

# Lassen Community College

2011



2012

## Catalog

A Community College Accredited by the  
Western Association of Schools and Colleges

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# LASSEN ACADEMIC CALENDAR 2011-2012

June 2011

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**SUMMER SESSIONS:** ■  
 First 4 Weeks (6/13 - 7/7)  
 Second 4 Weeks (7/11 - 8/4)  
 8 Week (6/13 - 8/4)

Jan 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2011

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

**FALL SEMESTER BEGINS** ■ 8/18  
**SPRING SEMESTER BEGINS** 1/12

Feb 2012

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**NO CLASSES- CAMPUS OPEN** ■  
 8/8-8/17, 12/20-12/23  
 1/3-1/11, 5/29-6/15

Aug 2011

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FLEX - NO CLASSES** ■  
 8/18, 9/28, 10/10, 1/12, 1/13  
 3/1, 3/13

Mar 2012

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**CONVOCATION - No Classes** ■  
 9/6, 2/1

Sept 2011

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

**CAMPUS CLOSED** ■  
 11/25, 12/27-12/30, 4/6

Apr 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**SPRING BREAK** ■  
 4/2 - 4/6 (4/6 Good Friday)

Oct 2011

					1
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

**HOLIDAYS** ■  
 7/4, 9/5, 11/11, 11/24, 12/26  
 1/2, 1/16, 2/17, 2/20, 5/28

May 2012

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FINALS WEEK** ■  
 12/20 - 12/23  
 5/22 - 5/25

Nov 2011

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**COMMENCEMENT** ■  
 5/25

June 2012

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**TEACHING DAYS**  
 FALL (84 days) ■  
 SPRING (84 days) ■  
 CONVOCATION (2 days) ■  
 FLEX DAYS (7 days) ■

Dec 2011

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
31					

**TOTAL** ■ 177  
**SUMMER SESSIONS:**  
 First 4 Weeks (6/18 - 7/12)  
 Second 4 Weeks (7/16 - 8/9)  
 8 Week (6/18 - 8/9)

July 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 2012

			1	2	3	4
5	6	7	8	9	10	11

**Board Approved February 8, 2011**

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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 Procedures 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

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

# General Information



# College Guiding Principles

The Governing Board's Vision for Lassen Community College is to:

- Be an Academic Leader by ensuring Quality and Student Success
- Be an Educational Leader by expanding Outreach and Student Access
- Be a Trusted Steward by providing capable Leadership and Accountability
- Be an Economic and Workforce Development Leader for the Community
- Be a Cultural Leader in the Community
- Be a Civic & Social Leader in the Community

## Mission Statement

Lassen Community College provides outstanding programs for all those pursuing higher education goals. These programs offer a wide range of educational opportunities including transfer degrees and certificate programs, economic and workforce development, basic skills instruction and support services that ensure students succeed at the post-secondary level. They also include non-credit and community service courses and programs that enhance the community culturally, civically and socially. The college serves the community, both on campus and in the outreach centers 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 of the College

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 Western Association of Schools and Colleges (WASC) through the Accrediting Commission for Community and Junior Colleges. WASC is recognized by the California Post Secondary Education Commission and the U.S. Department of Education.

## 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. Students planning to transfer to a four-year college or university should meet with a college counselor.

## 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

Each academic catalog outlines the requirements for a degree and the subject category requirements. Degree requirements 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, campus policies and program requirements and is considered an addendum to this catalog.

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

The current semester course schedule can be accessed online at [www.lassencollege.edu](http://www.lassencollege.edu). 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.

## Matriculation

The statewide California Community College program called “Matriculation” assists students in successfully completing **their educational and career goals. The matriculation process includes student services in the areas of admissions, assessment orientation, counseling, advising and follow-up.**

<p><b>Who Should Participate</b></p> <p><b>Assessment</b> - <i>The following is a list of students who must participate:</i></p> <ul style="list-style-type: none"> <li>Students taking English, Mathematics or Reading</li> <li>Students seeking a degree or certificate</li> <li>Students who wish to demonstrate a prerequisite</li> <li>Special student populations <ul style="list-style-type: none"> <li><i>Students who participate in intercollegiate activities on behalf of the school including Associated Student Body, Athletics and Rodeo</i></li> <li><i>International Students</i></li> <li><i>Students receiving financial aid</i></li> <li><i>Veterans receiving Veterans benefits</i></li> </ul> </li> <li>Special Admit K-12 students enrolling in any college class with lecture</li> </ul>	<p><b>Assessment</b> – <i>The following students are exempt from this component:</i></p> <ul style="list-style-type: none"> <li><i>Those who provide documentation of having completed an associate degree or higher from an accredited institution</i></li> <li><i>Those who provide documentation of having received English or Mathematics credit through completion of an advanced placement test with a score of 3 or higher</i></li> <li><i>Those who provide documentation of having received a grade of “C” or better in a college prerequisite English, Reading or Mathematics course</i></li> <li><i>Those who provide documentation of completion of an approved assessment test taken within the last 2 years</i></li> <li><i>Those who are enrolling only in activity courses, personal growth/enrichment courses or classes to maintain a certificate or license</i></li> </ul>
<p><b>Orientation</b> – <i>The following is a list of students who must participate:</i></p> <ul style="list-style-type: none"> <li><i>All students must complete Orientation unless they meet Exemption criteria</i></li> </ul>	<p><b>Orientation</b> – <i>The following students are exempt from this component:</i></p> <ul style="list-style-type: none"> <li><i>Those who provide documentation of having completed an associate degree or higher from an accredited institution</i></li> <li><i>Those who are taking courses for personal interest which are not dependent on academic skill prerequisites or corequisites</i></li> <li><i>Those who are taking courses to upgrade occupational skills or as continuing education for employment</i></li> <li><i>Those who are concurrently enrolled in high school and taking courses for high school credit only</i></li> </ul>
<p><b>Counseling</b> - <i>The following is a list of students who must participate:</i></p> <ul style="list-style-type: none"> <li><i>All students must meet with a counselor unless they meet Exemption criteria</i></li> </ul>	<p><b>Counseling</b> - <i>The following students are exempt from this component:</i></p> <ul style="list-style-type: none"> <li><i>Those who provide documentation of having completed an associate degree or higher and not seeking an additional degree or transfer requirement.</i></li> <li><i>Those who are taking courses to maintain a certificate or license and the courses do not have prerequisites</i></li> <li><i>Those who are taking courses for personal interest which are not dependent on academic skill</i></li> </ul>

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

- Complete an exemption form with a counselor
- Have a signed exemption form, maintained in Admissions and Records Office

## **Students Rights Regarding Matriculation**

Students who fall into the exemption categories listed may choose whether or not to participate in assessment, orientation or counseling services.

Students may challenge matriculation regulations or provisions by filing a complaint with the Dean of Student Services. If the matter is not resolved, it may be appealed to the Superintendent/President. The Dean of Student Services shall keep a record of all complaints filed regarding matriculation or its provisions.

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



# 8 Step Enrollment Process for New Students

## Step One - Admissions

### Apply to Attend Lassen Community College

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, California Certificate of Proficiency 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 on international students.\*
- 5 Out of state students who qualify in accordance of (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 students must submit a completed application to the Admissions and Records Office:

- In person – applications are available at the Admissions and Records Office.
- Online at the college web site at [www.lassencollege.edu](http://www.lassencollege.edu) under Students/Admissions and Records/Forms, download the Application for Admission in PDF format and fax the completed application to 530.251.8802.

### 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 assessment and course scheduling.

**From Other Colleges** - Students who have attended other colleges or universities should provide official transcripts from those institutions.

Transcripts are to be mailed to Lassen Community College, Admissions and Records, P.O. Box 3000, Susanville, CA, 96130. Transcripts submitted for evaluation become the property of Lassen Community College and cannot be returned to the student.

Lassen Community College reserves the right to evaluate work completed in other colleges. Transfer students with acceptable grades will be granted advanced standing provided the work completed

corresponds with Lassen Community College curriculum.

### Special Admission Procedures

Certain populations of students have additional requirements for admission.

**Special Admit K-12 Students** -California Education Code allows community colleges to admit special part-time K-12 students who do not have a high school diploma or have not passed the California High School Proficiency or GED examinations.

The Special Admit form is 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 July 15th, for the fall semester and November 1st, for the spring semester and must provide the following documents translated into English:

- 1 A completed "Certificate of Balance" statement. This form is available in the *International Student Program* application and must be certified by the applicant's bank. It indicates that the student is financially able to support themselves while in the United States. Verification of financial resources is required for the issuance of an I-20 that allows the international student to study in the United States. Employment is not permitted off campus for students on student visas. International students are permitted to engage in employment only when authorized in accordance with federal regulations.
- 2 For applicants whose primary language is not English, a TOEFL (Test of English as a Foreign Language) score of 133 for computer tested applicants or 450 for paper tested applicants is required for admission. Students admitted with less than a 173 TOEFL on the computer test or 500 on paper test will be evaluated by the Counseling department and placed in the appropriate English, Reading and Writing courses and may be counseled into a load limit of 12 to 15 units.
- 3 Official copies of secondary high school diplomas and/or certificates are to be mailed to Lassen Community College, attention International Admissions. All education records must have proper certification and be translated into English
- 4 Complete the Medical Insurance Affidavit form available in the *International Student Program* packet. Applicants must provide evidence of an active health and accident insurance policy prior to registering for a semester.

- 5 Complete the Health Form provided in the *International Student Program* packet. Validated proof of a current PPD report and chest x-ray for tuberculosis verified by a physician or public health officer must be attached.

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

- 1 Take the Lassen Community College Mathematics, Reading and Writing assessment.
- 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.

**Nevada Good Neighbor** - Under the terms of the Nevada Good Neighbor Policy for Nevada, resident students from Nevada pay \$42 per unit plus other designated fees such as the health fee. The **Nevada Tuition Reduction Program** petition form is available at the Lassen Community College web site or in the Admissions and Records Office and must be completed each term of enrollment, as this policy is limited and is on a first-come-first-serve basis. Early registration is strongly recommended.

**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 can be obtained by contacting the Admissions and Records Office, the Nursing Program Director or online at: [www.lassencollege.edu](http://www.lassencollege.edu) Students/Admissions and Records/Special Student Populations. LVN applications are accepted only during the month of October.

## 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.

**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 Dean 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 Dean 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 misleading facts, you will be required to pay the nonresident fees.

## Step Two – Financial Aid

### 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.fasfa.ed.gov](http://www.fasfa.ed.gov) listing Lassen Community College; school code 001217. FAFSA applications need to be filed annually and are available for the upcoming school year every January 1<sup>st</sup>. 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. Apply for your personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). You will use your PIN to electronically sign your FAFSA annually throughout your academic career. California residents should complete and submit a Board of Governors (BOG) Fee Waiver prior to registering for classes. This application is available in the Financial Aid Office and online at [www.lassencollege.edu](http://www.lassencollege.edu) and for those eligible, the BOG will waive the enrollment fee.

- 2 The U.S. Department of Education randomly selects at least 30% of an educational institution's FAFSA's applicants for what is called verification. Those selected for verification will be asked to submit the required additional forms.
- 3 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.
- 4 After your first semester of study you will be expected to meet with an Academic Counselor, and to complete and follow an Educational Plan, successfully completing courses each semester as you progress toward your educational objective.

# Step Three - Assessment

## Complete the Assessment Process

The College is serious about your success. The assessment process is an important first step for both the student and the counseling staff. Using the results of this assessment and other measures of your college readiness will guide you and your college counselor in selecting the best courses for each semester at Lassen Community College.

An English, Reading and Mathematics COMPASS Assessment is required if your primary educational goal is to obtain a certificate, degree or to transfer to a four-year university.

You will need your student identification number, which you should have received upon completion of the Lassen Community College application. You will also need picture identification.

**Appointments for taking the Assessment** can be made by calling 530.251.8833. The COMPASS test is approximately 2 hours long and your results are available immediately after you have finished. The results do not affect your eligibility for admission; they are used in concert with other multiple measures to assist you and the counselor in choosing appropriate classes.

**How to prepare for the COMPASS** - Reading, Writing and Mathematic skills are the foundation for your goals. Your COMPASS assessment scores help determine courses that are appropriate for you. Through the assessment process, you can test out of lower level courses to save yourself time and money. Consequently, do as well as you can on the assessment. For a “refresher” you can practice sample questions at [www.act.org/compass/sample](http://www.act.org/compass/sample). In addition, sample questions are available at the Assessment Office.

**Non-COMPASS Assessments** - If you are taking your assessment at another community college you will need to have your scores faxed to 530.251.8802 or you may bring a copy of your score report with you to your counseling session. The following information must be provided:

- Assessment scores
- The course number and title of the Mathematics, English and Reading recommended classes

# Step Four - Orientation

## Attend Orientation

All first semester students choosing to attend Lassen Community College are offered an orientation to college seminar designed to ensure success. Students must complete the new student orientation prior to their first semester of enrollment. For more information call the Counseling Office at 530.251.8842.

Orientation should be scheduled after you have completed your assessment. The orientation session will last about 2 hours. Topics of discussion include:

- Services and policies of the college
- Program and degree requirements
- How to use a college catalog and online schedule
- Campus resources for your success
- Students' rights and responsibilities

# Step Five - Counseling

## Meet With a Counselor

All students are encouraged to meet with a counselor. Students completing orientation generally see a counselor following that orientation. In addition, counselors are available all year and in the evenings during the week prior to and the first week of the fall and spring semesters. Students, with the assistance of a counselor, are encouraged to plan a program of study that will:

- 1 Meet the needs of the individual student in their intended field of concentration.
- 2 Meet graduation requirements.

- 3 Meet the lower division requirements required to transfer to the student's college or university of choice.

## University Articulation

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. Articulation agreements with California Universities and Colleges are listed at [www.assist.org](http://www.assist.org), the website for ASSIST, California's official statewide repository of transfer course information.

# Step Six - Registration

After you have completed your application for admission, your financial aid application, assessment 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 Web Advisor or in person at the Admissions and Records Office.

## Money Matters

### Enrollment Fees and Non-Resident Tuition

All students (California and non-residents) are required to pay an enrollment fee and, if applicable, non-resident tuition. All fees are due at the time of registration. The fees structure is as follows:

#### Enrollment Fee

1 unit or more .....\$36 per unit  
.5 unit .....\$18 per ½ unit

#### Non-Resident Tuition

6.5 or more units, including Enrollment Fee \$235 per unit

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

1 - 6 units, including Enrollment Fee.....\$78 per unit  
.5 unit, Including Enrollment Fee .....\$39 per 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 Fees

The non-resident tuition fee shall be paid at the time of registration and are set by the Governing Board of Lassen Community College. Fees are subject to change on an annual basis.

#### 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

## Nevada Residents

Under the terms of the Nevada Good Neighbor Policy, students from Nevada pay \$42 per unit plus other designated fees such as the health fee. A completed Nevada Tuition Reduction Program Application form is available at the Lassen Community College web site or in the Admissions & Records Office and must be completed each term of enrollment as this policy is limited and is on a first-come-first-serve basis. Early registration is strongly recommended.

## 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" in this catalog.

## Credit by Examination

**Credit by Examination Fees:** The fee for Credit by Examination is equal to the per unit enrollment fee set by the State of California Community Colleges.

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 under Academic Policies in this catalog.

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 is available at the Admissions and Records Office. A student may challenge any of the requirements by presenting their written appeal to the Curriculum/Academic Standards Committee.

The *Credit by Examination* form 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 bonafide religious sect, denomination or organization.

A student may request to be exempted by petitioning through the Dean of Student Services Office.

**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. The Health fee may not be waived when a student qualifies for a Board of Governor's Fee Waiver (BOG) and they are not optional.

### 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 Board of Governor's Fee Waiver (BOG) and are not optional.

### Instructional and Other Material Fees Refunds

Refunds of instructional and other materials fees are automatically issued on cancelled classes or for classes dropped within the first two weeks 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 will support the activities of the Associated Student Body (ASB) at Lassen Community College. Your payment of this fee provides the student with membership into the Lassen Community College ASB and 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, discounts on entrance to college athletic contests, etc.

**The Student Activity Fee Waiver** - Students may complete a waiver request on the back of the registration card 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. Additional charges are as follows:

- \$5 per Official/Non-Official Transcript request
- \$10 per express Official/Non-Official Transcript request

All transcript requests must be made in writing and submitted to the Admissions and Records Office. Please allow five working days for requests to be completed.

Transcripts submitted for evaluation become the property of Lassen Community College and cannot be returned to the student.

Transcripts will be withheld for any indebtedness due the district until satisfactory repayment arrangements are made with the District's Business Office.

Transcript Request Forms are available at the Admissions and Records Office or may be printed from [www.lassencollege.edu](http://www.lassencollege.edu).

### Student Representation Fee

This is an optional fee of \$1 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.

**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.

### Refunds

If a student is due a refund it 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.

# Step Seven - Bookstore

The bookstore carries required textbooks and supplies for classes offered at the college. Miscellaneous office and school supplies are available along with emblematic giftware, clothing and reference materials. The community is invited to stop by and see what the bookstore has to offer. For hours of operation or additional information regarding the bookstore, please call 530.251.8881.

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

- 1 Buy used books in the bookstore or check the bulletin boards. The Lassen Community College Bookstore buys books back near the end of each semester trying to help students cut the costs as much as possible.

- 2 Qualify for Extended Opportunities Programs and Services (EOP&S). The EOP&S program can only serve a limited number of students so connect with this program at one of their orientations before the semester begins for the best chance at being a student who may receive a book voucher in addition to other services.
- 3 Sell your books from the semester before and use that money to help buy the books you will need the next semester.

# Step Eight – Attend Class

Students are expected to be on time for classes and attend all sessions of each course in which they are enrolled. If you miss the first day of class the instructor may remove your name from the course roster.

## 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 with the instructor's signature. For courses that begin after the first day of a term please ask for assistance from the Admissions and Records Office.

A student must be officially enrolled to attend classes. Regular attendance is a critical factor in student success.

## Dropping Courses

A student may drop a full term course at any time through the end of the third week of a semester (or 30% of the course) 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 thirteenth week (or 75% of the course).

It is the students' responsibility to drop a course. The instructor may also initiate dropping a student from class before the thirteenth week (or 75% of the course).

To officially drop a course, a student may drop online using Web Advisor, or by submitting an add/drop form to the Admissions & Records Office prior to the dead-lines of each semester. For more information on these dates, contact the Admissions & Records Office at 530.251.8808.

## 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 Web Advisor 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.

**Refunds on dropped or withdrawn courses** - For information on refunds for dropped or withdrawn courses see "Refunds" under Money Matters in this catalog.

**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.

# Follow Up and Support Services

All full time 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 or transfer to another institution. To avoid any misunderstanding in this regard, the student must see a counselor when a change of educational plan is considered.



# Course Enrollment Policies

## Course Changes

Students are responsible for each course in which they enroll in during registration. Students withdrawing from Lassen Community College have the responsibility of notifying Admissions and Records and completing all necessary paperwork.

## Audit Policy

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 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.
- 3 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" 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 relocate into 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 overlapping classes may pick up the *Alternate Time Petition* form from the Admissions and Records or counseling offices to request approval to take course that overlap. Special permission may be granted if a

## Repetition of Courses

Some courses, particularly in performance areas such as music, theater and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, the student may take a course for more than one enrollment in the same activity. These courses are designated with an "R" in the course description section of this catalog. For more information regarding repetitions contact the Admissions and Records Office.

Courses may be repeated when the following conditions exist:

- 1 **Substandard Work**
  - a Substandard work has been recorded as indicated by a grade of D, F or NC.
  - b Repetition under this provision may occur only once.
  - c When course repetition occurs under this provision, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- 2 **Special Circumstances, defined as:**
  - a Substandard work may or may not have been recorded: and
  - b Circumstances exist which justify such repetition (i.e. verified cases of accidents, illness or other circumstances beyond the control of the student); or
  - c A minimum of two years has elapsed and mastery is necessary and
  - d In order for repetition to be granted under this section the following must apply:
    - A petition must be filed by the student and
    - Written permission granted by the District Superintendent or Dean of Academic Services.
  - e Repetition under this provision may occur only once.  
Grades awarded for courses repeated under the provisions of this section shall not be counted in calculating the student's grade point average.
- 3 **Standard Work**
  - a Courses are designated as repeatable in the catalog and
  - b Required for legally mandated training or
  - c Courses being repeated are those in which the content and focus differs each time it is offered and provides the repeating student the opportunity to gain an expanded educational experience because,
    - Skills are enhanced; or
    - Active participator experience is a basic means to achieve learning objectives; and

- d Activity course repetitions shall be restricted to no more than four enrollments per subject matter or per course (irrespective of the number of repeats in other courses within a common subject matter) if the course is part of a sequenced transfer curriculum in the visual and performing arts disciplines (music, fine arts and dance or theater arts).
- 4 Students Eligible for Disabled Student Programs and Services (DSP&S) are permitted additional repetitions of developmental studies courses to provide accommodations to 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 specific developmental studies are 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.

### **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 Dean of Academic Services. Students may petition through the Counseling Office.

### **Change of Records**

Any change of a student's address or residence, phone number or email address 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. To correct a social security number, the student must present their social security card.

# 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 at the Admissions and Records Office. See "Important Dates" on the inside front cover of this catalog.

## Academic Freedom

The Lassen Community College District Board of Trustees recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom enunciated in the contract negotiated between the recognized bargaining unit and the District. The principles of academic freedom are based on the belief that teachers and students should have the freedom to explore ideas or issues without interference from officials.

## 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 6 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 completed Associate Degree requirements

## 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 Web Advisor 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 Ungraded – UG

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 third 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.

A – excellent	4 grade points per unit
B – good	3 grade points per unit
C – satisfactory	2 grade points per unit
D – passing	1 grade point per unit less than satisfactory.
F – failing	0 grade points per unit
ID– incomplete "D" Units not counted in GPA	0 grade points 0 units attempted
IF- incomplete "F" Units not counted in GPA	0 grade points 0 units attempted
P (CR) – pass (credit) earned. At least satisfactory, units not counted in GPA	0 grade points Credit for units completed
NP (NC) – no pass (no credit). Less than satisfactory, not counted in GPA	0 grade points 0 units attempted
W – withdrawal Units not counted in GPA	0 grade points 0 units attempted
MW – military withdrawal Units not counted in GPA or Progress Status	0 grade points 0 units attempted
IP – in progress Units not counted in GPA	0 grade points 0 units attempted
RD – report delayed	0 grade points 0 units attempted

**ID or IF - 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 student will have one year or less, as determined by the instructor, to make up the incomplete. The instructor, in a written record, shall state the condition for the removal of the 'I' (incomplete); determine the grade if the student meets the instructor's conditions as well as the grade if the student does not meet the instructor's conditions. It is the student's responsibility to follow up on incomplete deadlines.

**IP - In Progress Grade** - The "IP" symbol shall be used to denote that the course extends beyond the normal end of an academic term. It indicates the work is "in progress", but assignment of a substantive grade must await its completion. The "IP" shall remain on the student's permanent record in order to satisfy enrollment documentation until the appropriate faculty assigns a grade.

The appropriate evaluative grade and credit shall be assigned and will appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

**RD - Report Delayed** - The "RD" symbol 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 Web Advisor 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.

### **Grade Changes**

The instructor of a course shall determine the grade to be awarded to each student. Students wishing clarification regarding their grades should consult with their instructor. No grade may be changed for a completed course after one year without supportive evidence.

Education Code, Title 3, Section 76224, states in the absence of mistake, fraud, incompetence and 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/Dean of Instructional Services may delete the grade from the transcript.

### **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**

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, Math 51 – Elementary Algebra to be eligible for Math 60 – Intermediate Algebra. 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 assessment process, which includes the use of multiple measures.

These multiple measures include completion of an assessment test in Mathematics, English and Reading, 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.

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-requisites 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.

A challenge to a prerequisite should be submitted by the student to the Counseling Office immediately upon learning that he/she does not satisfy stated requirements for a particular course or program. 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 Dean 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 Community

College web site under Students/Admissions and Records/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 Dean of Academic Services.

**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 Board of Governors (BOG) fee waiver 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 refunds are 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 non-transfer 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 the courses satisfied according to individual campus policies. For specific course information, students are encouraged to meet with a counselor.

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

Lassen Community College may award general education credit towards non transfer 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) for General Education Credit

Lassen Community College awards general education credit towards non-transfer 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 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 as shown by the academic record shall be placed on probation if the student has earned a grade point average of less than 2.0.
- 2 **Progress Probation:** A student who has enrolled in at least 12 semester units 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.

- 3 **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 is 2.0 or higher.
- 4 **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.
- 5 **Academic Dismissal:** A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 for two consecutive semesters, not including summer.
- 6 **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 for which entries of "W", "I" and "NP" are recorded for two consecutive semesters reaches or exceeds fifty percent, not including summer.
- 7 **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 semester's absence upon petition to the Dean of Student Services.

## 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 Dean 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 nontraditional credit accepted may not exceed twenty-four (24) semester credits.

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 students who have paid the \$1 Student Representation fee each semester 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 discounts when presenting the ASB card. In addition, there is a \$3 Student Activity fee which helps fund student events.

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 Dean 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. Please call 530.257.6181 ext 8932 or email [lccasb@lassencollege.edu](mailto:lccasb@lassencollege.edu) for additional information.

## 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 contact the ABS office.

## Phi Theta Kappa National Honor Society

Beta Omicron Xi Chapter Lassen College was established in 1918, 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 supports the theory that athletics makes an important contribution to the total education process. The college participates in a well-rounded program of intercollegiate athletics. 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 Golden Valley Conference. All athletes at Lassen Community College are covered by insurance and must have a physical examination before participating in sports. Lassen Community College athletes will participate in in-state competition.

Lassen Community College athletic programs are sanctioned by the Commission on Athletics (COA). Eligibility criteria:

- 1 No student shall represent the college in any athletic contest unless they are enrolled in twelve units of work in regular or special courses as defined in the curricula of this institution.
- 2 In meeting the units-of-work requirement, subjects, which have been failed, may be repeated, but those that have been completed with passing marks may not be repeated and will be included in meeting this requirement.
- 3 In order to be eligible for a second sport, a student who has previously participated must have completed in the last term or semester of attendance at least twelve units of work. To be eligible for the second season sport, the student athlete must complete and pass 24 semester units between seasons of competition.



# Students Rights, Freedoms and Responsibilities

## 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 Dean 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 Sections 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 Dean of Student Services.

- 1 (Step 1) Within ten school days of the occurrence, the student meets with the Dean 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 Dean of Student Services shall render a decision at this time.
- 2 (Step 2) If the student is not satisfied with the decision, the Dean 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 Dean 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.
- 3 (Step 3) If the student is not satisfied with the decision rendered in Step 2, he/she may request in writing that the Dean 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 Dean 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.

**Course Grading Grievance and Appeals**  
Students, who have concerns about a grade they have received from an instructor, should first discuss their

concerns directly with their instructor. The Dean of Academic Services will administer the appeal process. See the Academic Policies Section regarding Grade Disputes.

## 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:

- 1 The unlawful manufacturing, distributing, dispensing, possession or use of a controlled substance is prohibited on campus.
- 2 The term "controlled substance" is defined in the schedules I through V of Section 202 of the Controlled Substance Act 21USC812.
- 3 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

### **Cocaine/Crack Cocaine**

- Shortened attention span
- Impairment of judgment and decision-making ability
- 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 and the use of other tobacco products in District facilities and vehicles is prohibited. 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.

### **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 Code 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.

# College Services

## Admissions and Records

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

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

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

## Bookstore

The Lassen Community College Bookstore is located on campus between the Humanities and Creative Arts Buildings. The bookstore carries required textbooks and supplies for courses offered at the college. Miscellaneous office and school supplies are available along with emblematic giftware, clothing and reference materials. The community is invited to stop by and see what the bookstore has to offer.

## CalWORKs

Students receiving Temporary Assistance for Needy Families (TANF) Cash Aid are 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 specialized counseling assistance.

## Child Development Center

The Lassen Community College Child Development Center is open to students and community families with children 18 months 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.

## Cooperative Work Experience & Internships

Cooperative 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 Cooperative Work Experience course students earn transferable credit with a letter grade.

**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 this course.

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

**Occupational 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 Cooperative Work Experience.

**How the 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 Cooperative 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 Cooperative 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 Cooperative 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 Occupational Cooperative 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 Cooperative Work Experience class. Interested vocational students may earn college credit in the following majors: Agriculture, Administration of Justice, Art, Automotive Technology, Business, Child Development, Computer Applications, Correctional Science, Fire Technology, Gunsmithing, Health Occupations, Human Services, Journalism, Physical Education 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 Cooperative 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 Cooperative 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 assessment results, selecting courses, formulating an educational plan, discussing educational concerns and providing guidance toward student educational goals.

**Personal Counseling:** Confidential personal counseling is available to help students with their personal concerns that are affecting academic success. Services include short-term individual counseling, crisis consultation and referral to local social and counseling resources. Make an appointment by calling 530.251.8842 or stop by the Counseling Office.

**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. The orientation programs seek to break down the barriers and road blocks that new student's first encounter when arriving at a college. All new students whose educational goal is to transfer or complete a

degree or certificate must attend an orientation session. (Appointments can be scheduled by calling 530.251.8842 or stopping by the Counseling Office.)

**Transfer Center:** The Transfer Center, located in the Counseling Office, serves as a resource for a student making the transition from Lassen Community College to a four-year college or university. The Transfer Center hosts visits from four-year college representatives. In addition, information about admissions, specific majors, general education requirements and the transfer process is provided. Transfer workshops are offered throughout the year. You can get more information about transferring by calling 530.251.8848 or stopping by the Transfer Center Office.

**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. (Make an appointment by contacting the Counseling Office at 530.257.8842.)

## 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 530.251.8895 or the Learning Disabilities Program at 530.251.8867. For more information see [www.lassencollege.edu](http://www.lassencollege.edu) Students/Disability Resources.

**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 530.257.6181 ext 8914.

## EOP&S/CARE Extended Opportunity Programs & Services

The Extended Opportunity Programs and Services (EOP&S) serves about 400 students a year providing above and beyond student success services. The

services provided to students eligible for the EOP&S program include:

- Academic Advising and Counseling
- Book Grants and Book Lending
- Progress Reporting
- Transfer Assistance/Fee Waivers
- Various Support Services
- Caps and Gowns
- Tutoring
- CARE Services for Single Parents

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 disadvantaged by social, economic realities or language difficulties. 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 Qualify to receive a Board of Governors' Fee Waiver under method A or B
- 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.

### **Cooperative Agencies Resources for Education (CARE)**

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 re-entry 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 re-entry student. The aim of CARE is to help re-entry students with the cost of coming back to school, increase their educational skills, become more confident and self-sufficient, enhance their employability and move from welfare to independence. To be eligible for the CARE program, student must meet the following criteria:

- 1 Maintain a full-time program of study (12 units or more).

- 2 Have at least one qualified dependent under the age of 14 years
- 3 TANF/CalWORKs as a single head of household and currently receiving cash aid
- 4 Eligible for the EOP&S Program
- 5 18 years of age or older

For more information call 530.251.8837.

### **Financial Aid**

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

### **Foster Youth Services**

The goal of the Foster Youth Services Program is to improve the ability of those who were a dependent of someone other than a biological parent, access to postsecondary education and benefit from the services that are available but not known to them. These goals may be reached through access to student services and resources, access to academic support, retention, completion of programs and degrees and transfer to baccalaureate programs. Additional scholarships are available for housing. For more information call 530.251.8810.

### **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 dorm store, a common kitchen, and a television lounge are available for student use. At the west end of the building you will find a 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 table pool, various sports programs (indoor touch football, three-on-three basketball, dodge ball and lots more) and a fishing contest make up the Lassen Intramural Activities Program which culminates with the awarding of the prestigious Beaujon Trophy.

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 a standard size 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 and high-speed Internet service is

available from a local provider for a monthly fee. No linens are provided. The beds use extra long twin sheets. Students will need to bring a good study lamp, trashcan and personal items to decorate their room. No drugs, alcohol or sexually provocative material is allowed as decorations.

The Dean of Student Services and other college staff are responsible for the residential program. Five 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. To that effect 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 Lassen Community College, Housing Office, PO Box 3000, Susanville, CA 96130 or via email [dorms@lassencollege.edu](mailto:dorms@lassencollege.edu) or from the Lassen Community College website [www.lassencollege.edu](http://www.lassencollege.edu).

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 530.257.6181 ext. 8969 or by email at [dorms@lassencollege.edu](mailto:dorms@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 or nephews, 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, Reactive Attachment Disorder, and Strategies for Working with Difficult Children, Cultural Competency, Separation and

Attachment, Eating Disorders in Children and many more.

## Learning/ Tutoring Center

The Learning/Tutoring Center is located on the second floor of the Creative Arts Building, Room 209, and has a computer lab for general student use. The Learning Center is open to all students on campus. Students may use the computers in the center to complete research via the internet, work on papers or course projects or utilize the educational programs to develop specific skills. The Peer Tutor Program is available through the center, offering two hours of free tutoring per week to students.

## Library

The Lassen Community College Library is located in the Humanities Building. Library staff members provide instruction and help in the use of the library for students on and off campus. The library has an online catalog and reference databases accessible at: (<http://www.lassencollege.edu/library/index.html>). Most books check out for at least two weeks to students and staff. Computers are available for course-related Internet access. A self-service coin-operated copier is available. The library is also a place for quiet study.

When the library does not have needed material, library staff can arrange to borrow books, periodical articles, audio or videotapes and compact disks from other libraries for students and staff.

## Tech Prep 2+2

The Tech Prep 2+2 program offers High School students the opportunity to take an approved high school technical preparation class and receive college credit when attending Lassen Community College. 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 2+2 class with a grade of "B" or better, a high school student can qualify for college credit at Lassen Community College in the articulated course(s) by following these requirements at the college level:

- 1 Have completed a minimum of six (6) units at Lassen Community College.
- 2 Have a GPA at Lassen Community College of 2.0 or better.

Lassen Community College credit is only available up to

five years after completing the 2+2 course at the high school level. "Credit by Exam" is granted based on articulated course content and exams or alternate assessments.

For more information on the Tech Prep 2+2 program go to the Admissions and Records 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. 8915 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 money for college and funding is available to everyone who qualifies. Funds come from taxpayers and are intended to assist students to meet the cost of their education and obtain their academic goal. The Free Application for Federal Student Aid (FAFSA) must be completed each academic year to be considered for financial aid.

Financial aid is a partnership between the student and the college, which provides funding to help individuals obtain their educational goals. Those receiving Financial Aid are expected to enroll in courses needed to achieve their educational objective, work hard and learn and move progressively toward successful completion of their education goal.

## 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 (e.g. a GED certificate or qualifying score on the Ability-To-Benefit exam). 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 in the Financial Aid Office.
- 6 Maintain satisfactory academic progress.

## Types of Financial Aid Available

### Federal Assistance Programs

**Federal Pell Grant** is a federally funded entitlement aid program providing from \$200 to \$5,500 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.

**Academic Competitiveness Grant (ACG)** is a federally funded aid program that provides assistance to students who are a Pell Grant recipient, a U.S. citizen and can provide proof from their high school that they meet the definition of graduating from a rigorous program. (For high school graduates after 2005)

**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 Stafford 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 Subsidized Stafford 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 halftime.

**Federal Unsubsidized Stafford 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

#### BOG Fee Waiver

The Board of Governor's Fee Waiver 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 of need as measured by the filing of a FAFSA. Applications are available on the back of the schedule for each enrollment term and in the Financial Aid Office in the Student Services Building. Students must reapply each school year.

**Cal Grant A/B/C** - Cal Grant funding is a state aid program with additional details of each type available at [www.csac.ca.gov](http://www.csac.ca.gov). There are three types of Cal Grant awards that students may be eligible to receive.

**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. Check with the Financial Aid Office on the timing and availability of local scholarships. You are encouraged to seek outside scholarships. Scholarship search websites like [www.fastweb.com](http://www.fastweb.com) can provide many resources.

Students enrolled in correspondence course work may be subject to adjustments to their cost of attendance budget and award eligibility. The cost of attendance for the period of enrollment cannot be exceeded by the sum of the student's Expected Family Contribution (EFC), as determined by the filing of a FAFSA and need-based aid awarded.

### **Satisfactory Academic Progress**

Lassen Community College complies with federal requirements to monitor financial aid recipients' satisfactory academic progress toward an eligible declared educational objective of an associate degree, certificate or transfer to a baccalaureate degree granting institution. Students are expected to maintain a grade point average of at least 2.0, to successfully complete the courses that they attempt and are expected to complete their educational objective within a reasonable timeframe.

Failure to maintain satisfactory academic progress will result in probation and disqualification from receiving future financial aid. An appeal process exists for those with an extraordinary unexpected circumstance. The complete satisfactory academic progress policy is available at [www.lassencollege.edu](http://www.lassencollege.edu), under the Financial Aid link.

### **Effects of Withdrawing, Dropping or Failing**

Federal financial aid recipients who withdraw, drop or fail all of their courses in a term before completing more than 60% of the term are subject to repayment of some of the federal aid they received. Federal aid includes Pell Grant, FSEOG, ACG and Stafford Loans.

## **Determination of Withdrawal**

The date of withdrawal is 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 to be repaid is based on a comparison of the amount the student actually received in federal aid to the length of time enrolled for the term. If a student stays enrolled for more than 60% of the term then the student is considered to have earned all of the aid received.

### **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.

# 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 can not enroll without approval from the appropriate dean.

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

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

**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 six (6) units to seventeen (17) 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 eighteen (18) 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 students pay for the full cost of instruction. Community services courses are not applicable to degrees or certificates, nor do they appear on a student's transcript. Numbered 190-199 at Lassen Community College.

**Corequisite** – 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.

**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. It is an important measure used in making decisions on probation and suspension, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit systems: A=4 grade points per unit, B=3 grade points per unit, C=2 grade points per unit, D=1 grade point per unit, F=0 grade points. The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted.

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

**Hybrid Course** – Any portion of the face to face instruction replaced by online instruction, including assessment [Requires separate Curriculum/Academic Standards Committee approval].

**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.

- **Online Delivery** - Instructor and student interact and deliver/receive instructional material online via email or course delivery software.

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

**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].

**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.

**Placement Test** – Tests given prior to registration in classes. The results are used in the assessment process to assist in determining the student's placement at the most appropriate course level.

**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.** – The University of California System

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

**Web-Enhanced Course** - 0% of the face to face instruction is replaced by online instruction; syllabus, chat, email and other supporting materials delivered online; online research may be required [Does not require separate Curriculum/Academic Standards Committee approval].

**Withdrawal** - Dropping all classes.

# Lassen Community College

## Program Degrees and Certificates

### Degrees and Certificates

#### University Studies Transferable Degrees

Associate in Arts Degree University Studies:  
Emphasis in Administration of Justice  
Associate in Arts Degree University Studies:  
Emphasis in Agriculture Sciences  
Associate in Arts Degree University Studies:  
Emphasis in Allied Health  
Associate in Arts Degree University Studies:  
Emphasis in Art  
Associate in Science Degree University Studies:  
Biological Science Major Preparation  
Associate in Arts Degree University Studies:  
Emphasis in Business Administration  
Associate in Arts Degree University Studies:  
Emphasis in Child Development  
Associate in Arts Degree University Studies:  
Emphasis in Humanities  
Associate in Science Degree University Studies:  
Emphasis in Mathematics/Physical Science  
Associate in Arts Degree University Studies:  
Emphasis in Natural Sciences  
Associate in Arts Degree University Studies:  
Emphasis in Physical Education  
Associate in Arts Degree University Studies:  
Emphasis in Social Sciences

#### Administration of Justice

Associate in Arts Degree University Studies:  
Emphasis in Administration of Justice  
Associate in Arts Degree in Administration of Justice  
Certificate of Achievement in Administration of Justice  
Certificate of Accomplishment in Administration of Justice  
Reserve Officer Training Level III, Safety & Security Personnel

#### Agriculture

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 Agriculture Business  
Certificate of Accomplishment in Animal Science  
Certificate of Accomplishment in Horsemanship  
Certificate of Accomplishment in Horticulture

#### Allied Health

Associate in Arts Degree University Studies:  
Emphasis in Allied Health

#### Art

Associate in Arts Degree University Studies: Emphasis in Art  
Certificate of Accomplishment in Graphic Design

#### Automotive Technology

Associate in Science Degree in Automotive Technology  
Certificate of Achievement in General Mechanics

Certificate of Achievement in Tune-Up

#### Biological Science

Associate in Science Degree University Studies:  
Biological Science Major Preparation

#### Business

Associate in Arts Degree University Studies:  
Emphasis in Business Administration  
Associate in Science Degree in Accounting  
Associate in Science Degree in Office Administrative Assistant  
Certificate of Achievement in Office Administrative Assistant

#### Child Development

Associate in Arts Degree University Studies:  
Emphasis in Child Development  
Associate in Arts Degree in Early Childhood Education  
Certificate of Achievement in Early Childhood Education  
Certificate of Accomplishment in Early Childhood Education  
Associate Teacher

#### Correctional Science

Associate in Science Degree in Correctional Science  
Certificate of Achievement in Correctional Science

#### Fire Technology

Associate in Science Degree in Fire Technology  
Certificate of Achievement in Fire Technology

#### General Education Transfer Certificates

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

#### 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

#### 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

**Journalism**

Associate in Science Degree in Journalism  
Certificate of Achievement in Journalism

**Mathematics/Physical Science**

Associate in Science Degree University Studies:  
Emphasis in Mathematics/Physical Science

**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

**Physical Education**

Associate in Arts Degree University Studies:  
Emphasis in Physical Education  
Associate in Arts Degree General Studies:  
Emphasis in Physical Education

**Social Science**

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

**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 for Graduation Evaluation" on or before the tenth (10th) week of the semester of graduation and must have their program approved by the evaluation counselor. Petitions are located in the counseling office.



Counseling Office  
530.251.8842

Academic Services  
530.251.8819

Lassen  
Community  
College

478-200 Hwy 139  
PO Box 3000  
Susanville, CA 96130  
Phone: 530.257.6181  
Fax: 530.257.0000  
www.lassencollege.edu

# Degrees and Certificates

## Associate Degree Requirement

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.
2. The last twelve (12) semester units must be completed in residence at Lassen Community College immediately prior to graduation or a minimum of forty-eight (48) semester units must have been completed in residence at Lassen Community College if the student is not in attendance at the time of qualification for graduation
3. Completion of a minimum of eighteen (18) units in a major or discipline as outlined in the college catalog.
4. A minimum grade of '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.
5. 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)
6. **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. Obtaining a score on the current adopted Lassen Community College mathematics assessment instruments equivalent to placement into Math 7, 8, 11A or 40.
  - B. 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.
7. **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 obtaining a reading score equivalent to the 12th grade or higher on the current adopted Lassen Community College reading assessment instruments or a 'C' or better in a college level reading course (Reading 51). A "C" or better in a transfer level composition course (ENGL 1); or score 3 or higher on the AP Language and Composition or AP Composition and Literature exam; or Possess an AA, AS, or higher degree.
8. **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.
9. **Remedial Courses:** Courses numbered 100-109 do not count toward an Associate Degree.
10. **Applying for Your Degree/Certificate:** You must apply (petition to graduate) for your degree or certificate in the Counseling Office approximately ten weeks into the semester in which you plan to complete your degree or certificate.

## Credit Certificates

### Certificate of Accomplishment

A Certificate of Accomplishment will be awarded for degree-applicable credit course work ranging from 6 units to 17 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 eighteen (18) 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.

## **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 nondegree-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 nondegree-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.

## **High School Diploma for Adults**

Adults 18 or over who do not have a high school diploma may arrange to take the General Education Development Test. A high school may accept the tests in partial fulfillment of the requirements for a diploma.

A high school equivalency certificate can be earned by passing the GED test. The college offers GED preparation courses to assist students in successfully passing the GED test. The courses cover all five subjects of the test: Writing Skills, Social Studies, Science, Interpreting Literature and Arts, and Mathematics.

A fee is charged for taking the GED test. Individuals must be 18 years of age or older in order to take the GED test and have proof of age with picture identification. Individuals over 18 but under 21 who wish to complete the requirement for a high school diploma may enroll in community college courses until they have earned the equivalent of the units required for a high school diploma from a cooperating high school district.

Individuals who do not have a high school diploma may enroll for college credit towards an Associate Degree.

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

Upon completion of an Associate Degree, the student should be able to:

1. Demonstrate the ability to listen and engage in verbal communication by participating in discussions/debates and oral presentations. Demonstrate the ability to compose and create papers with correct grammar, spelling, punctuation, and appropriate language, style, and format, which conform to Modern Language Association style in in-text source citations and works-cited pages.
2. Demonstrate critical thinking skills by applying logic to the solution of a variety of problems.
3. Apply the scientific method by formulating a hypothesis; researching the topic; determining appropriate tests; performing tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
4. 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.
5. Analyze mathematical problems, determine the processes necessary to solve the problems, calculate solutions and test the correctness of the proposed solutions.
6. Demonstrate an awareness of the scope and variety of works in the arts and humanities, and articulate the value of aesthetics and creativity.
7. Analyze an individual's civic responsibilities within the context of the basic principles of American national, state, and local governments, contents of the U.S. Constitution and Amendments, and the electoral process.
8. Identify and explain diverse cultural customs, beliefs, traditions, and lifestyles and interpret how biases, assumptions, and prejudices can impact multicultural interactions.
9. Design and implement a life plan to enhance physical, mental, and emotional health.
10. Effectively work in teams, managing time, tasks, and personality differences sharing results and analyses to arrive at a final collaborative product.

## **Courses that fulfill Vocational and Non-Transfer Associate Degree General Education Requirements**

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

Agriculture 10, 20  
Anthropology 1  
Astronomy 1  
Biology 1, 4, 10, 18, 20, 25, 26, 32  
Chemistry 1A, 1B, 8, 45  
Geography 1  
Geology 1, 5  
Health Occupations 54  
Physical Science 1  
Physics 2A, 2B

**AREA B. Social and Behavioral Science**

(At least 3 units)

Administration of Justice 10, 20, 25  
Anthropology 2, 3, 8  
Business 22  
Economics 10, 11  
Ethnic Studies 1  
Geography 2  
History 14, 15, 16, 17  
Journalism 4  
Political Science 1  
Psychology 1, 2  
Sociology 1, 2, 3

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

Art 1A, 1B, 2, 3, 4A, 6, 7, 8, 10A,  
18, 19A, 25, 30, 35, 36A  
English 2, 10, 12  
Film 1  
Humanities 1, 2  
Journalism 5  
Music 1, 6, 7, 12  
Philosophy 1, 10,  
Spanish 1, 2, 50

**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**

Journalism 1, 3A  
Mathematics 1A, 1B, 1C, 7, 8, 11A, 11B, 40, 60  
Philosophy 2  
Speech 1

**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, 2, 18, 31, 33, 80  
Sociology 3  
Speech 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  
Physical Education 20I, 21I, 22I, 23I, 24I, 25I  
Physical Education Activities Courses 2A, 2C, 5A, 5C,  
6, 7, 9, 10, 12, 14, 16, 20A, 21A, 22A, 23A, 25A, 25B,  
32A, 32D, 34, 35A, 36, 37, 38, 40, 44, 44A,



# Administration of Justice

Counseling Office  
530.251.8842

Academic Services  
530.251.8819

## DEGREES

A.A. University Studies: Emphasis in Administration of Justice  
A.A. Administration of Justice

## CERTIFICATE OF ACHIEVEMENT

Administration of Justice

## CERTIFICATE OF ACCOMPLISHMENT

Administration of Justice Reserve  
Officer Training III – Safety and Security Personnel

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 four-year college or 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

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

### Career Preparation

The Associates of Arts University Studies: Emphasis in Administration of Justice Degree prepares the student for transfer to a four-year college or university.

The Associates of Arts Administration of Justice Degree is designed to prepare students for local employment upon graduation. Student should also look under "Correctional Science" for additional information.

### Program Highlights

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

Internships in administration of justice are available for students interested in Work Experience opportunities.

**Lassen  
Community  
College**

478-200 Hwy 139  
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www.lassencollege.edu

### 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 Administration of Justice**

Total Units for the Associate in Arts Degree: 60 Units

Required Core Courses: 18 Units  
Complete the following 9 Units:

Course No.	Course Title	Units
AJ 12	Introduction to Criminal Justice	3
AJ 14	Juvenile Procedures	3
AJ 20	Criminal Law	3

**Select 9 additional Units from the following:**

AJ 10	Criminology	3
AJ 13	Narcotics Investigation and Identification	3
AJ 21	Administration of Justice	3
AJ 23	Criminal Evidence	3
AJ 24	Community Relations	3
AJ 25	Constitutional Law	3
AJ 35	Investigative Techniques	3
AJ 37	Patrol Procedures/Concepts	3
AJ 38	Traffic Accident Investigation – Vehicle Code	3

**Electives:** Courses must be numbered 1 – 49.  
Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

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

Total Units for the Associate in Arts Degree: 60 Units

Required Core Courses: 18 Units

Course No.	Course Title	Units
AJ 10	Criminology	3
AJ 12	Introduction to Criminal Justice	3
AJ 20	Criminal Law	3
AJ 21	Administration of Justice	3
AJ 23	Criminal Evidence	3
AJ 24	Community Relations	3

**Required Electives: 12 Units**

The student may select from the following listing of Administration of Justice and Correctional Science courses:

**Administration of Justice Courses:**

AJ 13	Narcotics Investigation and Identification
AJ 14	Juvenile Procedures
AJ 25	Constitutional Law
AJ 35	Investigative Techniques
AJ 37	Patrol Procedures/Concepts
AJ 38	Traffic Accident Investigation – Vehicle Code
AJ 48	Administration of Justice Selected Topics
AJ 49	Administration of Justice Cooperative Work Experience
AJ 52A	Arrest Methods and Procedures

AJ 52B	Firearms P.C. 832
AJ 52C	Reserve Officer Training Level III (Beginning)
AJ 53	Reserve Officer Training Level II (Intermediate)
AJ 54	Weaponless Defense
AJ 56	Spanish for Law Enforcement
AJ 58	Legal Aspects in Law Enforcement

**Correctional Science Courses:**

CORS 10A	Introduction to Correctional Science
CORS 10B	Organization and Administration of Correctional System
CORS 11	Legal Aspects of Corrections
CORS 13	Correctional Interviewing and Counseling
CORS 14	Control and Supervision in Corrections
CORS 15	Supervision in Corrections
CORS 49	Correctional Science Cooperative Work Experience
CORS 98	Correctional Science Selected Topics

**Electives: 12 Units** (The student may select from any courses numbered 1-99 to satisfy this requirement.)  
**General Education Requirements: 18 Units**

**Certificate of Achievement:–  
Administration of Justice**

Total Units for the Certificate of Achievement: 30 Units

Required Core Courses: 18 Units

Course No.	Course Title	Units
AJ 10	Criminology	3
AJ 12	Introduction to Criminal Justice	3
AJ 20	Criminal Law	3
AJ 21	Administration of Justice	3
AJ 23	Criminal Evidence	3
AJ 24	Community Relations	3

**Required Electives: 12 Units**

The student may select from the following listing of Administration of Justice and Correctional Science courses:

**Administration of Justice Courses:**

AJ 13	Narcotics Investigation and Identification
AJ 14	Juvenile Procedures
AJ 25	Constitutional Law
AJ 35	Investigative Techniques
AJ 37	Patrol Procedures/Concepts
AJ 38	Traffic Accident Investigation – Vehicle Code
AJ 48	Administration of Justice Selected Topics
AJ 49	Administration of Justice Cooperative Work Experience
AJ 52A	Arrest Methods and Procedures
AJ 52B	Firearms P.C. 832
AJ 52C	Reserve Officer Training Level III (Beginning)
AJ 53	Reserve Officer Training Level II (Intermediate)
AJ 54	Weaponless Defense

AJ 56 Spanish for Law Enforcement  
 AJ 58 Legal Aspects in Law Enforcement

**Correctional Science Courses:**

CORS 10A Introduction to Correctional Science  
 CORS 10B Organization and Administration of Correctional System  
 CORS 11 Legal Aspects of Corrections  
 CORS 13 Correctional Interviewing and Counseling  
 CORS 14 Control and Supervision in Corrections  
 CORS 15 Supervision in Corrections  
 CORS 49 Correctional Science Cooperative Work Experience  
 CORS 98 Correctional Science Selected Topics

**Certificate of Accomplishment:**

**Administration of Justice Reserve Officer Training III –Safety and Security Personnel**

Total Units for the Certificate of Accomplishment: 16 Units

Required Core Courses: 12 Units

Course No.	Course Title	Units
AJ 52A	Arrest Methods and Procedures	3
AJ 52B	Firearms P.C. 832	1
AJ 52C	Reserve Officer Training Level IIIC (Beginning)	8

**Required Electives: 4 Units**

The student may select from the following listing of Administration of Justice and Correctional Science courses:

**Administration of Justice Courses**

AJ 10 Criminology  
 AJ 12 Introduction to Criminal Justice  
 AJ 13 Narcotics Investigation and Identification  
 AJ 14 Juvenile Procedures  
 AJ 20 Criminal Law  
 AJ 21 Administration of Justice  
 AJ 23 Criminal Evidence  
 AJ 24 Community Relations  
 AJ 25 Constitutional Law  
 AJ 35 Investigative Techniques  
 AJ 37 Patrol Procedures/Concepts  
 AJ 38 Traffic Accident Investigation – Vehicle Code  
 AJ 48 Administration of Justice Selected Topics  
 AJ 49 Administration of Justice Cooperative Work Experience  
 AJ 53 Reserve Officer Training Level II (Intermediate)  
 AJ 54 Weaponless Defense  
 AJ 56 Spanish for Law Enforcement  
 AJ 58 Legal Aspects in Law Enforcement

**Correctional Science Courses**

CORS 10A Introduction to Correctional Science  
 CORS 10B Organization and Administration of Correctional System

CORS 11 Legal Aspects of Corrections  
 CORS 13 Correctional Interviewing and Counseling  
 CORS 14 Control and Supervision in Corrections  
 CORS 15 Supervision in Corrections  
 CORS 49 Correctional Science Cooperative Work Experience  
 CORS 98 Correctional Science Selected Topics

**Program Student Learning Outcomes**

Upon completion of the Associate in Arts Degree University Studies: Emphasis 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 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.

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 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.

Upon completion of the Certificate of Accomplishment Administration of Justice Reserve Officer Training III – Safety and Security Personnel, the student will be able to:

1. Demonstrate the ability to pass the required state exam for Administrative of Justice Reserve Officer III and become certified with the State of California.

# Agriculture

## DEGREES

A.A. University Studies: Emphasis in Agriculture Sciences  
A.S. Agriculture Science and Technology

## CERTIFICATE OF ACHIEVEMENT

Agriculture Science and Technology

## CERTIFICATES OF ACCOMPLISHMENT

Animal Science  
Horsemanship  
Horticulture

Agriculture is a vital component of our local, state, and national economies and offers many exciting employment opportunities. LCC's Agriculture program offers two different courses of study: one program designed to provide the student an Associate in Arts Degree and to facilitate transfer to a university campus and 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. The curricula is updated with the assistance of an industry advisory committee.

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.

Internships in agriculture are available for students interested in Work Experience opportunities.

### 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.



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**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 1	Agricultural Accounting	3
AGR 2	Agricultural Economics	3
AGR 10	Introduction to Animal Science	3
AGR 13	Feeds and Feeding	3
AGR 20	Introduction to Plant Science	4
AGR 40	Basic Agricultural Mechanics	3
AGR 41	Farm Tractors and Farm Power	3

Electives: Courses must be numbered 1 – 49.  
Please see your Academic Counselor to select a  
General Education Option (CSU or IGETC)

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

Total Units for the Associate in Science Degree: 60 units  
Required Core Courses: 30 Units

Course No.	Course Title	Units
AGR 1	Agricultural Accounting	3
or		
BUS 13	Basic Accounting	3
AGR 2	Agricultural Economics	3
AGR 9	Food Animal Selection	3
AGR 10	Introduction to Animal Science	3
AGR 11	Beef Cattle Production	3
AGR 13	Feeds and Feeding	3
AGR 14	Horse Husbandry	3
AGR 20	Introduction to Plant Science	4
AGR 40	Basic Agricultural Mechanics	3
CA 31	Computer Applications I	2
or		
CA 32	Computer Applications II	2

Required Electives: 6 Units  
The student may select 6 units from any of the following.

Course No.	Course Title	Units
AGR 8	Introduction to Animal Production	3
AGR 25	Vegetable Science Urban Garden	3
AGR 26	Ornamental Plant Materials	3
AGR 27	Principles of Landscape Design	3
AGR 31	Bovine Embryo Transfer	3
AGR 41	Farm Tractors and Farm Power	3
AGR 61	Intro to Bovine Reproduction	1.5

Electives: 6 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: 33 Units

Required Core Courses: 30 Units

Course No.	Course Title	Units
AGR 1	Agricultural Accounting	3
or		
BUS 13	Basic Accounting	3
AGR 2	Agricultural Economics	3
AGR 9	Food Animal Selection	3
AGR 10	Introduction to Animal Science	3
AGR 11	Beef Cattle Production	3
AGR 13	Feeds and Feeding	3
AGR 14	Horse Husbandry	3
AGR 20	Introduction to Plant Science	4
AGR 40	Basic Agricultural Mechanics	3
CA 31	Computer Applications I	2
or		
CA 32	Computer Applications II	2

Required Electives: 3 Units  
The student may select 3 units from any of the following  
courses to satisfy this requirement.

Course No.	Course Title	Units
AGR 8	Introduction to Animal Production	3
AGR 25	Vegetable Science Urban Gardeners3	3
AGR 26	Ornamental Plant Materials	3
AGR 27	Principles of Landscape Design	3
AGR 31	Bovine Embryo Transfer	3
AGR 41	Farm Tractors and Farm Power	3
AGR 61	Intro to Bovine Reproduction	1.5

**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 1	Agricultural Accounting	3
AGR 2	Agricultural Economics	3
AGR 3	Introduction to Agriculture Business	3
CA 31	Computer Applications I	2

**Certificate of Accomplishment: Animal Science**

Total Units for the Certificate of Accomplishment:  
Animal Science: 16.5 Units

Course No.	Course Title	Units
AGR 8	Introduction to Animal Production	3
AGR 10	Introduction to Animal Science	3
AGR 11	Beef Cattle Production	3
AGR 13	Feeds and Feeding	3
AGR 31	Bovine Embryo Transfer	3
AGR 61	Intro to Bovine Reproduction	1.5

### Certificate of Accomplishment: Horsemanship

AGR 14	Horse Husbandry	3
AGR 23	Western Riding and Training	2

Total Units for the Certificate of Accomplishment:

Horsemanship: 14 Units

Course No.	Course Title	Units
AGR 50	Basic Riding	2
AGR 53	Colt Training	2
AGR 57	Beginning Horseshoeing	3

And one of the following:

AGR 24	English Riding and Training	2
AGR 51	Horsemanship	2

### Certificate of Accomplishment: Horticulture

Total Units for the Certificate of Accomplishment

Horticulture: 13 Units

Course No.	Course Title	Units
AGR 20	Intro to Plant Science	4
AGR 25	Vegetable Science Urban Gardeners	3
AGR 26	Ornamental Plant Materials	3
AGR 27	Principles of Landscape Design	3

### Program Student Learning Outcomes

#### Associate in Arts Degree University Studies: Emphasis in Agriculture Sciences

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: Agricultural Science and Technology

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: Animal Science

Upon completion of the Certificate of Accomplishment in 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.

### Certificate of Accomplishment: Horsemanship

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.

### Certificate of Accomplishment: Horticulture

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

- 1 Demonstrate correct seeding, propagation, transplanting, and watering techniques and use these skills to grow healthy plants.
- 2 Demonstrate comprehension of soils, fertilizers, botany and greenhouse growing techniques and apply this understanding in order to successfully raise horticulture plants.



# Art

## DEGREE

A.A. University Studies: Emphasis in Art

## CERTIFICATE OF ACCOMPLISHMENT

Graphic Design

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.

The Certificate of Accomplishment in Graphic Design will provide the recipient with skills necessary to obtain an entry level job in the graphics art field using principles of design and industry standard hardware and software to effectively and creatively solve commercial visual art problems.

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.

Internships in art are available for students interested in Work Experience opportunities.

### 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.



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**Associate in Arts Degree  
University Studies: Emphasis in Art**

Total Units for the Associate in Arts Degree: 60 Units  
Required Core Courses: 18 Units

Students must meet with a counselor to select a minimum of 18 units from the following courses.

Complete the following 15 units:

Course No.	Course Title	Units
ART 1A	Fundamentals of Two-Dimensional Design	3
ART 1B	Fundamentals of Three-Dimensional Design	3
ART 2	Drawing	3
ART 6	Survey of Art History: Prehistoric to Renaissance	3
ART 7	Survey of Art History: Renaissance Through Contemporary	3

Select one or more of the following:

ART 3	Beginning Life Drawing	2
ART 4A	Beginning Photography	3
ART 10A	Beginning Painting	3
ART 30	Introduction to Sculpture	3
ART 36A	Beginning Ceramics	3

Electives: Courses must be numbered 1-49.  
See your academic counselor to select a General Education option (CSU or IGETC).

**Graphic Design Certificate of Accomplishment**

Total units for the Certificate of Accomplishment: 16 units

Required Core Courses:

Course No.	Course Title	Units
ART 1A	Fundamentals of Two: Dimensional Design	3
ART 19A	Beginning Digital Photography	2
ART 25	Computer Graphics	3
ART 51	Lettering Design/Typography	2
JOUR 12	Digital Layout: Designing for Publication and the Web	3

And One of the Following:

ART 6	Survey of Art History: Prehistoric to Renaissance	3
ART 7	Survey of Art History: Renaissance Through Contemporary	3
ART 8	Art Appreciation	3

**Program Student Learning Outcomes**

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

- 1 Given a visual perception or an idea, demonstrate an understanding of the basic principles of design and utilize the principles to visually express a response.
- 2 Utilize personal criteria developed during the program to evaluate the relevance of a work of art to your personal experience and the larger cultural, historic and social context of the artwork.
- 3 Regarding specific examples of visual art, recognize historic and cultural styles and describe the circumstances that influenced their creation.

Upon completion of the Certificate of Accomplishment in Graphic Design, the student will be able to:

- 1 Develop a portfolio of work to present to prospective employers with examples of work in Adobe Illustrator, Photoshop, and Indesign.
- 2 Use basic design principles and industry standard software to solve visual problems at a competency level for entrylevel jobs in commercial art/visual communication fields.
- 3 Use basic design principles and industry standard software to express an individual visual idea effectively to a second party.

# Automotive Technology

## DEGREE

A.S. Automotive Technology

## CERTIFICATES OF ACHIEVEMENT

General Mechanics

Tune-Up



Counseling Office  
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530.251.8819

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

Partsman

Service writer

Service manager

Fleet Repair

### Program Highlights

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

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

Internships in automotive are available for students interested in Work Experience opportunities

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### 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: Automotive Technology**

Total Units for the Associate in Science Degree: 60 Units  
Required Core Courses: 35 Units

Course No.	Course Title	Units
AT 21	Engine Repair	4
AT 23	Fuel Injection/Carburetion Systems	3
AT 24	Engine Electrical	3
AT 25	Tune-Up	3
AT 26	Manual Transmissions and Rear Axles	3
AT 27	Steering and Suspension	2
AT 28	Automotive Brakes	2
AT 30	Chassis Electrical	3
AT 32	Air Conditioning and Accessories	2
AT 33	Automatic Transmissions	3
AT 36	General Automotive Lab	2
AT 37	Automotive Machine	3
AT 38	Engine Balancing	2

Electives: 7 Units (The student may select from any courses numbered 1 – 99 to satisfy this requirement.)

General Education Requirements: 18 Units

**Certificate of Achievement: General Mechanics**

Total Units for the Certificate of Achievement: General Mechanic: 42 Units  
Required Core Courses: 35

Course No.	Course Title	Units
AT 21	Engine Repair	4
AT 23	Fuel Injection/Carburetion Systems	3
AT 24	Engine Electrical	3
AT 25	Tune-Up	3
AT 26	Manual Transmissions and Rear Axles	3
AT 27	Steering and Suspension	2
AT 28	Automotive Brakes	2
AT 30	Chassis Electrical	3
AT 32	Air Conditioning and Accessories	2
AT 33	Automatic Transmissions	3
AT 36	General Automotive Lab	2
AT 37	Automotive Machine	3
AT 38	Engine Balancing	2

Electives: 7 Units (The student may select from any courses numbered 1 – 99 to satisfy this requirement.)

**Certificate of Achievement: Tune-Up**

Total Units for the Certificate of Achievement: Tune-Up: 29 Units  
Required Core Courses: 16 Units

Course No.	Course Title	Units
AT 21	Engine Repair	4
AT 23	Fuel Injection/Carburetion Systems	3
AT 24	Engine Electrical	3
AT 25	Tune-Up	3
AT 30	Chassis Electrical	3

Required Electives: 13 Units

The student may select any combination of courses from the following listing:

Course No.	Course Title	Units
AT 20	Basic Auto	3
AT 26	Manual Transmissions and Rear Axles	3
AT 27	Steering and Suspension	2
AT 28	Automotive Brakes	2
AT 32	Air Conditioning and Accessories	2
AT 33	Automatic Transmissions	3
AT 36	General Automotive Lab	2

**Program Student Learning Outcomes**

Upon completion of the Automotive Technology Associate in Science Degree or the General Mechanics Certificate of Achievement, 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.

Upon completion of the Tune-Up Certificate of Achievement, the student will be able to:

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

# Biological Science



Counseling Office  
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## DEGREE

A.S. Degree University Studies: Biological Science Major Preparation

The Associate in Science Degree University Studies: Biological Science Major Preparation is designed to prepare students for transfer to a California State University with partial fulfillment of the major core requirements for biological science majors at most state universities.

As a Biological Science major, you will:

- Study a broad overview of biological science including molecular/cellular biology, zoology and botany in addition to physical science including chemistry and physics
- Develop a solid foundation in the basic elements of scientific inquiry

## Career Options

Doctor  
Field Biologist  
Forensic Scientist  
Laboratory Technician  
Pharmacist  
Registered Nurse  
Teacher  
Veterinarian

## Program Highlights

- Core curriculum in biological science for transfer students
- Natural History of Plants & Animals of Northeastern California
- Prerequisite courses for Registered Nursing (RN) upgrade programs

## Related Degree

Associate in Arts Degree University Studies: Emphasis in Allied Health  
See Nursing/Allied Health for degree specifics.

## 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.

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**Associate in Science Degree University Studies:  
Biological Science Major Preparation**

Total units for the Associate in Science Degree: 60 Units

Select a minimum of 18 units from the following two groups:

Required Core Courses: 18 Units

Lower Division Major Preparation:

Course No.	Course Title	Units
Biology 1	Principles of Molecular and Cellular Biology	4
Biology 4	Principles of Evolutionary and Organismal and Ecological Biology	5
Chemistry 1A	General Chemistry I	5
Chemistry 1B	General Chemistry II	5
Math 1A	Analytic Geometry and Calculus I	5
Math 40	Elementary Statistics	3
Physics 2A	General Physics I	4
Physics 2B	General Physics II	4

Electives: Courses must be numbered 1-49.

Please see your academic counselor to select a General Education option (CSU or IGETC).

**Program Student Learning Outcomes**

Upon completion of the Associate in Science Degree University Studies: Biological Science Major Preparation, the student will be able to:

- 1 Demonstrate an understanding of the uniformity of life by comparing and contrasting characteristics of a variety of living organisms, including genetics and the molecular/cellular levels of organization.

# Business



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## DEGREE

A.A. Degree University Studies:  
Emphasis in Business Administration  
A.S. Accounting  
A.S. Office Administrative Assistant

## CERTIFICATE OF ACHIEVEMENT

Office Administrative Assistant

### Business Administration

The emphasis in Business Administration 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 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.

### Office Administrative Assistant

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.

### 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  
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 Assistant 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.

### 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.

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**Associate in Arts Degree University  
Studies: Emphasis in Business Administration**

Total Units for the Associate in Arts Degree: 60 Units  
Lower Division Major Preparation: 18 Units

Course No.	Course Title	Units
BUS 1A	Accounting Principles – Financial	3
BUS 1B	Accounting Principles – Managerial	3
BUS 2	Introduction to Business	3
ECON 10	Macro-economics	3
ECON 11	Micro-economics	3
MATH 40	Elementary Statistics	3

Electives: Courses must be numbers 1-49.  
Please see your academic counselor to select a General Education option (CSU or IGETC).

**Associate in Science Degree: Accounting**

Total Units for the Associate in Science Degree: 60 Units  
Required Core Courses: 29 Units

Course No.	Course Title	Units
BUS 1A	Accounting Principles – Financial	3
BUS 1B	Accounting Principles – Managerial	3
BUS 2	Introduction to Business	3
BUS 10	Human Resource Management	3
BUS 22	Business Law	3
BUS 25	Small Business Management	3
CA 31	Computer Applications I	2
ECON 10	Macro-economics	3
ECON 11	Micro-economics	3
MATH 40	Elementary Statistics	3

Required Electives: 13 units  
The student may select from the following Business or Computer Applications courses to satisfy this requirement.

**Business Courses**

BUS 1C	Federal Income Tax
BUS 13	Basic Accounting
BUS 18	Records Management
BUS 19	Office Procedures
BUS 27	Business Communications
BUS 34A	Microsoft Word, Beginning
BUS 34B	Microsoft Word, Advanced
BUS 49	Business Work Experience
BUS 98	Selected Topics in Business

**Computer Applications Courses**

CA 32	Computer Applications II
CA 49	Computer Applications Work Experience
CA 54	Basic Computer Maintenance
CA 55	Using a Word Processor
CA 56	Using a Spreadsheet
CA 57	Using a Database

CA 59 Microsoft Windows

General Education Requirements: 18 Units

**Associate in Science Degree: Office Administrative Assistant**

Total Units for the Associate in Science Degree: 60 Units  
Required Core Courses: 25 units

Course No.	Course Title	Units
BUS 1A	Accounting Principles – Financial	3
BUS 10	Human Resource Management	3
BUS 19	Office Procedures	3
BUS 22	Business Law	3
BUS 27	Business Communications	3
BUS 34A	Microsoft Word Beginning	3
BUS 34B	Microsoft Word Advanced	3
CA 31	Computer Applications	2
COT 52	Keyboarding - Level 2	2

Required Electives: 17 units  
The student may select from any of the following Business, Computer Applications, or Computer Office Technology courses to satisfy this requirement.

**Business Courses**

BUS 1B	Accounting Principles - Managerial
BUS 1C	Federal Income Tax
BUS 2	Introduction to Business
BUS 13	Basic Accounting
BUS 18	Records Management
BUS 25	Small Business Management
BUS 49	Business Work Experience
BUS 98	Selected Topics in Business

**Computer Applications Courses**

CA 32	Computer Applications II
CA 49	Computer Applications Work Experience
CA 54	Basic Computer Maintenance
CA 55	Using a Word Processor
CA 56	Using a Spreadsheet
CA 57	Using a Database
CA 59	Microsoft Windows

**Computer Office Technology**

COT 50	Keyboarding, Level 1
COT 59	Business Machines: 10 Key
COT 65	Machine Transcription, Medical

General Education Requirements: 18 units



**Certificate of Achievement: Office Administrative Assistant**

Total Units for the Certificate of Achievement: 22 Units

Course No.	Course Title	Units
BUS 1B	Accounting Principles	3
BUS 18	Records Management	3
BUS 19	Office Procedures	3
BUS 27	Business Communication	3
BUS 34A	Microsoft Word, Beginning	3
BUS 34B	Microsoft Word, Advanced	3
CA 31	Computer Applications I	2
CA 32	Computer Applications II	2
COT 52	Keyboarding - Level 2	2
COT 59	Business Machines: 10 Key	1

**Program Student Learning Outcomes**

Upon completion of the Associate in Arts Degree University Studies: Emphasis in Business Administration, the student will be able to:

- 1 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)
- 2 Apply business concepts to marketing, management, finance, accounting, and information technology.
- 3 Demonstrate knowledge of laws effecting working relationships with individuals from diverse cultures and backgrounds.

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

- 1 Distinguish the difference between cash and accrual accounting.
- 2 Prepare and explain the recording process for daily transactions and related effects on the accounting equation.
- 3 Describe basic principles of internal control.
- 4 Demonstrate knowledge of basic characteristics of a corporate investing.
- 5 Demonstrate knowledge of annual rate of return; cash payback techniques.
- 6 Describe the use of managerial accounting to make strategic decisions.
- 7 Prepare static and flexible budgets.

Upon completion of the Associate in Science Degree or Certificate of Achievement in Office Administrative Assistant, 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 Given the preparation of a report, identify and utilize the appropriate technology and communication skills to present a completed professional document.
- 4 Apply reasoning to determine ethical behavior in office situations.
- 5 Demonstrate skill at solving unstructured office-related problems.

# Child Development

## DEGREES

A.A. Degree University Studies:  
Emphasis in Child Development  
A.A. **Early Childhood Education**

## CERTIFICATE OF ACHIEVEMENT

Early Childhood Education

## CERTIFICATE OF ACCOMPLISHMENT

Early Childhood Education Associate Teacher

The A.A. Degree University Studies: Emphasis in Child Development is designed to provide the lower division major courses to transfer to a university and earn a Bachelor's degree in Child Development or Early Childhood Education. Students must meet with a counselor to ensure completion required coursework for chosen major and specific college/university.

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

### 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
- On-line course CD 31

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

Internships in child development are available for students interested in Work Experience opportunities.

### 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.



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**Associate in Arts Degree University Studies:  
Emphasis in Child Development**

Total Units for the Associate in Arts Degree: 60 Units  
Required Core Courses: 22 Units

Course No.	Course Title	Units
CD 11	Observation and Assessment	3
CD 12	Child, Family and Community	3
CD 19	Children's Nutrition, Health and Safety	3
CD 20	Principles and Practices of Teaching Young Children	3
CD 24	Practicum	4
CD 25	Teaching in a Diverse Society	3
CD 31	Child Development: Conception Through Adolescence	3

Electives: Courses must be numbered 1 – 49.  
Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

**Associate In Arts Degree: Early Childhood Education**

Total Units for the Associate in Arts Degree: 60 Units  
Required Core Courses: 35 Units

Course No.	Course	Units
CD 11	Observation and Assessment	3
CD 12	Child, Family and Community	3
CD 16	Introduction to Curriculum	3
CD 19	Children's Nutrition, Health and Safety	3
CD 20	Principles and Practices of Teaching Young Children	3
CD 23	Adult Supervision in the Child Care Setting	3
CD 24	Practicum	4
CD 25	Teaching in a Diverse Society	3
CD 31	Child Development: Conception through Adolescence	3
CD 50	ECE Child Health and Safety	1

**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
CD 26	Administration II	3

**Master Teacher**

**Students may select one of the following groups:**

Course No.	Course Title	Units
CD 14	Creative Activities for Young Children	3
CD 18	Creative Music & Movement in Early	

Childhood Education 3

CD 17	Children's Literature	3
CD 30	Early Steps to Reading Success	3
CD 53	Violence and its Impact on Children and Families	3
CD 54	Violence Intervention Techniques in Early Childhood	3

**Required Electives:** The student must complete one of the following courses:

Course No.	Course Title	Units
CD 14	Creative Activities for Young Children	3
CD 15	Pre-School Administration	3
CD 17	Children's Literature	3
CD 18	Creative Music & Movement in Activities	3
CD 22	The Infant Toddler	3
CD 26	Administration II	3
CD 27	Children with Special Needs	3
CD 28	Child Guidance	3
CD 30	Early Steps to Reading Success	3
CD 49	Child Development Cooperative Work Exp.	1-8
CD 52	Parenting	3
CD 53	Violence and its Impact on Children and Families	3
CD 54	Violence Intervention Techniques in Early Childhood	3
CD 56	The Exceptional Child	3
CD 57	Adult/Child Relationships	3

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: Early Childhood Education**

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
CD 12	Child, Family and Community	3
CD 16	Introduction to Curriculum	3
CD 19	Children's Nutrition, Health and Safety	3
CD 20	Principles and Practices of Teaching Young Children	3
CD 24	Practicum	4
CD 25	Teaching in a Diverse Society	3
CD 31	Child Development: Conception through Adolescence	3
CD 50	ECE Child Health and Safety	1

**Certificate of Accomplishment: Early Childhood Education Associate Teacher**

Total Units for the Certificate of Accomplishment: 14 Units

Required Core Courses: 14 Units

Course No.	Course Title	Units
CD 12	Child, Family and Community	3
CD 16	Introduction to Curriculum	3
CD 24	Practicum	4
CD 50	ECE Child Health and Safety	1

And one of the following courses:

CD 11	Observation and Assessment	3
CD 22	The Infant Toddler	3
CD 31	Child Development: Conception through Adolescence	3

**Program Student Learning Outcomes**

Upon completion of the Associate in Arts Degree University Studies: Emphasis in Child Development, the student 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 selfconfidence.
- 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.

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 selfconfidence.

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

# Correctional Science

## DEGREE

A.S. Correctional Science

## CERTIFICATE OF ACHIEVEMENT

Correctional Science

The Correctional Science Program is designed to prepare men and women for service in various areas of the adult and juvenile correctional system or to provide continuing training for those already in the field. Students may want to transfer to a four-year college or university to continue their education in the Correctional Science field. Curriculum covers the historical perspectives, philosophies of imprisonment, correctional administration and custody roles, offender types, reintegration systems, rights of officers and offenders, community relations and communication. An urgent need exists for employees in local, state and federal correctional facilities.

As a Correctional Science major, you will:

- Study the concepts and technology that is needed to understand the California criminal justice system, as well as the history of corrections, modern practices, inmate types and issues, custody and management roles and available careers.
- Develop an understanding of corrections and state and local systems.
- Identify an area within the Correctional Science field to launch a career.

### Career Options

Correctional Officer  
Counselor  
Probation or Parole Aide  
Juvenile Detention Officer  
Para-professional Volunteer

### Program Highlights

Lassen Community College offers its Correctional Science Degree by way of traditional classroom study or by correspondence delivery.

### Career Preparation

The Correctional Science Program is designed to prepare students for local employment upon graduation or transfer to a four-year college or university. Students should also look under 'Administration of Justice' for additional information.

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

Internships in correctional science are available for students interested in Work Experience opportunities.

### 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.



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## Associate in Science Degree: Correctional Science

Total Units for the Associate in Science Degree: 60 Units  
Required Course Courses: 21 Units

Course No.	Course Title	Units
AJ 10	Criminology	3
AJ 20	Criminal Law	3
AJ 21	Administration of Justice	3
CORS 10A	Introduction to Correctional Science	3
CORS 10B	Organization and Administration of Correctional System	3
CORS 11	Legal Aspects of Corrections	3
PSY 1	Introduction to Psychology	3

Required Electives: 19 units

The student may select from any of the following Correctional Science or Administration of Justice courses to satisfy this requirement.

### Correctional Science

CORS 13	Correctional Interviewing and Counseling
CORS 14	Control and Supervision in Corrections
CORS 15	Supervision in Corrections
CORS 49	Correctional Science Work Experience
CORS 98	Correctional Science Selected Topics

### Administration of Justice

AJ 12	Introduction to Criminal Justice
AJ 13	Narcotics Investigation and Identification
AJ 14	Juvenile Procedures
AJ 23	Criminal Evidence
AJ 24	Community Relations
AJ 25	Constitutional Law
AJ 35	Investigative Techniques
AJ 37	Patrol Procedures/Concepts
AJ 38	Traffic Accident Investigation: Vehicle Code
AJ 48	Administration of Justice Selected Topics
AJ 49	Administration of Justice Work Experience
AJ 52A	Arrest Methods and Procedures
AJ 52B	Firearms P.C. 832
AJ 52C	Reserve Officer Training Level III (Beginning)
AJ 53	Reserve Officer Training Level II (Intermediate)
AJ 54	Weaponless Defense
AJ 56	Spanish for Law Enforcement
AJ 58	Legal Aspects in Law Enforcement

Electives: 2 Units (The student may select any courses numbered 1 – 99 to satisfy this requirement.)

General Education Requirements: 18 Units

## Certificate of Achievement: Correctional Science

Total Units for the Certificate of Achievement: 40 Units  
Required Course Courses: 21 Units

Course No.	Course Title	Units
AJ 10	Criminology	3
AJ 20	Criminal Law	3
AJ 21	Administration of Justice	3
CORS 10A	Introduction to Correctional Science	3
CORS 10B	Organization and Administration of Correctional System	3
CORS 11	Legal Aspects	3
PSY 1	Introduction to Psychology	3

### Correctional Science

CORS 13	Correctional Interviewing and Counseling
CORS 14	Control and Supervision in Corrections
CORS 15	Supervision in Corrections
CORS 49	Correctional Science Work Experience
CORS 98	Correctional Science Selected Topics

### Administration of Justice

AJ 12	Introduction to Criminal Justice
AJ 13	Narcotics Investigation and Identification
AJ 14	Juvenile Procedures
AJ 23	Criminal Evidence
AJ 24	Community Relations
AJ 25	Constitutional Law
AJ 35	Investigative Techniques
AJ 37	Patrol Procedures/Concepts
AJ 38	Traffic Accident Investigation – Vehicle Code
AJ 48	Administration of Justice Selected Topics
AJ 49	Administration of Justice Work Experience
AJ 52A	Arrest Methods and Procedures
AJ 52B	Firearms P.C. 832
AJ 52C	Reserve Officer Training Level III (Beginning)
AJ 53	Reserve Officer Training Level II (Intermediate)
AJ 54	Weaponless Defense
AJ 56	Spanish for Law Enforcement
AJ 58	Legal Aspects in Law Enforcement

### Program Student Learning Outcomes

Upon completion of the Associate in Science Degree or the Certificate of Achievement in Correctional Science, the student will be able to:

- 1 Demonstrate an understanding of the workings of the correctional system by applying definitions, concepts, and principles to courts and correctional settings.
- 2 Apply critical thinking to research, evaluate, and analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation pertaining to correctional institutions.

- 3 Develop, organize and write an objective report that meets the legal and detailed requirements of correctional institutions.
- 4 Be academically prepared to obtain an entry-level or midlevel position within the Department of Corrections and Rehabilitation or federal correctional institutions.

# Fire Technology



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## DEGREE

A.S. 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 fire fighting 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 fire fighting.

### Career Options

Firefighter  
Inspector  
Investigator  
Supervisor  
Manager

### Program Highlights

\* Up-to-date technical information

Internships in fire technology are 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.



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### 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 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
FS 4	Fire Protection Equipment & Systems	3
FS 5	Fire Orientation and Organization	3
FS 6	Building Construction for Fire Protection	3
FS 13	Fire Behavior and Combustion	3
FS 14	Principles of Fire Safety and Survival	3

### Required Elective: 12 Units

The student may select from the following listing.

EMT 60	Emergency Medical	5
FS 21	First Responder – Medical	2
FS 49	Fire Technology Work Experience	1-4
FS 52	Incident Command System (I-200/300)	2
FS 55	Fire Investigation	3
FS 57	Auto Extraction	0.5
FS 60	Wildland Firefighter (CDF Basic 67)	3
FS 61	Basic Firefighter Training (Basic 32)	2
FS 62	Training Instructor 1B	2.5
FS 63	Training Instructor 1A	2.5
FS 66	Fire Prevention 1B	2
FS 67	Fire Prevention 1A	2
FS 69	Fire Management 1	2
FS 70	Dozer Boss (S-232)	1
FS 72	First Responder – Hazardous Materials	1
FS 73	Incident Business Management (S-260/261)	1
FS 74	Fire in the Interface (S-215)	1
FS 75	Fire Behavior (S-290)	2
FS 82	Fire Command 1A	2
FS 83	Fire Command 1B	2
FS 84	Lessons Learned (Fatalities Fire Case Studies)	1
FS 85	Understanding Maps, Compass & GSP	1
FS 86	Emergency Vehicle Operation	0.5
FS 98.21	Volunteer Firefighter Academy	2.5

**Free 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
FS 3	Fundamentals of Fire Prevention	3
FS 4	Fire Protection Equipment & Systems	3
FS 5	Fire Orientation and Organization	3
FS 6	Building Construction for Fire Protection	3
FS 13	Fire Behavior and Combustion	3

FS 14 Principles of Fire Safety and Survival 3

Required Elective: 12 Units (Select from the following)

Course No.	Course Title	Units
BUS 27	Business Communications	3
EMT 60	Emergency Medical Technician	5
FS 21	First Responder – Medical	2
FS 49	Fire Technology Work Experience	1-4
FS 52	Incident Command System (I-200/300)	2
FS 55	Fire Investigation	3
FS 57	Auto Extraction	0.5
FS 60	Wildland Firefighter (CDF Basic 67)	3
FS 61	Basic Firefighter Training (Basic 32)	2
FS 62	Fire Training Instructor 1A	2.5
FS 63	Fire Training Instructor 1B	2.5
FS 66	Fire Prevention 1-B	2.5
FS 67	Fire Prevention 1-A	2.5
FS 70	Dozer Boss (S-232)	1
FS 72	First Responder – Hazardous Materials	1
FS 73	Incident Business Management (S-260/261)	1
FS 74	Fire in the Interface (S-215)	1
FS 75	Fire Behavior (S-290)	2
FS 69	Fire Management 1	2
FS 82	Fire Command 1A	2
FS 83	Fire Command 1B	2
FS 84	Lessons Learned (Fatalities Fire Case Studies)	1
FS 85	Understanding Maps, Compass & GSP	1
FS 86	Emergency Vehicle Operation	0.5
FS 98.21	Volunteer Firefighter Academy	2.5
PEAC	Any Fitness/Conditioning Course.	1

### 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:

1. Safely perform basic fire fighting skills as part of the Incident Command System in preparation for an entry-level position at most fire fighting agencies.

# General Education Transfer Curriculum



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## 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.**

### **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 an LCC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that LCC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

## California State University General Education Certificate of Achievement

CSU General Education Certification requires 40 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 9, Philosophy 2

### **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:  
Astronomy 1 (L),  
Chemistry 1A (L), 1B (L), 8 (L), 45 (L)  
Geography 1  
Geology 1 (L)  
Geology 5 (L)  
Physical Science 1  
Physics 2A (L), 2B (L)
2. Life Forms:  
Agriculture 20,  
Anthropology 1  
Biology 1 (L), 4 (L), 10 (L), 20 (L), 25 (L),  
26 (L), 18, 32
3. Laboratory Science (L):  
Any of the above (L) courses
4. Mathematics/Quantitative Reasoning:  
Math 1A, 1B, 1C, 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, 4A, 6, 7, 8, 10A, 30, 36A, Film 1,  
Music 6, 7, 12
2. Humanities (Literature, Philosophy, Foreign Languages):  
English 2, 10, 12, History 14, 15, Humanities 1, 2,  
Philosophy 1, 10, Spanish 1, 2

### **AREA D Social Sciences**

The student must take 3 of the following courses in at least 2 disciplines.

1. Anthropology and Archeology, Anthropology 2, 3, 8
2. Economics, Agriculture 2, Economics 10, 11
3. Ethnic Studies, Ethnic Studies 1
4. Gender Studies
5. Geography, Geography 2
6. History  
History 14, 15, 16\*, 17\*
7. Interdisciplinary Social or Behavioral Science  
Child Development 31, Journalism 4, Psychology 18,  
31
8. Political Science, Government, and Legal Institutions  
Administration of Justice 20, Political Science 1\*
9. Psychology  
Psychology 1, 2
10. Sociology and Criminology  
Sociology 1, 2

**\* 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 27  
Psychology 1, 2, 18, 31, 33  
Sociology 3  
Speech 2

### **Intersegmental General Education Transfer Curriculum (IGETC) Certification**

IGETC General Education Certification requires 34 to 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.

#### **AREA 1: English Communication 9 units**

(One from each group)

English 1  
English 9  
Speech 1 (CSU requirement only)

#### **AREA 2: Mathematical Concepts and Quantitative Reasoning 3 units**

Math 1A, 1B, 1C, 8, 40

**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, Film 1,  
Music 6, 7, 12,  
Humanities: English 2, 10, 12, Humanities 1,  
2, Philosophy 1, 10, Spanish 2

**AREA 4: Social and Behavioral Sciences 9 units** -At least three courses from at least 2 disciplines

Agriculture 2  
Anthropology 2, 3, 8  
Economics 10, 11  
Ethnic Studies 1  
Geography 2,  
History 14, 15, \*16, \*17  
Journalism 4  
Political Science \*1  
Psychology 1, 2  
Sociology 1, 2

**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:**

Astronomy 1(L)  
Chemistry 1A(L), 1B(L), 8(L), \*\*45(L)  
Geography 1  
Geology1(L)  
\*\*Physical Science 1  
Physics 2A(L), 2B(L)

#### **Biological Sciences:**

Anthropology 1  
Biology 1(L), 4 (L), 10(L), 18, 20(L), 25(L),  
26(L), 32

**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 (Not required for A.A. University Studies IGETC, but may be completed prior to transfer).**

**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

### **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 Demonstrate the ability to listen and engage in verbal communication through participation in discussions/ debates and oral presentations. Demonstrate the ability to compose and create papers with correct grammar, spelling, punctuation, and appropriate language, style, and format, which conform to Modern Language Association style in in-text source citations and works-cited pages.

- 2 Demonstrate critical thinking skills through the application of logic to the solution of a variety of problems.
- 3 Apply the scientific method by formulating a hypothesis; researching the topic; determining appropriate tests; performing tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
- 4 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.
- 5 Analyze mathematical problems, determine the processes necessary to solve the problems calculate solutions and test the correctness of the proposed solutions.
- 6 Demonstrate an awareness of the scope and variety of works in the arts and humanities and articulate the value of aesthetics and creativity.
- 7 Analyze an individual's civic responsibilities within the context of the basic principles of American national, state, and local governments, contents of the U.S. Constitution and Amendments and the electoral process.
- 8 Identify and explain cultural customs, beliefs, traditions, and lifestyles and interpret how biases, assumptions and prejudices that impact multicultural interactions may result.
- 9 Design and implement a life plan to enhance physical, mental and emotional health.
- 10 Effectively work in teams, managing time, tasks and personality differences; sharing results and analyses in order to arrive at a final collaborative product.

# Gunsmithing

## DEGREES

A.S. Firearms Repair  
A.S. 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 and four certificates 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

## Program Highlights

- Dual Degree in Firearms Repair & General Gunsmithing
- Courses are one week start to finish
- The largest NRA Summer School in the USA

Internships in gunsmithing are 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.

## 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.



Counseling Office  
530.251.8842

Academic Services  
530.251.8819

**Lassen  
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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

Course No.	Course Title	Units
GSS 50.01	Recoil Pad & Sling Swivel Installation	1
GSS 50.03	Open and Optical Sight Installation	1
GSS 51.01	Stock Inletting	1
GSS 51.05	Glass Bedding for Strength & Accuracy	1
GSS 51.06	Wood Stock Finishing	1
GSS 52.01	Gunsmith Machining 1	1
GSS 52.02	Gunsmith Machining 2	1
GSS 52.03	Gunsmith Machining 3	1
GSS 52.04	Gunsmith Machining 4	1
GSS 52.05	Gunsmith Machining 5	1
GSS 52.06	Gunsmith Machining 6	1
GSS 54.01	Oxyacetylene Welding for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.03	Gas Tungsten Arc Welding for Gunsmiths 2	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 56.03	Bolt Action Barrel Fitting	1
GSS 57.01	Bolt Action Breeching and Headspace	1
GSS 57.03	Action and Bolt Modifications	1
GSS 59.02	Metal Preparation for Refinishing & Caustic Bluing	1
GSS 60.01	DFR Recoil Operated Auto Shotguns	1
GSS 60.02	DFR Gas Operated Auto Shotguns	1
GSS 60.04	DFR Pump Shotguns	1
GSS 61.01	DFR Single Action Revolvers	1
GSS 61.02	DFR Smith & Wesson Revolvers	1
GSS 61.03	DFR Colt Revolvers	1
GSS 62.03	Misfire Correction	1
GSS 62.04	Correcting Oversize Firing Pin Holes	1
GSS 64.01	Composition Stock Fitting, Bedding & Finishing	1
GSS 66.02	Revolver Barrel Fitting and Ranging	1
GSS 67.01	Blowback Principle	1
GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1
GSS 68.02	DFR Locked Breech Double Action Auto Pistols	1
GSS 68.03	DFR Blowback Auto Pistols	1
GSS 69.01	DFR Auto Rifles	1
GSS 69.02	DFR Pump Rifles	1
GSS 69.03	DFR Lever Action Rifles	1
GSS 70.01	DFA Triggers 1	1
GSS 71.01	DFR .22 Autos	1
GSS 71.02	DFR Bolt Action .22's	1
GSS 71.03	DFR Pump and Lever Action .22's	1

GSS 71.04	DFR Marlin Model 39	1
GSS 75.02	Firearm Laws and Regulations	1
General Education Requirements:		18 Units

**Associate in Science Degree: General Gunsmithing**

Total Units for the Associate in Science Degree: 60 Units  
Required Core Courses: 30 Units

Course No.	Course Title	Units
GSS 50.01	Recoil Pad & Sling Swivel Installation	1
GSS 50.03	Open and Optical Sight Installation	1
GSS 51.05	Glass Bedding for Strength & Accuracy	1
GSS 52.01	Gunsmith Machining 1	1
GSS 52.02	Gunsmith Machining 2	1
GSS 52.03	Gunsmith Machining 3	1
GSS 52.04	Gunsmith Machining 4	1
GSS 52.05	Gunsmith Machining 5	1
GSS 52.06	Gunsmith Machining 6	1
GSS 54.01	Oxyacetylene Welding for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.03	Gas Tungsten Arc Welding for Gunsmiths 2	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 55.04	Stock Refinish and Repair	1
GSS 56.01	Headspace	1
GSS 56.03	Bolt Action Barrel Fitting	1
GSS 57.03	Action and Bolt Modifications	1
GSS 58.02	Pressures and Pillar Bedding	1
GSS 59.02	Metal Preparation for Refinishing & Caustic Bluing	1
GSS 60.04	DFR Pump Shotguns	1
GSS 61.01	DFR Single Action Revolvers	1
GSS 62.03	Misfire Correction	1
GSS 62.04	Correcting Oversize Firing Pin Holes	1
GSS 63.05	Double Guns, Hinge Pins and Headspace	1
GSS 64.01	Composition Stock Fitting, Bedding & Finishing	1
GSS 67.01	Blowback Principle	1
GSS 69.03	DFR Lever Action Rifles	1
GSS 70.01	DFA Triggers 1	1
GSS 71.01	DFR .22 Autos	1
GSS 73.02	Spring Making	1

Electives: 12 Units (The student may select any courses numbered 1 – 99 to satisfy this requirement.)  
General Education Requirements: 18 Units

**Certificate of Achievement: Firearms Repair**

Total units for the Certificate of Achievement: 42 Units

Course No.	Course Title	Units
GSS 50.01	Recoil Pad and Sling Swivel Installation	1
GSS 50.03	Open and Optical Sight Installation	1
GSS 51.01	Stock Inletting	1
GSS 51.05	Glass Bedding for Strength and Accuracy	1
GSS 51.06	Wood Stock Finishing	1
GSS 52.01	Gunsmithing Machining 1	1
GSS 52.02	Gunsmithing Machining 2	1
GSS 52.03	Gunsmithing Machining 3	1
GSS 52.04	Gunsmithing Machining 4	1
GSS 52.05	Gunsmithing Machining 5	1
GSS 52.06	Gunsmithing Machining 6	1
GSS 54.01	Oxy Welding, Soft Soldering and Silver Brazing for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.03	Gas Tungsten Arc Welding for Gunsmiths 2	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 56.03	Bolt Action Barrel Fitting	1
GSS 57.01	Bolt Action Breeching and Headspace	1
GSS 57.03	Action and Bolt Modifications	1
GSS 59.02	Metal Preparation for Refinishing And Caustic Bluring	1
GSS 60.01	DFR Recoil Operated Auto Shotguns	1
GSS 62.02	DFR Gas Operated Auto Shotguns	1
GSS 60.04	DFR Pump Shotguns	1
GSS 61.01	DFR Single Action Revolvers	1
GSS 61.02	DFR Smith & Wesson Revolvers	1
GSS 61.03	DFR Colt Revolvers	1
GSS 62.03	Misfire Correction	1
GSS 62.04	Correcting Oversize Firing Pin Holes	1
GSS 64.01	Composition Stock Fitting, Bedding, And Finishing	1
GSS 66.02	Revolver Barrel Fitting and Ranging	1
GSS 67.01	Blowback Principle	1
GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1
GSS 68.02	DRF Locked Breech Double Action Auto Pistols	1
GSS 68.03	DFR Blowback Auto Pistols	1
GSS 69.01	DFR Auto Rifles	1
GSS 69.02	DFR Pump Rifles	1
GSS 69.03	DFR Lever Action Rifles	1
GSS 70.01	DFA Triggers 1	1
GSS 71.01	DRF .22 Auto's	1
GSS 71.02	DFR Bolt Action .22's	1
GSS 71.03	DFR Pump and Lever Action .22's	1
GSS 71.04	DFR Marlin Model 39	1
GSS 75.02	Firearm Laws and Regulations	1

**Certificate of Achievement: General Gunsmithing**

Total units for the Certificate of Achievement: 42 units  
Required Core: 30 Units

Course No.	Course Title	Units
GSS 50.01	Recoil Pad and Sling Swivel Installation	1
GSS 50.03	Open and Optical Sight Installation	1
GSS 51.05	Glass Bedding for Strength and Accuracy	1
GSS 51.06	Wood Stock Finishing	1
GSS 52.01	Gunsmithing Machining 1	1
GSS 52.02	Gunsmithing Machining 2	1
GSS 52.03	Gunsmithing Machining 3	1
GSS 52.04	Gunsmithing Machining 4	1
GSS 52.05	Gunsmithing Machining 5	1
GSS 52.06	Gunsmithing Machining 6	1
GSS 54.01	Oxy Welding, Soft Soldering and Silver Brazing for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.03	Gas Tungsten Arc Welding for Gunsmiths 2	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 55.04	Stock Refinish and Repair	1
GSS 56.01	Headspace	1
GSS 56.03	Bolt Action Barrel Fitting	1
GSS 57.03	Action and Bolt Modifications	1
GSS 58.02	Pressure Bedding and Pillar Bedding	1
GSS 59.02	Metal Preparation for Refinishing And Caustic Bluring	1
GSS 60.04	DFR Pump Shotguns	1
GSS 61.01	DFR Single Action Revolvers	1
GSS 62.03	Misfire Correction	1
GSS 62.04	Correcting Oversize Firing Pin Holes	1
GSS 63.05	Double Guns, Hinge Pins and Headspace	1
GSS 64.01	Composition Stock Fitting, Bedding, And Finishing	1
GSS 67.01	Blowback Principle	1
GSS 69.03	DFR Lever Action Rifles	1
GSS 70.01	DFA Triggers 1	1
GSS 71.01	DRF .22 Auto's	1
GSS 73.02	Spring Making	1

Electives: 12 Units (The student may select any courses numbered 1-99 to satisfy this requirement.)

**Certificate of Accomplishment: Gunsmith Machinist and Metal Finishing**

Total Units for the Certificate of Accomplishment Gunsmith Machinist and Metal Finishing: 16 Units

Course No.	Course Title	Units
GSS 50.01	Recoil Pad & Sling Swivel Installation	1
GSS 50.03	Open and Optical Sight Installation	1
GSS 52.01	Gunsmith Machining 1	1
GSS 52.02	Gunsmith Machining 2	1
GSS 52.03	Gunsmith Machining 3	1
GSS 52.04	Gunsmith Machining 4	1
GSS 52.05	Gunsmith Machining 5	1
GSS 52.06	Gunsmith Machining 6	1
GSS 54.01	Oxyacetylene Welding for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.03	Gas Tungsten Arc Welding for Gunsmiths 2	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 59.02	Metal Preparation for Refinishing & Caustic Bluing	1
GSS 59.03	Parkerizing	1
GSS 59.04	Color Case Hardening	1
GSS 59.09	Alternative Metal Finishing	1

**Certificate of Accomplishment: Long Gun**

Total Units for the Certificate of Accomplishment Long Gun: 17 Units

Course No.	Course Title	Units
GSS 51.06	Wood Stock Finishing	1
GSS 52.01	Gunsmith Machining 1	1
GSS 52.02	Gunsmith Machining 2	1
GSS 52.03	Gunsmith Machining 3	1
GSS 52.04	Gunsmith Machining 4	1
GSS 52.05	Gunsmith Machining 5	1
GSS 52.06	Gunsmith Machining 6	1
GSS 54.01	Oxyacetylene Welding for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.05	Hardening & Tempering of Carbon Steels	1
GSS 60.01	DFR Recoil Operated Auto Shotguns	1
GSS 60.02	DFR Gas Operated Auto Shotguns	1
GSS 60.04	DFR Pump Shotguns	1
GSS 66.01	Non-Bolt Action Rifle Barrel Fitting	1
GSS 69.01	DFR Auto Rifles	1
GSS 69.02	DFR Pump Rifles	1
GSS 69.03	DFR Lever Action Rifles	1

**Certificate of Accomplishment: Pistolsmith**

Total Units for the Certificate of Accomplishment Pistolsmith: 17 Units

Course No.	Course Title	Units
GSS 52.01	Gunsmith Machining 1	1
GSS 52.02	Gunsmith Machining 2	1
GSS 52.03	Gunsmith Machining 3	1
GSS 52.04	Gunsmith Machining 4	1
GSS 52.05	Gunsmith Machining 5	1
GSS 52.06	Gunsmith Machining 6	1
GSS 54.01	Oxyacetylene Welding for Gunsmiths	1
GSS 54.02	Gas Tungsten Arc Welding for Gunsmiths 1	1
GSS 54.05	Hardening & Tempering of CarboSteels	1
GSS 61.01	DFR Single Action Revolvers	1
GSS 61.02	DFR Smith & Wesson Revolvers	1
GSS 61.03	DFR Colt Revolvers	1
GSS 66.02	Revolver Barrel Fitting and Ranging	1
GSS 67.01	Blowback Principle	1
GSS 68.01	DFR Locked Breech Single Action Auto Pistols	1
GSS 68.02	DFR Locked Breech Double Action Auto Pistols	1
GSS 68.03	DFR Blowback Auto Pistols	1

**Certificate of Accomplishment: Riflesmith**

Total Units for the Certificate of Accomplishment Riflesmith: 16 Units

Course No.	Course Title	Units
GSS 51.01	Stock Inletting	1
GSS 51.05	Glass Bedding for Strength & Accuracy	1
GSS 51.06	Wood Stock Finishing	1
GSS 55.04	Stock Refinish and Repair	1
GSS 56.01	Headspace	1
GSS 56.03	Bolt Action Barrel Fitting	1
GSS 56.04	Barrel Contouring	1
GSS 57.01	Bolt Action Breeching and Headspace	1
GSS 57.15	Bolt Action Rifle Feeding	1
GSS 57.02	Action Blueprinting	1
GSS 57.03	Actions and Bolt Modifications	1
GSS 57.06	Trueing Exterior of Action	1
GSS 57.08	Bottom Metal Modifications	1
GSS 58.02	Pressures and Pillar Bedding	1
GSS 62.04	Correcting Oversize Firing Pin Holes	1
GSS 64.01	Composition Stock Fitting, Bedding & Finishing	1



## 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.

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.

Upon completion of the Gunsmith Machinist and Metal Finishing Certificate of Accomplishment, 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.

Upon completion of the Long Gun Certificate of Accomplishment, the student will be able to:

Diagnose specific long gun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

Upon completion of the Riflesmith Certificate of Accomplishment, 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.

Upon completion of the Pistolsmith Certificate of Accomplishment, the student will be able to:

Diagnose specific handgun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

# Health Occupations



Counseling Office  
530.251.8842

Academic Services  
530.251.8819

## Red Cross Certification

Cardiopulmonary Resuscitation (CPR)  
Standard First Aid

The health occupation and emergency medical technology courses are designed to provide students the essential information for evaluation, protection and maintenance of individual health as well as provide for Red Cross certification and emergency response training.

## Career Options

EMT - I  
EMT - II  
EMT - Paramedic

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

## 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

## Lassen Community College

478-200 Hwy 139  
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## 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.

# Human Services



Counseling Office  
530.251.8842

Academic Services  
530.251.8819

## DEGREES

A.S. Drug and Alcohol Paraprofessional  
A.S. Human Services

## CERTIFICATES OF ACHIEVEMENT

Drug and Alcohol Paraprofessional  
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 vocational 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  
Social Worker I

## 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.

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

Internships in human services are available for students interested in Work Experience opportunities.

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## 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: 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 Human Services	3
HUS 22	Substance Abuse Treatment	3
HUS 24	Group Facilitator Process/Human Services	3
HUS 30	Pharmacology of Drugs of Abuse	3
HUS 31	Crisis Intervention Strategies	3
HUS 35	Ethical Issues/Human Services	3
HUS 37	Case Management and Client Records Documentation	3
HUS 40	Field Instruction Seminar I	1
HUS 41	Field Instruction Seminar II	1
HUS 49	Human Services Work Experience	4
PSY 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3

Required Electives: 3 Units (Select from courses listed below.)

Course No.	Course Title	Units
HUS 23	Special Population Considerations	.5-1
HUS 25	Family Treatment Approaches	2
HUS 27	Gender Difference and Addictive Behavior	1
HUS 28	Human Services and Mal-Adaptive Behavior	3
HUS 32	Understanding Addiction	3
HUS 49	Human Services Work Experience	1-4
HUS 61	Principles/Practices Residential Care Paraprofessional Counselors	3
HUS 62	Paraprofessional Counseling Skills in Residential Care	3
HUS 64	Residential Care Regulations	3

Electives: 6 Units (The student may select any courses numbered 1 – 99 to satisfy this requirement.)

General Education Requirements: 18 Units

**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 Human Services	3
HUS 24	Group Facilitator Process/Human Services	3
HUS 31	Crisis Intervention Strategies	3
HUS 35	Ethical Issues/Human Services	3
HUS 37	Case Management and Client Records Documentation	3

HUS 40	Field Instruction Seminar I	1
HUS 41	Field Instruction Seminar II	1
HUS 49	Human Service Work Experience	4
PSY 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3

Required Electives: 9 Units (Select from courses listed below.)

Course No.	Course Title	Units
HUS 22	Substance Abuse Treatment	3
HUS 23	Special Population Considerations	.5-1
HUS 25	Family Treatment Approaches	2
HUS 27	Gender Difference and Addictive Behavior	1
HUS 28	Human Services and Mal-Adaptive Behavior	3
HUS 30	Pharmacology of Drugs of Abuse	3
HUS 32	Understanding Addiction	3
HUS 49	Human Services Work Experience	4
HUS 61	Principles/Practices Residential Care Paraprofessional Counselors	3
HUS 62	Paraprofessional Counseling Skills in Residential Care	3
HUS 64	Residential Care Regulations	3

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: 35 Units  
 Required Course Courses: 33 Units

Course No.	Course Title	Units
HUS 10	Introduction to Human Services	3
HUS 22	Substance Abuse Treatment	3
HUS 24	Group Facilitator Process/Human Services	3
HUS 30	Pharmacology of Drugs of Abuse	3
HUS 31	Crisis Intervention Strategies	3
HUS 35	Ethical Issues/Human Services	3
HUS 37	Case Management and Client Records Documentation	3
HUS 40	Field Instruction Seminar I	1
HUS 41	Field Instruction Seminar II	1
HUS 49	Human Services Work Experience	4
PSY 1	Introduction to Psychology	3

SOC 1 Introduction to Sociology 3

Required Electives: 2 Units (See listing under degree)

**Certificate of Achievement: Human Services**

Total Units for the Certificate of Achievement: 35 Units

Required Course Courses: 27 Units

Course No.	Course Title	Units
HUS 10	Introduction to Human Services	3
HUS 24	Group Facilitator Process/Human Services	3
HUS 31	Crisis Intervention Strategies	3
HUS 35	Ethical Issues/Human Services	3
HUS 37	Case Management and Client Records Documentation	3
HUS 40	Field Instruction Seminar I	1
HUS 41	Field Instruction Seminar II	1
HUS 49	Human Services Work Experience	4
PSY 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3

Required Electives: 8 Units

See list under Associate Degree

**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.

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



Counseling Office  
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Academic Services  
530.251.8819

## 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 required coursework for chosen major and specific college/university.

### 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
ART 7	Survey of Art History, Renaissance through Contemporary	3
ART 8	Art Appreciation	3
ENGL 2	Introduction to Literary Types	3
ENGL 10	Shakespeare	3
ENGL 12	Survey of American Literature II	3
FILM 1	History of the Cinema	3
HIST 14	World History, Beginning to 1500	3
HIST 15	World History, 1500 to Present	3
HUM 1	Western Civilization, Prehistoric to 1600	3
HUM 2	Western Civilizations, 1600 to Present	3
MUS 6	Music History from Antiquity to 1750	3
MUS 7	Music History from 1750 to Modern Era	3
MUS 12	Music Appreciation	3
PHIL 1	Introduction to Philosophy	3
PHIL 10	Comparative World Religions	3
SPAN 1	First Course in Spanish	4
SPAN 2	Second Course in Spanish	4

**Electives:** Courses must be numbered 1 – 49.

Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

### 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.

### 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.

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# Journalism

## DEGREE

A.S. Journalism

## CERTIFICATE OF ACHIEVEMENT

Journalism

The Journalism Program provides vocational training as well as preparation for transfer to four-year institutions.

As a Journalism major, you will:

- Study technical skills required of journalism as a vocation as well as the sociological implications of journalism as a mass medium.
- Receive career training that focuses on print media and prepares students for employment as newspaper and magazine reporters, feature writers, photojournalists, copy editors, public relations officers, graphic designers, and copywriters for radio, television and advertising.
- Participate in the production of the student newspaper, *The Cougar*, as part of your coursework.

### Career Options

Newspaper and Magazine  
Reporters Feature Writers  
Photojournalists  
Copy Editors  
Public Relations Officer  
Graphic Designers  
Copywriters for Radio  
Television  
Advertising

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

### Program Highlights

- Small class sizes.
- Reporter and editor positions available on the staff of *The Cougar*.
- State-of-the-art Macintosh lab and production facilities.
- Journalism Club activities.

Internships in journalism are available for students interested in Work Experience opportunities



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### 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: Journalism**

Total Units for the Associate in Science Degree: 60 Units  
 Required Core Courses: 19 Units

Course No.	Course Title	Units
JOUR 1	News Reporting and Writing	3
JOUR 2	Student Newspaper (1st Enrollment)	2
JOUR 3A	Newspaper Production I	3
JOUR 3B	Newspaper Production II	3
JOUR 4	Mass Communication and Society	3
JOUR 5	Photo-Journalism	2
JOUR 12	Digital Layout: Designing for Publication and the Web (1st enrollment)	3

Required Electives: 8 Units (Select from courses listed below.)

Course No.	Course Title	Units
AJ 24	Community Relations	3
ART 4A	Beginning Photography	3
CA 31	Computer Applications I	2
JOUR 3C	Newspaper Production III	3
JOUR 3D	Newspaper Production IV	3
JOUR 12	Digital Layout: Designing for Publication and the Web	3
JOUR 49	Journalism Work Experience	1-2
JOUR 48	Selected Topics in Journalism	.5-2

General Electives: 15 Units (Any courses numbered 1 – 99, which are not already satisfying required core courses, can be used to satisfy this requirement.)

General Education Requirements: 18 Units

**Certificate of Achievement: Journalism**

Total Units for the Certificate of Achievement: 26 Units  
 Required Core Courses: 19

Course No.	Course Title	Units
JOUR 1	News Reporting and Writing	3
JOUR 2	Student Newspaper	2
JOUR 3A	Newspaper Production I	3
JOUR 3B	Newspaper Production II	3
JOUR 4	Mass Communication and Society	3
JOUR 5	Photo-Journalism	2
JOUR 12	Digital Layout: Designing for Publication and the Web	3

Required Electives: 7 Units (Select from courses listed below.)

Course No.	Course Title	Units
AJ 24	Community Relations	3
ART 4A	Beginning Photography	3
CA 31	Computer Applications I	2
JOUR 49	Journalism Work Experience	1-2
JOUR 48	Selected Topics in Journalism	.5-2

**Program Student Learning Outcomes**

Upon completion of the Associate in Science Degree or the Certificate of Achievement in Journalism, the student will be able to:

- 1 Gather news and information by interviewing sources and researching documents and other written material.
- 2 Exercise new judgment through the analysis of news and information.
- 3 Exhibit competency in writing basics and journalistic style through the completion of new articles worthy of publication.



# Mathematics

## DEGREE

A.S. Degree University Studies: Emphasis in Mathematics/Physical Science

This degree is designed to prepare students for transfer to a California State University with partial fulfillment of the major core requirements for mathematics or physical science majors.

As a Mathematics major, you will:

- Study introductory level mathematics curriculum including: analytical geometry, calculus and statistics.
- Develop a solid foundation in mathematical concepts and computational skills.

## Career Options

Artificial Intelligence Researcher  
Cryptographer  
Engineer  
Insurance Actuary  
Mathematician  
Robotics Engineer  
Satellite Communications Specialist  
Teacher

## Program Highlights

- Core curriculum in mathematics for transfer students
- Small class size
- Individualized tutoring
- Prerequisite courses for other majors

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



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## 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 University Studies:  
Emphasis in Mathematics/Physical Science**

Total Units for the Associate in Science Degree: 60 Units

Select a minimum of 18 units from the following courses  
in major core concentration preparation.

Required Core Courses: 18 Units

Course No.	Course Title	Units
ASTR 1	Introduction to Astronomy	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	4
GEOL 5	Historical Geology & Paleontology	4
MATH 1A	Analytic Geometry and Calculus I	5
MATH 1B	Analytic Geometry and Calculus II	5
MATH 40	Elementary Statistics	3
PHY 2A	General Physics I	4
PHY 2B	General Physics II	4

Please see your Academic Counselor to select a

General Education option (CSU or IGETC)

**Program Student Learning Outcomes**

Upon completion of the Associate in Science Degree  
University Studies: Emphasis in Mathematics/Physical  
Science, the student will be able to:

- 1 Demonstrate, in a clear and concise manner, how to solve mathematical problems (including application problems) whether in the form of an organized written process on paper, a portfolio of work or orally with step-by-step directions.
- 2 Use their mathematical knowledge to formulate a hypothesis, gather data to support their hypothesis and justify the validity of the proposed hypothesis.
- 3 Use current technology, whether it is computer software, calculators or other technology to generate and verify solutions to mathematical problems.

# Natural Sciences



Counseling Office  
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## 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 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
AGR 20	Introductions to Plant Science	4
ANTH 1	Physical Anthropology	3
ASTR 1	Introduction to Astronomy	4
BIOL 1	Principles of Molecular and Cellular Biology	4
BIOL 4	Principles of Evolutionary, Organismal & Ecological Biology	5
BIOL 10	Natural History of Plants & Animals	4
BIOL 18	Environmental Conservation	3
BIOL 20	Microbiology	5
BIOL 25	Human Anatomy and Physiology I	4
BIOL 26	Human Anatomy and Physiology II	4
BIOL 32	General Life Science	3
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
CHEM 8	Introduction to Organic and Biochemistry	4
CHEM 45	Introduction to Chemistry	4
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	4
GEOL 5	Historical Geology & Paleontology	4
PHSC 1	General Physical Science	3
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4

Electives: Courses must be numbered 1 – 49.  
Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

### 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.

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**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
AGR 20	Introductions to Plant Science	4
ANTH 1	Physical Anthropology	3
ASTR 1	Introduction to Astronomy	4
BIOL 1	Principles of Molecular and Cellular Biology	4
BIOL 5	Principles of Evolutionary, Organismal and Ecological Biology	5
BIOL 10	Natural History of Plants & Animals	4
BIOL 18	Environmental Conservation	3
BIOL 20	Microbiology	5
BIOL 25	Human Anatomy and Physiology I	4
BIOL 26	Human Anatomy and Physiology II	4
BIOL 32	General Life Science.	3
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
CHEM 8	Introduction to Organic and Biochemistry	4
CHEM 45	Introduction to Chemistry	4
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	4
GEOL 5	Historical Geology & Paleontology	4
HO 54	Basic Structure and Function of the Human Body	3
PHSC 1	General Physical Science	3
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4

Free Electives-24 (no more than 6 units from any one discipline.) The student may select from any courses numbered 1 – 99 to satisfy this requirement.

General Education Requirements: Please see your Academic Counselor.

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 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.

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/Allied Health



Counseling Office  
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## DEGREES

A.A. Degree University Studies:  
Emphasis in Allied Health  
A.S. Vocational Nursing

## CERTIFICATE OF ACHIEVEMENT

Vocational Nursing

### 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 in Science Degree Vocational Nursing

The one-year Vocational Nursing Program will begin each new class in January and will be completed by the end of December. 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

Work as LVN in:  
Hospitals  
Prisons  
Physician Offices  
Community Clinics  
Public Health

### Program Highlights

- One year program reduces the time required to graduate
- Quality clinical sites in Susanville, Redding and Reno

### 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.

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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
BIOL 20	Microbiology	5
BIOL 25	Human Anatomy and Physiology I	4
BIOL 26	Human Anatomy and Physiology II	4
CHEM 8	Introduction to Organic and Biochemistry	4
PSY 1	Introduction to Psychology	3

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:

Course No.	Course Title	Units
ANTH 2	Cultural Anthropology	3
HLTH 25	Understanding Nutrition	3
PSY 31	Child Development: Conception Through Adolescence	3
SOC 1	Introduction to Sociology	3

Electives: Courses must be numbered 1 – 49.  
 Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

**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 NCLEX-PM/VN examination for licensing as a Licensed Vocational Nurse in the State of California. 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 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
- 4 Completion of ENGL 50 with a grade of "C" or better or equivalent placement through the assessment process.

- 5 Eligibility for MATH 51 or equivalent placement through the assessment process.
- 6 Completion of READ 51 with a grade of "C" or better or equivalent placement through the assessment process.
- 7 BIO 25 and BIO 26 may be substituted for HO 54
- 8 Completion of HO 80A or equivalent in last 5 years with grade "C" or better, or CNA certification in last 5 years.
- 9 Completion of the required prerequisite courses with a grade of "C" or better.

Required Prerequisite Course: 12 Units

Course No.	Course Title	Units
HO 54	Basic Structure and Function of the Human Body	3
HLTH 25	Understanding Nutrition	3
PSY 1	Introduction to Psychology	3
PSY 18	Human Development: A Life Span	3

Total Prerequisite Course Requirement 12  
 After completion of the prerequisites course requirements student may then apply for acceptance into the Vocational Nursing Program.

**Associate in Science Degree: Vocational Nursing**

Total Units or the Associate in Science Degree: 60 Units  
 Required Core Courses: 37 Units

Course No.	Course Title	Units
VN 50	Pharmacology	3
VN 51	Nursing Fundamentals	4
VN 52	Clinical Lab I	6
VN 53	Adult Nursing Theory II	6
VN 54	Clinical Lab II	6
VN 55	Adult Nursing Theory III	2
VN 56	Clinical Lab III	6
VN 57	Maternity Nursing	2
VN 58	Pediatric Nursing	2

General Education Requirements: 18 Units  
 Consult with your Academic Counselor.

**Certificate of Achievement: Vocational Nursing**

Total Units for Certificate of Achievement: 49 Units  
 Required Core Courses: 37 Units

Course No.	Course Title	Units
VN 50	Pharmacology	3
VN 51	Nursing Fundamentals	4
VN 52	Clinical Lab I	6
VN 53	Adult Nursing Theory II	6
VN 54	Clinical Lab II	6
VN 55	Adult Nursing Theory III	2
VN 56	Clinical Lab III	6
VN 57	Maternity Nursing	2

**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.

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.

# Physical Education



Counseling Office  
530.251.8842

Academic Services  
530.251.8819

## DEGREES

A.A. Degree University Studies:  
Emphasis in Physical Education  
A.A. Degree General Studies:  
Emphasis in Physical Education

The Physical Education emphasis is designed to provide an introduction to theories, principles and practices utilized in sports, fitness, and physical 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 baccalaureate degrees in Physical Education, including teaching and/or kinesiology, is dependent on the transfer institution requirements. Students must meet with a counselor to ensure completion of required coursework for chosen major and specific college/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  
Aerobics Instructor  
Sports Official

## Program Highlights

- 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.
- Aerobics, Fitness Center, Jazz Dance and Yoga are some fitness favorites at LCC.

Internships in physical education are 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:

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.

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**Associate in Arts Degree University Studies:  
Emphasis in Physical Education**

**Total Units for the Associate in Arts Degree: 60 Units  
Required Core Courses: 16 Units**

**Total Units for the Associate in Arts Degree: 60 Units  
Required Core Courses: 20 Units**

Course No.	Course Title	Units
BIOL 25	Human Anatomy and Physiology I	4
BIOL 26	Human Anatomy and Physiology II	4
HLTH 2	Personal Health	3
HLTH 25	Understanding Nutrition	3

Course No.	Course Title	Units
BIOL 1	Principles of Molecular and Cellular Biology	4
HLTH 2	Personal Health	3
HLTH 25	Understanding Nutrition	3
PE 15	Introduction to Physical Education	3
PE 26	Officiating	2
PE 27	Care & Prevention of Athletic Injuries	1

**Select 3 Units from the Following:**

PE 15	Intro to Physical Education	3
PE 26	Officiating	2
PE 27	Care & Prevention of Athletic Injuries	1

**Required Theory of Sports: 4 Units**

PE 20I	Theory of Baseball	2
PE 21I	Theory of Basketball	2
PE 22I	Theory of Volleyball	2
PE 23I	Theory of Softball	2
PE 24I	Theory of Track & Field	2
PE 25I	Theory of Wrestling	2

**Select 3 Units from the Following:**

PE 20I	Theory of Baseball	2
PE 21I	Theory of Basketball	2
PE 22I	Theory of Volleyball	2
PE 23I	Theory of Softball	2
PE 24I	Theory of Track & Field	2
PE 25I	Theory of Wrestling	2
PEAC 2A	Men's Varsity Soccer	3
PEAC 2C	Women's Varsity Soccer	3
PEAC 5A	Men's Varsity Basketball	3
PEAC 5C	Women's Varsity Basketball	3
PEAC 6	Varsity Wrestling	3
PEAC 7	Varsity Baseball	3
PEAC 9	Women's Varsity Volleyball	3
PEAC 10	Women's Varsity Softball	3
PEAC 12	Triathlon Training	1
PEAC 16	Walking for Fitness	1
PEAC 20A	Baseball Skills	1
PEAC 21A	Basketball Skills	1
PEAC 22A	Volleyball Skills	.5-1
PEAC 23A	Softball Skills	1
PEAC 25A	Collegiate Wrestling Skills	1
PEAC 25B	International Wrestling Skills	1
PEAC 32A	Step Aerobics	.5-1
PEAC 32D	Fitness Center	.5-1
PEAC 34	Golf Skills	1
PEAC 35A	Soccer Skills	1
PEAC 36	Cross Country Skiing	.5-1
PEAC 37	Alpine Skiing	.5-1
PEAC 38	Snowboarding	.5-1
PEAC 40	Nordic Skiing	1
PEAC 44	Yoga	.5-1
PEAC 44A	Jazz Dancing	1

**Required Fitness Activities: 1 Unit**

PEAC 12	Triathlon Training	1
PEAC 16	Walking for Fitness	1
PEAC 32A	Step Aerobics	1
PEAC 32D	Fitness Center	1
PEAC 44	Yoga	1
PEAC 54	Sports Conditioning	1

**Required Individual Activities and Team Sports: 3 Units**

**Baseball**

PEAC 7	Varsity Baseball	3
PEAC 20A	Baseball Skills	1

**Basketball**

PEAC 5A	Men's Varsity Basketball	3
PEAC 5C	Women's Varsity Basketball	3
PEAC 21A	Basketball Skills	1

**Individual Lifelong Activities**

PEAC 12	Triathlon Training	1
PEAC 14	Bowling	1
PEAC 34	Golf Skills	1
PEAC 44A	Jazz Dancing	1

**Skiing**

PEAC 36	Cross Country Skiing	1
PEAC 37	Alpine Skiing	1
PEAC 38	Snowboarding	1
PEAC 40	Nordic Skiing	1

Electives: Courses must be numbered

1 – 49. Please see your Academic Counselor to select a General Education Option (CSU or IGETC)

**Soccer**

PEAC 2A	Men's Varsity Soccer	3
PEAC 2C	Women's Varsity Soccer	3
PEAC 35A	Soccer Skills	1

**Softball**

**Associate in Arts Degree General Studies:  
Emphasis in Physical Education**

PEAC 10	Women's Varsity Softball	3
PEAC 23A	Softball Skills	1
PEAC 9	Women's Varsity Volleyball	3
PEAC 22A	Volleyball Skills	1

### **Wrestling**

PEAC 6	Varsity Wrestling	3
PEAC 25A	Collegiate Wrestling Skills	1
PEAC 25B	International Wrestling Skills	1

Free Electives (no more than 6 units from any one discipline.) The student may select from any courses numbered 1 – 99 to satisfy this requirement.

General Education Requirements:

Please see your Academic Counselor.

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 University Studies and General Studies: Emphasis in Physical Education, the student will be able to:

- 1 Implement a healthy lifestyle/physical fitness plan to enhance physical health and fitness.
- 2 Develop and apply techniques and strategies for development of personal physical fitness.
- 3 Think critically and apply logic to situational game play through intercollegiate athletics.
- 4 Cooperate with others in a collaborative environment for accomplishment of personal fitness and/or team goals.
- 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.

# Physical Science

**DEGREE** A.S. Degree University Studies:  
Emphasis in Mathematics/Physical Science

The Associate in Science Degree University Studies: Emphasis in Mathematics/Physical Science is designed to prepare students for transfer to a California State University with partial fulfillment of the major core requirements for mathematics or physical science majors.

As a Physical Science major, you will:

- Study a broad overview of physical science including chemistry, geology and physics
- Develop a solid foundation in the basic elements of scientific inquiry, mathematical concepts and computational skills.

### Program Highlights

- Core curriculum in physical science for transfer students
- Small class size
- Individualized tutoring
- Prerequisite courses for other majors such as engineering

### Career Options

Biotechnology  
Laboratory Research  
Teacher

### AS Degree University Studies: Emphasis in Mathematics/ Physical Science

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

Select a minimum of 18 units from the following courses in major core concentration preparation.

Required Core Courses: 18 Units

Course No.	Course Title	Units
ASTR 1	Astronomy	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	4
GEOL 5	Historical Geology & Paleontology	4
MATH 1A	Analytic Geometry and Calculus I	5
MATH 1B	Analytic Geometry and Calculus II	5
MATH 40	Elementary Statistics	3
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4

Please see your Academic Counselor to select a General Education option (CSU or IGETC).

### Program Student Learning Outcomes

Upon completion of the Associate in Science Degree University Studies: Emphasis Mathematics/Physical Science, the student will be able to:

- 1 Demonstrate, in a clear and concise manner, how to solve mathematical problems (including application problems) whether in the form of an organized written process on paper, a portfolio of work or orally with step-by-step directions.
- 2 Use their mathematical knowledge to formulate a hypothesis, gather data to support their hypothesis and justify the validity of the proposed hypothesis.
- 3 Use current technology, whether it is computer software, calculators or other technology to generate and verify solutions to mathematical problems.

### 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.



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530.251.8842

Academic Services  
530.251.8819

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# Social Sciences



Counseling Office  
530.251.8842

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530.251.8819

## DEGREES

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

The A.A. 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.

## 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.

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**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
AJ 10	Criminology	3
AJ 20	Criminal Law	3
AJ 25	Constitutional Law	3
AGR 2	Agricultural Economics	3
ANTH 2	Cultural Anthropology	3
ANTH 3	Introduction to Archaeology	3
ANTH 8	The North American Indian	3
CD 31	Child Development: Conception Through Adolescence	3
ECON 10	Macro-Economics	3
ECON 11	Micro-Economics	3
ES 1	Ethnic Minorities in America	3
GEOG 2	Cultural Geography	3
HIST 14	World History, Beginning to 1500	3
HIST 15	World History, 1500 to Present	3
HIST 16	US History	3
HIST 17	US History, Post Civil War	3
HUM 1	Western Civilization, Prehistoric to 1600	3
HUM 2	Western Civilization, 1600 to Present	3
JOUR 4	Mass Communication and Society	3
PLSC 1	American Institutions	3
PSY 1	Introduction to Psychology	3
PSY 2	Principles of Psychology	3
PSY 18	Human Development: A Life Span	3
PSY 31	Child Development: Conception Through Adolescence	3
PSY 33	Psychology of Personal Development	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Family Relations	3

Electives: Courses must be numbered 1-49  
Please see your Academic Counselor. Note: This degree does not prepare a student to transfer to a University.

**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 10	Criminology	3
AJ 20	Criminal Law	3
AJ 25	Constitutional Law	3
AGR 2	Agricultural Economics	3
ANTH 2	Cultural Anthropology	3
ANTH 3	Introduction to Archaeology	3

ANTH 8	The North American Indian	3
CD 31	Child Development: Conception Through Adolescence	3
ECON 10	Macro-Economics	3
ECON 11	Micro-Economics	3
ES 1	Ethnic Minorities in America	3
GEOG 2	Cultural Geography	3
HIST 14	World History, Beginning to 1500	3
HIST 15	World History, 1500 to Present	3
HIST 16	US History	3
HIST 17	US History, Post Civil War	3
HUM 1	Western Civilization, Prehistoric to 1600	3
HUM 2	Western Civilization, 1600 to Present	3
JOUR 4	Mass Communication and Society	3
PLSC 1	American Institutions	3
PSY 1	Introduction to Psychology	3
PSY 2	Principles of Psychology	3
PSY 18	Human Development: A Life Span	3
PSY 31	Child Development: Conception Through Adolescence	3
PSY 33	Psychology of Personal Development	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Family Relations	3

**Free Electives 24 Units** (no more than 6 units from any one discipline.) The student may select from any courses numbered 1 – 99 to satisfy this requirement.

General Education Requirements: Please see your Academic Counselor.

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 University Studies or 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.

# Welding Technology

## DEGREE

A.S. 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) certifications 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 certifications 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

### Program Highlights

- Classes for beginning through advanced welders.
- Welding certifications through the American Welding Society.
- Practical hands-on training w/classroom theory.
- Short term courses.

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

Internships in welding are available for students interested in Work Experience opportunities.



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### 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: Welding Technology**

Total Units for the Associate in Science Degree: 60 Units  
 Required Core Courses: 24 Units

Course No.	Course Title	Units
WT 20	Power Plants and Field Pipe Welding I	3
WT 21	Power Plants and Field Pipe Welding II	3
WT 22	Power Plant and Field Pipe Welding III	3
WT 23	Power Plant and Field Pipe Welding IV	3
WT 36	Welding Theory & Practice: Oxyacetylene	3
WT 37	Welding Theory & Practice: Shielded Metal Arc Welding	3
WT 38	Welding Theory & Practice: Gas Metal Arc Welding	3
WT 39	Welding Theory & Practice: Gas Tungsten Arc Welding	3

Required Electives: 18 Units  
 Select from the listed courses below.

Course No.	Course Title	Units
BUS 2	Introduction to Business	3
CA 31	Computer Applications I	2
IT 72	Facilities Maintenance: Welding	2
IT 22	Operations Maintenance and Safety	1
WT 40	Oxyacetylene Welding	3
WT 42	Intermediate Shielded Metal Arcs Welding	3
WT 43	Advanced Shielded Metal Arc Welding	3
WT 44	Gas Metal Arc Welding	3
WT 45	Gas Tungsten Arc Welding	3

General Education Requirements: 18 Units

**Certificate of Achievement: Welding Technology - Two Year**

Total Units for the Two-Year Certificate of Achievement: 53 Units  
 Required Core Courses: 35 Units

Course No.	Course Title	Units
ENGL	English Composition Course	3
MATH 60	Intermediate Algebra	4
IT 72	Facilities Maintenance – Welding	2
IT 22	Operations Maintenance and Safety	1
WT 20	Power Plants and Field Pipe Welding I	3
WT 21	Power Plants and Field Pipe Welding II	3
WT 22	Power Plants and Field Pipe	

WT 23	Welding III	3
	Power Plant and Field Pipe Welding IV	3
WT 36	Welding Theory & Practice: Oxyacetylene	3
WT 37	Welding Theory & Practice: Shielded Metal Arc Welding	3
WT 38	Welding Theory & Practice – Gas Metal Arc Welding	3
WT 39	Welding Theory & Practice – Gas Tungsten Arc Welding	3

Required Electives: 18 Units (Select from the courses listed below.)

Course No.	Course Title	Units
BUS 2	Introduction to Business	3
CA 31	Computer Applications I	2
WT 40	Oxyacetylene Welding	3
WT 42	Intermediate Shielded Metal Arc Welding	3
WT 43	Advanced Shielded Metal Arc Welding	3
WT 44	Gas Metal Arc Welding	3
WT 45	Gas Tungsten Arc Welding	3

**Certificate of Achievement: Welding Technology - One Year**

Total Units for the One-Year Certificate of Achievement: 32 Units  
 Required Core Courses: 29 Units

Course No.	Course Title	Units
ENGL	English Composition Course	3
MATH 60	Intermediate Algebra	4
IT 72	Facilities Maintenance – Welding	2
IT 22	Operations Maintenance and Safety	1
WT 20	Power Plant and Field Pipe Welding	3
WT 21	Power Plant and Field Pipe Welding	3
WT 22	Power Plant and Field Pipe Welding	3
WT 23	Power Plant and Field Pipe Welding	3
WT 36	Welding Theory & Practice - Oxyacetylene	3
WT 37	Welding Theory & Practice – Shielded Metal Arc Welding	3

Required Electives: 3 Units

Course No.	Course Title	Units
WT 40	Oxyacetylene Welding	3
WT 42	Intermediate Shielded Metal Arc Welding	3
WT 43	Advanced Shielded Metal Arc Welding	3
WT 44	Gas Metal Arc Welding	3
WT 45	Gas Tungsten Arc Welding	3

## Certificate of Accomplishment: Welding Technology

Total Units for the Certificate of Accomplishment  
Welding

Technology: 15 Units

Required Core Courses: 15 Units

Course No.	Course Title	Units
IT 72	Facilities Maintenance – Welding	2
IT 22	Operations Maintenance and Safety	1
WT 20	Power Plant and Field Pipe Welding I	3
WT 21	Power Plant and Field Pipe Welding II	3
WT 36	Welding Theory & Practice – Oxyacetylene	3
WT 37	Welding Theory & Practice – Shielded Metal Arc Welding	3

## Program Student Learning Outcomes

Upon completion of the Associate in Science Degree or the Two-Year Certificate of Achievement in Welding Technology, the student will be able to:

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.

Upon completion of the One-Year Certificate of Achievement in Welding Technology, the student will be able to:

- 1 Demonstrate the safe set-up and application of Oxyacetylene Cutting (OAC), Oxyacetylene Welding (OAW), Carbon Arc Cutting (CAC), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Shielded Metal Arc Welding (SMAW) to ferrous, alloy and nonferrous metals.
- 2 Apply the SMAW, GTAW, GMAW, and FCAW processes to steel plate and pipe that meet or exceed industry standards and the American Welding Society Structural Welding Code, DI.1.



## Abbreviations

The following Lassen Community College Courses include the following abbreviations and notations:

<b>UC</b>	Transferable to University of California
<b>CSU</b>	Transferable to California State University
<b>IGETC</b>	Intersegmental General Education Transfer Curriculum, Area Requirements
<b>CSU GE</b>	California State University General Education Certification, Area Requirements
<b>CL</b>	Credit Limit. See a counselor.
<b>R</b>	Course may be repeated

## 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 vocational degrees and certificates, selected topics 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 live-interactive (televised) courses, online courses, and correspondence courses. For additional information on distance-learning courses, please contact Academic Services at 530.251.8819. For additional information on Correspondence courses, please contact the Correspondence office at 530.257.6181 ext. 8957.

## ADMINISTRATION OF JUSTICE

### AJ 10 Criminology CSU/UC/Associate Degree Area B

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A scientific study of crime throughout the world with emphasis on criminal conditions in the United States. The course includes such areas as population versus crime growth, the inadequate handling of crime, the demographic, socio-cultural and geographic conditions regarding crime, etc. This course has been approved for correspondence delivery.

### AJ 12 Introduction to Criminal Justice CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

History and philosophy of the criminal justice system. Examine the criminal, crime and casual theories, jurisdiction; nature and identification of various local, state and federal criminal justice agencies, ethics and professionalization and careers. This course has been approved for correspondence delivery.

### AJ 13 Narcotics Investigation and Identification CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

3 hours lecture  
3.0 units

The course will give general information on the investigation of narcotics related cases. The departmental and community involvement in narcotics cases as well as the identification of common drugs will also be covered. This course has been approved for correspondence delivery.

### AJ 14 Juvenile Procedures CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A course which covers the juvenile justice system: history, diversion, court process, due process and community interventions with major focus on juvenile court law, the authority of the juvenile court, temporary custody, segregation, juvenile case proceeding and temporary custody for injury or sickness. This course has been approved for correspondence delivery.

### AJ 20 Criminal Law CSU/UC/CSU GE Area D8/ Associates Degree Area B

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

This course offers an overview of the historical development, philosophy of law and constitutional provisions; definitions, classification of crimes and their application to the system of administration of justice; legal research, review of case law, methodology and

concepts of law as a social force. Course material will explore crimes against persons, property and the state as a social, religious and historical ideology. This course has been approved for correspondence delivery.

### AJ 21 Administration of Justice CSU/UC

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

The philosophy and history of administration of justice, an overview of crime and police problems, organization and jurisdiction of local, state and federal law enforcement agencies. Survey of professional career opportunities and qualifications required. This course has been approved for correspondence delivery.

### AJ 23 Criminal Evidence CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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 delivery.

### AJ 24 Community Relations CSU/UC

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

3 hours lecture  
3.0 units

The study of the criminal justice enterprise as it relates to various segments of the social environment. The relationship of public law enforcement agencies to specific social groups and individuals is developed. Current issues and theories involved in this relationship in the community are examined. This course has been approved for correspondence delivery.

**AJ 25**  
**Constitutional Law**  
**CSU/UC/CSU GE Area D8/**  
**Associates Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

History and philosophy of constitutional law covering areas of: Articles of Confederation, Bill of Rights, due process, freedom of speech, press and assembly, detention and arrest authority, search and seizure, wire-tapping and eavesdropping, interrogation and confessions, self-incrimination, assistance of counsel, double jeopardy, fair trial and civil rights. This course has been approved for correspondence delivery.

**AJ 35**  
**Investigative Techniques**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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 correspondence delivery.

**AJ 37**  
**Patrol Procedures/Concepts**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
3 hours lecture  
3.0 units

A study of the components of police patrol dealing with proper techniques in the performance of the patrol task, noting importance of skill and knowledge of the job, tools of the trade, community relations and courtroom demeanor. This course has been approved for correspondence delivery.

**AJ 38**  
**Traffic Accident Investigation-**  
**Vehicle Code**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A course of instruction dealing with traffic laws and enforcement, controls, fundamentals of traffic accident investigation, skid marks evaluation, California Vehicle Code. This course has been approved for correspondence delivery.

**AJ 49**  
**Administration of Justice Work**  
**Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 units

This course enables students with educational or occupational goals in administration of justice, who are working in the field of law enforcement, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**AJ 52A**  
**Arrest Methods and Procedures**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

40 hours lecture total (R)  
2.5 units

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**

**Co requisite:** AJ 52A.

24 hour lab (4 weeks) (R)  
0.5 units

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**

**Prerequisite:** AJ 52A.

8 hours lecture (R)  
0.5 units

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 52C Reserve Officer Training Level III (Beginning)**

**Prerequisite:** AJ 52B

8.5 hours lecture (R)  
8.0 units

A course designed by the California Peace Officer Standards and Training to meet the additional mandated training of Reserve Level III effective July 1, 1999. Enrollment limited to those with Department of Justice criminal history clearance (non-sponsored trainees only). Repeatable as necessary to maintain certification.

### **AJ 53 Reserve Officer Training Level II (Intermediate)**

**Prerequisite:** AJ 52C

11 hour lecture/.5 hr lab (R)  
10.5 units

This course is designed to meet the Level II requirements of the California State Commission on Peace Officer Standards and Training Reserve Officers and other interested persons as a continuation of AJ 52 A, B, and C. Enrollment limited to those with

Department of Justice criminal history clearance (non-sponsored trainees only). Repeatable as necessary to maintain certification.

### **AJ 54 Weaponless Defense**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.5 units

The course is designed to show the importance of the weaponless defense, including basic control techniques, defense against armed assailants and principles of weapon retention.

### **AJ 56 Spanish for Law Enforcement**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture (R)  
3.0 units

This course will provide the student with the ability to understand and communicate in Spanish at a level required for law enforcement and corrections. Repeatable as necessary to maintain certification.

### **AJ 58 Legal Aspects in Law Enforcement**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A course designed to cover the legal aspects of the law enforcement street system, excluding custody.

## **AGRICULTURE**

### **AGR 1 Agricultural Accounting CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

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.

### **AGR 2 Agricultural Economics CSU/UC/CSU GE Area D2/IGETC Area 4B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

Economics principles of resource allocation, production, cost analysis, and market price equilibrium with primary application to the agricultural sector; supply and demand in commodity pricing under perfect and imperfect competition; survey of agricultural credit, marketing and policy issues.

### **AGR 3 Introduction to Agriculture Business CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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-today operation of an agricultural enterprise are stressed as they relate to the decision-making process.

**AGR 8**  
**Introduction to Animal Production**  
**CSU/UC (Unit limitation)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

This course is specifically designed for students planning to raise livestock on a limited acreage or 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**  
**CSU/ UC (unit limitation)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

An introductory survey of the factor 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. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods. This course may

be taken for a total of four enrollments.

**AGR 10**  
**Introduction to Animal Science**  
**CSU/UC (unit limitation) Associate**  
**Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

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**  
**CSU/UC (unit limitation)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

Production of beef cattle in Northern California; principles and practices of purebred and commercial beef production on farm and range. Feeding, breeding management, housing, equipment, marketing, record keeping and other basic factors underlying successful beef production.

**AGR 13**  
**Feeds and Feeding**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

Composition and selection of feeds. Compilation of rations for beef and dairy cattle, horses, sheep and swine. Physiology of digestion for these animals and their utilization of various feeds.

**AGR 14**  
**Horse Husbandry**  
**CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

An introduction to the light horse industry of the Western states. Areas to be covered are: distribution, breeds, selection, breeding, feeding, health and horsemanship.

**AGR 20**  
**Introduction to Plant Science**  
**CSU/UC/CSU GE Area B2 / Associate**  
**Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 units

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 21**  
**Theory of Rodeo Skills**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

17 hours lecture

1.0 unit

An introduction to the study of the fundamentals and techniques for participating, scoring and judging each of the nine men's and women's rodeo events. The rules and regulations of the Professional Rodeo Cowboy Association, Girls Racing Association, and National Intercollegiate Rodeo Association are covered. In addition, information on planning, financing, and management of a rodeo contest is presented.

**AGR 21B  
Intercollegiate Rodeo  
CSU/Associate Degree Area E2**

**Recommended Preparation:**  
AGR 21

170 hours lab (R)  
2.0 units

Intercollegiate rodeo competition – men and women. This course may be taken for a maximum of four enrollments.

**AGR 23  
Western Riding and Training  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

This course specializes in the many phases of Western riding and training. It will bring together material that 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 24  
English Riding and Training  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

1 hour lecture/3 hours lab  
3.0 units

This course specializes in the many phases of English riding and training. It will bring together material that 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 25  
Vegetable Science for Urban  
Gardeners  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

This course introduces seedbed preparation, mulching, composting, manure, fertilizers, transplanting, seeding, irrigation and pest control in the urban garden.

**AGR 26  
Ornamental Plant Materials  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

This course covers identification, habits of growth, cultural requirements and uses of ornamental woody and herbaceous plants used in the landscape of California.

**AGR 27  
Principles of Landscape Design  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

A course to introduce students to basic landscape design principles, and to develop skills and techniques used in visualizing and manipulating three-dimensional space. Emphasis will be placed on functional and aesthetic considerations for developing both small and large scale landscape plans. This course will also emphasize creativity in design, construction considerations, estimation, irrigation, and site development.

**AGR 30  
Team Roping  
CSU**

10 hours lab (R)  
3.0 units

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. This course may be taken for a total of four enrollments.

**AGR 31  
Bovine Embryo Transfer  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2.5 hours lecture/1.5 lab  
3.0 units

This course is designed to present Bovine Embryo Transfer subject matter in a seminar format. The embryo trans-

fer process and how it relates to the cattle industry will be studied.

**AGR 40  
Basic Agricultural Mechanics  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab  
3.0 units

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  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab  
3.0 units

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 49  
Agricultural Work Experience  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
5-40 hours lab (R)  
1.0-8.0 units

This course enables students with educational or occupational goals in agriculture, who are working in the field of agriculture, to build related job specific skills through individualized learning objectives. There are no

concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**AGR 50  
Basic Riding**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

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**

1 hour lecture/3 hours lab  
2.0 units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/4 hours lab  
3.0 units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/1.5 hours lab  
1.5 units

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 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**

48 hours lab (1 week) (R) ‘  
1.0 unit

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. This course may be taken for a total of four enrollments.

**AGR 116**  
**Pesticide Update “Continuing Education Requirements”**

10 hours lecture (1 week) (R)  
0.5 unit

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.

**AGR 122**  
**Rodeo Clinic**

20 hours lab (1 week)  
0.5 unit

This course is designed to focus on the basics of Rodeo Skills in the basic events. The student will get a look at careers and career opportunities, and includes safety and event techniques.

**ANTHROPOLOGY**

**ANTH 1**  
**Physical Anthropology**  
**CSU/UC/CSU GE Area B2/IGETC**  
**Area 5B/Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A survey of human ancestry and evolution. Emphasis is placed on the role of science in explaining human origins, an understanding of evolutionary theory, human phylogenetic relationships with primates and other hominids, the fossil record, and other paleoanthropological information. This course has been approved for correspondence delivery.

**ANTH 2**  
**Cultural Anthropology**  
**CSU/UC/CSU GE Area D1/IGETC**  
**Area 4A/Associate Degree Area B,**  
**C/CAN ANTH 4**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

Explore diversity of cultures through the unique methodologies of cultural anthropology. Investigate differences in language, economic systems, family, kinship, gender, politics, inequality, religion, and art between the 1200 cultures of the world. This course has been approved for online and correspondence delivery.

**ANTH 3**  
**Introduction to Archaeology**  
**CSU/UC/CSU GE Area D1/IGETC**  
**Area 4A/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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 origins of stone tool use, the rise of agriculture, development of chiefdoms and states, and the peopling of the New World. Case studies from the excavation of major archaeological sites around the world are examined and discussed as examples. The methods and techniques of archaeology are studied so that students develop an understanding of how archaeologists reconstruct the past and interpret the complexity of stones, bones, ceramics and buildings uncovered during archaeological excavations.

**ANTH 8**  
**The North American Indian**  
**CSU/UC/ CSU GE Area D1, D3/IGETC**  
**Area 4A/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A course covering most aspects of the origin and historical events impacting the North American Indian people from the time of European contact to the present day. This includes their regional, tribal and ethnic identifications and continued relationship with the federal government. Cultural, social, educational, health, political and economic changes and contributions of the Indian people in society today will be emphasized.

**ART**

**ART 1A**  
**Fundamentals of Two-Dimensional Design**  
**CSU/UC/CSU GE Area C1/ Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 units

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 two dimensions. Traditional mediums and 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. To cover the costs of printing, a \$10.00 laboratory fee will be charged at the time of registration.



**ART 1B  
Fundamentals of Three-Dimensional  
Design  
CSU/UC/CSU GE Area C1/ Associate  
Degree Area C**

**Recommended Preparation:** Art 1A, English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 units

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. Traditional mediums and 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.

**ART 2  
Drawing  
CSU/UC/CSU GE Area C1/ Associate  
Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab (R)  
3.0 units

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 may be taken for a total of four enrollments. This course has been approved for correspondence delivery.

**ART 3  
Beginning Life Drawing  
CSU/UC/CSU GE Area C1/ Associate  
Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

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 4A  
Beginning Photography  
CSU/UC/CSU GE Area C1/Associate  
Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/5 hours lab  
3.0 units

A course in basic black and white photographic principles including exposing the film, processing the negative, printing in the darkroom, and print presentation. Photography as fine art and as a commercial application will be emphasized. Technical, aesthetic, cultural and historic points of view will be covered. To cover the cost of film, toner, paper and other materials a \$10.00 lab fee will be charged at the time of enrollment.

**ART 4B Intermediate Photography  
CSU/UC**

**Prerequisite:** Art 4A

6 hours lab  
2.0 units

A course including intermediate black and white photographic techniques

such as use of filters, split printing, advanced exposure methods and macro photography. Photography as a fine art and as a commercial application will be emphasized. Technical, aesthetic, cultural and historical points of view will be covered. To cover the cost of film, toner, paper and other materials a \$10.00 lab fee will be charged at the time of enrollment.

**ART 4C  
Advanced Photography  
CSU**

**Prerequisite:** Art 4B

6 hours lab  
2.0 units

Advanced black and white photographic concepts discussed from aesthetic and technical points of view. The emphasis is on photography as an art form. Outside photographic type of research will be required. To cover the cost of film, toner, paper and other materials a \$10.00 lab fee will be charged at the time of enrollment.

**ART 4D  
Portfolio Photography  
CSU**

**Prerequisite:** Art 4C

6 hours lab  
2.0 units

Advanced black and white photographic concepts explored from aesthetic and technical points of view with the aim of producing a portfolio of work demonstrating an individual style for presentation and exhibition. The emphasis is on photography as an art form. Outside photographic type of research will be required. To cover the cost of film, toner, paper and other materials a \$10.00 lab fee will be charged at the time of enrollment.

**ART 6**  
**Survey of Art History, Prehistoric To Renaissance**  
**CSU/UC/CSU GE Area C1/IGETC**  
**Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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.

**ART 7**  
**Survey of Art History, Renaissance Through Contemporary**  
**CSU/UC/CSU GE Area C1/IGETC**  
**Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

An introductory survey of the visual arts most relevant to the development of western civilization 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 interactive television delivery.

**ART 8**  
**Art Appreciation**  
**CSU/UC/CSU GE Area C1/IGETC**  
**Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

3 hours lecture  
3.0 units

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 interactive television and correspondence delivery.

**ART 10A**  
**Beginning Painting**  
**CSU/UC/CSU GE Area C1/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hours lecture/5 hours lab  
3.0 units

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.

**ART 10B**  
**Intermediate Painting**  
**CSU**

**Prerequisite:** Art 10A

6 hours lab  
2.0 units

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.

**ART 10C**  
**Advanced Painting**  
**CSU**

**Prerequisite:** Art 10B  
6 hours lab  
2.0 units

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.

**ART 10D**  
**Portfolio Painting**  
**CSU**

**Prerequisite:** Art 10C

6 hours lab  
2.0 units

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.

**ART 12**  
**Art Gallery Operation and Exhibition Design**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 units

The theory and function of an art gallery. Students will schedule and arrange art exhibits in the Lassen Community College art gallery and

other selected locations, with the attendant publicity, mailings and receptions.

**ART 18  
Advanced Life Drawing  
CSU/UC/Associate Degree Area C**

**Prerequisite:** Art 3

2 hours lab  
1.0 units

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  
CSU/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/2 hours lab  
2.0 units

An introductory course in digital photography using film and/or 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 laboratory fee will be charged at the time of registration.

**ART 19B  
Intermediate Digital Photography  
CSU**

**Prerequisite:** Art 19A

3 hours lab

1.0 unit

An intermediate course in digital photography using film and/or 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  
CSU**

**Prerequisite:** Art 19B

3 hours lab  
1.0 unit

An advanced course in digital photography using film and/or 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  
CSU**

**Prerequisite:** Art 19C

3 hours lab  
1.0 unit

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 con-

sidered. To cover the costs of printing, a \$10.00 laboratory fee will be charged at the time of registration.

**ART 25  
Computer Graphics  
CSU/UC/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 units

Digital image creation and manipulation using industry standard software emphasizing commercial and fine art applications. Technical, commercial, and aesthetic points of view will be considered. To cover the costs of printing, a \$10.00 lab fee will be charged at the time of registration.

**ART 28A  
Introduction to Website Design  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process. ART 25 Computer Graphics

2 hours lecture/3 hours lab  
3.0 units

An introductory course in designing, constructing, uploading, and maintaining websites using industry standard Adobe software. Students will design effective websites, build them using Adobe CS Dreamweaver and Flash, and upload them to the worldwide web. The student will learn to maintain them using appropriate software.

**ART 30  
Introduction to Sculpture  
CSU/UC/CSU GE Area C1/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/3.5 hours lab

3.0 units

A course introducing contemporary art issues, historical overview, and aesthetic problem solving, utilizing a variety of materials, techniques of sculpture, and three-dimensional design.

**ART 35**

**Glass Design**

**CSU/UC/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

Instruction in elements of design in glass. Contemporary glass art issues, historical overview and aesthetic problem solving, utilizing a variety of glass fabrication techniques. To cover the costs of required processing materials, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36A**

**Beginning Ceramics**

**CSU/UC/CSU GE Area C1/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hours lecture/5 hours lab  
3.0 units

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 costs of clay, glazes, and required processing materials, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36B**  
**Intermediate Ceramics**  
**CSU/UC**

**Prerequisite:** Art 36A

6 hours lab  
2.0 units

Further development of handbuilding, and wheelthrowing, clay, glazes and firing processes. Aesthetic exploration of ideas. To cover the costs of clay, glazes, and required processing materials, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36C**

**Advanced Ceramics**  
**CSU**

**Prerequisite:** Art 36B

6 hours lab  
2.0 units

Advanced development of handbuilding and/or wheelthrowing techniques, clay, glazes and firing processes. Beginning to develop a personal style in ceramics. To cover the costs of clay, glazes, and required processing materials, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 36D**

**Portfolio Ceramics**  
**CSU**

**Prerequisite:** Art 36C

6 hours lab  
2.0 units

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 costs of clay, glazes, and required processing materials, a \$10.00 lab fee will be charged at the time of enrollment.

**ART 43A**  
**Beginning Jewelry Design:**  
**Handbuilding**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 lab hrs  
2.0 units

An introductory class in producing jewelry using hand tools and building processes in forming and joining metals. Processes will include soldering, riveting, and other basic methods. Drawing designs and stone cutting and setting will be included. To cover the costs of metals and soldering, a \$10.00 materials fee will be charged at the time of enrollment.

**ART 43B**

**Beginning Jewelry Design: Casting**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 lab hrs  
2.0 units

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 \$10.00 materials fee will be charged at the time of enrollment.

**ART 43C**

**Intermediate Jewelry Design**  
**CSU**

**Prerequisite:** Art 43A or Art 43B

3 hours lab  
1.0 unit

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 \$10.00 materials fee will be charged at the time of enrollment.

**ART 43D  
Advanced Jewelry Design  
CSU**

**Prerequisite:** Art 43C

3 hours lab  
1.0 units

A class in advanced jewelry design with emphasis on professional aspects design and construction including stone setting, choice of metals, finish, wearability, 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 \$10.00 materials fee will be charged at the time of enrollment.

**ART 46  
Art Education Methods  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/1.5 hours lab (R)  
2.0 units

A series of art experiences designed for use by teachers, elementary education majors, and community youth leaders. This course may be taken for a total of two enrollments.

**ART 49  
Art Work Experience CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 units

This course enables students with educational or occupational goals in art, who are working in the field of art, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**ART 51 Lettering  
Design/Typography**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

An introduction to the basic principles of typography/font and text design for personal and commercial use. Basic design elements, techniques, and terminology will be explored and applied using traditional methods and digital methods with industry standard software. Aesthetic, historic, and cultural viewpoints will be considered with regard to typography as it applies to fine and commercial art.

**ART 52  
Marketing for the Artist/Designer**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

A practical application course on mar-

keting oneself as an Artist/Designer through personal presentation techniques and traditional and digital portfolio building. Job opportunities will be explored in the fine art and commercial art fields. The historical role of the artist in various cultures will be examined.

**ART 60  
Production Graphics**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process. Art 25

2 hours lecture/3 hours lab  
3.0 units

A course designed to give real world experience to students who will do in-house digital graphics for Lassen Community College using industry standard software and hardware. The entire process from job procurement, conception, and production will be done by students with instructor supervision. Jobs will include signage, fliers, posters, banners, etc.

**ART 130  
Mural Painting Workshop**

48 hours lab (1 week)  
1.0 Units

This is an intensive, hands-on introduction to the art of mural painting from conception to execution. In addition, budgeting, organizational skills, surface preparation and preservation will be covered. This course may be taken for a total of three enrollments.

**ASTRONOMY**

**ASTR 1  
Introduction to Astronomy  
CSU/UC/CSU GE Area B1, B3/IGETC  
Area 5A /Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 units

A survey of astronomy including the solar system, stars and stellar evolution, the Milky Way, galaxies, the universe and cosmology.

## **AUTOMOTIVE TECHNOLOGY**

### **AT 20 Basic Auto CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to prepare the student with skills necessary for vehicle maintenance; preventative maintenance, minor tune-up, roadside repairs, simple adjustments, and introduction to shop procedures, methods of removing and replacing external parts and minor diagnosis of components. This course may be taken for a total of four enrollments.

### **AT 21 Engine Repair CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/6 hours lab (R)  
4.0 units

This course is designed to prepare the student with basic, through increasingly advanced skills in overhaul procedures for the owner or rebuild. 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 may be taken for a total of four enrollments.

### **AT 23 Fuel Injection/Carburetion Systems CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to provide the student with the principles of fuel injection, carburetion and fuel delivery systems. Testing with infrared, effects on smog emission, alternate fuels and power/economy adjustments on a vehicle will be studied. Skills in assembly, disassembly and diagnosis of common fuel systems will be emphasized. This course may be taken for a total of two enrollments.

### **AT 24 Engine Electrical CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to provide the student with theory, diagnosis and repair of under-hood engine electrical, charging, starting and ignition systems. Extensive use of voltmeters, ohmmeters and ammeters will be used for troubleshooting. This course may be taken for a total of two enrollments.

### **AT 25 Tune-up CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to provide the

student with advanced work in electronic testing machines used in all areas of smog emissions, ignition systems, conventional and electronic, fuel adjustments and chassis dyno testing. Foreign and domestic vehicles will be covered with emphasis on manufacturer's tune-up techniques. This course may be taken for a total of two enrollments.

### **AT 26 Manual Transmissions and Rear Axles CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to provide the student with theory and practical experience in operation, repair and adjustment of 3 and 4-speed transmissions, drive lines, differentials and 2- and 4-wheel drive. Clutches, wheel bearings and axle repair will also be studied. This course may be taken for a total of two enrollments.

### **AT 27 Steering and Suspension CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (R)  
2.0 units

This course is designed to provide the student with skills in alignment of front ends and rear wheel alignment where applicable. Basic and computerized equipment will be utilized. This course may be taken for a total of two enrollments.

**AT 28  
Automotive Brakes  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (R)  
2.0 units

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. Machining of drums, cylinders, disc shoes and adjustments will also be studied. This course may be taken for a total of two enrollments.

**AT 30  
Chassis Electrical  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

This course is designed to provide the student with theory, diagnosis and repair of chassis electrical systems. Extensive use of voltmeters, ammeters, ohmmeters, short circuit testers and common testing tools will be emphasized. Isolate a malfunction to a specific system in which a fault exists. This course may be taken for a total of two enrollments.

**AT 32  
Air Conditioning and Accessories  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (R)  
2.0 units

This course is designed to provide the student with theory and operation of

common air conditioning systems including diagnosis and repair and recovery of R-12 and 134A refrigerants of selected air conditioning units and accessory components as applied to automotive vehicles. This course may be taken for a total of two enrollments.

**AT 33  
Automatic Transmissions  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab (R)  
3.0 units

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 may be taken for a total of two enrollments.

**AT 36  
General Automotive Lab  
CSU**

**Corequisite:** Student must be enrolled in one additional automotive course that has a safety component.

6 hours lab (R)  
2.0 units

This course is designed to provide the student with skills in developing increased speed, accuracy and expertise in all phases of automotive training. Customer relationships, legal responsibilities and self-reliance will also be emphasized. This course may be taken for a total of four enrollments.

**AT 37  
Automotive Machine  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab (R)

3.0 units

This course is designed to provide the student with common auto motive machine shop experiences. Precision machinery techniques will be emphasized with blueprinting methods used where appropriate. This course may be taken for a total of four enrollments.

**AT 38  
Engine Balancing  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 units

This course is designed to provide the student with theory of dynamic balance in common automotive applications. Student will detect, locate and correct engine unbalance in various automotive engines.

**AT 49  
Automotive Technology Work  
Experience  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 units

This course enables students with educational or occupational goals in automotive technology, who are working in the field of automotive technology, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work

hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

## AVIATION

### AERO 1A Aviation Ground School CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture (R)  
3.0 units

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. This course may be taken for a total of two enrollments.

## BIOLOGY

### BIOL 1 Principles of Molecular and Cellular Biology CSU/UC/CSU GE Areas B2, B3/IGETC Area 5B/Associate Degree Area A/ CAN BIOL 2

**Prerequisite:** Math 60 or equivalent placement through the assessment process.

**Recommended Preparation:** Chemistry 1A or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 units

A course in principles of biology, with special emphasis given to molecular and cellular biology. Topics include the chemical basis of life, cells, metabolism, cellular communication, classical genetics, molecular genetics, and biotechnology. Previous or concurrent enrollment in college chemistry is recommended. This course is designed to meet the core

requirements for biology and related majors. (This course is the recommended preparation for Biol 4, Biol 20, and Biol 25.)

### BIOL 4 Principles of Evolutionary, Organismal, and Ecological Biology CSU/UC/CSU GE Areas B2, B3/IGETC Area 5B/Associate Degree Area A

**Prerequisite:** Math 60 or equivalent placement through the assessment process.

**Recommended Preparation:** Biology 1

3 hours lecture/6 hours lab  
5.0 units

A course in principles of biology, with special emphasis given to evolution, organismal and ecological biology. Topics include evolution, diversity of life; animal and plant form, development and function; and ecological relationships. This course is designed to meet the core requirements for biology and related majors

### BIOL 10 Natural History of Plants & Animals CSU/UC (unit limitation) /CSU GE Areas B2, B3/IGETC Area 5B/ Associate Degree Area A

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 units

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.

### BIOL 18 Environmental Conservation CSU/UC/CSU GE Areas B2/IGETC Area 5B/Associate Degree Area A

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

An introductory course in the problems of the conservation of the environment, including an examination of the principles of ecology applied to the wilderness and to man-dominated environment.

### BIOL 20 Microbiology CSU/UC/CSU GE Areas B2, B3/IGETC Area 5B/Associate Degree Area A

**Recommended Preparation:** Biology 1

3 hours lecture/6 hours lab  
5.0 units

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 25 Human Anatomy and Physiology I CSU/UC/CSU GE Areas B2, B3/IGETC Area 5B/Associate Degree Areas A, E1

**Recommended Preparation:** Biology 1

3 hours lecture/3 hours lab  
4.0 units

First semester of a two semester sequence covering the structure and function of the human body.



**BIOL 26**  
**Human Anatomy and Physiology II**  
**CSU/UC/CSU GE Areas B2,**  
**B3/IGETC Area 5B/Associate Degree**  
**Areas A, E1**

**Prerequisite:** Biology 1 or Biology 25.

3 hours lecture/3 hours lab  
4.0 units

Second semester of a two semester sequence covering the structure and function of the human body.

**BIOL 32**  
**General Life Science**  
**CSU/UC (unit limitation) /CSU GE**  
**Areas B2/IGETC Area 5B/Associate**  
**Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A general survey of the living world with emphasis on the basic biological principles as illustrated in plant and animal groups.

## **BUSINESS**

**BUS 1A**  
**Accounting Principles - Financial**  
**CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A comprehensive first course in accounting, covering the fundamental concepts and techniques of the basic accounting system, financial decision making and the measuring/reporting of assets/liabilities. This course has been approved for correspondence delivery.

**BUS 1B**  
**Accounting Principles - Managerial**  
**CSU/UC**

**Prerequisite:** BUS 1A.

3 hours lecture  
3.0 units

An introduction to accounting for partnerships, corporations, manufacturing and cost accounting and the preparation of reports based on accounting data. This course has been approved for correspondence delivery.

**BUS 1C**  
**Federal Income Tax**  
**CSU**

**Prerequisite:** BUS 1A.

3 hours lecture  
3.0 units

Structure of personal income taxation, tax planning and underlying social and economic issues. Emphasis on tax concepts rather than tax return preparation.

**BUS 2**  
**Introduction to Business**  
**CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A survey course designed to provide students with familiarity with basic principles and practices of contemporary business, knowledge of business terminology and an understanding of how business works with the U.S. economic system. This course has been approved for correspondence delivery.

**BUS 10**  
**Human Resource Management**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

3 hours lecture  
3.0 units

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. This course has been approved for live-interactive, online, and correspondence delivery.

**BUS 13**  
**Basic Accounting**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

A beginning course in accounting principles and bookkeeping procedures to enable the student to develop entry-level accounting skills for office employment.

**BUS 18**  
**Records Management**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 units

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 live-interactive, online, and correspondence delivery.

**BUS 19  
Office Procedures  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 relation and interpersonal communications skills is stressed. This course has been approved for interactive television, online, and correspondence delivery.

**BUS 22  
Business Law  
CSU/UC/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

An introduction to the legal system with primary emphasis on civil law through study of the Uniform Commercial Code and common law principles applied to contracts. Emphasis is placed on analyzing cases related to business problems. This course has been approved for live-interactive, online, and correspondence delivery.

**BUS 25  
Small Business Management  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 live-interactive, online, and correspondence delivery.

**BUS 27  
Business Communications  
CSU**

**Recommended Preparation:** English 50 or equivalent placement through the assessment process

3 hours lecture  
3.0 Units

Instruction in the principles of effective business communications. Development of the ability to analyze, organize and compose various types of written and oral business communications. Emphasis is on the writing of clear, concise and persuasive letters, memorandums and reports. This course is designed for business majors. This course has been approved for correspondence delivery.

**BUS 34A  
Microsoft Word, Beginning  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

**Prerequisite:** COT 52

1.5 hours lecture/4.5 hours lab  
3.0 Units

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 live-interactive and online

**BUS 34B  
Microsoft Word, Advanced  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 Units

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 live-interactive and online delivery.

**BUS 49  
Business Work Experience  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in business, who are working in the field of business, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1

unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

## CHEMISTRY

### CHEM 1A General Chemistry I

**CSU/UC/CSU GE Areas B1, B3/IGETC Area 5A/Associate Degree Area A**

**Prerequisite:** One year of high school chemistry, Chemistry 45, or equivalent placement through the assessment process.

3 hours lecture/6 hours lab  
5.0 Units

For science and engineering majors. Fundamental principles of Chemistry. Structure of atoms and compounds, bonding in compounds. Physical and chemical properties and changes. Stoichiometry, states of matter and the kinetic molecular theory.

### CHEM 1B General Chemistry II CSU/UC/CSU GE Areas B1, B3/ IGETC Area 5A/Associate Degree Area A

**Prerequisite:** Chemistry 1A or equivalent placement through the assessment process.

3 hours lecture/6 hours lab  
5.0 Units

A continuation of Chemistry 1A. Topics: Equilibria, acid-base chemistry, oxidation-reduction and thermo-dynamics, kinetics, bonding, nuclear chemistry, descriptive chemistry, qualitative and quantitative analysis.

### CHEM 8 Introduction to Organic and Biochemistry CSU/UC/CSU GE Areas B1, B3/IGETC Area 5A/Associate Degree Area A

**Prerequisite:** Chemistry 1A or Chemistry 45.

3 hours lecture/3 hours lab  
4.0 Units

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.

### CHEM 45 Introduction to Chemistry

**CSU/UC(unit limitation)/CSU GE Areas B1, B3/IGETC Area 5A/  
Associate Degree Area A**

**Prerequisite:** Two years of high school algebra, or Math 60 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

An introduction to chemistry, principally inorganic. Emphasis is on basic concepts and skills. This course is for students with no prior chemistry and those requiring additional preparation before entering Chemistry 1A.

## CHILD DEVELOPMENT

### CD 11 Observation and Assessment CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
2 hours lecture/3 hours lab  
3.0 Units

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 statements for directors of public funded

### CD 12 Child, Family and Community CSU/Associate Degree Area E1 Recommended Preparation: English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 14 Creative Activities for Young Children CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Exploration of the importance and value of creative art activities for young children. Experiences with a variety of creative media, evaluation and selection of materials appropriate for toddlers, preschool children, and children with special needs.

### CD 15 Pre-School Administration CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to meet the State Department of Education requirements 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**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. This course has been approved for live-interactive, online and correspondence delivery.

**CD 17**  
**Children's Literature**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**CD 18**  
**Creative Music and Movement**  
**Activities in Early Childhood**  
**Education**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
2.0-3.0 Units

This course explores music, songs, finger plays, and creative movement activities suitable for pre-school. It stresses the importance of music and movement in the development of the child and develops skills needed to promote musicality in children.

**CD 19**  
**Children's Nutrition, Health and**  
**Safety**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture

3.0 Units

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**  
**CSU/ Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 live-interactive, online and correspondence delivery.

**CD 23**  
**Adult Supervision in the Child Care**  
**Setting**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**CD 24  
Practicum  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/6 hours lab  
4.0 Units

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. This course has been approved for online delivery.

**CD 25  
Teaching in a Diverse Society  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**CD 28  
Child Guidance  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 live-interaction delivery.

**CD 30  
Early Steps to Reading Success  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 five. This course has been approved for live-interactive delivery.

**CD 31  
Child Development: Conception  
through Adolescence  
UC/CSU/CSU GE Area D7, E/IGETC  
Area 4G/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course examines the major physical, psychological, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. This course has been approved for live-interactive, online and correspondence delivery.

**CD 49**  
**Child Development Work Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in child development, who are working in the field of child development, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**CD 50**  
**ECE Child Health and Safety**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture  
1.0 Units

Introduction to child health and safety to include American Red Cross certification in infant, child and adult CPR/ Pediatric First Aid.

**CD 52**  
**Parenting**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed for parents and

anyone who works with children. Emphasis will be placed on the emotional needs of parents and children, communication skills and discipline techniques in dealing with the child in the context of the family.

**CD 53**  
**Violence and its Impact on Children and Families**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to explore violence in America and its impact on the physical and psychological well being of children and families, as well as on early childhood teachers who experience it in their lives. The course will explore issues of diversity related to the

**CD 54**  
**Violence Intervention Techniques in Early Childhood**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to provide an overview of different intervention approaches that are appropriate for teachers who work with young children. The course will look at issues related to diversity in working with young children who experience violence in their lives. Teachers will explore the power of play and the use of play materials in helping children resolve conflict. They will learn methods to teach alternatives to violence.

**COMPUTER APPLICATIONS**

**CA 31**  
**Computer Applications I**  
**CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

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. This course has been approved for online delivery.

**CA 32**  
**Computer Applications II**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
3.0 Units

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 54**  
**Basic Computer Maintenance**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

This course is designed for students who want to learn about basic ways to maintain and upgrade computers. It will teach the students the various hardware components in a computer

and how to replace and upgrade them. In addition, it will cover installation and upgrade of an operating system and application software.

### **CA 55 Using a Word Processor**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (5 weeks)  
0.5 Units

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 delivery.

### **CA 56 Using a Spreadsheet**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (5 weeks)  
0.5 Units

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 delivery.

### **CA 57 Using a Database**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab (5 weeks)  
0.5 Units

Use of a common database 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 delivery.

### **CA 59 Microsoft Windows**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

This course introduces Windows to students of varying backgrounds. The assumption is that the student has had little or no experience with the Windows environment; however, even an experienced Windows user will find this course useful in reducing the amount of time needed to achieve meaningful results with Windows. Course has been approved for online delivery.

## **COMPUTER OFFICE TECHNOLOGY**

### **COT 50 Keyboarding, Level 1**

3 hours lab  
1.0 Units

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**

**Prerequisite:** COT 50

6 hours lab (R)  
1.0-2.0 Units

Reviews basic production techniques. Presents a variety of office situations where emphasis is upon office skill development including editing, abstracting information, decision mak-

ing, setting priorities, work flow, following directions and working under pressure. This course has been approved for open entry/open exit. This course has been approved for online delivery. This course may be taken for a total of two enrollments, not to exceed 2.0 units.

### **COT 59 Business Machines: 10 Key**

2 hours lab  
1.0 Units

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.

## **COMPUTER SCIENCE**

### **CS 1 Computer Literacy CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab  
3.0 Units

This course introduces students to the following areas in computer science: a) An operating system such as Windows; b) Application programs which include a word processor, spreadsheet, database and presentation; c) A programming language; d) The Internet and the creation of web pages; e) Internal structure and basic functions of computers; f) Cultural implications of computers on our society. This course has been approved for online delivery.

## **CONSTRUCTION TECHNOLOGY**

### **CT 49 Construction Technology Work Experience CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in construction technology, who are working in the field of construction technology, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

### **CT 70 Cabinetry Basics**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 Units

This course provides an introduction to the terms and styles of cabinets, designing and planning of cabinets with the practical steps are emphasized. Topics include: safety, cabinetry tools, bill of materials, cut list, costs of cabinets. Students will participate in the actual construction of cabinets.

### **CT 72 Cabinetry Finishing and Installing**

**Prerequisite:** CT 70

1.5 hours lecture/4.5 hours lab  
3.0 Units

This course presents materials and methods of finishing cabinets and procedures for installing fixtures and hardware in cabinets with techniques for installing the cabinets in a building. Students will participate in the actual construction, finishing and installing of cabinets.

### **CT 111 Fine Woodworking Machines - Intermediate**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

A course dealing with the tools and techniques in fine woodworking. Students will make a fine woodworking project of their choice or the class assignment.

### **CT 112 Fine Woodworking Machines and Joinery**

**Prerequisite:** CT 111

1 hour lecture/3 hours lab  
2.0 Units

A continuation course dealing with the tools and techniques in fine woodworking. Students will make a fine woodworking project of their choice or the class assignment. The project will include two fine joinery joints. .

## **CORRECTIONAL SCIENCE**

### **CORS 10A Introduction to Correctional Science CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to provide the student with an overview of the history and trends of corrections. It will focus on the legal issues, general laws (i.e., codes, statutes, case law, etc.) and general operations in correctional institutions. The relationship between corrections and other components of the Criminal Justice System will also be examined. This course has been approved for correspondence delivery.

### **CORS 10B Organization and Administration of Correctional System CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to provide the student with an examination of institutional philosophy, theory, function and practice. The historical and systems approach to incarceration as well as contemporary prison facilities will be studied. This course has been approved for correspondence delivery.

### **CORS 11 Legal Aspects of Corrections CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to provide the student with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections staff. This course has been approved for correspondence delivery.



**CORS 13**  
**Correctional Interviewing and Counseling**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course provides an overview of the techniques in counseling and interviewing available to practitioners in Corrections. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field. This course has been approved for correspondence delivery.

**CORS 14**  
**Control and Supervision in Corrections**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course offers an overview of the methods, practices, and theory related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. This course will introduce and discuss issues of custodial control on a continuum from day-to-day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed. This course has

been approved for correspondence delivery.

**CORS 15**  
**Supervision in Corrections**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course will focus on the skills and knowledge of supervision as applied in corrections. The intent is to provide the student with a basic understanding of supervision which can be the foundation for further agency-specific training. This course has been approved for correspondence delivery.

**CORS 49**  
**Correctional Science Work Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in correctional science, who are working in the field of correctional science, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**COUNSELING & GUIDANCE**

**CG 1**  
**Strategies for Creating Success in College and in Life**  
**CSU/UC/CSU Area E/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 and online delivery.

**CG 125**  
**Financial Fitness**

1 hour lecture (8 weeks)  
0.5 Units

This course is designed to teach personal finance. It will cover basic personal cash management and major purchasing decisions. This course will cover basic aspects of budgeting, spending, personal cash management and major purchase decisions. This course will also assist students who have chosen to borrow for their education.

**DEVELOPMENTAL STUDIES**

**DS 110**  
**Computer Access 1**

9 hours lab (R)  
0.5-3.0 Units

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context

of word processing. This course may be taken as needed, pursuant to special class repetition standards.

**DS 111  
Computer Access II**

9 hours lab (R)  
0.5-3.0 Units

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of advanced word processing skills and basic spreadsheet and data base programs. This course may be taken as needed, pursuant to special class repetition standards.

**DS 112  
Computer Access Projects**

9 hours lab (R)  
0.5-3.0 Units

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 may be taken as needed, pursuant to special class repetition standards.

**DS 113  
Developmental Skills: Personal Assessment**

1 hour lecture (R)  
0.5-1.0 Units

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. This course may be taken as needed, pursuant to special class repetition standards.

**DS 114  
Developmental Skills: Reading**

**Recommended Preparation:** DS 113

4.5 hours lab (R)  
0.5-1.5 Units

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. Repeatable as needed, pursuant to special class repetition standards.

**DS 115  
Developmental Skills: Writing Skills**

3 hours lecture (R)  
3.0 Units

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 may be taken as needed, pursuant to special class repetition standards.

**DS 116  
Developmental Skills: Math**

4.5 hours lab (R)  
0.5-1.5 Units

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 may be taken as needed, pursuant to special class repetition standards.

**DS 120  
Adaptive Fitness**

3 hours lab (R)  
1.0 Units

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.

**DS 121  
Adaptive Individual Sports: Bowling**

51 hours lab (R)  
1.0 Units

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**

51 hours lab (R)  
1.0 Units

This course will allow students who have a substantial developmental delay/physical limitation regardless of ability to have the opportunity 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.

**ECONOMICS**

**ECON 10  
Macro-Economics  
CSU/UC/CSU GE Area D2/IGETC  
Area 4B/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

3 hours lecture  
3.0 Units

A general introduction to modern economic analysis. Emphasis is placed on issues of public concern on which economic analysis has the most desired and immediate bearing. This course has been approved for correspondence delivery.

**ECON 11**  
**Micro-Economics**  
**CSU/UC/CSU GE Area D2/IGETC**  
**Area 4B/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A presentation of problems underlying the economy, the analysis of the market economy, problems and policy in the market economy, and the problems of distribution in the market economy. This course has been approved for correspondence delivery.

## **EMERGENCY MEDICAL TECHNICIAN**

**EMT 60**  
**Emergency Medical Technician-B**

**Prerequisite:** FS 21 First Responder - Medical

4 hours lecture/2.7 hours lab (R)  
5.0 Units

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 have FS 21 First Responder – Medical or have current or previous EMT certification and must possess a valid CPR card from ASHI, ARC or AHA. This course may be taken as necessary for certification.

**EMT 61**  
**Emergency Medical Technician-B Refresher**

**Prerequisites:** Current EMT-B, certification that has been expired for no more than one year and current BLS-C Certification.

14 hours lecture/18 hours lab (1 week) (R)  
1.0 Units

A 32-hour course that provides, to the certified EMT-B (Basic) ambulance student, a review of didactic knowledge and practical skills required to recertify, as outlined by the State of California regulations. Repeatable as necessary to maintain certification.

## **ENGLISH**

**ENGL 1**  
**College Composition**  
**CSU/UC/CSU GE Area A2/IGETC**  
**Area 1A/Associate Degree Area D1**

**Prerequisite:** English 50 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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**  
**CSU/UC/CSU GE Area C2/IGETC**  
**Area 3B/Associate Degree Area C**

**Prerequisite:** English 1

3 hours lecture  
3.0 Units

This course introduces students to the form and the essence of fiction (novel and short story), poetry, and drama. Selected readings will show types as well as put them in historical perspective. This course has been approved for correspondence delivery.

**ENGL 9**  
**Critical Thinking and Composition**  
**CSU/UC/CSU GE Areas A3/IGETC**  
**Area 1B/Associate Degree Area D1**

**Prerequisite:** English 1

3 hours lecture  
3.0 Units

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**  
**CSU/UC/CSU GE Area C2/IGETC**  
**Area 3B/Associate Degree Area C**

**Prerequisite:** English 1

3 hours lecture  
3.0 Units

This season's Ashland Productions of Shakespeare, and other representative 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**  
**CSU/UC/CSU GE Area C2/IGETC**  
**Area 3B/Associate Degree Area C**

**Prerequisite:** English 1

3 hours lecture

3.0 Units

A historical survey of American Literature from the post-Civil War era to the end of World War II. 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 50**  
**Introduction to College Composition**

**Prerequisite:** English 102 or equivalent placement through the assessment process.

3 hours lecture

3.0 Units

Development of writing skills, generating and developing topics, the use of rhetorical techniques, appropriate organizing principles, editing conventions, and introduction to the research paper. This course has been approved for correspondence delivery.

**ENGL 102**  
**Basic Writing**

**Recommended Preparation:** English 103 or equivalent placement through the assessment process.

2 hours lecture/3 hours lab

3.0 Units

Introduction to the basic skills needed for clear written expression at the short essay level. Students will explore intermediate basic grammar, sentence and paragraph structure, and essay organi-

zation. The emphasis of this course is to prepare students for associate degree credit writing courses. Methods include in-class practice in a small group setting on 3 to 5 paragraph essays on topics drawn from the student's personal experiences. This course has been approved for correspondence delivery.

**ENGL 103**  
**Introduction to Basic Writing**

2 hours lecture/3 hours lab

3.0 Units

Introduction to the basic skills needed for clear written expression at the paragraph level. Students will explore basic grammar, sentence structure, and paragraph organization. The emphasis of the course is to provide in-class practice in a small group setting on topics drawn from the student's personal experiences and to provide practice in supporting a main idea with specific details. This course has been approved for correspondence delivery.

**ENGLISH AS A SECOND**  
**LANGUAGE**

**ESL 101**  
**Beginning English for Non-Native**  
**Speakers**

**Prerequisite:** Before entering this course, the student should be able to 1. Read and speak in his or her first language. Placement will be determined by the assessment process.

2 hour lecture/3 hour lab

3.0 Units

This course will provide beginning non-native English speakers with opportunities to develop basic communication skills in English. An integrated approach is used to introduce basic grammar and vocabulary, provide practice in reading, listening, speaking, pronunciation and writing. Emphasis: Future, adverbs, adjectives, modals, simple past.

**ESL 102**  
**Low Intermediate English Non-**  
**Native Speakers**

**Prerequisite:** ESL 101

Before entering this course, the student should be able to: 1. Answer yes/no questions and who/what/where/how and why questions as they talk about events in various simple tense time frames. 2. Write using simple phrases and sentences. 3. Produce speech intelligible to sympathetic listeners using grammatical structures learned in class 4. Demonstrate ability to use "BE" and action verbs in the present, present continuous, future and simple past tenses. Placement will be determined by the assessment process.

2 hours lecture/3 hours lab

3.0 Units

This course will provide high beginner and low intermediate non-native English speakers with opportunities to augment communication skills in English. An integrated approach is used to introduce intermediate grammar and vocabulary, provide practice in reading, listening, speaking, pronunciation and writing. Skills and proficiencies are enhanced by supervised repetition and practice in class.

**ESL 104**  
**Intermediate English Non-Native**  
**Speakers**

**Prerequisite:** ESL 102

Before entering this course, the student should be able to: 1. Use high frequency expressions and phrases spontaneously in familiar contexts. 2. Write using basic sentence patterns including some compound and complex structures, although there may be errors which obscure meaning. 3. Demonstrate ability to organize short narrative discourse based on personal experience and assigned readings. Placement will be determined by the assessment process.

2 hours lecture/3 hours lab

3.0 Units

This course will provide intermediate

non-native English speakers with opportunities to augment communication skills in English. An integrated approach is used to introduce intermediate to high intermediate grammar and vocabulary, provide practice in reading, listening, speaking, pronunciation and writing. This course will help prepare students to perform more comfortable in college entry level courses. Skills and proficiencies are enhanced by supervised repetition within class periods.

**ESL 105**  
**High Intermediate English Non-Native Speakers**

**Prerequisite:** ESL 104  
Before entering this course, the student should be able to: 1. Use high frequency expressions and phrases spontaneously in familiar and new contexts. 2. Write fairly accurately using basic and complex sentence patterns. 3. Demonstrate ability to organize essays based on personal experience, assigned readings, lectures and research. 4. Demonstrate ability to use an English-English dictionary for clarification. Placement will be determined by the assessment process.

2 hours lecture/3 hours lab  
3.0 Units

This course will provide intermediate non-native English speakers opportunities to augment communications skills in English. An integrated approach is used to introduce high intermediate to advanced grammar and vocabulary, provide practice in reading, listening, speaking, pronunciation and writing. This course will help prepare students to participate and perform more effectively in college level courses. Skills and proficiencies are enhanced by supervised repetition within class periods.

**ESL 109**  
**Pronunciation for ESL Students**

**Prerequisite:** ESL 101 or the following skills: Students are able to: 1. Ask and

answer yes/no question and who, what, when, where, how, and why questions as they talk about events in various simple tense time frames. 2. Write using simple phrases and sentences. 3. Produce speech intelligible to sympathetic listeners using grammatical structures learned in class. 4. Demonstrate ability to use "BE" and action verbs in the present, present continuous, future and simple past tenses. Placement determined by assessment process.

24 hours lab  
0.5 Units

A course of study designed to help non-native English speaking students more accurately reproduce the sounds and intonation patterns of American English through the use of intensive pronunciation drills, listening activities and guided conversation practice. Speech awareness and self monitoring of pronunciation will be emphasized. This course may be taken for a total of four enrollments.

**ETHNIC STUDIES**

**ES 1**  
**Ethnic Minorities in America**  
**CSU/UC/CSU GE Area D3/IGETC**  
**Area 4C/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A survey of the history, culture and folklore of the American people. This course has been approved for technology mediated instruction (internet-based delivery) and correspondence delivery.

**FILM**

**FILM 1**  
**History of the Cinema**  
**CSU/UC/CSU GE Area C1/IGETC**  
**Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**FS 4**  
**Fire Protection Equipment and Systems**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**FS 5  
Fire Orientation and Organization  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course provides the fundamentals of fire department organization, management and resources and the use of those resources to control various emergencies.

**FS 6  
Building Construction for Fire  
Protection  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**FS 13  
Fire Behavior and Combustion  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5 hours lecture (10 weeks)  
3.0 Units

This course is designed to explore the

theories and fundamentals of how and why fires start, spread and how they are controlled.

**FS 14  
Principles of Fire Safety and  
Survival  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum will be guided by NFPA standards, such as National Fire Protection Association 1500, Fire Department Occupational Health and Safety Programs.

**FS 21  
First Responder – Medical  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/1 hr lab (R)  
2.0 Units

This course meets public safety standards published by U.S. Department of Transportation's "First 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.

**FS 49  
Fire Science Work Experience  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in fire science, who are working in the field of fire suppression, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**FS 52  
Incident Command System  
(I-200/300)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

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 55  
Fire Investigation**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course provides information on determining the causes of fires (acci-

dental, suspicious, and incendiary): types of fires, related laws, introduction to arson and incendiarism, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedure, court procedures and court testimony.

**FS 57  
Auto Extrication**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

8 hours lecture/8 hours lab (1 week)  
0.5 Units

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.)

**FS 60  
Wildland Firefighter (CDF Basic 67)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

43 hours lecture/24 hours lab (3 weeks)  
3.0 Units

This course provides students with the knowledge and skills to perform basic firefighter tasks. 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.

**FS 60A  
Basic Fire Crew Firefighter**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

50 hours lecture (2 weeks)  
3.0 Units

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.

**FS 61  
Basic Firefighter Training  
(Basic 32)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

24 hours lecture/8 hours lab (1 week)  
2.0 Units

This course provides basic training in wildland fire suppression, 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 basic firefighter training (basic 32) – S-110 Basic Fire fighter Orientation, S-130 Firefighter Training Course, S-190 Introduction to Fire Behavior] Certificates will be awarded upon completion of the course.

**FS 62  
Training Instructor 1B-Instructional  
Techniques**

**Prerequisite:** FS 63

40 hours lecture (1 week)  
2.5 Units

This course is designed to present Fire Instruction 1B Techniques. The topics include: occupational analysis, course syllabi, concepts of learning, levels of instruction, learning objectives, using lesson plans, the psychology of learning, evaluations of effectiveness, and student teaching demonstrations. (Course certified by of the California State Fire Marshal and requires a certification fee.)

**FS 63  
Training Instructor 1A – Instructional  
Techniques**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

40 hours lecture (1 week)  
2.5 Units

This course is designed to present Fire Instruction 1A Techniques. The topics include preparing course syllabi, establishing levels of instruction, constructing learning objectives and lesson plans, instructional aide development, fundamentals of testing and measurements, test planning, evaluation techniques and tools, and student teaching demonstrations. (Course certified by the California State Fire Marshal and requires a certification fee.)

**FS 66  
Fire Prevention 1A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

40 hours lecture (1 week)  
2.5 Units

This course provides a broad technical overview of the fire prevention codes and ordinances, inspection practices, key hazards, including flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. (CSFM certified)

**FS 67  
Fire Prevention 1B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

40 hours lecture (1 week)  
2.5 Units

This course focuses on the codes, ordinances and statues that pertain to fire

prevention practices in California. Topics of discussion include building construction and occupancy, evaluation procedures, inspection reports and processing plans. (CSFM certified)

**FS 69  
Fire Management 1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6.5 hours lecture (6 weeks)  
2.0 Units

This course prepares or enhances the first line supervisor's ability to supervise subordinates. It introduces key management concepts and practices utilized and includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. This course will require an additional fee for the costs of training manuals and certificate as required by the Office of State Fire Training.

**FS 70  
Dozer Boss (S-232)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

16 hours lecture /4 hour lab (1 week)  
1.0 Units

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.

**FS 72  
First Responder - Hazardous Materials**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

24 hours lecture (1 week) (R)  
1.0 Units

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.

**FS 73A  
Incident Business Management (S-260)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

16 hours lecture (1 week)  
1.0 Units

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)**

**Prerequisite:** FS 73A (S-260)

16 hours lecture (1 week)  
1.0 Units

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)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

8 hours lecture/24 hours lab (1 week)  
1.0 Units

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.

**FS 75  
Fire Behavior (S-290)**

**Prerequisite:** FS 73A and (FS 60 or FS 61 or S-290 Certification)

2 hrs/lec  
2.0 Units

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**

**Prerequisite:** FS-61 Basic Firefighter Training (Basic 32) or FS-60-Wildland Firefighter (CDF-Basic 67). This prerequisite is mandated by federal requirements through NWCG (National Wildland Coordinating Group).

9 hrs/lec  
0.5 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

9 hrs/lec (1 week)  
0.5 Units

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**

**Prerequisite:** This prerequisite is mandated by federal requirements through NWCG (National Wildland Coordinating Group). FS 77 Human Factors on the Fireline L-180 FS 61- Basic Firefighter Training (Basic 32) or FS 60 – Wildland Firefighter (CDF Basic 67).

17 hrs/lec (1 week)  
1.0 Units

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).

**FS 82  
Fire Command 1A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
6.5 hours lecture (6 weeks)  
2.0 Units  
This course is designed to provide fire

company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision-making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. This course will require an additional fee for the costs of training manuals and certificate as required by the Office of State Fire Training.

**FS 83  
Fire Command 1B**

**Prerequisite:** FS 82 Fire Command 1A

6.5 hours lecture (6 weeks)  
2.0 Units

This course provides the student with information on tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires. Each student also has the opportunity to increase his or her knowledge and skills by handling initial operations at these types of incidents through simulation and class activities. This course will require an additional fee for the costs of training manuals and certificate as required by the Office of State Fire Training.

**FS 84  
Lessons Learned  
(Fatality Fire Case Studies)**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

**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.

4 hours lecture/1 hr lab (4 weeks)  
1.0 Units

The purpose of the Lessons Learned training course is by its nature fire-fighting 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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

16 hours lecture (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

8 lec hrs (1 week)  
0.5 Units

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.

## **GEOGRAPHY**

### **GEOG 1 Physical Geography CSU/UC/CSU GE Area B1/IGETC Area 5A/Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A study of the physical elements of the earth, including an understanding of maps and mapping; the influences of the solar system, climate and weather; the formation of land forms, soils and natural vegetation.

### **GEOG 2 Cultural Geography CSU/UC/CSU GE Area D5/IGETC Area 4E/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The study of the varieties of human use and misuse of ecological landscapes through the beliefs, politics, institutions, and technologies employed by differing cultural regions: Europe, Africa, Asia,

North and South America, Australia, and Oceania. This course has been approved for correspondence delivery.

## **GEOLOGY**

### **GEOL 1 Physical Geology CSU/UC/CSU GE Areas B1, B3/IGETC Area 5A/Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

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 CSU/UC/CSU GE Area B1, B3/IGETC Area 5A/Associate Degree Area A**

**Recommended Preparation:** English 50 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

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 CSU**

**Recommended Preparation:** English

50 and Reading 51 or equivalent placement through the assessment process.  
5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in gunsmithing, who are working in the field of gunsmithing, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

### **GSS 50 Fundamentals of Rifle Shooting**

32 hours lab (1 week) (R)  
0.5 Unit

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. This course may be taken for a total of four enrollments.

### **GSS 50.01 Recoil Pad and Sling Swivel Installation**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 50.03**

**Open and Optical Sight Installation**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 51**

**Fundamentals of Pistol Shooting**

32 hours lab (1 week) (R)  
0.5 Units

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 bulls eye through metallic silhouette shooting. This course may be taken for a total of four enrollments.

**GSS 51.01**  
**Stock Inletting**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)

1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 51.05**

**Glass Bedding for Strength and Accuracy**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 51.06**

**Wood Stock Finishing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 52**

**Fundamentals of Shotgun Shooting**

32 hours lab (1 week) (R)  
0.5 Units

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. This course may be taken for a total of four enrollments.

**GSS 52B**

**Firearms Training**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

8 hours lecture/8 hours lab  
0.5 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

8 hours lecture  
0.5 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 52.02  
Gunsmith Machining 2**

**Prerequisite:** GSS 52.01

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 52.03  
Gunsmith Machining 3**

**Prerequisite:** GSS 52.02

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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 forearm parts. This course may be taken for a total of two enrollments.

**GSS 52.04  
Gunsmith Machining 4**

**Prerequisite:** GSS 52.03

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 52.05  
Gunsmith Machining 5**

**Prerequisite:** GSS 52.04

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 52.06  
Gunsmith Machining 6**

**Prerequisite:** GSS 52.05

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 54.01  
Oxy Welding, Soft Soldering and Silver Brazing for Gunsmiths**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to develop the manipulative skills, technical knowledge and applications of the oxyacety-

lene welding process as they relate to firearm repair. This includes welding of critical heat-treated parts such as bolt types and springs. Also includes use of torch as a medium for some types of heat-treating and surface hardening and soft soldering and silver brazing. This is the first course of a sequence of courses offered in gunsmith welding. This course may be taken for a total of two enrollments.

**GSS 54.02  
Gas Tungsten Arc Welding for Gunsmiths 1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to develop the manipulative skills, technical knowledge and applications of the tungsten arc welding process as they relate to firearm repair. This includes welding of gun parts with critical heat treats that will affect the safety of the firearm. This is the second course of a three-course sequence offered in gunsmith welding. This course may be taken for a total of two enrollments.

**GSS 54.03  
Gas Tungsten Arc Welding for Gunsmiths 2**

**Prerequisite:** GSS 54.02

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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 gun parts and gunsmithing equipment. Students will work on the design, function and repair of gun parts using the GTAW process. This course also covers welding of parts with critical heat treatments, how to recognize these critical areas,

recognize when they have been damaged and how to repair them if damaged. This is the third course of a three course sequence offered in gunsmith welding. This course may be taken for a total of two enrollments.

**GSS 54.05  
Hardening & Tempering of Carbon Steels**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to cover the hardening and tempering of carbon and carbon alloy steels as used in fire-arms. This course may be taken for a total of two enrollments.

**GSS 55.04  
Stock Refinish and Repair**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 56.01  
Headspace**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab

(1 week) (R)  
1.0 Units

This course is designed to cover the measurement, dangers of and correction of headspace in all types of fire-arms, included are screw-in and pin-in barrels as well as pivot barrel guns. Also covered are systems where the barrel is not removable. This course may be taken for a total of two enrollments.

**GSS 56.03  
Bolt Action Barrel Fitting**

**Prerequisite:** GSS 52.02

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to cover the threading, fitting and chambering of barrel to bolt action receivers, cone breech, safety breech and mauser types are studied. This course may be taken for a total of two enrollments.

**GSS 56.04  
Barrel Contouring**

**Prerequisite:** GSS 52.02

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 57.01  
Bolt Action Breeching and Headspace**

**Prerequisite:** GSS 52.02

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to cover the breeching 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. This course may be taken for a total of two enrollments.

**GSS 57.02  
Action Blueprinting**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to cover the trueing of the face, lugs and threads of a bolt-action receiver and trueing the lugs, lip and face of a bolt to gain the best possible accuracy from an action. This course may be taken for a total of two enrollments.

**GSS 57.03  
Action and Bolt Modifications**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 57.06  
Trueing Exterior of Action**

**Prerequisite:** GSS 52.03

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 57.08**  
**Bottom Metal Modifications**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 57.15**  
**Bolt Action Rifle Feeding**

**Prerequisite:** GSS 52.04

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 58.02**  
**Pressure Bedding and Pillar Bedding**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 59.02**  
**Metal Preparation for Refinishing and Caustic Bluing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 59.03**  
**Parkerizing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to provide the student with the process of phosphate Coating and parkerizing of steel firearm parts, as used on some military firearms and for extreme weather protection. This course may be taken for a total of two enrollments.

**GSS 59.04**  
**Color Case Hardening**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 59.05**  
**Rust Bluing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 59.07**  
**Niter Bluing and Heat Coloring**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 59.09**  
**Alternative Metal Finishes**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 60**  
**Firearms Safety**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

7 hours lecture/4 hours lab (1 week)  
0.5 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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 Revolvers**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Prerequisites:** GSS 54.02, and GSS 62.01

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 62.04**  
**Correcting Oversize Firing Pin Holes**

**Prerequisites:** GSS 52.01

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 63.01  
Single Triggers**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Prerequisites:** GSS 52.01 and GSS 54.01

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
(R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 66.01  
Non-Bolt Action Rifle Barrel Fitting**

**Prerequisites:** GSS 52.02 and GSS 56.03

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 66.02  
Revolver Barrel Fitting and Ranging**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 66.03  
.22 Barrel Fitting**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 66.05**  
**Auto Pistol Barrel Fitting**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to cover the fitting of new replacement barrels to locked breech and blow back auto pistols in common use today. Includes the making of barrels for blow back autos and minor repair of locked breech autos. This course may be taken for a total of two enrollments.

**GSS 67.01**  
**Blowback Principle**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

This course is designed to cover the blowback principle as a locking system. Includes trouble shooting, 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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

This course will cover the design, function and repair of blowback operated auto pistols in use today. Most systems and types are studied, including head-space, sear systems, feeding, ramps, magazines and extractors.

**GSS 69.01**  
**DFR Auto Rifles**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

### **GSS 70 Checkering**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

### **GSS 70.01 DFA Triggers 1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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, cram, Colt-type and double sear types are covered.

### **GSS 70.02 DFA Triggers 2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

### **GSS 71.01 DFR .22 Autos**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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 mal-function repairs.

### **GSS 71.02 DFR Bolt Action .22's**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course introducing skills, procedures, and techniques of finishing a fiberglass stock, including history, materials, bedding, filling, sanding, painting, accessories, and accuracy. This course may be taken for a total of two enrollments.

**GSS 72.01**  
**Metallic Cartridge Reloading**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 73.02**  
**Spring Making**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

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. This course may be taken for a total of four

enrollments.

**GSS 75.02**  
**Firearm Laws and Regulations**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

6 hours lecture/33 hours lab (1 week)  
1.0 Units

This course is designed to cover the study of the thousands of Federal and State Firearms Laws.

**GSS 76**  
**Accurizing GAS-OP Rifles for Competition**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An introductory course that will study metal to wood relationships that effect accuracy of these famous rifles for national match competition. Modification of bedding and tuning of functional parts for accuracy and reliability will be accomplished. Students will test fire their rifles before and after accurizing work. This course may be taken for a total of two enrollments.

**GSS 77**  
**Accurizing M1-M1A for Competition**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/44 hours lab  
(1 week) (R)  
1.0 Units

This course is designed to present state of the art bedding techniques of M1-M1A rifles for national match com-

petition. 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.). This course may be taken for a total of two enrollments.

**GSS 78**  
**Design & Repair: .22 Autopistols**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab (1 week)  
1.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An introductory course designed to train correctional officers to maintain their firearms and department firearms to factory service. This course requires an additional fee of \$19 to cover the costs of course handouts, bluing salts, sandpaper, small parts (pins, roll pins, small springs, etc.), and steel. This course may be taken for a total of four enrollments.

**GSS 80**  
**Custom Rifle Seminar-Metalsmithing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 81  
Custom Rifle Seminar-Single Shot Rifle**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An introductory course designed to provide the student with an overview of the methods and techniques of updating and customizing the single shot rifle. This course may be taken for a total of four enrollments.

**GSS 82  
General Gunsmithing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course designed to introduce the student to gunsmithing basics to include firearms malfunctions, diagnosis and repair. This course may be taken for a total of two enrollments.

**GSS 83  
General Gunsmithing-Advanced**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An advanced course in general gunsmithing problems and techniques including drilling and tapping for sights, spring making and silver soldering. This course may be taken for a total of two enrollments.

**GSS 84  
L.E.A.S./Design and Repair Colt & Ruger Revolvers**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 85  
L.E.A.S./Design and Repair Smith & Wesson Revolvers**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

Trains the student to fine tune Smith & Wesson revolvers to very close factory specifications, and to maintain, diag-

nose malfunctions and adjust or repair these malfunctioning revolvers. This course may be taken for a total of four enrollments.

**GSS 86  
L.E.A.S./Design and Repair Shotguns**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

Trains the student to fine tune shotguns to very close factory specifications, and to maintain, diagnose malfunctions and adjust or repair these malfunctioning shotguns. This course may be taken for a total of four enrollments.

**GSS 87  
L.E.A.S./Design & Repair Double Action Autopistols - I**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

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 autopistol and Ruger autopistol. This course requires an additional fee of \$19 to cover the costs of course handouts, blocking material, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases. This course may be taken for a total of four enrollments.

**GSS 88**  
**L.E.A.S./Design and Repair Single Action Autopistols**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

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. This course requires an additional fee of \$19 to cover the costs of course handouts, blocking material, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases. This course may be taken for a total of four enrollments.

**GSS 89**  
**L.E.A.S./Design and Repair Full Autos, Phase I**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

An advanced course designed to train law enforcement armorers in the repair and maintenance of fully automatic firearms. This course requires an additional fee of \$19 to cover the costs of course handouts, blocking material, cutting oil, glue, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases. This course may be taken for a total of four enrollments.

**GSS 90**  
**Customizing the Colt-Type Autopistol, Basic**

**Recommended Preparation:** English

50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
(1 week) (R)  
2.0 Units

A course designed to cover the specific basic alterations and modifications to the Colt 1911A1 type autopistols as used in custom pistolsmithing today. This course may be taken for a total of two enrollments.

**GSS 91**  
**Customizing the Colt-Type Autopistol, Advanced**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/44 hours lab  
(2 weeks) (R)  
2.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 93**  
**L.E.A.S./Design and Repair-Counter Sniper/Varmint Rifle**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 94**  
**Ballistics, Handloading & Testing**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 95**  
**Law Enforcement Armorer School-Basic**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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, Smith & Wesson autopistol, Colt single action autopistol and Remington 870 shotgun. This course required an additional fee of \$19 to cover the costs of course handouts, bluing salts, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod, and gases. This course may be taken for a total of four enrollments.

**GSS 112**  
**Machine Shop for Gunsmiths**

4 hours lecture/46 hours lab  
(2 weeks) (R)  
2.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 112B**  
**Introduction to Knifemaking**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course of instruction in the design, fabrication, and finishing of common sheath knives and accessories. This course may be taken for a total of two enrollments.

**GSS 114**  
**Basic Rifle Barreling**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 116**  
**Stockmaking - Phase I**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

This course is designed for the beginner or the pro in inletting and

fitting accessories to a semi-inlet stock blank. This course may be taken for a total of two enrollments.

**GSS 117**  
**Gas Tungsten Arc Welding for Gunsmiths**

50 hours lab (1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 119**  
**Advanced Rifle Barreling**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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 may be taken for a total of two enrollments.

**GSS 120**  
**Stockmaking-Phase II**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An introductory course designed to help the beginner or the pro in the shaping and finishing of a semi-inletted stock blank. This course may be taken for a total of two enrollments.

**GSS 120B**  
**Stock Refinish and Repair/Recoil Pad Installation**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course of instruction in restoration of gunstocks involving refinishing and repairing. Installation of rubber recoil

pads will be covered as well. This course may be taken for a total of two enrollments.

**GSS 123**  
**Basic Hard Metal Engraving**

4 hours lecture/46 hours lab  
(2 weeks) (R)  
2.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 124**  
**Welding Fabrication for Gunsmiths**

50 hours lab (1 week) (R)  
1.0 Units

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. This course may be taken for a total of two enrollments.

**GSS 127**  
**Advanced Engraving**

4 hours lecture/46 hours lab  
(2 weeks)  
2.0 Units

An advanced course designed to cover advanced metal engraving techniques applicable to major portions of the firearm. The 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 129**  
**Design and Repair of Air guns**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course designed to train the student to fine tune air guns to very close factory specifications, and to maintain, diagnose malfunctions and adjust or repair these malfunctions. 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. This course may be taken for a total two enrollments.

**GSS 130**  
**Professional Engraving**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

An advanced course designed to cover the techniques of engraving as used by different masters in the art of firearms engraving. This course may be taken for a total of four enrollments.

**GSS 133**  
**Scrimshaw**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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 may be taken for a total of four enrollments.

**GSS 134**  
**Caustic Bluing**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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. This course may be taken for a total of four enrollments.

**GSS 135**  
**Parkerizing**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

A course designed to introduce the student to parkerizing, to produce a phosphate non-rusting finish on firearms. Surface preparation, mixing of chemicals, operations, techniques and controls. This course may be taken for a total of four enrollments.

**GSS 136**  
**Cold Rust and Niter Bluing**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

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 may be taken for a total of four enrollments.

**GSS 143**  
**Custom Gunmaking-Muzzleloader Kit Guns**

4 hours lecture/46 hours lab  
(1 week) (R)  
1.0 Units

The student will completely assemble a muzzleloading firearm during class. Working with hand tools in a small shop will be featured. This course may be taken for a total of two enrollments.

**GSS 147**  
**Assembly and Tuning of Gas Operated LEAS Repeating Rifles**

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

An advanced course that will cover the assemble and tuning of AR-15, M1A, and FN FAL rifles from commonly available kits. 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. This course may be taken for a total of two enrollments.

**GSS 148**  
**Advanced Correctional Armorer School**

4 hours lecture/36 hours lab  
(1 week) (R)  
1.0 Units

An advanced level course designed to train correctional armorers to maintain the departments specialized firearms to factory service levels. This course requires an additional fee of \$19 to cover the costs of course handouts, bluing salts, sandpaper, small parts (pins, roll pins, small springs, etc.), steel, welding rod and gases. This course may be taken for a total of four enrollments.

**HEALTH**

**HLTH 2**  
**Personal Health**  
**CSU/UC/CSU GE Area E/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 and correspondence delivery.

**HLTH 25**  
**Understanding Nutrition**  
**CSU/UC/CSU GE Area E/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Diet affects your mental and physical health. 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 correspondence delivery.

## HEALTH OCCUPATIONS

**HO 3**  
**Medical Terminology**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Basic medical terms with emphasis on word analysis, construction and application to the health occupation professions. The course is appropriate for nursing students and other health occupation students. This course has been approved for technology mediated instruction (live-interactive delivery).

**HO 40**  
**Nursing Assessment**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

2 hours lecture  
2.0 Units

This course is designed as an introduction to the theory needed for application of the nursing process with emphasis on skills useful in data gathering and analysis for completing a health assessment. Normal and abnormal physical, social, and cultural structure and function are explored.

**HO 46**  
**IV Therapy and Blood Withdrawal (Phlebotomy)**  
**CSU**

**Prerequisites:** RN, LVN or attended RN or LVN nursing program.

27 hours lecture/9 hours lab (1 week)  
2.0 Units

Designed for the Licensed Vocational Nurse and Registered Nurse who will be starting IV's and performing phlebotomy. Principles of fluid and electrolyte balance as well as general principles of I.V. therapy, legal implications, solutions and equipment, management and venipuncture techniques are emphasized. This course is approved by the California State Board of Vocational Nurse and the Psychiatric Technician Examiners for 36 contact hours and by the B.R.N. for 24 contact hours.

**HO 49**  
**Health Occupations Work Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in

health occupations, who are working in the field of health occupations, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

**HO 54**  
**Basic Structure and Function of the Human Body**  
**Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Basic course focusing on the structure and function of the human body. This course has been approved for live-interactive delivery.

**HO 64**  
**NCLEX Review**

**Recommended Preparation:** English 50 or equivalent placement through the assessment process.

34 hours lecture  
2.0 Units

One semester course, reviewing medical surgical, fundamental, maternity concepts in preparation for the state board exam for licensure as a Licensed Vocational Nurse. (National Counsel Licensure Examination)



**HO 80A  
Geriatric (Long-Term Care) Nurse  
Assistant**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

4 hours lecture (18 weeks) 6 hours lab (28 weeks)  
6.0 Units

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 using simulation on the Susanville campus does NOT qualify student to take NATTP (Certification test), but does meet requirement for admission to LCC Vocational Nursing Program.

Completion of course with clinical experience in a long term care facility such as Modoc Medical Center with a grade of "C" (70%) or higher DOES qualify the student to take NATTP.

**Prerequisite:** Live Scan fingerprinting and Pre-Check background check.

**HO 120  
Cardiopulmonary  
Resuscitation (CPR)**

8 hours lecture (1 Week)  
0.5 Units

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  
CSU/UC/CSU GE Area C2, D6/IGETC  
4F/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 correspondence delivery.

**HIST 15  
World History, 1500 to Present  
CSU/UC/CSU GE Area C2, D6/IGETC  
Area 4F/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 correspondence delivery.

**HIST 16  
U.S. History  
CSU/UC/CSU GE Area D6/IGETC  
Area 4F/ Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 online and correspondence delivery.

**HIST 17  
Post Civil War - U.S. History  
CSU/UC/CSU GE Area D6/IGETC  
Area 4F/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 online and correspondence delivery.

**HUMAN SERVICES**

**HUS 10  
Introduction to Human Services CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Survey of human services and social work, an exploration of helping skills as applied to human problems such as poverty, parenting, education, sub-

stance abuse, illness and mental health. This course has been approved for correspondence delivery.

**HUS 22  
Substance Abuse Treatment  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to provide students with an overview of substance abuse. This course has been approved for correspondence delivery.

**HUS 23  
Special Population Considerations/  
Human Services  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

0.5 - 1 hour lecture  
0.5-1.0 Units

Designed to identify the problems, common issues and concerns of modern living, this course focuses on the social-psychological dynamics of special population groups in Human Services. This course has been approved for correspondence delivery.

**HUS 24  
Group Facilitator Process/ Human  
Services  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
2 hours lecture  
2.0 Units

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 27  
Gender Differences and Addictive  
Behavior  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture  
1.0 Units

A course exploring the socialization process of females and males as it relates to the development of addictive behavior. This course has been approved for correspondence delivery.

**HUS 28  
Human Services and Mal-Adaptive  
Behavior  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A course investigating techniques,

concepts and behavioral guidelines for understanding mal-adaptive behavior. This course has been approved for correspondence delivery.

**HUS 30  
Pharmacology of Drugs of Abuse  
CSU/UC/CSU GE Area E/Associate  
Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
3 hours lecture  
3.0 Units

Focus on the drug action and drug disposition of the major drugs of abuse: ethanol, marijuana, cocaine, heroin, amphetamines, PCP, LSD, and designer drugs such as Ecstasy (MDMA) and China White. Drug testing and the new National Institute of Drug Abuse guidelines will be discussed. This course has been approved for correspondence delivery.

**HUS 31  
Crisis Intervention Strategies  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 correspondence delivery.

**HUS 32  
Understanding Addiction  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A course focusing on legal/ethical responsibilities of Human Services workers or drug/alcohol counselors with emphasis on confidentiality and the legal concept of privilege. This course has been approved for correspondence delivery.

### **HUS 37**

#### **Case Management and Client Records Documentation CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course focuses on case management and client record documentation. This course has been approved for correspondence delivery.

### **HUS 40**

#### **Field Instruction and Seminar I CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture

1.0 Units

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. This course has been approved for online delivery.

### **HUS 41**

#### **Field Instruction and Seminar II CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture  
1.0 Units

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. This course has been approved for online delivery.

### **HUS 49**

#### **Human Services Work Experience CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in human services, who are working in the field of human services, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work

hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

### **HUS 61**

#### **Principles/Practices Residential Care Paraprofessional Counselors**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

### **HUS 62**

#### **Paraprofessional Counseling Skills in Residential Care**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Course geared to residential care facilities. It will provide an overview of basic communication and paraprofessional counseling skills, and theories produced in residential care. Concepts will be identified and practical applications used to help students develop an understanding of counseling and communicating techniques. This course will not train someone to do counseling. This course has been approved for correspondence delivery.

**HUS 64**  
**Residential Care Regulations**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

An in-depth view and working knowledge of licensing of community care facilities and the counselor's role, and the paraprofessional's role, per Title 22, Division 6, Community Care Act. This course has been approved for correspondence delivery.

**HUMANITIES**

**HUM 1**  
**Western Civilization: Prehistoric to 1600**  
**CSU/UC/CSU GE Area C2/IGETC Area 3B/Associate Degree Area C**

**Recommended Preparation:** English 1 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The origins and development of Western civilization up to 1600, with emphasis on the inter-relationships 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 live-interactive and correspondence delivery.

**HUM 2**  
**Western Civilization 1600 to Present**  
**CSU/UC/CSU GE Area C2/IGETC Areas 3B/Associate Degree Area C**

**Recommended Preparation:** English 1 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The development of Western civiliza-

tion from 1600 to present, with emphasis on the inter-relationships 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 interactive television, online, and correspondence delivery.

**INDUSTRIAL TECHNOLOGY**

**IT 22**  
**Operations, Maintenance and Safety CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

17 hours lecture (total)  
1.0 Units

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.

**IT 72**  
**Facilities Maintenance – Welding 2**

6 hours lab (R)  
2.0 Units

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. This course may be taken for a total of three enrollments.

**INTER– DISCIPLINARY STUDIES**

**IDS 110**  
**Using the Computer and Microsoft**

**Word for Composition**

3 hours lab (R)  
0.5-1.0 Units

An open-entry, open-exit course designed to familiarize the student with learning assistance computers and to provide them with the basic skills necessary to use Microsoft Word and Internet research in the completion of compositions and term papers. Topics covered include using basic applications, document and file concepts, editing, printing, formatting, use of styles, use of spell checker, outlining, and internet research. This course may be taken for a total of four enrollments.

**JOURNALISM**  
**JOUR 1**  
**News Reporting and Writing**  
**CSU/Associate Degree Area D2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Introduction to all aspects of news-writing. Emphasis on news gathering, reporting, feature and complex story writing, ethics, press law, and critical thinking.

**JOUR 2**  
**Student Newspaper**  
**CSU**

6 hours lab  
2.0 Units

Assists with the preparation of the campus newspaper. Students will select an area of emphasis (news, feature, column writing; advertising sales of production; graphics production; cartoon creation; photography; circulation; business procedures) or develop a program of study in a combination of areas.

**JOUR 3A  
Newspaper Production I  
CSU/Associate Degree Area D2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 Units

Provides practical application of journalistic techniques through preparation of the college laboratory newspaper, The Cougar. Emphasis on development-both practical applications and critical thinking-needed for the development of a newspaper. Included are approaches to reporting feature writing, editing, sales, proof reading, typographical selection, headline writing, design and graphics.

**JOUR 3B  
Newspaper Production II  
CSU**

1.5 hours lecture/4.5 hours lab  
3.0 Units

Provides practical application of journalistic techniques through preparation of the college laboratory newspaper, The Cougar. Emphasis on development both practical applications and critical thinking needed for the development of a newspaper. Included are approaches to designing specialized pages and advertisements and creative use of type and graphics.

**JOUR 3C  
Newspaper Production III  
CSU**

1.5 hours lecture/4.5 hours lab  
3.0 Units

Provides practical application of journalistic techniques through preparation of the college laboratory newspaper, The Cougar. Emphasis on development of practical applications and critical thinking needed for the development of a newspaper. Included are editor responsibilities, printing operations, shading and color work and

evaluation processes.

**JOUR 3D  
Newspaper Production IV  
CSU**

1.5 hours lecture/4.5 hours lab  
3.0 Units

Provides practical application of journalistic techniques through preparation of the college laboratory newspaper, The Cougar. Emphasis on development of practical applications and critical thinking needed for the development of a newspaper. Included are production of the editorial, the editorial cartoon, and the special issue as well as computer applications and circulation methods.

**JOUR 4  
Mass Communication and Society  
CSU/UC/CSU GE Area D7/IGETC  
Area 4J/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Introduces basic concepts of mass communication, covers the interplay between communicator and audience, and considers how the mass media combine with other institutions to affect social phenomena such as political thought and behavior, cultural beliefs, and economic behavior.

**JOUR 5  
Photo-Journalism  
CSU/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/1.5 hours lab  
2.0 Units

Theory and practice of photography for the media, including picture taking and

processing for college publications. Students will work with staff of The Cougar, the school newspaper, and complete work for use in the college's public relations efforts.

**JOUR 12  
Digital Layout: Designing for  
Publication and the Web  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1.5 hours lecture/4.5 hours lab  
3.0 Units

Offers the methods and techniques for creating a wide variety of computer graphics and digital images. Covers aspects of computer design and imaging from web page designing to output to print media.

**JOUR 49  
Journalism Work Experience  
CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.  
5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in journalism, who are working in the field of journalism, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

## MATHEMATICS

### MATH 1A

**Analytic Geometry and Calculus I**  
CSU/UC/CSU GE Area B4/IGETC  
Area 2A/Associate Degree Area D2

**Prerequisites:** Completion of Math 7 and Math 8 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or the equivalent placement through the assessment process.

5 hours lecture  
5.0 Units

Analytic geometry, functions and their graphs, limits, continuity, the derivative and its applications, the integral.

### MATH 1B

**Analytic Geometry and Calculus II**  
CSU/UC/CSU GE Area B4/IGETC  
Area 2A/Associate Degree Area D2

**Prerequisite:** Completion of Math 1A with a grade of 'C' or better or equivalent placement through the assessment process.

5 hours lecture  
5.0 Units

Continuation of Math 1A. The integral: techniques and applications, indeterminate forms and L'Hopital's Rule, improper integrals, sequences, infinite series, vectors, parametric equations, polar coordinates.

### MATH 1C

**Analytic Geometry and Calculus III**  
CSU/UC/CSU GE Area B4/IGETC  
Area 2A/Associate Degree Area D2

**Prerequisite:** Completion of Math 1B with a grade of 'C' or better or equivalent placement through the assessment process.

5 hours lecture  
5.0 Units

The next course in the calculus sequence after Math 1B. Includes solid analytic geometry, calculus of vector functions, partial differentiation, multiple integration, and Green's Theorem and Stoke's Theorem.

### MATH 7

**Trigonometry**  
CSU/UC/CSU GE Area B4/Associate  
Degree Area D2

**Prerequisite:** Completion of Math 60 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or the equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

### MATH 8

**Advanced Algebra**  
CSU/UC/CSU GE Area B4/IGETC  
Area 2A/Associate Degree Area D2

**Prerequisite:** Completion of Math 60 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or the equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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**  
CSU/UC/CSU GE Area B4/Associate  
Degree Area D2

**Prerequisite:** Completion of Math 60 with a grade of 'C' or better or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A course covering the study of numbers used in elementary mathematics, extension of the number system to real numbers, and patterns and functions. One of two courses designed especially for students preparing for credentials in elementary education.

### MATH 11B

**Concepts of Elementary School Mathematics II**  
CSU/UC/CSU GE Area B4/Associate  
Degree Area D2

**Prerequisite:** Completion of Math 60 with a grade of 'C' or better or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

### MATH 40

**Elementary Statistics**  
CSU/UC/CSU GE Area B4/IGETC  
Area 2A/Associate Degree Area D2

**Prerequisite:** Completion of Math 60 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or equivalent through the assessment process.

3 hours lecture  
3.0 Units

Descriptive and inferential statistics. A first course in modern statistical practice utilizing basic probability, binomial and normal distributions, estimation of population parameters, hypothesis testing, linear regression and correlation. This course has been approved for online delivery.

### **MATH 51 Elementary Algebra**

**Prerequisite:** Completion of Math 102 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

Introduction to algebra of real numbers; algebraic expressions, linear equations, exponents, polynomials, factoring, rational expressions and equations, graphing, inequalities, systems of equations, roots and radicals, quadratic equations, and applications. This course has been approved for online and correspondence delivery.

### **MATH 60 Intermediate Algebra Associate Degree Area D2**

**Prerequisite:** Completion of Math 51 with a grade of 'C' or better or equivalent placement through the assessment process.

**Recommended Preparation:** English 50 and Reading 51 or the equivalent

placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

This course is a continuation of Beginning Algebra and is designed to develop the algebra skills necessary for college level math. 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.

### **MATH 101 Basic Mathematics**

1 hour lecture/3 hours lab  
2.0 Units

This course is an introduction to the operations on whole numbers, fractions and decimals. Includes ratio, proportion, exponents, percent, and applications. This course has been approved for online and correspondence delivery.

### **MATH 102 Pre-Algebra**

**Prerequisite:** Completion of Math 101 with a grade of 'C' or better or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

This course begins with a short review of content covered in Math 101. Includes English and metric measurement, geometry, basic algebra and statistics. This course has been approved for online and correspondence delivery.

## **MUSIC**

### **MUS 1 Music Fundamentals CSU/UC Associate Degree Area C**

**Recommended Preparation:** English 50, Reading 51, and Math 101 or equivalent placement through the assessment process. Beginning piano skills will enhance learning opportunities with this course.

3 hours lecture  
3.0 Units

This is a beginning course in music theory for the general student as well as musicians seeking to improve their musical skills. Class includes pitch, musical notation, melody, rhythm and meter, scales, key and key signatures, intervals, triads, chords and composition.

### **MUS 6 Music History from Antiquity to 1750 CSU/UC/CSU GE Area C1/IGETC Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

An introductory survey course in western music history that covers the beginning of opera, composers, styles, genres and periods from antiquity to the end of the Baroque era.

### **MUS 7 Music History from 1750 to Modern Era CSU/UC/CSU GE Area C1/IGETC Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

An introductory survey course in western music history that covers composers, styles, genres and periods from early Rococo to the modern music era.

**MUS 10**  
**Basic Guitar**  
**CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/2 hours lab (R)  
2.0 Units

Basic guitar playing techniques including first position chords, scales, strumming and finger picking styles. There will be lectures on tuning, standard musical notation and guitar tablature. This course may be taken for a total of two enrollments.

**MUS 11**  
**Intermediate Guitar**  
**CSU/UC**

**Prerequisite:** MUS 10

1 hour lecture/2 hours lab (R)  
2.0 Units

Covers the mechanical skills of Arpeggio and Travis pattern picking, and their combination in solo technique. Emphasizes movable and bar chords as alternatives to first position chords, reviews and reinforces theoretical concepts in chromatic, major, minor and blues scales. Introduces concepts of harmony and chord construction. This course may be taken for a total of two enrollments.

**MUS 12**  
**Music Appreciation**  
**CSU/UC/CSU GE Area C1/IGETC**  
**Area 3A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture

3.0 Units

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.

**MUS 14**  
**Music Ensemble: Concert/Jazz Band**  
**CSU**

3 hours lab  
1.0 Units

Performance of music for band and wind ensembles of music from master composers of all periods, including jazz. Student should be familiar with the basic techniques of their instrument. Solo opportunities for advanced students.

**MUS 15**  
**Music Ensemble: Orchestra**  
**CSU**

3 hours lab  
1.0 Units

Training in the interpretation and performance of standard orchestral literature, with emphasis on sight-reading. Advanced students may be given opportunities for solo work. At least one public performance each semester.

**NURSING**  
**Licensed Vocational Nursing**

**VN 50**  
**Pharmacology**

**Corequisite:** VN 51

3.7 hours lecture  
3.0 Units

Introduction to the principles of pharmacology, medication administration, and computation of medication dosage. Includes the study of major drug categories.

**VN 51**  
**Nursing Fundamentals**

**Prerequisites:** CNA Certification or HO 80A, HO 54 or BIO 25 and BIO 26, HLTH 25, PSY 1, HO 120 and acceptance and enrollment into the Vocational Nursing Program.

**Corequisites:** VN 50, VN 52

**Recommended Preparation:** English 50 and Math 51 or equivalent placement through the assessment process.

4.4 hours lecture  
4.0 Units

Introduction to nursing fundamentals and the health care profession. Topics include the history of nursing, nursing concepts, legal and ethical issues, nursing process, basic patient needs and the nursing care required for alterations in basic needs.

**VN 52**  
**Clinical Lab I**

**Corequisite:** VN 51

21 hours lab  
6.0 Units

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 294. Clinical hours may vary from week to week.

**VN 53**  
**Adult Nursing Theory II**

**Prerequisite:** Successful completion of first trimester vocational nursing courses.

**Corequisite:** VN 54

6 hours lecture  
6.0 Units

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.

**VN 54  
Clinical Lab II**

**Prerequisite:** Successful completion of first trimester vocational nursing courses.

**Corequisite:** Enrollment in second trimester vocational nursing courses.

21 hours lab  
6.0 Units

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 294. Clinical hours may vary from week to week.

**VN 55  
Adult Nursing Theory III**

**Prerequisite:** Successful completion of first and second trimester vocational nursing courses.

**Corequisite:** VN 56, VN 57, VN 58

2.4 hours lecture  
2.0 Units

Presents disease conditions of the genitourinary system in relation to pathophysiology, etiology, treatment and nursing concerns. Course will also include instruction on the transition from student to Licensed Vocational Nurse.

**VN 56  
Clinical Lab III**

**Prerequisite:** Successful completion of second trimester vocational nursing courses.

**Corequisite:** Enrollment in third trimester vocational nursing courses.

21 hours lab  
6.0 Units  
Application of theory to clinical practice,

utilizing advanced skills in patient care. Total clinical hours are 294. Clinical hours may vary from week to week.

**VN 57  
Maternity Nursing**

**Prerequisite:** Successful completion of second trimester vocational nursing courses.

**Corequisite:** VN 55

2.4 hours lecture  
2.0 Units

Course includes human sexuality, conception, pregnancy, labor, delivery, postpartum and care of the newborn.

**VN 58  
Pediatric Nursing**

**Prerequisite:** Successful completion of second trimester vocational nursing courses.

**Corequisite:** VN 55

2.4 hours lecture  
2.0 Units

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.

**PHILOSOPHY**

**PHIL 1  
Introduction to Philosophy  
CSU/UC/CSU GE Area C2/IGETC  
Area 3B/Associate Degree Area C**

**Recommended Preparation:** English 1 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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.

**PHIL 2  
Critical Thinking  
CSU/UC/CSU GE Area A3/Associate  
Degree Area D2**

**Recommended Preparation:** English 1 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

An analysis of the uses and misuses of language as they affect thought; the structure of arguments and rational resolution of disagreement; an analysis of fallacies or logical mistakes; and an approach to thinking cogently and critically about different kinds of claims and beliefs, both in day to day life and in the sciences and academic disciplines. A review of the works of Rene Descartes, John Locke, David Hume, Bishop Berkely, Immanuel Kant.

**PHIL 10  
Comparative World Religions  
CSU/UC/CSU GE Area C2/IGETC  
Area 3B/Associate Degree Area C**

**Recommended Preparation:** English 1 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 correspondence delivery

**PHYSICAL EDUCATION**

**PE 15  
Introduction to Physical Education  
CSU/UC**

**Recommended Preparation:** English 50 and Reading 51 or equivalent

placement through the assessment process.

3 hours lecture  
3.0 Units

This course will present opportunities and responsibilities associated with physical education, leadership, theory, history, and principles of physical education.

**PE 20I**  
**Theory of Baseball**  
**CSU/UC (unit limitation)/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

Basic fundamentals to improve student development of specific skills needed to compete, both as a player and coach.

**PE 21I**  
**Theory of Basketball**  
**CSU/UC (unit limitation)/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

This class will utilize the theory/lecture/discussion format in a classroom setting, as well as some on-court situations. The game of basketball will be examined extensively from a theoretical perspective.

**PE 22I**  
**Theory of Volleyball**  
**CSU/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

2 hours lecture  
2.0 units

Volleyball will be analyzed from a theoretical perspective. Application of theory will occur in a lab situation.

**PE 23I**  
**Theory of Softball**  
**CSU/UC (unit limitation)/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

Softball will be analyzed from a theoretical perspective. Application of theory will occur in a lab situation.

**PE 24I**  
**Theory of Track and Field**  
**CSU/UC (unit limitation)/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

A basic understanding of coaching methods involved in track and field events. This will be integrated with a basic knowledge of sports science as it applies to coaching.

**PE 25I**  
**Theory of Wrestling**  
**CSU/Associate Degree Area E2**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

2 hours lecture  
2.0 Units

This course is designed to provide

basic fundamentals to improve student development of skills needed to compete in wrestling, both as player and coach.

**PE 26**  
**Officiating**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/3 hours lab  
2.0 Units

Theory and practice of the basic skills and techniques of officiating.

**PE 27**  
**Care & Prevention of Athletic Injuries**  
**CSU/UC (unit limitation)/CSU GE Area E**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture  
1.0 Units

This course is for those interested in, or in need of, a review of all current materials and techniques of the care and prevention of athletic injuries.

**PE 49**  
**Physical Education Cooperative Work Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-20 hours lab (R)  
1.0-4.0 Units

This course consists of a program of on-the-job learning experience for students employed in a job related to Physical Education. Enrollment in Cooperative Work Experience is limited

to a maximum of 16 units, including all Vocational, Occupational and General Cooperative 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.

## **PHYSICAL EDUCATION ACTIVITIES COURSES**

### **PEAC 2A Men's Varsity Soccer CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate varsity soccer competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following soccer courses may be taken for a maximum of four times for credit: PEAC 2A Men's Varsity Soccer, PEAC 2C Women's Varsity Soccer, PEAC 35A Soccer Skills.

### **PEAC 2C Women's Varsity Soccer CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate varsity soccer competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following soccer courses may be taken for a maximum of four times for credit: PEAC 2A Men's Varsity Soccer, PEAC 2C Women's Varsity Soccer, PEAC 35A Soccer Skills.

### **PEAC 5A Men's Varsity Basketball CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)

3.0 Units

Intercollegiate men's varsity basketball competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following basketball courses may be taken for a maximum of four times for credit: PEAC 5A Men's Varsity Basketball, PEAC 5C Women's Varsity Basketball, PEAC 21A Basketball Skills.

### **PEAC 5C Women's Varsity Basketball CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate women's varsity basketball competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following basketball courses may be taken for a maximum of four times for credit: PEAC 5A Men's Varsity Basketball, PEAC 5C Women's Varsity Basketball, PEAC 21A Basketball Skills.

### **PEAC 6 Varsity Wrestling CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate varsity wrestling competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following wrestling courses may be taken for a maximum of four times for credit: PEAC 6 Varsity Wrestling, PEAC 25A Collegiate Wrestling Skills, PEAC 25B International Wrestling Skills.

### **PEAC 7 Varsity Baseball CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

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, a combination of the following baseball courses may be taken for a maximum of four times for credit: PEAC 7 Varsity Baseball, PEAC 20A Baseball Skills.

### **PEAC 9 Women's Varsity Volleyball CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate women's varsity volleyball competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following volleyball courses may be taken for a maximum of four times for credit: PEAC 9 Women's Varsity Volleyball, PEAC 22A Volleyball Skills.

### **PEAC 10 Women's Varsity Softball CSU/UC (unit limitation)/Associate Degree Area E2**

10 hours lab (R)  
3.0 Units

Intercollegiate women's varsity softball competition. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following softball courses may be taken for a maximum of four times for credit: PEAC 10 Women's Varsity Softball, PEAC 23A Softball Skills.

**PEAC 12  
Triathlon Training  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

Introduction to the growing sport of triathlon. Instruction and training in fundamentals of swimming, bicycling, running and weight training. Students may choose to complete a triathlon as a culminating activity or may participate to increase fitness levels. This course may be taken for a total of four enrollments.

**PEAC 14  
Bowling  
CSU/UC**

3 hours lab (R)  
1.0 Units

This course is designed to teach a better understanding of the game of bowling, while focusing on the basic concepts, essential skills and basic understanding of rules and scoring of bowling. This course may be taken for a total of four enrollments.

**PEAC 16  
Walking for Fitness  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

Students will participate in a brisk walking program that will enhance their cardiovascular conditioning and endurance. This course may be taken for a total of four enrollments.

**PEAC 20A  
Baseball Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

Introduction and practice in basic baseball skills. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by super-

vised repetition and practice, a combination of the following baseball courses may be taken for a maximum of four times for credit: PEAC 7 Varsity Baseball, PEAC 20A Baseball Skills.

**PEAC 21A  
Basketball Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

This course is designed for anyone who has an interest in playing basketball, beginners to advanced players. Emphasis will be placed on games using less than full teams and half-court situations. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following basketball courses may be taken for a maximum of four times for credit: PEAC 5A Men's Varsity Basketball, PEAC 5C Women's Varsity Basketball, PEAC 21A Basketball Skills.

**PEAC 22A  
Volleyball Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
0.5-1.0 Units

A class designed to introduce and develop skills necessary to participate in a volleyball game. The skills will vary from beginning to advanced depending upon the individual and class makeup. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following volleyball courses may be taken for a maximum of four times for credit: PEAC 9 Women's Varsity Volleyball, PEAC 22A Volleyball Skills.

**PEAC 23A  
Softball Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

This course is an introduction and practice in basic softball skills. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following softball courses may be taken for a maximum of four times for credit: PEAC 10 Women's Varsity Softball, PEAC 23A Softball Skills.

**PEAC 25A  
Collegiate Wrestling Skills CSU/UC  
(unit limitation)/Associate Degree  
Area E2**

3 hours lab  
1.0 Units

Traditional folk style wrestling allows students to advance their skills in wrestling. Basic skills through advanced techniques and sequences will be taught. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following wrestling courses may be taken for a maximum of four times for credit: PEAC 6 Varsity Wrestling, PEAC 25A Collegiate Wrestling Skills, PEAC 25B International Wrestling Skills.

**PEAC 25B  
International Wrestling Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab  
1.0 Units

International wrestling allows students to advance their skills in international style wrestling. Basic skills through advanced techniques and sequences will be taught. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following wrestling courses may be taken for a maximum of four times for credit: PEAC 6 Varsity Wrestling, PEAC 25A Collegiate Wrestling Skills, PEAC 25B International Wrestling Skills.

**PEAC 32A  
Step Aerobics  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
0.5-1.0 Units

Instruction in low impact aerobics using a step. Emphasis will be placed on cardiovascular conditioning, weight training, flexibility and muscle toning. This course may be taken for a total of four enrollments.

**PEAC 32D  
Fitness Center  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
0.5-1.0 Units

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 may be taken for a total of four enrollments.

**PEAC 34  
Golf Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

Instruction in the fundamental skills of golf. Selection and proper use of equipment will be stressed. Rules and etiquette on the course will be covered. Designed for those students unfamiliar with the fundamentals of the discipline. This course may be taken for a total of four enrollments.

**PEAC 35A  
Soccer Skills  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
1.0 Units

A class designed to introduce and develop skills necessary to participate in soccer. The skills will vary from beginning to advanced depending upon the individual and class makeup. Primary emphasis will be on the application of skills developed. This course may be taken for a total of two enrollments. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following soccer courses may be taken for a maximum of four times for credit: PEAC 2A Men's Varsity Soccer, PEAC 2C Women's Varsity Soccer, PEAC 35A Soccer Skills.

**PEAC 36  
Cross Country Skiing  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab  
0.5-1.0 Units

The techniques of cross country skiing. Instruction will be directed toward the individual's ability to use cross country techniques to ski both competently and safely. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following skiing courses may be taken for a maximum of four times for credit: PEAC 36 Cross Country Skiing, PEAC 37 Alpine Skiing, PEAC 38 Snowboarding, PEAC 40 Nordic Skiing.

**PEAC 37  
Alpine Skiing  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab  
0.5-1.0 Units

The techniques of alpine skiing, including downhill. Both individual and group instruction will be directed toward the individual's ability to alpine ski competently and safely. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following skiing courses may be taken for a maximum of four times for credit: PEAC 36 Cross Country Skiing, PEAC 37 Alpine Skiing, PEAC 38 Snowboarding, PEAC 40 Nordic Skiing.

**PEAC 38  
Snowboarding  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab  
0.5-1.0 Units

The basic techniques of snowboarding. Both individual and group instruction will be directed towards ability to learn snowboarding competently and safely. Participants must provide their own snowboard and appropriate clothing. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following skiing courses may be taken for a maximum of four times for credit: PEAC 36 Cross Country Skiing, PEAC 37 Alpine Skiing, PEAC 38 Snowboarding, PEAC 40 Nordic Skiing.

**PEAC 40  
Nordic Skiing  
CSU/Associate Degree Area E2**

3 hours lab  
0.5-1.0 Units

The techniques of Nordic skiing, including telemarking. Both individual and group instruction will be directed toward the individual's ability to use Nordic ski techniques and ski competently and safely. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following skiing courses may be taken for a maximum of four times for credit: PEAC 36 Cross Country Skiing, PEAC 37 Alpine Skiing, PEAC 38 Snowboarding, PEAC 40 Nordic Skiing.

**PEAC 44  
Yoga  
CSU/UC (unit limitation)/Associate  
Degree Area E2**

3 hours lab (R)  
0.5-1.0 Units

Introduction to basic yoga postures. Study and practice of exercises for self-awareness, breathing, relaxation, visualization and meditation. This course may be taken for a total of four enrollments.

**PEAC 44A**  
**Jazz Dancing**  
**CSU/Associate Degree Area E2**

3 hours lab (R)  
1.0 Units

This course is a study of jazz dance form and techniques. Analysis of dance movement, development of body coordination, strength, alignment and rhythmic accuracy. This course may be taken for a total of four enrollments.

**PEAC 54**  
**Sports Conditioning**  
**Associate Degree Area E2**

3 hours lab (R)  
1.0 Units

This course is designed to improve the physical conditioning for a specific sport. It will include strength training, cardiovascular endurance training, flexibility, speed work, polymathic training, agility drills, core stability training and sport-specific technique work. The course is appropriate for training all sports. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be taken four times for credit.

**PEAC 60**  
**Physical Fitness for the Senior Adult**

3 hours lab (R)  
1.0 Units

Physical activity especially designed for the senior adult. There may be utilization of the fitness center, using a chair or standing routine, the gym floor, and/or track. Since skills/proficiencies are enhanced by supervised repetition and practice, a combination of the following senior fitness courses may be taken for a maximum of four times for credit: PEAC 60 Physical Fitness for Senior Adults, PEAC 150 Physical Conditioning for Older Adults.

**PHYSICAL SCIENCE**

**PHSC 1**  
**General Physical Science**  
**CSU/UC (unit limitation)/CSU GE**

**Area B1/IGETC Area 5A/Associate Degree Area A**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

A brief introduction to physics, chemistry, geology, and astronomy with student-active laboratory demonstrations. Not intended for science majors.

**PHYSICS**

**PHYS 2A**  
**General Physics I**  
**CSU/UC/CSU GE Areas B1, B3/IGETC Area 5A/Associate Degree Area A**

**Prerequisite:** Math 7

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/3 hours lab  
4.0 Units

Fundamental descriptions of motion and its cause, the physical and thermal properties of matter, and the transfer of energy waves.

**PHYS 2B**  
**General Physics II**  
**CSU/UC/CSU GE Areas B1, B3/IGETC Area 5A/Associate Degree Area A**

**Prerequisite:** Physics 2A.

3 hours lecture/3 hours lab  
4.0 Units

Fundamental descriptions of the relationship of matter and energy, including electricity and magnetism, ray and wave optics, and atomic structure.

**POLITICAL SCIENCE**

**PLSC 1**  
**American Institutions CSU/UC/CSU GE Areas D8/IGETC Area 4H, 7A/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process. .

3 hours lecture  
3.0 Units

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 live-interactive, online, and correspondence delivery.

**PLSC 11**  
**Student Leadership**  
**CSU**

3 hours lab (R)  
1.0 Units

Practical experience in group leadership situations involving parliamentary procedure, organization, goal setting, budgeting, and agenda setting. This course may be taken for a total of three enrollments.

**PSYCHOLOGY**

**PSY 1**  
**Introduction to Psychology**  
**CSU/UC/CSU GE Areas D9, E/IGETC Area 4I/Associate Degree Areas B, E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

One semester basic course, introducing psychology as the scientific study of human behavior, with emphasis on growth and development, individual differences, perception, learning, motivation and personality. Science - physiological approach to Psychology similar to biological approach. This course has been approved for live-interactive, online and correspondence delivery.

**PSY 2**  
**Principles of Psychology**  
**CSU/UC/CSU GE Areas D9, E/IGETC**  
**Area 4I/Associate Degree Areas B,**  
**E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course provides an in-depth survey of contemporary research in the areas of individual behavior, processes underlying behavior, biology and behavior, and social behavior with emphasis on contemporary problems, recent discoveries and innovations in the field of Psychology. This course has been approved for online and correspondence delivery.

**PSY 18**  
**Human Development: A Life Span**  
**CSU/UC/CSU GE Area D7, E/IGETC**  
**Area 4G/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 appli-

cation of developmental principles. This course has been approved for online delivery.

**PSY 31**  
**Child Development: Conception**  
**through Adolescence**  
**CSU/UC/CSU GE Area D7, E/IGETC**  
**Area 4G/Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course examines the major physical, psychological, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. This course has been approved for live-interactive and correspondence delivery.

**PSY 33**  
**Psychology of Personal Adjustment**  
**CSU/CSU GE Area E/Associate**  
**Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course provides an examination of personality development encompassing interpersonal relations in family and society. Coping skills, general adaptation syndrome and its relationship to stress, communication skills are all explored. This course has been approved for correspondence delivery.

**PSY 80**  
**Facing Stress and Pain**  
**Associate Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment

process.

8 hours lecture  
0.5 Units

A course on stress management techniques for the beginner who wants to expand his/her understanding of what stress is, how it affects our physical and emotional well being, and how to cope.

**PSY 95**  
**Parapsychology**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The history of parapsychology will attempt to synthesize many aspects of parapsychological research with theoretical aspects of human psychic potential.

## READING

**READ 51**  
**Effective Reading & Study Skills**

**Recommended Preparation:** English 101 or equivalent placement through the assessment process.

2 hours lecture /3 hours lab  
3.0 Units

Combines lecture and laboratory instruction in mastering advanced reading skills and study skills necessary for a successful college experience.

**READ 101**  
**Basic Reading & Study Skills**

2 hours lecture/3 hours lab  
3.0 Units

Lecture and laboratory instruction to assist in mastery of the specific skills required of a competent reader and in becoming a more organized student.

## SOCIOLOGY

### **SOC 1** **Introduction to Sociology** **CSU/UC/CSU GE Area D0/IGETC** **Area 4J/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

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 and correspondence delivery.

### **SOC 2** **Social Problems** **CSU/UC/CSU GE Area D0/IGETC** **Area 4J/Associate Degree Area B**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Investigation and analysis of major social problems in the United States at the present time. This course has been approved for online and correspondence delivery.

### **SOC 3** **Family Relations** **CSU/CSU GE Area E/Associate** **Degree Areas B, E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The study and analysis of traditional

and non-traditional structure and functions of marriage and family. Explores contemporary family situations, parenting, communication, and family alternatives. This course has been approved for online and correspondence delivery.

## SPANISH

### **SPAN 1** **First Course in Spanish** **CSU/UC/CSU GE Area C2/IGETC** **Area 6A/Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture/2 hours lab  
4.0 Units

Understanding, speaking and reading the language of everyday life. Drill in the elements of grammar and practice in writing Spanish. Geography, culture, and history of Hispanic societies will be introduced.

### **SPAN 2** **Second Course in Spanish** **CSU/UC/CSU GE Area C2/IGETC** **Area 3B, 6A/Associate Degree Area C**

**Prerequisite:** Spanish 1.

3 hours lecture/2 hours lab  
4.0 Units

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.

### **SPAN 50** **Conversational Spanish** **Associate Degree Area C**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

Designed to give students abundant practice in developing oral communication skills in Spanish. Topics providing basis for discussion and prepared talks will include everyday life situations, current events, Latin American and Spanish culture.

## SPEECH

### **SPCH 1** **Fundamentals of Speech** **Communication** **CSU/UC/CSU GE Area A1/IGETC** **Area 1C/Associate Degree Area D2/CAN SPCH 4**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

This course is designed to develop oral performance skills in speaking before an audience. The course content will emphasize six systems of speech organization contained within major speech types in our contemporary society.

### **SPCH 2** **Interpersonal Communication** **CSU/UC/CSU GE Area E/Associate** **Degree Area E1**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

3 hours lecture  
3.0 Units

The course is designed to expand the student's awareness of the communication process and to provide skills for improving interpersonal communication. Lectures, small group discussion, and experiential exercises will be utilized to explore such issues as interpersonal communication, nonverbal communication, effective listening and



responding, assertive speaking, conflict resolution, interpersonal communication dyads and small groups, health and intercultural communication.

## TUTORING

### TUTR 50 Fundamentals of Peer Tutoring

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture (9 weeks)  
0.5 Units

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 & Field Pipe Welding I CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab (R)  
3.0 Units

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, air carbon arc cutting, shielded metal arc welding and pipe welding. Pipe coupons will be prepared and welded in the horizontal rolled (1G) position. American Welding Society (AWS) welding certifications on plate and pipe will be prepared and completed. Repeatable as required for certification by the American Welding

Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

### WT 21 Power Plant & Field Pipe Welding II CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab (R)  
3.0 Units

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 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 certifications will be prepared and completed on one inch plate in the 3G and 4G positions. Repeatable as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

### WT 22 Power Plant & Field Pipe Welding III CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab (R)  
3.0 Units

This is a fundamental class dealing with pipe welding in the 6G position using the shielded metal arc welding process. Joint designs will be performed using the gas metal arc welding and the gas tungsten arc welding process in preparation for welding root passes on pipe. Welding symbols 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) certifications in GTAW, GMAW, and FCAW will be prepared and completed. Repeatable as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

### WT 23 Power Plant & Field Pipe Welding IV CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

1 hour lecture/6 hours lab (R)  
3.0 Units

This class deals with pipe welding in the 2G (vertical fixed) and 5G (horizontal fixed) positions using gas tungsten arc welding for the root pass and shielded metal arc welding for the fill and cover passes. Aluminum and stainless steel welding using gas tungsten arc welding will also be covered. American Welding Society (AWS) pipe certification will be prepared and completed in the 5G and 6G positions. Repeatable as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

### WT 36 Welding Theory & Practice – Oxyacetylene CSU

9 hours lab (R)  
1.0-3.0 Units

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 & Practice-Shielded Metal Arc Welding**  
**CSU**

9 hours lab (R)  
1.0-3.0 Units

This is an elective welding course where students will apply the shielded metal arc welding (SMAW) processes to selected projects. This course has been approved for open entry/open exit. This course may be taken for a total of three enrollments, not to exceed three units, or as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 38**  
**Welding Theory & Practice - Gas Metal Arc Welding**  
**CSU**

9 hours lab (R)  
1.0-3.0 Units

This is an elective welding course where students will apply the gas metal arc welding (GMAW) processes to selected projects. This course has been approved for open entry/open exit. This course may be taken for a total of three enrollments, not to exceed three units, or as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 39**  
**Welding Theory & Practice - Gas Tungsten Arc Welding**  
**CSU**

9 hours lab (R)  
1.0-3.0 Units

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 for a total of three enrollments, not to exceed three units, or as required for

certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 40**  
**Oxyacetylene Welding**  
**CSU**

9 hours lab  
3.0 Units

This is a beginning elective welding course designed to develop the manipulative skills, technical knowledge and application of the oxyacetylene welding and cutting process.

**WT 42**  
**Intermediate Shielded Metal Arc Welding**  
**CSU**

9 hours lab (R)  
3.0 Units

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 certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 43**  
**Advanced Shielded Metal Arc Welding**  
**CSU**

9 hours lab (R)  
3.0 Units

This is the last in a three-course sequence of fundamental elective classes dealing with the shielded metal arc welding process (SMAW). Specialized filler rods will be selected and applied to joint designs which meet industrial standards. Repeatable as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 44**  
**Gas Metal Arc Welding**  
**CSU**

9 hours lab (R)  
3.0 Units

This course is designed as an elective class to develop the manipulative skills, technical knowledge and application of the gas metal arc welding (GMAW) process. The process will be applied to recognize joint designs on ferrous and nonferrous materials. Repeatable as required for certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 45**  
**Gas Tungsten Arc Welding**  
**CSU**

9 hours lab (R)  
3.0 Units

This is an elective course designed to develop the manipulative skills, 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 certification by the American Welding Society D1.1 Section 4.1.3. (Instructor authorization required for course repetition.)

**WT 49**  
**Welding Technology Work Experience**  
**CSU**

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

This course enables students with educational or occupational goals in welding technology, who are working in the field of welding technology, to build related job specific skills through individualized learning objectives. There are no concurrent enrollment requirements for this

course. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative Work Experience enrollments. Units are awarded based upon achievement of approved learning objectives and documentation of work hours. Title V specifies students will earn 1 unit of credit for each 75 hours paid work, and 1 unit credit for each 60 hours volunteer work.

## WORK EXPERIENCE

### WE 1 General Work Experience CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-30 hours lab (R)  
1.0-6.0 Hours

This course consists of a program of on-the-job learning experiences designed to assist the student in developing effectiveness on the job. Employment need not be related to a vocational or occupational major. Enrollment in this course shall not exceed six units. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative 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.

### WE 2 Occupational Work Experience CSU

**Recommended Preparation:** English 50 and Reading 51 or equivalent placement through the assessment process.

5-40 hours lab (R)  
1.0-8.0 Units

Occupational Work Experience is designed to enrich the student's total development by integrating classroom instruction with well-planned and supervised practical work experience. Enrollment in Cooperative Work Experience courses is limited to a maximum of 16 units, including all Vocational, Occupational and General Cooperative 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.

## NON CREDIT COURSES

### ART

#### ART 150 Art for Older Adults

6 hours lab (R)  
0 Units

A non-credit course offered in conjunction with each of the disciplines (ceramics, painting, photography, etc.) offered in the art department. This course may require a laboratory fee which is collected at the time of registration. This course may be taken for a total of four enrollments.

### BASIC SKILLS

#### BS 170 Elementary & Secondary Basic Skills: GED-Writing

1.5 hours lab (R)  
0 Units

A course for non-high school graduates who wish to prepare for the GED test for high school equivalency in writing. This course may be taken for a total of two enrollments.

#### BS 171 Elementary & Secondary Basic Skills: GED-Math

1.5 hours lab (R)  
0 units  
A course for non-high school graduates

who wish to prepare for the GED test for high school equivalency in mathematics. This course may be taken for a total of two enrollments.

#### BS 172 Elementary & Secondary Basic Skills: GED-Reading

1.5 hours lab (R)  
0 Units

A course for non-high school graduates who wish to prepare for the GED test for high school equivalency in reading skills. This course is also designed to help students with the social studies and science tests through the content used in reading. This course may be taken for a total of two enrollments.

## CAREERS

#### CARS 151 Career Life Skills

2 hours lecture (R)  
0 Units

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, goal setting, decision making and stress management. This course may be taken for a total of four enrollments.

#### CARS 153 Career/Employment Strategies

2 hours lecture (R)  
0 Units

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

### CA 150 Computer Skills for Senior Adults

.5 hours lecture/1.5 hours lab (R)  
0 Units

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, 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

### CG 155 Study Strategies Lab

6 hours lab (R)  
0 Units

This lab course is designed to provide students with general 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. This course may be taken for a total of two enrollments.

### CG 156 Educational Financial Planning

8 hours lecture (1 week)  
0 Units

This non-credit course is intended to increase college retention and program completion by educating and assisting students at all levels about financial resources, personal finance techniques, and state and federal grant/loan regulations. Students will

investigate available financial resources including employment and student loan sources, learn financial aid eligibility requirements, plan personal budgets, and learn to manage grants/loans and employ budget techniques. Educational planning will be emphasized.

### CG 158 New Student Orientation

5 hours lecture  
0 Units

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, assessment, counseling and registration.

## DEVELOPMENTAL STUDIES

### DS 156 Developmental Studies-Adaptive Agriculture-Equine Care

4 hours lab (R)  
0 Units

This course is designed for students with substantial disabilities to increase skill development in basic horse care. The focus will be on individual skills development within the limitation of the student's disability. This course may be taken as needed.

### DS 157 Developmental Studies-Adaptive Agriculture- Natural Resources

4 hours lab (R)  
0 Units

This course is designed for students with substantial disabilities to increase skill development in understanding natural resources. The focus will be on individual skills development within the

limitation of the student's disability. This course may be taken as needed.

### DS 158 Developmental Studies – Adaptive Arts & Crafts

2 - 4 hours lab (R)  
0 Units

This course is designed for students with developmental disabilities or senior citizen with disabilities to increase skill development in a broad range of arts and craft 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.

## ENGLISH

### ENGL 150 ESL Basic Skills

2 hours lecture/3 hours lab (R)  
0 Units

This skills development course is for the ESL/foreign student who scores below the fourth grade level on the Placement Test. It 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

**Prerequisite:** ENGL 150 ESL Basic Skills. Before entering this course, the student should be able to: 1. Recognize basic work patterns, syllabication and phonics. 2. Communicate basic ideas both verbally and in writing. 3. Use correct syntactical construction both verbally and in writing.

2 hours lecture/3 hours lab  
0 Units

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.

**ENG 155**  
**English Writing Lab – Basic Skills**

4 hours lab (R)  
0 Units

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**

2 hours lecture/4 hours lab  
(9 weeks) (R)  
0 Units

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**

16 hours lab (1 week) (R)  
0 Units

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.)

**HEALTH OCCUPATIONS**

**HO 152**  
**Standard First Aid**

7 hours lecture/2 hours lab  
(1 week) (R)  
0 Units

The American Red Cross Standard First Aid course integrates adult cardiopulmonary resuscitation (CPR) with other first aid topics. Emphasis is on relating first aid to the participants' lives and work situations by using film and video scenarios and skill demonstrations as well as class discussion. This course may be taken as needed.

**MATHEMATICS**

**MATH 155**  
**Math Lab - Basic Skills**

4 hours lab (R)  
0 Units

This lab course is designed to provide students with general study skills as well as course specific help in the Basic Math and Pre-Algebra courses (Math 101 and Math 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 three enrollments.

**MATH 156**  
**Math Lab – Precollegiate Algebra**

4 hours lab (R)  
0 Units

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 (Math 53), Elementary Algebra (Math 51) 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.

**TUTORING**

**TUTR 150**  
**Supervised Tutoring**

3 hours lab (R)  
0 Units

This course is designed to increase the probability of a student's successful completion of his/her educational goals by offering one-to-one tutoring or other appropriately supervised assistance. This course may be taken for a total of four enrollments.

# Administration, Faculty and Staff

## Administration

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**John Martin**  
**Gunsmithing**

Professional Gunsmith Certificate

Gunsmith Welding Certificate

NRA Basic Armor Certificate

NRA Basic Fiberglass Stock Certificate

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Diego

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

## **Monna Walters** **Nursing**

M.S., Nursing, University of  
Phoenix

B.S., Secondary Education,  
McMurry University

A.S., Nursing, Shelby State  
Community College

## **Brian Wolf** **Agriculture**

B.A., Agriculture, California State  
University, Chico

## **Glen Yonan** **Coaching**

M.A., Sports Management, United  
States Sports Academy

B.A., Sociology, California State  
University, Chico

## **Confidential and** **Supervisory Personnel**

## **Terry Bartley** **Comptroller**

A.A., General Education, Yuba  
Community College

## **Shelly Baxter** **Director of Child Care Center**

B.A., Organizational Management,  
Ashford University, Clinton, Iowa

A.A., Early Childhood Education,  
Lassen Community College

## **Francis “Bo” Beaujon** **Residential & Campus Activities** **Manager**

B.A., Physical Education, West  
Virginia University

## **Marshel Couso** **Executive Assistant I** **Academic Services**

## **Kelton Freitas** **NRA/Gunsmithing Coordinator**

## **Susie Hart** **Human Resources Technician**

A.A., Liberal Arts, Butte College

## **Julie Johnston** **Executive Assistant II** **Office of the President**

A.A., Business Administration,  
University of Phoenix

## **John Jones** **Athletic Director**

M.A., Physical Education and  
Health, California State University,  
Humboldt

B.A., Physical Education, California  
State University, Humboldt

## **Matthew Levine** **Financial Aid Director**

B.B.A., National University

## **Robin Padgett** **CalWORKS Job Placement** **Specialist**

B.A., Social Science, Career and  
Life Planning, California State  
University, Humboldt

## **Victoria Ramsey** **Director of Human Resources**

## **Eric Rulofson** **Director of Facilities**

A.A., Diesel Mechanics, Shasta  
College

## **Tena Rulofson** **Kinship Education Coordinator**

A.A., General Education, Shasta  
College

## **Denise Stevenson** **Mentor Program Director**

A.A., Early Childhood Education,  
Lassen Community College

A.A., Recreational Forestry, Lassen  
Community College

## **Bobbie Theesfeld** **Correspondence Director**

## **Andrea Tompkins** **P.O.S.T Coordinator**

## **Dave Trussell** **Director of Fire Technology**

A.A., Forestry, Lassen Community  
College

## **Norm Wilson** **Ski Hill Manager**

## **Classified Personnel**

## **Sandra Alexander** **Financial Aid Technician I**

B.S., Marketing, P. Stevens  
College, San Francisco



# Administration, Faculty and Staff

A. A., General Studies, Sacramento State

**Gail Baraby**  
Cafeteria Cook's Assistant

**Michael Bartley**  
Instructional Support Specialist II  
Agriculture

**Jennifer Bird**  
Fire Science Technician

**Janet Butcher**  
Child Development Associate  
Teacher

A.A., Early Childhood Education,  
Lassen Community College

**Karen Clancy**  
Administrative Assistant II

A.A., Liberal Arts, Lassen  
Community College

**Patrick Clancy**  
Maintenance Specialist IV  
Multi-Trade

**Kim Clain**  
Admissions and Records  
Assistant

B.A., Sociology, University of  
California, Davis

A.S., Administration of Justice,  
Napa Valley Community College

**Brenda Cook**  
Purchasing Assistant

**Justin Deal**  
Instructional Support Specialist I,  
Gunsmithing

**Wendy Donohue**  
Coordinator of Child  
Development

A.A., Early Childhood Education,  
Lassen Community College

**Cecelia Frohrib**  
Assessment Technician I

**Mary Hasselwander**  
Instructional Support Specialist  
III

B.S., Social Science, Washington  
State University

**Brenda Hoffman**  
Correspondence Technician

**Kenneth Honea**  
Maintenance Specialist II

**Philip Horner**  
Maintenance Specialist IV  
Multi-Trade

A.S., Steam Power Operations  
Technology, Lassen Community  
College

**Diann Jackson**  
Financial Aid Technician III

**Sandra Jonas**  
Admissions and Records  
Technician

B.A., Social Science, California  
State University, Chico

A.A., Liberal Arts, Lassen  
Community College

A.A., University Studies, Lassen  
Community College

**Rockefeller Kotaro**  
Instructional Support Specialist

**Jeffrey Lang**  
Maintenance Specialist III  
Plumber

**Nancy Lounsbury**  
Accounting Technician I

A.A., University Studies, Lassen  
Community College

A.A., General Education, Lassen  
Community College

**Tina Madrid**  
Child Development Center  
Assistant

A.A., Child Development, Porterville  
College

**Logan Merchant**  
Information Technology  
Specialist II

**K.C. Mesloh**  
Transfer Center Assistant

A.A., General Business, Lassen  
Community College

**Carol Montgomery**  
Accounting Technician III

A.S., Business Administration,  
Lassen Community College

A.S., Accounting, Lassen  
Community College

**Susan Murchison**  
Administrative Assistant II

**Motare Ngiratmab**  
Academic Advisor/Special  
Programs

A.A., Automotive Technology,  
Lassen Community College

**Caryn Nobles**  
Instructional Support Specialist II  
Nursing

A.S., Vocational Nursing, Lassen  
Community College

**Laurel Norman**  
Admissions and Records  
Assistant II

# Administration, Faculty and Staff

**Fran Oberg**  
**Administrative Assistant III**  
**Academic Services**

A.A., Ornamental Horticulture, Utah State University

A.S., Accounting, Lassen Community College

A.S., Mathematics, Lassen Community College

**Heather Parker**  
**Bookstore Manager**

**Loretta Pearce**  
**Accounting Technician II**

**Esparanza Plasencia**  
**Child Development Associate Teacher**

A.A., Early Childhood Education, Lassen Community College

**Gail Pritchard**  
**Instructional Office Technician**

A.A., General Studies, Lassen Community College

**Ray Richardson**  
**Maintenance Custodian**

A.A., General Education, Lassen Community College

A.A. Automotive Technology, Lassen Community College

A.A. Physical Education, Lassen Community College

**Dale Roberts**  
**Maintenance Custodian**

**Patti Robinson**  
**Financial Aid Technician**

**Thomas Rogers**  
**EOP&S Counselor**

M.A., Guidance and Counseling, Montana State University, Northern

B.A., Sociology and Psychology, Villanova University

**Bruce "Eddie" Sager**  
**Maintenance Custodian**

**Janna Sandahl**  
**Data Management Specialist**

A.A., Liberal Arts, Lassen Community College

A.A., University Studies, Lassen Community College

**Stephney Stuart**  
**Library Technician II**

A.A., General Education, Lassen Community College

**Lou Tangelbad**  
**Cafeteria Head Cook**

**Elaine Theobald**  
**Information Technology Specialist II**

A.A., Business Administration, San Joaquin Delta College

A.A., Computer Science, Lassen Community College

**Tamara Wattenburg**  
**Program Assistant EOP&S**

A.S., Business Administration, Lassen Community College

A.A., Accounting, Lassen Community College

**Norm Wilson**  
**Maintenance Specialist II**

**Theresa Woodbury**  
**Child Development Lead Teacher**

A.A., Lassen Community College

# Lassen Community College Faculty Emeritus

**Lynda Alberico**

*Counseling*

**Liona Baker**

*Vocational Nursing*

**Benjamin H. Barker**

*Art*

**Robert Bengard**

*Power Generation Technology*

**Tina Bishop**

*Counseling*

**I.D. "Doc" Blevins**

*Automotive Technology*

**Dwight Brown**

*Computer Science*

**Rosanna Brown**

*Librarian*

**Robert Brower**

*History, Humanities*

**Warren E. Chapman**

*Art, Photography*

**Bernadette Chavez**

*Psychology*

**Ellen B. Collins**

*Business, Psychology*

**Robert H. Dunlap**

*Gunsmithing*

**Elaine Edwards**

*Work Experience*

**Joe R. Fitschen**

*English, Philosophy*

**David Foster**

*Mathematics*

**Deanna Foster**

*English*

**Robert C. Genasci**

*Physical Education, Athletics*

**Kenneth B. Goodman**

*Business*

**Janet Goodrich**

*Psychology, Counseling*

**James Goubert**

*Counseling/Work Experience*

**John W. Hamilton**

*Forestry*

**Robert Hershberger**

*Agriculture*

**Robert L. Irvin**

*Counseling, History*

**Robert Jones**

*Biology, Physical Education*

**Bob J. Kellenbeck**

*Mathematics*

**James B. Lytjen**

*Physical Education  
Track/Cross Country Coach*

**William Mark**

*Ethnic Studies, Political Science*

**James H. McMillin**

*Biology, Natural Science*

**Robert Middleton**

*Humanities, History*

**Ed Mincher**

*Science*

**Van Mitchell**

*Chemistry*

**Gary Motta**

*Physical Science, Mathematics*

**John Mulcahy**

*Welding*

**Donna Pritchard**

*Physical Education*

**Harold L. Powell**

*History*

**Robert Shepherd**

*Speech*

**Robert Splettstoesser**

*Engineering*

**Richard Springer**

*Counseling, DSP&S*

**James W. Sweet**

*Construction Trades*

**Stephen Taylor**

*Gunsmithing*

**Brian Tobin**

*History, English*

**Lylse Trabert**

*English, Philosophy*

**John W. Vest**

*Gunsmithing*

**Thomas T. Weeks**

*Automotive Technology*

**Ann Wingate**

*Counseling*

**John F. Wise**

*Gunsmithing*