & C**  
**CSU GE Area C2 & D6**  
**IGETC Area 3B & 4F**  
**C-ID HIST 160**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A study of the major civilizations of the world from 1500 to the present. Stresses the dynamism and expansion of the West, the cross-cultural interaction in the modern era and the resurgence of non-western independence into the 20th century. This course meets a requirement for the California Elementary School Teaching Credential. This course has been approved for hybrid, online and

correspondence delivery.

**HIST 16 - U.S. History**

**3.0 units**  
**CSU/UC**

**General Education Area B**  
**CSU GE Area C2 & D6**  
**IGETC Area 3B & 4F**  
**C-ID HIST 130**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Traces the transition of the U.S. into a nation, stressing the development of political and economic institutions, social movements, the challenge of sectionalism and geography. This course has been approved for hybrid, online and correspondence delivery.

**HIST 17 - Post-Civil War - U.S. History**

**3.0 units**  
**CSU/UC**

**General Education Area B**  
**CSU GE Area C2 & D6**  
**IGETC Area 3B & 4F**  
**C-ID HIST 140**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A course tracing the development of the U.S. into a world power, stressing growth in territory, population, industry and world influence from reconstruction to the present. Also traces the continuing development of the political institution brought about by industrialization and becoming a world power. This course has been approved for hybrid, online and correspondence delivery.

**HUMAN SERVICES**

**HUS 10 - Introduction to Social Work and Human Services**

**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Survey of human services and social work, an exploration of helping skills as applied to human problems such as poverty, parenting, education, substance abuse, illness and mental health. This course has been approved for online, hybrid and correspondence delivery.

**HUS 22 - Substance Abuse Treatment**

**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to provide students with an overview of substance abuse. This course has been approved for correspondence delivery.

**HUS 24 - Group Facilitator Process/Human Services**

**3.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A course designed to develop professional competency and training for group facilitation. The dynamics of group interaction with emphasis upon various types of groups will be covered. This course has been approved for correspondence delivery.

**HUS 25 - Family Treatment Approaches**

**2.0 units**  
**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

34 hours lecture

An examination of the systems approach in the dynamics of family therapy as it relates to treatment of dysfunctional, addictive families. This course has been approved for correspondence delivery.

**HUS 30 - Pharmacology of Drugs of Abuse**

**3.0 units**  
**CSU/UC**

**General Education Area E1**  
**CSU GE Area E**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement and HUS 32 Understanding Addiction

51 hours lecture

Focus on the neurological, physiological, and psychological effects of the psychoactive substances: ethanol, marijuana, cocaine, heroin, amphetamines, PCP, LSD, and synthetic drugs such as Ecstasy (MDMA), China White (fentanyl), and Spice (cannabinoid). In addition, other non-substance addictions will be explored, i.e. gambling, food, and sexual addictions. Drug testing



and the new National Institute of Drug Abuse guidelines will be discussed. This course has been approved for correspondence, hybrid and online delivery

### **.HUS 31 - Crisis Intervention Strategies**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Introduces the basic concepts, theory and application of crisis intervention, including the application of concepts to specific crisis in the field and at the workplace, and the use of an effective referral system. This course has been approved for hybrid and correspondence delivery.

### **HUS 32 - Understanding Addiction**

**3.0 units**

**CSU**

**Recommended Preparation** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Focusing on the underlying developmental and psychopathology of addiction, alcoholism, and codependency, this course emphasizes the familiar nature of alcohol/drug addiction and explores the process of denial and use of defense mechanisms. This course has been approved for correspondence delivery.

### **HUS 35 - Ethical Issues**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course explores the legal, ethical, professional and personal issues involved in the treatment of substance use disorder and other addictions. Emphasis is placed on professional responsibility and patient rights as well as issues of the work place, professional growth, and personal boundaries. This course has been approved for online, hybrid and correspondence delivery.

### **HUS 37 - Case Management and Documentation**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course focuses on case management

and client record documentation.

Topics include screening and assessment, record documentation and treatment planning, ethics, clients' rights, professional boundaries, confidentiality, diversity, inclusiveness, and cultural awareness. This course has been approved for online, hybrid and correspondence delivery.

### **HUS 40 - Field Instruction Seminar I**

**1.0 unit**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture

This course provides specialized instruction for field work practice in selected settings that will afford students the opportunity to apply their knowledge and develop their skills in Human Services. . It is strongly recommended to take this course in conjunction with HUS 49. This course has been approved for online and hybrid delivery.

### **HUS 41 - Field Instruction Seminar II**

**1.0 unit**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture

This course provides specialized instruction for field work practice in selected settings that will afford students the opportunity to further refine the knowledge and skills gained in their core classes to the process of helping others. It is strongly recommended to take this course in conjunction with HUS 49. This course has been approved for online delivery.

### **HUS 42 - Field Experience in Human Services**

**3.0 unit**

**CSU**

**Prerequisite:** HUS 10 Introduction to Social Work and Human Services

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours field experience

This course offers the student a supervised field experience in a community organization, agency, or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. Between 96-108 hours of field experience are required. A weekly class meeting provides the academic element to this experiential course offering and reinforces

the application of concepts gained in the prerequisite course. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the human services field.

### **HUS 48.05 Everyday Enlightenment: The way of the Peaceful Warrior**

**2.1 Units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

24 hours lecture/24 hours lab

This course will allow students to explore their deepest selves to find their highest inner potential. They will learn to integrate their mind, body and emotions with their sub-consciousness self, their conscience self and their spiritual self to better improve their abilities to face their fears, insecurities and self-doubts. They will improve the quality of their lives through inner peace, wisdom and balance.

### **HUS 49 - Human Services Work Experience**

**1.0-8.0 units**

**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in human services, who are working in the field of human services, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career

Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **HUS 61 - Principles/Practices Residential Care Paraprofessional Counselors**

**3.0 units**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A study of the principles and practices of child care in a residential setting. 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 residential care setting. This course has been approved for correspondence delivery.

## **HUMANITIES**

### **HUM 1 - Western Civilization: Prehistoric to 1600**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID HIST 170**

**Recommended Preparation:** English 1 or equivalent multiple measures placement

51 hours lecture

Survey of the development of western culture and civilization to the Reformation. This course has been approved for, correspondence, and on-line delivery

### **HUM 2 - Western Civilization: 1600 to Present 3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**C-ID HIST 180**

**Recommended Preparation:** English 1 or equivalent multiple measures placement.

51 hours lecture

The development of Western civilization from 1600 to present, with emphasis on the inter-relations between historical occurrences and the world view revealed in philosophy, literature, music, painting, and architecture and how the respective world views evolved into our present

views. This course has been approved for online and correspondence delivery.

## **INDUSTRIAL TECHNOLOGY**

### **IT 22 - Operations, Maintenance and Safety**

**1.0 unit**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture

This course integrates personnel safety, equipment protection and safety tagging procedures with operational and maintenance events expected in a power generation, process or geothermal plant. Specific topics include material and safety data sheets (MSDS), hazardous materials (HAZ/MAT), chemical alert placards and confined space procedures. This course has been approved for online delivery.

### **IT 72 - Facilities Maintenance – Welding 2**

**2.0 units**

102 hours lab

This course is designed to prepare students with basic, through increasingly advanced, skills covering aspects of maintenance and repair procedures utilizing: soldering, brazing, welding, and joining of PVC. Field work will include fabrication, as well as maintenance and repair of equipment and facilities utilizing a portable shop.

## **INTERDISCIPLINARY STUDIES**

### **IDS 1 Introduction to Sign Language**

**4.0 units**

**CSU only**

**Recommended Preparation:** English 105 or equivalent multiple measures placement.

An introductory course designed to teach students basic skills in American Sign Language

vocabulary, finger spelling, culture, and grammatical structures. The student will gain the manual skills to engage in basic dialog, visual cues and the receptive skills to understand general ASL

conversation. IDS 1 is equivalent to two years of high school ASL.

### **IDS 2 Intermediate to Sign Language**

**4.1 units**

**CSU only**

**Prerequisite:** IDS 1 with a C or better or

equivalent

This course is a continuation of Introduction to American Sign Language, designed for the student desiring to increase vocabulary and fluency in performing and receiving American Sign Language Information. Emphasis is on the structure to American Sign Language including lexical, morphemic and syntactical elements. The student will learn the intermediate skills to engage in descriptive, complex dialog and stories at a moderate skill level. Topics include American Sign Language contrast and comparisons to other languages, language development and acquisition and societal and legal issues.

## **MATHEMATICS**

### **MATH 1A - Analytic Geometry and Calculus I**

**5.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area B4**

**IGETC Area 2A**

**C-ID MATH 211**

**Prerequisites:** Completion of Pre-calculus or MATH 7 Trigonometry and MATH 8 Advanced Algebra with a grade of 'C' or better or equivalent multiple measures placement.

85 hours lecture

A first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. Primarily for science, technology, engineering & math majors. This course has been approved to be web-enhanced and online delivery. Access to a computer with internet access is required.

### **MATH 1B - Analytic Geometry and Calculus II**

**5.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area B4**

**IGETC Area 2A**

**C-ID MATH 221**

**Prerequisite:** MATH 1A Analytic Geometry and Calculus I or equivalent multiple measures placement.

85 hours lecture

Continuation of Math 1A. A second course in differential and integral calculus

of a single variable: integration, techniques of integration; infinite sequences and series, polar and parametric equations: applications of integration. Primarily for science, technology, engineering & math majors. This course has been approved to be web-enhanced online delivery. Access to a computer with internet access is required.

### **MATH 7 - Trigonometry**

**3.0 units**

**CSU**

**General Education Area D2**

**CSU GE Area B4**

**Prerequisite:** MATH 60 Intermediate

Algebra or equivalent multiple measures placement.

**Co-requisite:** MATH 167 Trigonometry Lab

51 hours lecture

A study of the numerical, graphical, and analytical properties of trigonometric functions, oblique triangles, inverse functions, and applications. This course has been approved for online delivery. This course uses a free Open Educational Resource textbook.

### **MATH 8 - Advanced Algebra**

**3.0 units**

**General Education Area D2**

**CSU/UC**

**CSU GE Area B4**

**IGETC Area 2A**

**Prerequisite:** MATH 60 Intermediate

Algebra or equivalent multiple measures placement.

**Co-requisite:** MATH 168 College Algebra Lab

51 hours lecture

This course solidifies the basic foundation needed by students planning to study the analytic geometry and calculus sequence. Topics include: general theory of equations, polynomial and rational inequalities, conic sections, exponents and logarithms; an introduction to sequences, series, matrices and their applications. This course is recommended for math, science, engineering and business students.

### **MATH 11A - Concepts of Elementary School Mathematics I**

**3.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area B4**

**C-ID MATH 120**

**Prerequisite:** MATH 60 Intermediate

Algebra or equivalent multiple measures placement.

51 hours lecture

A course focusing on the development of quantitative reasoning skills through in-depth, integrated exploration of topics in

mathematics, including real number systems and subsystems. Emphasis is one comprehension and analysis of mathematical concepts and applications of logical reasoning. One of two courses designed especially for students preparing for credentials in elementary education. This course has been approved for online delivery. Access to a computer with internet access is required.

### **MATH 11B - Concepts of Elementary School Mathematics II**

**3.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area B4**

**Prerequisite:** MATH 60 Intermediate

Algebra or equivalent multiple measures placement.

51 hours lecture

A course covering the study of real numbers, measurement, logic and mathematical reasoning; introduction to probability and statistics and some concepts of algebra, non-metric and metric geometry. One of two courses designed especially for students preparing for credentials in elementary education. This course has been approved for online delivery access to a computer with internet access is required.

### **MATH 40 - Elementary Statistics**

**3.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area B4**

**IGETC Area 2A**

**C-ID MATH 110**

**Prerequisite:** MATH 60 Intermediate

Algebra or equivalent multiple measures placement.

**Co-requisite:** MATH 164 Elementary Statistics Lab

51 hours lecture

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance; chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. This course has been approved for online, hybrid and correspondence delivery.

### **MATH 60 - Intermediate Algebra**

**4.0 units**

**General Education Area D2**

51 hours lecture/51 hours lab

This course is a continuation of Beginning Algebra and is designed to develop the algebra skills necessary for college level math courses. Topics include: linear, quadratic, inverse, exponential, and logarithmic functions; real and complex solutions of quadratic equations; systems of equations and inequalities, sequences and the Binomial Theorem. This course satisfies the Mathematics competency requirement and AREA D2 (Language and Rationality) requirement for the AA/AS degree. This course has been approved for online, and correspondence delivery. This course has been approved to be web-enhanced. Access to a computer with internet access is required.

## **MUSIC**

### **MUS 6 - Music History from Antiquity to 1750**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**IGETC Area 3A**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

51 hours lecture

An introductory survey course in Western music history that covers music, the beginning of opera, composers, styles, genres and periods from antiquity to the end of the Baroque era. This course has been approved for online, hybrid and correspondence delivery.

### **MUS 7 - Music History from 1750 to Modern Era**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**IGETC Area 3A**

**Recommended Preparation:** ENGL105

or equivalent multiple measures placement.

51 hours lecture

An introductory survey course in Western music history that covers music, composers, styles, genres and periods from early Rococo to the modern music era. This course has been approved for online, hybrid and correspondence delivery.



## **MUS 12 - Music Appreciation**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C1**

**IGETC Area 3A**

**C-ID MUS 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A survey course that covers the elements of music (melody, harmony, rhythm and form), instruments, voices, 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.

This course has been approved for online, hybrid and correspondence delivery.

## **NURSING**

### **Licensed Vocational Nursing**

***Acceptance into the Vocational Nursing Program is required before enrollment in nursing courses***

#### **VN 50 - Pharmacology**

**4.0 units**

**Corequisite:** VN 51; VN 52

68 hours lecture

Introduction to the principles of pharmacology, medication administration, and computation of medication dosage. Includes the study of major drug categories. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 51 - Nursing Fundamentals**

**4.0 units**

**Prerequisites:** BIOL 25 & 26, ENGL 1, HLTH 25, HO 3, HO 120 or AHA CPR, MATH 60, PSY 1, PSY 18.

**Corequisites:** VN 50; VN 52

68 hours lecture

Introduction to nursing fundamentals and the healthcare profession. Topics will include history of nursing, nursing concepts, legal and ethical issues, nursing process, basic patient needs and the nursing care required for alterations in basic needs. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 52 - Clinical Lab I**

**7.0 units**

**Corequisite:** VN 50; VN 51

357 hours lab

Application of basic nursing skills in a laboratory setting and experience in giving supervised nursing care to selected patients in health care facilities. Total clinical hours are 357. Clinical hours may vary from week to week. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 53 - Adult Nursing Theory**

**7.0 units**

**Prerequisite:** VN 50; VN51; VN 52

**Corequisite:** VN 54

119 hours lecture

Presents disease conditions in a systems based format with emphasis on pathophysiology, etiology, treatment, and nursing concerns with focus on nursing care and the nursing process. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 54 - Clinical Lab II**

**6.0 units**

**Prerequisite:** VN 50; VN 51, VN 52

**Corequisite:** VN 53

306 hours lab

Application of various nursing skills in a clinical setting and experience in giving supervised nursing care, with increasing levels of independence, to selected patients in health care facilities. Total clinical hours are 306. Clinical hours may vary from week to week. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 55 – Nursing Leadership and Professional Development**

**2.0 units**

**Prerequisite:** VN 51; VN 52; VN 53;

VN 54; VN 55

**Corequisite:** VN 56; VN 57; VN 58;

VN 60

34 hours lecture

Instruction on the transition from student to Licensed Vocational Nurse including leadership and professional development. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 56 - Clinical Lab III**

**6.0 units**

**Prerequisite:** VN 51; VN 52; VN 53;

VN 54

**Corequisite:** VN 55; VN 57; VN 58;

VN 60

306 hours lab

Application of various nursing skills in a clinical setting and experience in giving supervised nursing care, with increasing levels of independence, to selected patients in health care facilities including maternal and pediatric nursing. Total clinical hours are 306. This is a web-

enhanced course. Access to a computer with internet access is required.

#### **VN 57 - Maternity Nursing**

**2.0 units**

**Prerequisite:** VN 51; VN 52; VN 53; VN 54

**Corequisite:** VN 55; VN 56; VN 58; VN 60

34 hours lecture

Course includes human sexuality, conception, pregnancy, labor, delivery, postpartum and care of the newborn. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 58 - Pediatric Nursing**

**2.0 units**

**Prerequisite:** VN 51; VN 52; VN 53; VN 54

**Corequisite:** VN 55; VN 56; VN 57; VN 60

36 hours lecture

Study of the normal growth and development of the infant through the adolescent as well as common diseases affecting these groups and appropriate nursing care. This is a web-enhanced course. Access to a computer with internet access is required.

#### **VN 59 – Intravenous Therapy and Blood Withdrawal**

**2.0 units**

**Prerequisite:** Successful completion of all Vocational Nursing courses or current LVN license in the state of California  
31 hours lecture/9 hours lab

Designed for the Licensed Vocational Nurse student currently enrolled in the Licensed Vocational Nursing program to prepare for IV and Blood Withdrawal Certification through the Board of Vocational Nursing and Psychiatric Technicians. Students will demonstrate competency to the satisfaction of the BVNPT that they are properly trained and prepared to withdraw blood from a patient and start and superimpose intravenous fluids. Upon successful completion the student will be prepared to withdraw blood and start and superimpose intravenous fluids in an organized healthcare system. The student must complete 30 theory hours and 9 clinical hours and perform a minimum of 3 individually supervised successful venipunctures and 3 individually supervised skin punctures by each student on live human subjects. This is a web-enhanced course. Access to a computer with internet access is required.



## **VN 60 –NCLEXVN Review**

**2.0 units**

**Prerequisite:** VN 50; VN 51; VN 52; VN 53, VN 54

**Corequisite:** VN 55; VN 56, VN57, VN 58  
30 hours lecture

Course designed to prepare the Licensed Vocational Nursing student for successful completion of the state board examination for licensure. This is a web-enhanced course. Access to a computer with internet access is required.

## **PHILOSOPHY**

### **PHIL 1 - Introduction to Philosophy**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**Recommended Preparation:** ENGL 1 or equivalent multiple measures placement  
51 hours lecture

An introduction to the writings of the most noted philosophers of the Western world along with an examination of some of the main problems in philosophy, such as the nature of knowledge, ethics, philosophy of science, free will vs. determinism and the mind-body problem. This course has been approved for online delivery.

### **PHIL 10 - Comparative World Religions**

**3.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B**

**Recommended Preparation:** ENGL 1 or equivalent multiple measures placement  
51 hours lecture

This course introduces the learner to the profound ideas and practices of religions around the world - America, Africa, India, China and Japan. The history and 'world view' of each religion is examined, with readings from various religious texts. This course has been approved for online and correspondence delivery.

## **PHYSICAL EDUCATION**

### **PE 15 - Introduction to Kinesiology**

**3.0 units**

**CSU/UC**

**CSU Area E2**

**General Education Area E2**

**C-ID KIN 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.  
51 hours lecture

This course will introduce students to the

interdisciplinary approach to the study of human movement. Topics include employment fields, leadership, theory, history, and principles of sport, physical education and sub-disciplines in kinesiology. This course has been approved for online and hybrid delivery.

## **PHYSICAL EDUCATION**

### **ACTIVITIES COURSES**

#### **PEAC 2A - Men's Varsity Soccer**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate varsity soccer competition. Since skills/proficiencies are enhanced by supervised repetition and practice, This course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 2B – Pre-Season Skills and Conditioning for Soccer**

**0.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

25.5 hours lab

Pre-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity soccer competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 2C - Women's Varsity Soccer**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate varsity soccer competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 2D – Off-Season Skills and Conditioning for Soccer**

**1.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

76 hours lab

Off-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity soccer competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of

three enrollments but can only be taken once per year.

#### **PEAC 5A - Men's Varsity Basketball-Fall**

**2.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

110 hours lab (R)

Fall semester intercollegiate mens varsity basketball competition (1<sup>st</sup> half of season). Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 5A.02 - Men's Varsity Basketball-Spring**

**1.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

60 hours lab (R)

Spring semester intercollegiate mens varsity basketball competition (second half of season). Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 5B – Pre-Season Skills and Conditioning for Basketball**

**1.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

76 hours lab

Pre-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity basketball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 5C - Women's Varsity Basketball-Fall**

**2.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

110 hours lab (R)

Fall semester intercollegiate Women's Varsity Basketball competition (first half of season). Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

#### **PEAC 5C.02 - Women's Varsity Basketball-Spring**

**1.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

60 hours lab (R)

Spring semester intercollegiate womens varsity basketball competition (second half of season). Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 5D – Off-Season Skills and Conditioning for Basketball**

**1.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

51 hours lab

Off-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity basketball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year

**PEAC 6 - Varsity Wrestling**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate Varsity Wrestling Competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 6B – Pre-Season Skills and Conditioning for Wrestling**

**0.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

25.5 hours lab

Pre-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity wrestling competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 6D – Off-Season Skills and Conditioning for Wrestling**

**1.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

76 hours lab

Off-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity wrestling competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year

**PEAC 7 - Varsity Baseball**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate Varsity Baseball Team Competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 7D – Off-Season Skills and Conditioning for Baseball**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

175 hours lab

Off-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity baseball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 9 - Women's Varsity Volleyball**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate Women's Varsity Volleyball Competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 9B – Pre-Season Skills and Conditioning for Volleyball**

**0.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

25.5 hours lab

Pre-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate varsity volleyball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 9D – Off-Season Skills and Conditioning for Volleyball**

**1.5 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

76 hours lab

Off-season skill development and strategy

tactics combined with fitness conditioning to prepare interested participants for intercollegiate women's varsity volleyball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 10 - Women's Varsity Softball**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

170 hours lab (R)

Intercollegiate Women's Varsity Softball Competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 10D – Off-Season Skills and Conditioning for Softball**

**3.0 units**

**CSU/UC (Unit limitation)**

**General Education Area E2**

175 hours lab

Off-season skill development and strategy tactics combined with fitness conditioning to prepare interested participants for intercollegiate women's varsity softball competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course is repeatable to a maximum of three enrollments but can only be taken once per year.

**PEAC 16 – Walking For Fitness**

**1.0 unit**

**CSU/UC (Unit limitation)**

**General Education Area E2**

51 hours lab

Students will participate in brisk walking program that will enhance their cardiovascular conditioning and endurance. This course has been approved for online and hybrid delivery.

**PEAC 32D - Fitness Center**

**1.0 unit**

**CSU/UC (Unit limitation)**

**General Education Area E2**

51 hours lab

Instruction in and application of physical fitness principles. Students will engage in a physical conditioning program with an emphasis in body toning, flexibility, weight control, cardiovascular development and muscular strength and endurance using equipment in the fitness center. This course has been approved for online and hybrid delivery.

## **PEAC 34 - Golf Skills**

1.0 unit

**CSU/UC (Unit limitation)**

**General Education Area E2**

51 hours lab

Development of sufficient proficiency in golf to recognize and enjoy the game as a lifetime activity; includes U.S.G.A. rules and etiquette and the fundamental mechanics involved in the use of irons and woods. Each student must purchase a 5-play card (45 total holes of golf) from Diamond Mountain Golf Club at the prevailing rate. The registration fee includes an unlimited number of range balls during the scheduled class times.

## **PEAC 44 – Yoga**

1.0 unit

**CSU/UC (Unit limitation)**

**General Education Area E2**

51 hours lab

Introduction to basic yoga postures. Study and practice of exercises for self-awareness, breathing, relaxation, visualization and meditation. This course has been approved for online and hybrid delivery.

## **PHYSICAL SCIENCE**

**PHSC 1 - General Physical Science**

3.0 units

**CSU/UC (unit limitation)**

**General Education Area A**

**CSU GE Area B1**

**IGETC Area 5A**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

A brief introduction to physics, chemistry, geology, and astronomy. Not intended for science majors. This course has been approved for online delivery.

## **PHYSICS**

**PHYS 2A – General College**

**Physics I**

4.0 units

**CSU/UC**

**General Education Area: A**

**CSU GE Areas B1 & B3**

**IGETC Area 5A & 5C**

**C-ID PHYS 105**

**Prerequisite:** Math 7 OR MATH 60

Intermediate Algebra or equivalent multiple measures placement and concurrent enrollment in Math 7

Trigonometry

**Recommended Preparation:** ENG 105 or equivalent multiple measures placement

51 hours lecture/51 hours lab

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, mechanics of rigid bodies, heat, fluids and simple harmonic motion. This course has been approved for web-enhanced and online delivery. Access to a computer with internet access is required.

**PHYS 2B - General College**

**Physics II**

4.0 units

**CSU/UC**

**General Education Area A**

**CSU GE Areas B1, B3**

**IGETC Area 5A, 5C**

**C-ID PHYS 110**

**Prerequisite:** PHYS 2A General Physics I

51 hours lecture/51 hours lab

This course is a continuation of PHYS 2A, covering mechanical waves (including sound), electricity, magnetism, geometric optics, interference and diffraction and elementary modern physics. This course has been approved for web-enhanced and online delivery. Access to a computer with internet access is required.

## **POLITICAL SCIENCE**

**PLSC 1 - American Institutions**

3.0 units

**CSU/UC**

**General Education Area B**

**CSU GE Areas D8**

**IGETC Area 4H**

**C-ID POLS 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Designed to acquaint the individual with the basic principles of American national, state and local governments. Content will include the U.S. Constitution (origin and development), general functions and relationships of the three levels of government, political parties and electoral processes. This course may be used for partial fulfillment of the U.S. History and American Institutions requirement for graduation from four-year colleges. This course has been approved for hybrid, online, hybrid and correspondence delivery.

**PLSC 11 - Student Leadership**

1.0 unit

**CSU**

51 hours lab

Practical experience in group leadership situations involving parliamentary procedure, organization, goal setting, budgeting, and agenda setting. This course has been approved for hybrid delivery.

## **PSYCHOLOGY**

**PSY 1 - Introduction to Psychology**

3.0 units

**CSU/UC**

**General Education Areas B & E1**

**CSU GE Areas D9 & E**

**IGETC Area 4I**

**C-ID PSY 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Psychology is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. This course has been approved for online, correspondence, and hybrid delivery.

**PSY 5 – Intro to Research Methods**

3.0 units

**CSU/UC**

**General Education Area B**

**CSU GE Area D9**

**IGETC Area 4I**

**C-ID PSY 200**

**Prerequisite:** PSY 1 Introduction to Psychology and MATH 40 Statistics.

51 hours lecture

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub disciplines of psychology. This course has been approved for hybrid and online delivery.

**PSY 6 – Abnormal Psychology**

3.0 units

**CSU/ UC**

**General Education Area B**

**CSU GE Area D9**

**IGETC Area 4I**

**C-ID PSY 120**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course introduces the scientific study of psychopathology and atypical



behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. This course has been approved for correspondence, online and hybrid delivery.

**PSY 18 - Life Span Development**  
**3.0 units CSU/UC**

**General Education Area E1**  
**CSU GE Area D7 & E**  
**IGETC Area 4 G & 4I**  
**C-ID PSY 180**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course is designed to provide an overview of the physical, cognitive, social and emotional development from conception through the life-span. The emphasis will be on the practical application of developmental principles. This course has been approved for online and hybrid delivery.

**PSY 31 - Child Development: Conception through Adolescence**  
**3.0 units**  
**CSU/UC**

**Associate Degree Area E1**  
**CSU GE Area D7 & E**  
**IGETC Area 4G & 4I**  
**C-ID CDEV 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course examines the major physical, psychological, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis will be on interactions between the maturational process and environmental factors. Students will be expected to observe children, analyze characteristic of children at different developmental stages and investigate research methodologies. This course has been approved for on-line and correspondence delivery.



**PSY 33 - Psychology of Personal and Social Adjustment**

**3.0 units**

**CSU**

**General Education Area E1**  
**CSU GE Area E**  
**C-ID PSY 115**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

This course provides an introduction to theory, research, and practical application relevant to personal fulfillment, human relationships, and social functioning. Topics explored in this course include personality development, interpersonal relationships including intimate relationships, stress and stress management, traditional and changing gender roles, and adjusting to our ever changing modern society. This course has been approved for online, hybrid and correspondence delivery.

## **SOCIOLOGY**

**SOC 1 - Introduction to Sociology**

**3.0 units**

**CSU/UC**

**General Education Area B**  
**CSU GE Area D**  
**IGETC Area 4J**  
**C-ID SOCI 110**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Basic concepts of sociology are covered with an emphasis on culture, socialization, social norms, roles, groups, community and ecology, social institutions, social classes, social changes and social policy. This course has been approved for online, hybrid (on-line/traditional), and correspondence delivery. This course uses a free Open Educational Resource textbook

**SOC 2 - Social Problems**

**3.0 units**

**CSU/UC**

**General Education Area B**  
**CSU GE Area D**  
**IGETC Area 4J**  
**C-ID SOCI 115**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Investigation and analysis of major social problems in the United States at the present time. This course has been approved for online, correspondence and hybrid delivery.

**SOC 3 - Family Relations**

**3.0 units**

**CSU/UC**

**General Education Areas B & E1**  
**CSU GE Area D & E**  
**C-ID SOCI 130**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. This course has been approved for hybrid, online and correspondence delivery.

**SOC 4 - Introduction to Gender**

**3.0 units**

**CSU/UC**

**General Education Area B**  
**CSU GE Area D4**  
**IGETC Area 4D**  
**C-ID SOCI 140**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

51 hours lecture

Sociological analysis of the social construction of masculinity and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. This course has been approved for hybrid, online and correspondence delivery.

## **SPANISH**

**SPAN 1 - First Course in Spanish**

**4.0 units**

**CSU/UC**

**General Education Area C**  
**CSU GE Area C2**  
**IGETC Area 6A**  
**C-ID SPAN 100**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

58 hours lecture/34 hours lab

This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context.



## **SPAN 2 - Second Course in Spanish**

**4.0 units**

**CSU/UC**

**General Education Area C**

**CSU GE Area C2**

**IGETC Area 3B & 6A**

**Prerequisite:** SPAN 1 First Course in Spanish

58 hours lecture/34 hours lab

A continuation of beginning Spanish in the study of the fundamentals of Spanish grammar with practice in pronunciation, understanding, speaking, reading, and writing. A more in depth presentation of Hispanic culture, geography, and history is included.

## **SPEECH**

### **SPCH 1 – Public Speaking**

**3.0 units**

**CSU/UC**

**General Education Area D2**

**CSU GE Area A1**

**IGETC Area 1C**

**C-ID COMM 110**

**Prerequisite:** ENGL 1 College Composition

51 hours lecture

Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches. This course has been approved for online and hybrid delivery. Students must have regular access to a computer with Internet and be able to navigate an online learning system. This course uses a free Open Educational Resource textbook.

## **TUTORING**

### **TUTR 50 - Fundamentals of Peer Tutoring**

**0.5 unit**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

8 hour lecture

This course is designed for peer tutors working in the college tutorial center. This course will focus on the practical skills necessary to function effectively as a peer tutor in the student's chosen areas of study. Students will participate in supervised tutoring in the College's Learning Center.

## **VOCATIONAL NURSING**

**See Nursing**

## **WELDING TECHNOLOGY**

### **WT 20 - Power Plant and Field Pipe Welding I**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab (R)

This is the first of a four course sequence to prepare students in power plant and field welding. This course deals with shop safety, oxyacetylene cutting (OAC), air carbon arc cutting (CAC-A), shielded metal arc welding (SMAW) and pipe welding. Pipe coupons will be prepared and welded in the horizontal rolled (1G) position. American Welding Society (AWS) welding qualifications on plate and pipe will be prepared and completed. Repeatable as required for qualification by the American Welding Society (AWS) D1.1 Section 4. Period of Effectiveness. (Instructor Authorization Required for Course Repetition.) This course has been approved for hybrid delivery.

### **WT 21 - Power Plant and Field Pipe Welding II**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab (R)

This is the second course of a four course sequence dealing with pipe welding, in the 2G and 5G positions, using the shielded metal arc welding (SMAW) process. Gas tungsten arc welding (GTAW) will be introduced to prepare the student for welding on pipe using the GTAW process. American Welding Society (AWS) welding-qualification will be prepared and completed on one inch plate in the 3G and 4G positions. Repeatable as required for qualification by the AWS D1.1 Section 4 Period of Effectiveness. (Instructor Authorization Required for Course Repetition.) This course has been approved for hybrid delivery.

### **WT 22 - Power Plant and Field Pipe Welding III**

**3.0 units**

**CSU**

**Recommended Preparation** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab (R)

This is a fundamental class dealing with pipe welding in the 6G position using the

shielded metal arc welding (SMAW) process. Joint designs will be performed using the gas metal arc welding (GMAW), and the gas tungsten arc welding (GTAW) process in preparation for welding root passes on pipe. Welding symbols are presented and reviewed in order to enable students to interpret welding blueprints. This is the third of a four course sequence to prepare students for power plant and field pipe welding. American Welding Society (AWS) qualifications in GTAW, GMAW, and flux core arc welding (FCAW) will be prepared and completed. Repeatable as required for qualification by the AWS D1.1 Section 4 Period of Effectiveness. (Instructor Authorization Required for Course Repetition.) This course has been approved for hybrid delivery.

### **WT 23 - Power Plant and Field Pipe Welding IV**

**3.0 units**

**CSU**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

17 hour lecture/102 hours lab (R)

This class deals with pipe welding in the 2G (vertical fixed), 5G (horizontal fixed), and 6G (45° fixed) positions using gas tungsten arc welding (GTAW) for the root pass and shielded metal arc welding (SMAW) for the fill and cover passes. American Welding Society (AWS) pipe qualifications will be prepared and completed in the 2G, 5G and 6G positions. Repeatable as required for qualifications by the American Welding Society D1.1 Section 4 Period of Effectiveness. (Instructor Authorization Required for Course Repetition.) This course has been approved for hybrid delivery.

### **WT 25 – SolidWorks Fundamentals**

**3.0 units**

**CSU**

34 hour lecture/151 hours lab

This course is the first in a two part series using computer-aided-design (CAD) software. Part of our advanced manufacturing program, this course teaches students how to use SolidWorks and mechanical design automation software to build parametric models of parts and assemblies, and how to make drawings of those parts and assemblies.

### **WT 31 – GTAW for Gunsmiths**

**3.0 units**

**CSU**

17 hour lecture/102 hours lab

This course is designed to develop the manipulative skills, technical knowledge and application of the tungsten arc welding (GTAW) process as they relate to

firearm repair. The student will be required to provide their own tungsten welding electrodes for this course at a cost of approximately \$30.00. Must be accepted into the gunsmithing program prior to enrollment. This course has been approved for hybrid delivery.

### **WT 32 – Advanced GTAW for Gunsmiths**

**3.0 units**

**CSU**

**Recommended Preparation:** Concurrent enrollment or credit for WT 31 or instructor approved work experience classes.

17 hour lecture/102 hours lab

This course is designed to provide an opportunity for the student to further their understanding in applying the specialized gas tungsten arc welding (GTAW) process to aluminum and stainless steel as it relates to firearm repair. Students will work on the design, function and repair of gunparts and related equipment using the GTAW process. The student will be required to provide their own tungsten welding electrodes for this course at a cost of approximately \$30.00. Must be accepted into the gunsmithing program prior to enrollment. This course has been approved for hybrid delivery.

### **WT 36 - Welding Theory and Practice – Oxyacetylene**

**1.0-3.0 units**

**CSU**

153 hours lab (R)

This is an elective welding course where students will apply the oxyacetylene welding (OAW) and oxyacetylene cutting (OAC) processes to selected projects. This course may be taken for a total of three enrollments, not to exceed three units. This course has been approved for open entry/open exit.

### **WT 37 - Welding Theory and Practice-Shielded Metal Arc Welding**

**1.0-3.0 units**

**CSU**

153 hours lab (R)

This is an elective welding course where the student will apply the shielded metal arc welding (SMAW) process to selected projects. This course has been approved for open entry/open exit. This course may be taken for three enrollments not to exceed three units, or as required to maintain welding qualifications per American Welding Society (AWS) D1.1 Section 4 Period of Effectiveness. (Instructor Authorization Required for Course Repetition.)

### **WT 38 - Welding Theory and Practice - Gas Metal Arc Welding**

**1.0-3.0 units**

**CSU**

153 hours lab (R)

This is an elective welding course where students will apply the gas metal arc welding (GMAW) process to selected projects. This course has been approved for open entry/open exit. This course may be taken as required for qualification by the American Welding Society D1.1, Section 4.1.3. (Instructor Authorization Required for Course Repetition.)

### **WT 39 - Welding Theory and Practice - Gas Tungsten Arc Welding**

**1.0-3.0 units**

**CSU**

153 hours lab (R)

This is an elective welding course where students will apply the gas tungsten arc welding (GTAW) process to selected projects. This course has been approved for open entry/open exit. This course may be taken as required for qualification by the American Welding Society D1.1, Section 4.1.3. (Instructor Authorization Required for Course Repetition.)

### **WT 42 - Intermediate Shielded Metal Arc Welding**

**3.0 units**

**CSU**

153 hours lab (R)

This is the second in a three course series of fundamental elective classes dealing with the shielded metal arc welding process (SMAW). Filler rods will be selected and applied to joint designs which meet industrial specifications. Repeatable as required for qualification by the American Welding Society D1.1, Section 4 Period of Effectiveness (Instructor Authorization Required for Course Repetition.)

### **WT 43 - Advanced Shielded Metal Arc Welding**

**3.0 units**

**CSU**

153 hours lab (R)

This is the last in a three-course sequence of fundamental elective classes dealing with the shielded metal arc welding (SMAW) process. Specialized filler rods will be selected and applied to joint designs which meet industry standards. Repeatable as required for qualification by the American Welding Society (AWS) D1.1, Section 4 Period of Effectiveness. (Instructor Authorization Required for Course Repetition.)

### **WT 44 - Gas Metal Arc Welding**

**3.0 units**

**CSU**

153 hours lab (R)

This course is designed as an elective class to develop the manipulative skills, technical knowledge and application of the gas metal arc welding (GMAW) spray transfer process and flux core arc welding with gas (FCAW-G). The processes will be applied to recognized joint designs on ferrous materials. GMAW will also be explored in welding nonferrous materials (aluminum). Repeatable as required for qualification by the American Welding Society (AWS) D1.1, Section 4.1.3. (Instructor Authorization Required for Course Repetition.)

### **WT 45 - Gas Tungsten Arc Welding**

**3.0 units**

**CSU**

153 hours lab (R)

This is an elective course designed to develop the manipulative skill, technical knowledge and application of the gas tungsten arc welding (GTAW) process. The process will be applied to selected joint designs on ferrous and nonferrous materials. Repeatable as required for qualification by the American Welding Society D1.1, Section 4.1.3. (Instructor Authorization Required for Course Repetition.)

### **WT 49 - Welding Technology Work Experience**

**1.0-8.0 units**

**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

75-600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals in welding technology, who are working in the field of welding technology, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and

completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Career Technical Education, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours of paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid delivery

### **WT 50 – Welding for Artists (Design and Fabrication)**

**2.0 unit**

**Co-requisite:** ART-50 Welding for Artists (History of Welded Sculpture)  
102 hours lab (R)

Students will become proficient in the use of oxy-acetylene, arc/stick, TIG, and MIG welding techniques in addition to metal cutting tools found in a welding studio. Students will also become knowledgeable with stationary tools common to a welding shop such as: breaks, shears, bench grinders, hand grinders and drills. This class will focus on welding and metal fabrication as a fine art medium.

### **WT 51- Blueprint and Symbol Reading for Welders**

**2.0 units**

34 hours lecture

This course is an introduction to blueprint and symbol interpretation practices commonly used in the welding and metal fabrication industries. This course will cover drawing types, symbols, views, dimensions and tolerances. This course will further develop the student's range of thinking required to assemble simple components and complex assemblies from welding prints. This course has been approved for online delivery.

### **WT 52 – Robotic Operations and Programming**

**3.0 units**

17 hours lecture  
102 hours lab

This course is the first in a two part series in robotics. The course will provide a student with the skills to safely setup, program, and operate a robot using basic software functions. This course has been approved for hybrid delivery.

### **WT 53 – Robotic Welding Operations and Programming (Advanced)**

**3.0 units**

**Prerequisite:** WT 52 and WT 38 or concurrent enrollment in WT 38  
17 hours lecture  
102 hours lab

This course is the second in a two part series that expands on robotic programming. Emphasis will be on robotic welding and Arc Tool operations and programming. The course will also demonstrate the proper use of fixturing to secure weldments.

## **WORK EXPERIENCE**

### **WE 1 - General Work Experience**

**1.0-8.0 units/ CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

75-600 hours lab (R)

This work based learning course is designed to assist students in developing job specific skills, enhancing soft skills in the workplace, exploring careers, and developing an understanding of how one's current job fits into the context of career development. All Work Experience enrollments require attendance of a face-to-face orientation. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in this course shall not exceed 6 units per term. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid Delivery.

### **WE 2 - Occupational Work Experience**

**1.0-8.0 units**

**CSU**

**General Education Area E1**

**Recommended Preparation:** ENGL105 or equivalent multiple measures placement.

75-600 hours lab (R)

This work based learning course is designed to assist students with educational or career goals related to a transfer major at another institution, who are working in a related position, to build related job specific skills through individualized learning objectives and enhance their workplace performance. All Work Experience enrollments require attendance of a face-to-face orientation session. Instruction is also provided through online course modules and emails throughout course term, work based learning with a participating supervisor, and meetings in office or at student worksite. Instruction focuses on goal setting to develop job specific skills, enhancement of soft skills in the workplace, and career development. Subsequent enrollments require new individualized learning objectives, and completion of new course module assignments. Units are awarded based upon achievement of approved learning objectives, workplace performance, submission of course assignments, and documentation of work hours. Enrollment in this course shall not exceed six units. Enrollment in Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Work Experience enrollments. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit of credit for each 60 hours volunteer work. This course has been approved for Hybrid Delivery.

## **NON-CREDIT COURSES**

### **AUTOMOTIVE**

#### **AT 150 Automotive Maintenance**

**0.0 units**

17 hours lecture 34 hours lab  
This course was designed to introduce shop procedure and safety to the student. The students will also acquire skills necessary to perform vehicle maintenance procedures such as change engine oil, transmission fluid, engine coolant and other fluids. Visual inspection of other automotive systems will also be



covered. This course is design to provide entry level skills for employment. The course has been approved for Hybrid delivery.

### **AT 151 Automotive Chassis System** **0.0 units**

17 hours lecture 34 hours lab

This course was designed to introduce shop procedure and safety to the student. Students will acquire the skills necessary to perform vehicle brake overhaul procedures and suspension alignment. Visual inspection procedures for brake, steering, and suspension systems will also be covered. This course is design to provide entry level skills for employment. The course has been approved for Hybrid delivery.

## **BASIC SKILLS**

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### **BS 156 - Practical Writing** **0.0 unit**

36-50 hours

This course uses practical applications of writing to enable students to develop and improve their basic reading and writing skills in everyday situations and the workplace. Emphasis is placed on effective use of grammar that is clear and relevant in both academic and vocational tasks. While in the classroom they will learn, through lecture and writing exercises, the importance of workplace communication in written and electronic form. They will also be instructed in basic skills writing mechanics and critical thinking skills that will help them become more successful in college, career, and everyday life.

### **BS 170 Basic Skills: Pre High School Equivalency Preparation I** **0.0 units**

68 hours lecture/68 hours lab

This course is designed for students who complete the basic skills pre-test at a 6<sup>th</sup>-9<sup>th</sup> grade level in reading and math. This course provides basic skills review and practice in the five core curricular areas of language arts reading, language arts writing, science, social studies, and math. Emphasis is placed on these particular areas to provide the necessary basic skills foundation required in preparing for the high school equivalency test. Instruction is provided at designated reading and math levels to maximize student learning and to acquire the higher level thinking skills necessary to prepare for the high school equivalency test. This course may be repeated until student is assessed at the 10<sup>th</sup> grade level. This course has been approved for open entry/open exit.

### **BS 171 Basic Skills: Pre High School Equivalency Preparation II** **0.0 units**

40 hours lab

This course is designed for students who complete the basic skills pre-test at the 10<sup>th</sup> grade level or higher in reading and math and who need additional review and practice before taking the test. The course provides short term, in depth instruction focused on content areas of the high school equivalency test, higher level thinking skills, test taking practice, and testing strategies needed to successfully pass the test. This course may be repeated until the High School Equivalency test is passed. This course has been approved for open entry/open exit.

## **CAREERS**

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### **CARS 151 - Career Life Skills** **0.0 unit**

34 hours lecture (R)

This course is designed to aid the student to assess and develop the personal and workplace skills and behaviors needed to be an effective employee. Skills include positive self-esteem, decision-making, goal-setting, and stress management, among others. This course may be taken for a total of four enrollments.

### **CARS 153 - Career/Employment Strategies** **0.0 unit**

34 hours lecture (R)

This course is designed to help the student develop the skills to locate the best employment opportunities, to write winning resumes and to successfully interview. The course also looks at students making realistic self-appraisal of values, interests and capacities and applying these toward the selection of a future career. This course may be taken for a total of four enrollments.

## **COMPUTER APPLICATIONS**

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### **CA 150 - Computer Skills for Senior Adults** **0.0 unit**

8 hours lecture/24 hours lab (R)

This course is designed to provide the senior adults with an opportunity to familiarize themselves with various computer technologies. Subjects will include, but not be limited to, the Windows operating system, Windows applications (e.g. NotePad, Calculator, Paint, and WordPad), spreadsheets, the Internet, and E-mail. While the course is open to all ages and levels of expertise, it

is geared toward the older adult who has little to no previous experience with the computer. This course may be taken for a total of four enrollments.

## **COUNSELING & GUIDANCE**

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### **CG 150 - College Success Skills Workshop Series**

**0.0 unit**

48 hours lecture (R)

By attending success skills workshops, students will develop strategies to improve college success.

### **CG 155 - Study Strategies Lab** **0.0 unit**

90 hours lab (R)

This lab course is designed to provide students with study skills as well as course specific help in classes in which the student is experiencing difficulty. Student to student tutorial assistance, study strategies and instructor intervention will provide the student with the academic support to be successful in the classroom. The second year students will be expected to expand on the skills learned in first year and implement opportunities to support first year students. This course may be taken for a total of four enrollments.

### **CG 158 - New Student Orientation** **0.0 unit**

15 hours lecture

A workshop designed to assist new students in their transition to Lassen Community College. During orientation, new students are provided with opportunities to meet other students, faculty staff, participate in course placement testing, a campus tour, information about college programs and services, financial assistance, multiple measures, counseling and registration.

## **DEVELOPMENTAL STUDIES**

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### **DS 153 - Developmental Studies-Community Awareness I**

**0.0 unit**

68 hours lecture (R)

For the non-reading, non-writing, and/or non-verbal student who wishes to explore their community and their place within it. This course may be taken as needed. This course has been approved for online and hybrid delivery.



## **DS 155 – Adaptive Aquatics for the Physically Limited**

### **0.0 unit**

24 hours lab (8 weeks) (R)

This course is designed to give adapted physical education students, including students with a need for rehabilitation and students with chronic medical diagnoses or permanent disabilities, an opportunity to improve strength, cardiovascular endurance, flexibility, balance, and/or gait through aquatic skills and movement. A \$40 fee will be charged at registration to cover the cost of aquatic facility usage.

## **DS 158 - Developmental Studies – Adaptive Arts & Crafts**

### **0.0 unit**

68 hours lab (R)

This course is designed for students with developmental disabilities or senior citizens with disabilities to increase skill development in a broad range of arts and crafts techniques. The focus will be on completion of arts and crafts projects using a variety of methods and materials based on individual needs, skills, and abilities. This course may be taken as needed. The students will construct a take home craft project at \$1.50 per project per week plus additional consumable materials for each project (glue, glue sticks, paints, gems, etc.) at a value of \$4.50 per student for the 17 week semester. An additional fee of \$30.00 will be charged at time of registration to cover the cost of materials. This course has been approved for online and hybrid delivery.

## **ENGLISH**

### **ENGL 150 - ESL Basic Skills**

#### **0.0 unit**

34 hours lecture/51 hours lab (R)

This skills development course is for the ESL/foreign student will provide, through a combination of lecture and lab, individualized instruction in the acquisition of basic language skills, including reading comprehension, vocabulary development, oral and written expression, and critical thinking. This course may be taken for a total of four enrollments.

### **ENGL 151 - ESL Intermediate Skills**

#### **0.0 unit**

**Prerequisite:** ENGL 150 ESL Basic Skills.

34 hours lecture/51 hours lab

This noncredit course reinforces and expands non-native English speakers' literacy and speaking skills from basic level to an intermediate level. Students will engage in collaborative activities that

integrate reading, writing, speaking, and listening. New vocabulary will be stressed and basic grammar introduced in context. All instruction is conducted in English and emphasis is on developing language which will enable students to become successful workers in the U.S. job market. This course may be taken for a total of four enrollments.

### **ENGL 155 - English Writing Lab – Basic Skills**

#### **0.0 unit**

68 hours lab (R)

This lab course is designed to provide students with general study skills as well as course specific help in the Basic English and Writing courses (ENGL 103 and ENGL 102). Student to student tutorial assistance, study strategies and instructor intervention will provide the student with the academic support to be successful in the classroom. This course may be taken for a total of four enrollments.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 155 - Citizenship Test**

#### **Preparation**

#### **0.0 unit**

18 hours lecture/36 hours lab (9 weeks) (R)

This course is a developmental course for ESL/foreign students, which may be repeated as often as needed until naturalization is attained. A combination of lecture, lab, class discussion, workbook assignments, computer programs, videos and individualized instruction will present concepts related to US history and civic responsibilities. The student will practice language skills essential to obtaining and completing the INS application and practice the written and oral naturalization test. This course may be taken for a total of three enrollments.

## **FIRE TECHNOLOGY**

### **FS 156 - Pump Operations**

#### **0.0 unit**

16 hours lab (1 week) (R)

This course provides the student with the information, theory, methods, and techniques for operating fire service pumps. (Course Certified by the California State Fire Marshal.) This course may be taken for a total of four enrollments.

## **MATHEMATICS**

### **MATH 156 - Math Lab – Precollegiate Algebra**

#### **0.0 unit**

68 hours lab (R)

This lab course is designed to provide students with general study skills as well as course specific help in any of the following courses: Technical Math, and Intermediate Algebra (Math 60). Student to student tutorial assistance, study strategies and instructor intervention will provide the student with the academic support to be successful in the classroom. This course may be taken for a total of three enrollments.

### **MATH 164 – Elementary Statistics Lab**

#### **0.0 units**

**Co-requisite:** MATH 40 Elementary Statistics.

51 hours Lab

The purpose of this course is to help Math 40 students with math deficiencies which impede their successes in the course. Students will learn how to use technologies to solve problems related to course work, develop skills to solve word problems, strengthen their weaknesses related to topics in algebra and learn good study habits. This course has been approved for online, hybrid and correspondence delivery.

### **MATH 167 – Trigonometry Lab**

#### **0.0 units**

**Co-requisite:** MATH 7 Trigonometry.

51 hours Lab

This course is to assist students in their successful completion of college level Trigonometry. Students will study numerical, graphical, and analytical properties of trigonometric functions, oblique triangles, inverse functions, and applications as well as the algebraic properties required for these topics. This course uses the text required in MATH 7 and additional materials supplied by the instructor.

### **MATH 168 – College Algebra Lab**

#### **0.0 units**

**Co-requisite:** MATH 8 Advanced Algebra.

51 hours Lab

This course is to assist students in their successful completion of College Algebra. Students will study the general theory of equations, polynomial and rational inequalities, conic sections, exponents and logarithms; sequences, series, matrices and their applications. This course uses the text required in MATH 8 and additional materials supplied by the instructor.

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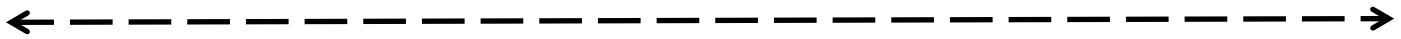
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ASE Master Medium/Heavy Truck Technician

ASE L1 Advanced Engine Performance

ASE Service Consultant

ASE Master Engine Machinist

SCBAR Smog Check Inspector

SCBAR Smog Check Repair

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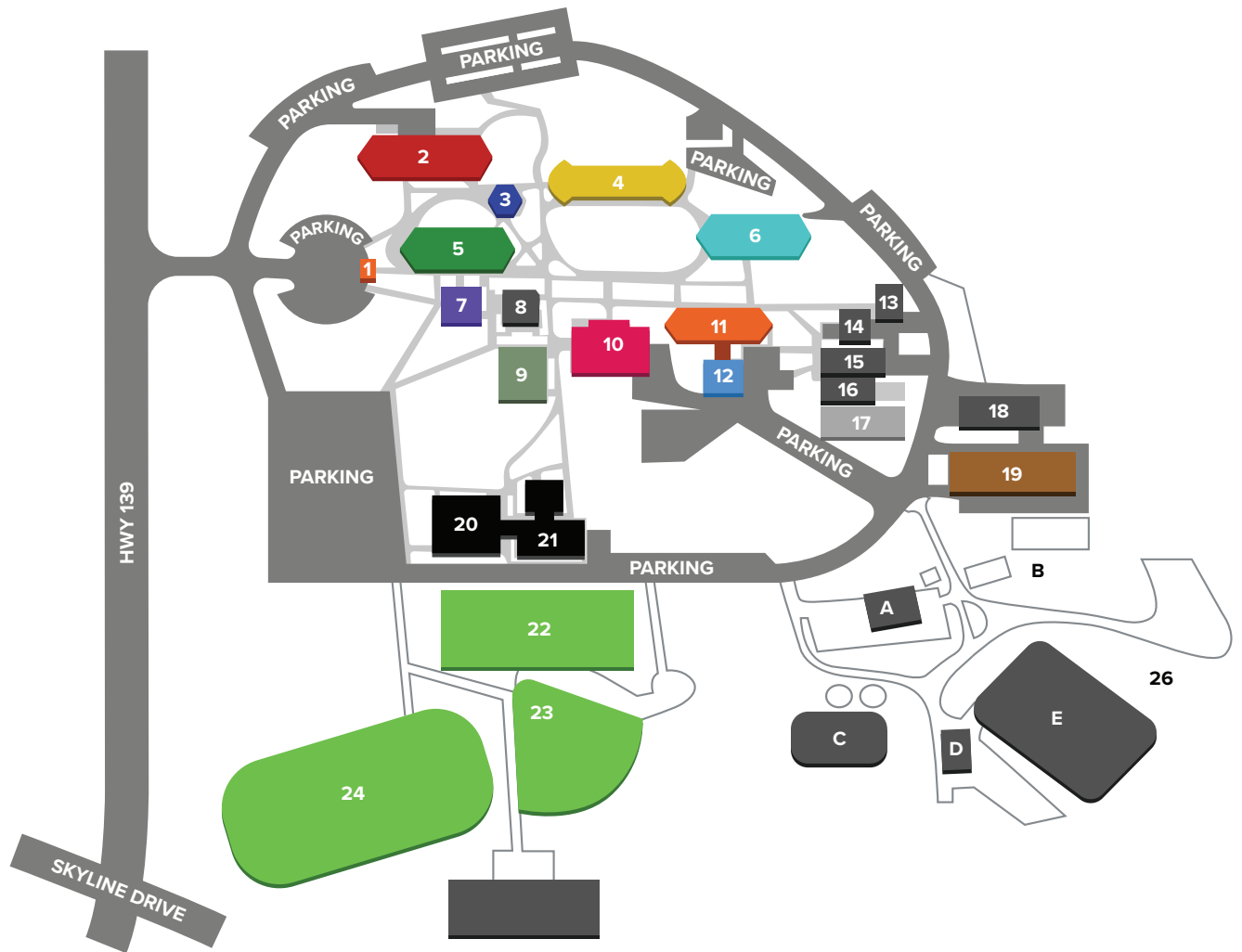
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# Lassen Community College | Main Campus



- 1. Bus Stop
- 2. Creative Arts (CA)
- 3. Boardroom
- 4. Residence Hall
- 5. Humanities (HU)
- 6. Math/Science (MS)
- 7. Academic Services/ Administration
- 8. Student Quad
- 9. Business Office
- 10. Cougar Café
- 11. Admissions/ Student Services/ Voc Tech (VT)
- 12. Gunsmithing
- 13. Correspondence Office
- 14. Storage
- 15. "M" Building
- 16. Storage
- 17. Child Development Center (CDC)
- 18. Shipping & Receiving/ Maintenance
- 19. Trades (TR)
- 20. Sports Complex
- 21. Athletic Offices
- 22. Practice Soccer Field
- 23. Softball Field
- 24. Soccer Field/ Track
- 25. Storage/ Co Gen
- 26. Agriculture / Equine Complex





An Accredited Institution (ACCJC)

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