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# Los Medanos College Catalog 2003-2004



**Los Medanos College**

2700 East Leland Road

Pittsburg, CA 94565-5197

(925) 439-2181

(925) 439-5709 TDD

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### **Mission Statement**

Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse community it serves. Our mission is to increase the knowledge, to improve the skills, and to enhance the lives of our students and our community.

### **Non-Discrimination Policy**

The Contra Costa Community College District and Los Medanos College are committed to equal opportunity in educational programs and campus life. The college does not discriminate, nor support discrimination, on the basis of ethnic group identification, age, gender, physical or mental disability, color, national origin, religion, sexual orientation, veteran status, or medical condition in any access to and treatment in college programs or activities. The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

This policy is in compliance with Title VI of the Civil Rights Act of 1964, pertaining to race, color, and national origin discrimination; Title IX of the Education Amendments of 1972, pertaining to sex discrimination; Section 504 of the Rehabilitation Act of 1973, pertaining to disability discrimination; the Age Discrimination Act of 1975, pertaining to age discrimination, and applicable District policy.

### **Alternative Media**

This publication is available in alternate media. For information, contact the High Technology Center at (925) 439-2181, extension 3279. TDD (925) 439-5709.

### **Catalog Acknowledgement**

Gail Newman: Editor  
Robert Skapura/Carol Shuey: Database Download  
Shannon Ramirez: Course Data Input  
Cherie Alberts: Catalog Layout and Design  
Laurie Prindle: Catalog Cover Layout and Design, Graphic Arts Student

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# 2003-2004 Catalog

## *and Announcement of Courses*

### **Accreditation**

Los Medanos College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education

### **Approved by**

California State Board of Community Colleges

California Department of Education, Bureau of School Approvals for the enrollment of veterans and eligible persons under Title 38 of the U.S. Code.

State Board of Registered Nursing  
State Board of Vocational Nursing  
University of California  
California State Colleges and Universities  
Commission on Peace Officer Standards and Training  
Small Business Administration  
Contra Costa County Emergency Medical Services Office

### **Telephone**

Administration—  
Pittsburg Area (925) 439-2181  
Concord / Pleasant Hill / Walnut Creek (925) 798-3500  
Brentwood / Oakley (925) 754-9011  
Bookstore (925) 439-2056  
TDD (925) 439-5709

*Los Medanos College has made every reasonable effort to determine that information stated in this catalog is true and correct. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of Los Medanos College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the Contra Costa Community College District and the College. The District and the College further reserve the right to add to, amend or repeal any of their rules, regulations, policies, and procedures consistent with applicable laws.*

*This catalog is supplemented by the Schedule of Courses, which is published each term and provides updated information about courses, services, policies, and procedures.*



# Contra Costa Community College District

## Governing Board

President .....	John T. Nejedly
Vice President .....	David N. MacDiarmid
Secretary .....	David W. Girard
Member .....	Jess H. Reyes
Member .....	Sheila A. Grilli

## District Administration

Charles C. Spence, Chancellor

## Campuses

Los Medanos College, Contra Costa College, Diablo Valley College

## Los Medanos College Administration

President .....	Dr. Raul Rodriguez
Vice President .....	Peter Garcia
Executive Dean .....	Daniel Henry
Senior Dean, Information Technology .....	TBA
Senior Dean, Liberal Arts and Sciences .....	Richard Livingston
Senior Dean, Occupational Education .....	Dr. Veronica Knott
Senior Dean, Student Services .....	TBA
Dean, Liberal Arts and Sciences .....	Gil Rodriguez
Dean, Occupational Education .....	Diana McDonald
Director of Admissions and Records .....	Gail Newman
Director of Business Services .....	Bruce Cutler
Director of College Development .....	Nancy Chinn
Director of Enrollment Management .....	Art Alatorre
Director of Instructional Support .....	Sandra Trujillo-Holman
Director of Marketing and Media Design .....	Robert Valentine
Bookstore Manager .....	Jimmie Glover
Building and Grounds Manager .....	Anton Campen
Custodial Manager .....	Charles Coleman
EOPS Program Manager .....	TBA
Police Services Manager .....	Lieutenant Esther Skeen

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# College Calendar

## Summer Intersession

Instruction Begins . . . . .	May 28
Independence Day—Legal Holiday . . . . .	July 4
End of Summer Intersession . . . . .	Aug 16

## Fall Semester 2002

Begin accepting applications for Fall Semester . . . . .	April 1
Course Enrollment . . . . .	See Fall Schedule of Courses
Instruction Begins . . . . .	Aug 19
Labor Day—Legal Holiday . . . . .	Sept 2
Last day to file drop for semester-length courses to avoid “W” on transcript . . . . .	Sept 13
Last day to petition for credit/no credit option (SC) for semester-length courses . . . . .	Sept 13
Veteran’s Day—Legal Holiday . . . . .	Nov 11
Last day to file drop for semester-length courses . . . . .	Nov 15
Thanksgiving—Legal and Board Holiday . . . . .	Nov 28–Dec 1
Last day of instruction and final exams . . . . .	Dec 16

## Spring Semester 2003

Begin accepting applications for Spring Semester . . . . .	Nov 1
Course Enrollment . . . . .	See Spring Schedule of Courses
Instruction Begins . . . . .	Jan 13
Martin Luther King Jr.’s Birthday—Board Holiday . . . . .	Jan 20
Lincoln’s Birthday—Legal Holiday . . . . .	Feb 7
Last day to file drop for semester-length courses to avoid “W” on transcript . . . . .	Feb 14
Last day to petition for credit/no credit option (SC) for semester-length courses . . . . .	Feb 14
Washington’s Birthday—Legal Holiday . . . . .	Feb 17
Last day to file drop for semester-length courses . . . . .	April 17
Spring Recess . . . . .	April 18–25
Last day of instruction—Graduation . . . . .	May 23
Memorial Day—Legal Holiday . . . . .	May 26

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# 1

## **General College Information**

# About the College

## Contra Costa Community College District

### A Brief History

The Contra Costa Community College District was established by a vote of the people on December 14, 1948. With boundaries roughly equal to those of Contra Costa County, the district covers 686 square miles, making it the eighth largest community college district in California. It serves and is supported by approximately 879,200 residents of Contra Costa County. Contra Costa College, in San Pablo, was the founding college in the district. Diablo Valley College was constructed in 1951 and now includes the main campus in Pleasant Hill and the Center for Higher Education in San Ramon. In the spring semester of 1974, Los Medanos College opened its doors to students from Antioch Unified School district, Liberty Union High School District, Mt. Diablo Unified School District and Pittsburg Unified School District, as well as to adults of all ages from central and eastern Contra Costa County.

### Los Medanos College

The college is located on a 120-acre site near the boundary between the cities of Pittsburg and Antioch. The name of the college derives from the 8,000-acre Rancho Los Medanos, which was one of the last land grants made by the Mexican Government when California was still a territory of Mexico. Rancho Los Medanos covered almost all of both Pittsburg and Antioch, including the current site of the college. Translated into English, the name of the college refers to sand dunes or sand hills, which may be a reference to the sandy terrain that characterizes eastern Contra Costa county with its long history of sand mining.

Today Los Medanos College is a thriving center of higher education activity. The college offers courses leading to transfer credit at senior colleges and universities, general education courses leading to an Associate in Arts degree and occupational education courses leading to Certificate of Achievement or an Associate in Science degree. The college is also the leading force in the economic development of eastern Contra Costa County. Short-term and Saturday courses are increasingly offered in a variety of technical and business-oriented subjects to enhance job skills training, technology training, and workforce preparation. To further meet the needs of local residents and businesses in far East County, the college has opened an educational center in Brentwood. Los Medanos College combines instructional quality with cutting edge technology while still maintaining the personal touch and family-orientation for which the college is known.

### Mission Statement

Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse community it serves. Our mission is to increase the knowledge, to improve the skills, and to enhance the lives of our students and our community.

### Mission Statement Provisions

To accomplish the Los Medanos College mission, the college will provide:

*A learning environment that,*

- presents curricular programs sensitive to the interests, values, and expressed needs of all students, and is responsive to changing socio-economic trends and developments;

- creates a challenging, stimulating, enjoyable learning climate that fosters critical and ethical thinking, freedom of expression, effective communication and independent thought;
- encourages cooperative relationships based on mutual respect for the dignity and worth of each individual;
- fosters the practice of lifelong learning, democratic citizenship, and ecological responsibility;
- promotes mutual appreciation of diverse cultures; and
- prepares students to advance their careers and pursue economic opportunities.

*College programs and services that include,*

- comprehensive, interdisciplinary general education leading to an associate degree and to transfer to baccalaureate-granting colleges and universities;
- a range of vocational and other career programs that are consistent with ongoing marketplace opportunities and lead to a certificate of achievement or meaningful employment;
- comprehensive programs in reading, writing, and math designed for underprepared students, and second language learners;
- services to students that include counseling, career and transfer information, financial aid, job placement, student activities, and co-curricular activities;
- assistance to students with special needs in order to equalize their opportunities for academic success; and
- new information systems technologies that are appropriate for instruction, student services, and college operations; and
- economic development programs in contract education, job placement and community collaboration that link the college to local businesses, government agencies and educational institutions.

### Los Medanos College Foundation

The mission of the Los Medanos College Foundation is to provide the community the opportunity to assist and invest in the development of comprehensive educational resources with and for the college. In cooperation with Los Medanos College and the community it serves, the Foundation commits itself to support and enhance educational excellence.

The Los Medanos College Foundation is a non-profit, (501)(c)(3) charitable organization which is governed by a volunteer board whose main role is to assist in raising money for the college to meet the education needs of East County. The Foundation operates exclusively for charitable and educational purposes. The college scholarship program is also administered through the Foundation. Gifts to the LMC Foundation are tax deductible to the extent provided by law.

For further information, visit the Foundation Office in Room CC3-403 or call (925) 439-2181, extension 3215.

The Los Medanos College Foundation helps make the dream of a college education come true.

### Accreditation Review

Any interested person may review the College's accreditation, licenses, and other approvals by contacting the President's Office.

# Admission and Course Enrollment

## Who is Eligible for College Admission

Admission to Los Medanos College is open to the following:

- 1) High school graduates.
- 2) Applicants who are 18 years of age or older.
- 3) Applicants who are under 18 years of age but have passed the GED (General Educational Development) test or the California High School Proficiency Exam.
- 4) Applicants who are concurrently enrolled in the K-12 system or who are approved for home study, based on the following guidelines:
  - Los Medanos College may accept special admission students who can benefit from advanced scholastic or vocational work. Interested students shall provide written approval on a concurrent enrollment form from their parent, their school counselor and principal, for no more than seven semester units or four summer session units at the college. Concurrent enrollment forms must be submitted to the LMC Admissions Office each semester of attendance and must specify the recommended courses.
  - Students younger than 16 or wishing to appeal the unit limit must attend a special orientation or meet with an instructional dean. For information, contact the Admissions Office, extension 7500.
  - Special admission students shall conform to all LMC academic policies and regulations, as well as the code of conduct expected of all students.
  - Los Medanos College reserves the right to exclude or limit enrollment into impacted programs and in other programs or courses where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for these special admission students.

Applications for admission to the college must be filed with the Admissions and Records Office, prior to course enrollment. Once an application is submitted for new and returning students, a registration appointment time and date will be issued for course enrollment. All new and returning students must complete and submit a college application. Continuing students need not reapply. Registration appointment cards will automatically be sent to continuing students.

## Student Status

**New Student:** The applicant has never been enrolled at any college.

**New Transfer:** The applicant has attended another college, but has never been enrolled at LMC.

**Returning Student:** The applicant has previously been enrolled at LMC, but has been away for a semester or longer.

**Returning Transfer:** The applicant has previously been enrolled at LMC and is now returning after attending another college.

**Continuing Student:** The student has been enrolled at LMC without a break in attendance from semester to semester.

## Resident Status

For purposes of establishing tuition fees, students are identified as either residents or non-residents.

**Residents:** Those who have lived in California as **legal** residents for at least one year and one day prior to the first day of a new semester or term and who can demonstrate intent to remain a California resident. Evidence of intent may include at least two of the following: 1) payment of California State income taxes; 2) registering and voting in California elections; 3) obtaining a California driver's license; 4) owning and registering a car in California. The burden of proof to establish residency is on the student.

Non-citizens who meet residency requirements and who desire to enroll as a California resident must provide documentation from the Immigration and Naturalization Service.

**Non-residents (out-of-state and international students):** Those who do not meet the California resident requirements as stated above.

All questions concerning residence requirements and status should be directed to the Admissions and Records Office, at (925) 439-2181, extension 3119 or 7500.

## International Students

Los Medanos College welcomes international students to our campus. Students from a variety of cultures contribute to the diverse student population at LMC.

Applications for international student admission must be submitted by July 1 for the Fall semester and December 10 for the Spring semester. There is no deadline for international students who are transferring from another college within the United States. Applications and information packets are available in the LMC Admissions Office. For information, call (925) 439-2181, extension 7500.

In order to qualify for admission, the following is required:

- 1) English proficiency with a minimum TOEFL score of 480, or successful completion of the Los Medanos College ESL Program, or successful completion of the Berlitz On Campus Language Institute.
- 2) A statement of health, to be verified by the student's physician.
- 3) Sufficient funds to cover the payment of tuition, fees, and living expenses.

International students must pay a nonresident tuition fee, in addition to other college fees at the time of registration.

No housing facilities or dormitories are available to students on campus. Rental referral listings are available through the LMC Student Affairs Center.

## Matriculation and Course Enrollment

Matriculation is a state mandated process which promotes a mutual commitment by faculty, staff, and students to work together to help students develop clear educational goals and an academic plan to be successful in reaching those goals. At Los Medanos College the required steps to enrollment consistent with Title 5 regulations are:

- 1) All students new to Los Medanos College, as well as those who have missed one or more semesters, must submit a completed application to the Admissions Office. Applications for the Fall semester are accepted beginning April 1 and for the Spring semester beginning November 1.

- 2) New students applying to Los Medanos College are strongly advised to take the college assessment tests and attend “New Student Orientation” which includes a counseling component prior to registration. Students choosing not to participate in assessment and orientation must complete a “Matriculation Exemption Request”, available at the Admissions window or Information Center. Students who have taken assessment tests at another college must bring results to the Assessment Center, room CC1-121.
- 3) Registration is set up on a priority system (see Course Enrollment Priority System) and may be completed in the Admissions Office, by Touch-Tone Phone, or on the web.
- 4) Enroll in courses and pay appropriate fees (see FEES section).
- 5) Auditing or “Sitting-In” classes is prohibited.

## Course Enrollment Priority

Enrollment is based on Title 5 mandates and policy established in a college-wide position paper. Earliest registration is available for students in the Disabled Student Program (DSPS) and students participating in the Extended Opportunity Program (EOPS). Second priority is for continuing students, based on units accumulated at Los Medanos College. New, returning, and transfer students may then register according to established timelines.

## Prerequisites/Advisories

In the Schedule of Courses and in the course descriptions in this catalog, prerequisites and advisories are listed for certain courses and special information notes are included. This is a guide to assist students in selection of appropriate course levels for their maximum success.

**Important:** To ensure proper placement, prerequisites for all classes will be checked **at the time of registration**. If you have taken a prerequisite course at an institution other than LMC, including high school, please bring transcripts or report cards with you when you register so prerequisites can be verified. References to “successful completion” implies with a grade of “CR” or “C” or better. Advisories are recommendations only and need not be verified.

## Duplicate or Conflicting Courses

Students are not permitted to enroll in more than one section of the same course and may not enroll in courses that have scheduled meeting times which conflict.

## Course Load

The normal full-time course load is 15 semester units. Twelve units is considered full-time for benefit purposes through the Veterans Administration and through Social Security. Athletes, financial aid students, etc., should note there is a unit load and unit completion requirement. Eighteen units is the maximum load without approval from the Director of Admissions. Students should discuss the appropriate course load with a counselor.

## Enrollment in Non-Repeatable Courses

Students who have completed a course with a grade of “C” or better may repeat that course only if the course description indicates that it is repeatable. Course descriptions are listed in the back section of this catalog. Note that most courses are not repeatable. Unless special approval is granted, students who enroll in a course more than the allowable number of times, will be administratively dropped from the course, and will not be eligible to receive a refund for that course.

## Open Course Policy

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

## Day, Evening and Weekend Courses

In addition to the courses beginning early, Monday through Friday, courses are also presented in the evening. All are available to regular day students as well as to those persons who can take courses only at night. Weekend offerings are also available, as well as many short-term classes which are scheduled throughout the semester.

Opportunities are available for those who may want to broaden their general education, wish to learn or improve a vocational skill, and those who are working toward a college degree, and/or transfer.

## Instructional Materials

Board Policy 5017 states that each college of the Contra Costa Community College District may require students enrolled in credit or noncredit courses and programs to provide certain instructional and other materials including, but not limited to textbooks, tools, equipment and clothing if:

The instructional and other materials are used in the production of an “end product” that has continuing value to the student outside of the classroom setting.

Eligible students unable to buy their books may request assistance through the Financial Aid Office.

## Course Information

In each course, students are entitled to a course information sheet. The information about the course includes:

- 1) Title and catalog number;
- 2) Instructor’s name, office, phone extension, and office hours;
- 3) Course overview, including instructional methods and goals;
- 4) Course meetings and a tentative calendar of tests and special assignments;
- 5) Textbooks and special materials required and information about appropriate audio-visual or “on reserve” materials in the Learning Center;
- 6) Policy on attendance; and
- 7) Evaluation criteria for grades.

## Cancellation of Courses

The College reserves the right to cancel before or after the first day of instruction any planned or scheduled courses due to insufficient enrollment or inability to secure a qualified instructor.

## Non-Discrimination Policy

The Contra Costa Community College District and Los Medanos College are committed to equal opportunity in educational programs and campus life. The college does not discriminate, nor support discrimination, on the basis of ethnic group identification, age, gender, physical or mental disability, color,

national origin, religion, sexual orientation, veteran status, or medical condition in any access to and treatment in college programs or activities. The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

This policy is in compliance with Title VI of the Civil Rights Act of 1964, pertaining to race, color, and national origin discrimination; Title IX of the Education Amendments of 1972, pertaining to sex discrimination; Section 504 of the Rehabilitation Act of 1973, pertaining to disability discrimination; the Age Discrimination Act of 1975, pertaining to age discrimination, and applicable District policy.

Unless otherwise indicated, days shall be defined as "calendar days".

## **Inquiries/Complaint Procedures**

### **Informal Procedures**

Students who have an inquiry or who feel they have been discriminated against should notify the College President or designee, Room CC3-406. The President or designee will work with the student-complainant, respondent and other appropriate college personnel to attempt to arrive at an informal resolution. The President or designee will monitor the informal complaint process and any proposed resolution. The process shall not extend more than 30 days after the President or designee receives notice of complaint. A record will be kept as to the informal resolution reached between the parties.

### **Formal Procedures**

If the complaint cannot be resolved informally, the President or designee shall advise the student of his/her right to file a formal unlawful discrimination complaint by completing the District complaint form and forwarding it to the District Vice Chancellor of Human Resources.

Upon receipt of a formal complaint, the District will immediately notify the State Chancellor's Office. Within 10 days of receipt, the District shall commence an investigation of the complaint and notify the complainant. The District has 90 days in which to investigate the complaint and report the administrative findings to the complainant and the State Chancellor's Office. The complainant may appeal the administrative determination to the District Governing Board within 15 days of notice of such determination. The District Governing Board has 45 days in which to act on the appeal. Failure of the Board to act within the 45 days denotes approval of the administrative determination. The complainant has the right to file a written appeal with the State Chancellor's Office within 30 days after the Governing Board issues the final District decision or permits the administrative decision to become final pursuant to the above. The Chancellor has discretion to accept or reject any such petition for review in employment discrimination cases.

## **Inquiries/Complaints on Basis of Disability**

Inquiries regarding access, treatment, or employment on the basis of disability, should be directed to the Dean of Liberal Arts and Sciences/ADA Coordinator, Los Medanos College, 2700 East Leland Rd., Pittsburg, CA 94565, (925) 439-2181, extension 3206, or TDD (925) 439-5709.

## **Reglamento de no Discriminación**

El Distrito de Colegios de la Comunidad de el Condado de Contra Costa y el Colegio Los Medanos están comprometidos a ofrecer una oportunidad de igualdad en programas educacionales y vida colegial. El colegio no discrimina o apoya discriminación fundamentada en identificación de grupo étnico, edad, sexo, incapacidad física o mental, color, origen

nacional, religión, orientación sexual, status de veteranos o condición médica, en cualquier acceso a/y trato en programas o actividades colegiales, La falta de inglés no es impedimento para admisión y participación en los programas de tecnología vocacional de este colegio.

Este reglamento cumple con la exigencia de la ley de Derechos Civiles de 1964 Titulo VI perteneciente a la raza, color y origen nacional discriminación; Titulo IX de la enmienda educacional de 1972 perteneciente al sexo discriminación; la Sección 504 de la Ley de Rehabilitación de 1973 perteneciente a incapacidad discriminación; La Ley de Discriminación de Edad de 1975 perteneciente a edad discriminación y reglamentos apropiados de el Distrito de colegios de la Comunidad de Contra Costa.

A menos que en otros respectos sea indicado, días serán de finidos como "días de calendario".

## **Preguntas/Procedimientos De Quejas**

### **Procedimiento Informal**

Los estudiantes que tengan alguna pregunta, o que sientan que han sido discriminados; deberán notificar al Presidente del Colegio o a la persona asignada en la Oficina 406. El Presidente o la persona asignada trabajará con la queja del estudiante, el demandado y otro personal apropiado del colegio para tratar de llegar a una solución informal. El Presidente o la persona asignada controlará el proceso de la queja informal y propondrá una solución. El proceso no deberá de extenderse mas de 30 días, después que el Presidente o la persona asignada reciba la notificación de la queja. Se guardará un expediente sobre el acuerdo informal acordado entre las partes interesadas.

### **Procedimiento Formal**

Si la queja no puede ser resuelta informalmente, el Presidente o la persona asignada deberá notificar al estudiante de sus derechos para presentar una queja formal de discriminación ilegal completando la forma de quejas de el distrito y enviarla al Vice Canciller de Relaciones Humanas De El Distrito.

Una vez recibida la queja formalmente, el distrito notificará a la oficina del Canciller Del Estado inmediatamente. Dentro de 10 días después de recibida la queja, el Distrito deberá comenzar una investigación y notificar al estudiante. El Distrito tiene 90 días para investigar la queja y reportar los resultados administrativos al estudiante y a la oficina del Canciller del Estado. El estudiante podrá apelar la determinación administrativa al Consejo Gubernamental Del Distrito dentro de los 15 días de la notificación de dicha determinación. El Consejo Gubernamental Del Distrito tendrá 45 días para actuar sobre la apelación. La falta de actuación del Consejo dentro de los 45 días, indicará la aprobación de la determinación administrativa. El estudiante tendrá el derecho de someter una apelación por escrito a la oficina del Canciller del Estado dentro de 30 días después que el Consejo Gubernamental emita la decisión final del Distrito o permita que la decisión administrativa sea final conforme a lo anterior. El Canciller tendrá la discreción de aceptar o rechazar cualquier petición semejante para revisar casos de discriminación de empleo.

### **Preguntas Quejas a Base De Incapacidad.**

Preguntas en cuanto al acceso, tratamiento o empleo a base de incapacidad, deben ser dirigidas a el Decano de Artes y Ciencias Liberales/Coordinador de ADA De El Colegio Los Medanos, 2700 East Leland Rd., Pittsburg, CA 94565, (925) 439-2181, ext. 3206, or TDD (925) 439-5709.

# Standards of Scholarship

These regulations pertain to Los Medanos College as permitted under Governing Board Policy 4001 and Title 5 of the California Administrative Code. A full text of these policies are on file in each of the college administrative offices.

## Attendance

Students are expected to be punctual and attend all courses in which they are enrolled. Students may be dropped by the instructor for failure to attend class in the following circumstances:

- 1) Failure to attend first class meeting.
- 2) Absence from three consecutive weeks of instruction.
- 3) At any point when it is concluded that absences have irretrievably affected the student's progress in their coursework.

Grades should not be used as punishment for absences. However, academic grades may be lowered to the degree that instructors can estimate the loss of cognitive, affective, or skills learning due to student absences.

Equally, students can expect the instructors also to be punctual in their attendance. Instructors have a professional obligation to enforce this institutional policy within the dictates of their particular courses and within the bounds of professional discretion.

If a cancellation notice for that meeting has not been posted and the instructor has not arrived, students are automatically dismissed without penalty 15 minutes after the scheduled course starting time. If a course session started late, the instructor should still dismiss as scheduled.

To protect student rights against instructor error and opportunity and to explain mitigating circumstances, the due process of appeal will follow this order:

- 1) To the instructor;
- 2) If necessary, to the instructor and appropriate Dean;
- 3) In unusual cases, to the instructor, appropriate Dean and the President.

All courses have a final examination appropriate to the type of course.

## Grading

The evaluation in college-level courses is a prime responsibility of the instructor. Such evaluation involves the measurements of achievement against the objectives of the course and the assignment of a grade to denote the student's degree of success.

The grade, as submitted by the instructor, shall be considered final and permanent. Grades cannot be changed by submitting additional course work or taking examinations after the semester (or term) is completed. Under state law, the instructor's determination is final unless the grade given was the result of 1) mistake, 2) fraud, 3) bad faith, or 4) incompetency. (Ed Code Section 76224.)

No grade may be challenged more than one year after the end of the session in which the grade was assigned. For information on the Policy regarding grade challenges, contact the Student Affairs Center, Room CC3-800A, Ext. 3199.

## Final Grades

Final grades can be accessed at the end of instruction, immediately following instructor grade entry on-line. Students can learn about their final grades in three ways:

- 1) Call the phone registration system at (925) 370-9055;
- 2) Visit the district web site at [www.collegeofcc.ca.us](http://www.collegeofcc.ca.us) or the college web site at [www.losmedanos.net](http://www.losmedanos.net), or
- 3) Request a printed copy of semester grades from the college Admissions & Records Office.

## Honors Status

Full-time students who achieve a term grade point average of 3.0 or better in 12 or more units of graded courses are recognized with honors status. Notation of this academic achievement is printed on the student's permanent record.

Alpha Gamma Sigma Alpha Gamma Sigma (AGS) is the California Community College Honor Scholarship Society. As a statewide community college organization, it has the purpose of fostering, promoting, maintaining, and recognizing scholastic achievement.

For information on eligibility requirements and benefits available for members in good standing, contact the Chapter Advisor.

## Evaluative Symbols/Grading Scale

Symbol and Definition	Grade Points
A Excellent . . . . .	4
B Good . . . . .	3
C Satisfactory . . . . .	2
D Passing, less than satisfactory . . . . .	1
F Failing . . . . .	0
CR Credit (at least satisfactory — C or better — units awarded not counted in GPA).	
NC No Credit (less than satisfactory or failing — units not counted in GPA).	

## Credit/No Credit Grade Option

The purpose of the credit/no-credit (CR/NC) option is to allow students to take challenging courses while avoiding undue concern for their grade point averages. Students who select this option are, however, expected to complete the course, comply with attendance requirements, and comply with all other requirements of the course.

Selected courses have been labeled with "SC" to indicate student choice for the CR/NC option. If students do not choose the CR/NC option before the deadline, they will be issued a letter grade for the course. It is often best to discuss this choice with a counselor.

In order to exercise this option, a petition must be filed with the Admissions and Records Office at the time of registration or no later than the end of the fifth week of the semester for a full-semester class. Petitions for summer session and short-term courses must be filed within the first thirty percent of the course. After the deadline has passed, the grading choice may not be reversed.

**Important information related to the CR/NC option:**

- A CR grade represents a letter grade of A, B, or C.
- A NC grade represents a D or F letter grade.
- Units earned on a CR/NC basis will not be used to calculate grade point averages.
- Units attempted for which NC is recorded will be considered in factoring probation and dismissal status.
- Units earned on a CR/NC basis will apply to the 60 units required for an associate degree.
- Students should be aware that other colleges and universities may or may not limit the number of CR units that will be accepted from transfer students.

**Los Medanos College offers:**

- 1) Some courses solely for a credit/no credit (CR/NC) grade.
- 2) Some courses solely for a standard letter grade.
- 3) Some courses in which the student may choose to complete the course for either a credit/no credit (CR/NC) grade OR a standard letter grade (SC).

Courses offered as “CR/NC” or “SC” are identified in the course description section of the catalog.

**Non-Evaluative Symbols**

- I Incomplete: Incompletes will be given only in the event of an unforeseeable emergency and justifiable reasons at the end of a term; student must be passing course to be eligible for incomplete; student cannot re-enroll in the course to complete pending assignments, projects or exams. A final grade is assigned when the work has been completed or after one year, unless a petition for time extension has been approved by the Director of Admissions and Records and the instructor.
- IP In Progress: The course extends beyond the end of the academic term. The grade and credit is assigned on the student’s record for the term in which the course is completed.
- RD Report Delayed: A temporary notation to be replaced by a permanent symbol. This notation is used in the event of a delay in grade reporting at the end of a term.
- W Withdrawal: A withdrawal reported to the Admissions Office during the first four weeks of instruction (or 30 per cent of instruction in summer intersession and short-term classes) is recorded as a “W” but is not printed on the student’s official academic record.
- A written withdrawal notice filed in the Admissions Office between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or 31-75 per cent of instruction in summer intersession and short-term classes) is noted on the student’s printed academic record as a “W”.
- The printed academic record of a student who has not officially withdrawn from a class within the time described above must reflect an authorized symbol other than a “W”. A student with extenuating circumstances may petition for a “W” after the deadline for withdrawal. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

**Withdrawal and Drop Policy**

Upon entering Los Medanos College students assume the responsibility of completing each course in which they are enrolled.

Students are advised that adding or withdrawing from a course is their responsibility to process through the Admissions Office.

Withdrawal is not an automatic process. Students who do not attend classes should not assume the instructor has dropped them from a class. Students who do not drop, or are not dropped by the instructor within the first 75% of the course are subject to an “F” grade.

**Probation and Dismissal****Definition of Terms**

Units Attempted: A, B, C, D, and F (for calculation of GPA).

Units Enrolled: A, B, C, D, E, W, I, CR, and NC (for calculation of progress).

Consecutive Semester: The order shown on academic record including summer session.

**Academic**

Academic Probation: Cumulative GPA under 2.0 with 12 cumulative units attempted.

Removal from Academic Probation: Cumulative GPA 2.0 or better.

Academic Dismissal: Three consecutive semesters of Academic Probation unless most recent semester GPA is 2.25 or higher.

**Progress**

Progress Probation: With 12 cumulative “units enrolled”, 50 per cent or more are W, I, and/or NC.

Removal from Progress Probation: W, I, and/or NC units are less than 50 per cent of cumulative “units enrolled”.

Progress Dismissal: Three consecutive semesters of Progress Probation unless most recent semester W’s, I’s, and/or NC’s are under 50 per cent of “units enrolled”.

**Reinstatement for Academic or Progress Dismissal**

A student may appeal to the Director of Enrollment Management any time after dismissal if “unusual and verified circumstance,” such as accident or illness, led to the dismissal. If reinstated, a student is subject to continued probation and dismissal policies.

**Notification of Probation and Dismissal**

Students on probation or dismissal are notified as soon as possible but not later than the middle of the following term.

All students receiving a dismissal notice will be required to appear for special counseling and advisement before being allowed to register for the semester after receipt of the dismissal notice.

## Credit Accepted at Los Medanos College

### Other College

Lower-division credit from any educational institution accredited by the United States Regional Accrediting Association, as listed in the American Association of Collegiate Registrars and Admissions Officers Publication may be accepted.

### Military Experience

- 1) Applicable lower-division credit for verified completion of special military schools, as recommended by Guide to the Evaluation of Educational Experiences in the Armed Services, published by American Council on Education.
- 2) Six elective semester units will be granted toward the associate degree for honorably discharged veterans, provided the elective credit applies toward the student's educational objective. The credit will be granted upon verification of completion of a basic or recruit training program with the United States Armed Forces.

### Credit by Examination

Credit by examination may be granted to eligible students, as authorized by California Administrative Code, Title V, Sections 55750 and 55752, and Board Policy 4001. The credit by examination process provides an alternate means of receiving credit for designated courses offered at Los Medanos College (LMC). Exams may be taken during the first three weeks of the semester.

#### Eligibility:

- 1) The student must be currently enrolled at LMC.
- 2) The student must have completed a minimum of six units in good standing (overall 2.0 GPA) at LMC.
- 3) The student may make only one attempt of credit by examination, per course.
- 4) The student may be approved for no more than 30 units of credit by examination.
- 5) Credit by examination may not be attempted for a course lower in a sequence of courses than what has already been completed by the student.
- 6) Courses that may be challenged will only be those that are on the approved credit by examination list, available in the Admissions Office or on the LMC website. An example of a challenge course is Spanish 50S.

### Credit and Grades:

- 1) Units for which credit is granted will not apply toward a student's unit "load" for purposes of eligibility for VA benefits, financial aid, athletics, or residency units, required for an associate degree.
- 2) The amount of credit granted will be consistent with units posted for the designated courses in the college catalog.
- 3) Credit by examination is evaluated on a credit/no credit basis. No letter grade will be given.
- 4) Successful passing of the challenge exam will be noted on the student's academic record as "CR BY EXAM."

### Procedures:

- 1) Student submits petition for credit by exam to the Admissions Office.
- 2) If the student is eligible, the petition form is forwarded and the student is referred to the area dean.

- 3) The credit by exam fee is payable at the Admissions Office, upon determination of eligibility. The fee is the same as if the student were enrolling in the course.
- 4) The dean and/or subarea chair will arrange for testing and, once completed, return the petition form to the Admissions Office.
- 5) Examination results will be entered on the student's academic history.

### Advanced Placement (AP)

Students may receive credit (but no grade) for designated courses, if they have scored a 4 or 5 on the College Board Advanced Placement Examination (AP). The reference to credit implies a grade of "C" or better. Interested students should file an AP report with the Admissions Office to have credit recognized in the following courses:

BIOSC 10LS . . . . .	4 units with a score of 3, 4, or 5 on the Biology examination
ENGL 10S . . . . .	3 units with a score of 4 or 5 on the English examination
MATH 50S . . . . .	4 units with a score of 4 or 5 on the Mathematics AB examination
MATH 50S & MATH 60S . . . . .	8 units with a score of 4 or 5 on the Mathematics BC examination
CHEM 25LS . . . . .	5 units with a score of 4 or 5 on the Chemistry examination
PHYS 35LS . . . . .	4 units with a score of 4* or 5 on the Physics B examination
PHYS 40 . . . . .	4 units with a score of 4* or 5 on the Physics C examination

\* Students with a score of 4 on the Physics B or C examination must have subarea advisement; contact subarea chair for information.

Note that credit granted at LMC based on AP scores will not necessarily be accepted at other institutions.

### High School Credit

Students may use credit for courses completed at Los Medanos College toward completion of a high school diploma providing the high school agrees to accept the course for such purposes. Responsibility for making equivalency arrangements with the high school rests with the student. Authority to issue high school diplomas rests solely with the high schools.

### Course Repetition to Improve Grade Point Average (GPA)

Courses are not normally repeatable unless noted within the course descriptions listed in the catalog. However, with written approval of the Director of Admissions and Records, a course taken at Los Medanos College or any other accredited college in which a grade of "D", "F", or "NC" was earned, may be repeated once for the purpose of improving the grade.

When a course is repeated, only the higher grade and its units will be used in computing the student's grade point average. The standard grade will remain on the student's transcript with a notation that the course has been repeated for "academic renewal."

This statement constitutes prior permission; however, final approval will not be granted until students complete the Petition to Repeat form (available in the Admissions Office).



If a student repeats a course without written approval, units are counted one time, and both grades are used to calculate the grade point average.

Course repetition cannot be used to make up an incomplete (I) grade.

## Academic Renewal Without Course Repetition

A student's performance under certain circumstances may not reflect the student's true academic ability. Academic renewal provides for the removal of previously recorded substandard grade points and units, not reflective of a student's demonstrated scholastic ability. In such cases, a student may petition the Director of Admissions and Records to have prior D or F grades disregarded in computing grade point average. Petitions are available at the Admissions Office.

The following provisions apply:

- 1) Immediately following the semester/term of course work to be alleviated, the student must have completed at least 20 units with grades of "C" or better at Los Medanos College, or any other accredited college or university;
- 2) There is no time limit for academic renewal;
- 3) The units to be alleviated may not exceed 15 units; and
- 4) The student's transcript will reflect the adjustment for academic renewal by annotation in a manner that shows the complete academic history.

## Transcript Requests

Students who need verification of previous education for use at Los Medanos College (counseling, VA, graduation, etc.) are responsible for requesting official transcripts to be mailed to the College.

Transcripts from another institution, in the custody of Los Medanos College, cannot be released to the student or forwarded. The student desiring such records must request them from the originating institution.

Transcript request forms for forwarding Los Medanos College academic records are available at the Admissions Office. Signed transcript requests are also acceptable by mail or by fax. A fee of \$5.00 will be charged for each official transcript. When the cost exceeds \$15.00 for multiple requests received at the same time, the fee for each additional transcript is \$2.00.

## Rights of Instructors

Los Medanos College instructors have the following rights:

- 1) The right to drop students who fail to attend the first meeting of any course.
- 2) The right to deny permission to use a tape recorder in class.
- 3) The right to send a withdrawal notice when students are absent during three consecutive weeks of instruction or when students are tardy to the degree that classes and learning opportunities are disrupted.
- 4) The right to send a withdrawal notice at any point that the instructor concludes that absences have irretrievably affected a student's progress in a course.
- 5) The right to remove a student from a single course session and one following for conduct disturbing to the class or the instructor.
- 6) The right to recommend suspension of a student.

# Fees, Benefits and Financial Aids

## Enrollment Fee for California Legal Residents

As established by state legislation, enrollment fees\* are \$11 per unit for California residents (effective Fall, 1999).

\* The District reserves the right to adjust the enrollment fee, based on changes in state legislation.

## Tuition for Non-California Residents

Nonresident tuition for non-California residents is \$145 per unit, in addition to the enrollment fee of \$11 per unit and is payable at time of course registration. The nonresident fee for non-U.S. citizens is \$160 per unit, in addition to the enrollment fee.\*

The nonresident tuition fee may be waived, based on eligibility requirements of Assembly Bill 540. The law does not grant California residency status, however it requires that certain nonresident students be exempted from paying the nonresident tuition fee. The exemption is primarily based on three or more years of high school attendance and completion in the state of California (California GED or High School Proficiency Test may be accepted in lieu of high school diploma). The law does not distinguish between public and private high schools, although attendance at a home school is not acceptable unless the home schooling was provided in a manner recognized under state law. For further details, inquire in the Admissions & Records Office.

\* The District reserves the right to adjust the nonresident tuition fee consistent with applicable law.

## Student Fee Refund Policy

Fee refunds for students who withdraw from school or drop classes by the deadline for class add/drop will be automatically calculated at the District Information Technology Center. Refund checks for complete or partial withdrawals from school will be processed after the first two weeks of instruction. Refund checks will be mailed to the student address on file in the college Admissions Office. If you have a new address, please notify the Admissions Office at the time of withdrawal or change of program.

Refund checks will be issued monthly after the first two weeks of instruction each semester. All refund checks will be made payable to the student whether paid by cash, check, money order, cashier's check or credit card. No refund of the enrollment fee will be made to any student who withdraws from classes after the first two weeks of instruction for a full semester class, or after 10% of the class time for a short-term class. A refund will not be made if the student has other outstanding debts to the college.

Students who register early for the Fall or Spring semester and subsequently drop all classes prior to the beginning of the semester may petition for an early refund at the Cashiers Office.

The above policy also applies to the refund of nonresident tuition fees.

**Important:** All refunds are subject to a \$10 processing fee. This \$10 processing fee will not be collected if the enrollment fees were collected for a class that was cancelled, or if the enrollment fees were collected in error.

## Financial Aid Enrollment Fee Deferments

If subsequent to paying enrollment fees, a student becomes eligible for financial aid and receives an enrollment fee waiver, the student will automatically be mailed a full refund check according to the same refund processing cycle as

enrollment fee refunds. Students who qualify for the Board of Governors Enrollment Fee Waivers are exempt from parking fees over \$20.00 per semester.

## Enrollment Fee Deferments

If subsequent to paying enrollment fees, a student becomes eligible for an enrollment fee deferment to an outside agency, the student should have the document stating the deferment submitted to the Cashiers Office. The student will then automatically be mailed a refund check of the deferred fees within two weeks after the outside agency has been billed.

Details regarding the refund policy are available from the Cashiers Office or Admissions Office.

## Parking Fees

Students may purchase a parking permit, valid for one semester. The cost is \$25.00 for automobiles and \$10.00 for motorcycles or mopeds. A permit holder may be purchased for an additional \$1.00, if desired. These permits may be purchased from the Cashiers Office or the Admissions & Records Office.

Permits should be placed on the front or rear window or hung from the rearview mirror on a permit holder.

Daily parking permits may be purchased from the red ticket machines for \$1.00 (machine accepts four quarters only). These machines are located in Lot A, Lot 1A, Lot B, Lot C and on the perimeter road, by the softball fields.

Daily permits must be displayed on the dashboard of the student's vehicle.

## Parking Fee Refunds

Parking permit refunds will be made if the student drops all classes within the first two weeks of instruction for semester-length courses or by 10% of the length of short-term courses. The parking decal must be returned to the Cashiers Office for a refund. The refund check will be mailed to the student according to the same refund processing cycle as enrollment fee refunds. Lost or stolen parking permits are not refundable.

## Returned Check Fee

Only cash or cashier checks will be honored for clearing checks returned for insufficient funds. The returned check fee is \$15. Records are held until the fee is cleared. Students who fail to clear debt for enrollment fees will be dropped from all classes.

## Veterans' Benefits

Los Medanos College is approved for the training of veterans, dependents of deceased veterans, and children of disabled veterans under applicable federal and state laws administered by the Veterans Administration and the State Department of Veterans Affairs. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency. The College will make necessary certifications of enrollment and progress for such eligible students and will provide any desirable or necessary planning of programs of study. Certification of attendance depends upon the student's being registered in the College, enrolled in courses, and requesting such certification.

Only courses which meet requirements for the major and degree objective indicated on the veteran student's record will be certified for payment of benefits. If the educational objective has changed, the student must complete a new evaluation. Los Medanos College is approved to certify for an associate degree or a certificate of achievement, as listed in the catalog, or for transfer majors approved for UC and CSU colleges only.

Veterans are cautioned that some courses are less than a semester in length and benefits are paid according to time and load. 12 units = full benefits; 9 through 11 1/2 = 3/4 benefits; 6 through 8 1/2 units = 1/2 benefits. Chapter 32 only: 3 through 5 1/2 units = 1/4 benefits. For summer session (6 week courses), unit requirements are as follows: 4 units or more = full benefits; 3 units = 3/4 benefits; 2 units = 1/2 benefits.

Veteran students must report any change in academic program to the Admissions and Records Office immediately. Failure to report changes, such as withdrawal from courses or from the college, will be interpreted as a violation of the Educational Benefits Act.

A GPA of 2.0 is required to meet graduation requirements. A veteran or eligible person whose GPA falls below the required minimum average will be placed on academic probation for a maximum of two semesters/terms. If the veteran or eligible person does not improve their GPA to the required minimum by the end of this period, their veterans benefits will be terminated. Additionally, repeated withdrawals from courses may also result in unsatisfactory progress. Unsatisfactory progress resulting in a status of progress probation beyond the maximum of two semesters/terms will also result in the termination of benefits.

Six elective semester units will be granted toward the associate degree for honorably discharged veterans, provided that elective credit applies toward the student's educational objective. The credit will be granted upon verification of completion of a basic or recruit training program with the U.S. Armed Forces.

Additional information may be obtained from the Admissions Office or from the Veterans Administration Regional office, San Francisco, 1-800-827-1000.

## Extended Opportunity Programs & Services (EOP&S)

Extended Opportunity Programs and Services (EOP&S) is funded by the state to provide academic/economic support services to eligible students. EOP&S can assist students with the cost of books, on-campus child care, one-to-one tutoring, registration fee waivers, priority registration, and special counseling.

EOP&S provides an additional support program to encourage students faced with economic and educational disadvantages: the C.A.R.E. Program.

C.A.R.E. provides support services to EOP&S students who are single parents with preschool age children and recipients of Aid to Families with Dependent Children (AFDC). This program assists eligible students with books, supplies, child care, and offers special workshops and courses for college success.

For more information on EOP&S or CARE, visit Room CC3-431, Monday-Thursday, 9:00 am-4:30 pm and Fridays until 3:00 pm, or call 439-2181 Ext. 3117 or 3131.

## Vocational Rehabilitation

The State Bureau of Vocational Rehabilitation provides financial assistance in some cases to students who require vocational training. Aid covers fees and books. Applicants should see a Vocational Rehabilitation Counselor well in advance of the school term to work out necessary arrangements. Contact the Office of Vocational Rehabilitation, 2400 Sycamore Drive, Antioch; phone 754-7700.

## Financial Aid

The Los Medanos College Office of Student Financial Aid, in compliance with Titles VI and VII of the Civil Rights Act of 1964, and Title IV of the Higher Education Act of 1965, P.L. 89-329, as amended and the Rehabilitation Act of 1973, does not discriminate on the basis of race, creed, color, national origin, mental or physical handicaps, age, or sex in any of its policies, practices or procedures.

## The Philosophy of Financial Aid

Financial Aid is a means of assisting students to receive a college education who would otherwise be unable to afford this opportunity. Students to be helped are those who show the most financial need and who demonstrate the desire and ability to achieve academic goals and complete a course of study in a degree or certificate program.

## Basic Requirements

To be eligible, you must meet certain requirements:

- Be a U.S. citizen or eligible noncitizen.
- Be enrolled in an eligible program working toward a degree or certificate (an AA degree or transfer program to a 4-year school or a certificate program that meets requirements).
- Have a high school diploma, a GED Certificate or pass a test to show you can benefit from instruction.
- Be enrolled for at least 6 units for certain programs. There's a small amount of money for students in 5 or less units.
- Not be in default on a Federal student loan or owe a repayment on a Federal grant.
- Be registered with Selective Service (if required).
- Complete a Free Application for Federal Student Aid and have "financial need" as determined by federal standards.
- Use a name on your application that exactly matches your name on your official Social Security Card.

## Application Procedure for Financial Aid

- 1) Complete a "Free Application for Federal Student Aid (FAFSA)."
- 2) In 3-4 weeks you will receive a "Student Aid Report" (SAR) from the federal government. Follow directions on the SAR.
- 3) If you complete the FAFSA you will also be automatically considered for the "Board of Governor's Grant" (BOGG) which waives or refunds your enrollment fees (assuming you are a California resident). You do not have to file the separate BOGG application.
- 4) If you want only your fees paid or refunded, you can complete the shorter "Board of Governor's Grant" (BOGG) form. You will still have to verify your information.

## Deadlines

To get the best aid available, apply early. Students whose applications are completed by **March 3** receive priority for some limited funds and can apply for certain state programs.

If this deadline has already passed, don't panic! You may still be eligible for significant assistance—like a Pell Grant and a Board of Governor's Grant.

## Financial Aid Appeals

If you feel that your financial aid award is insufficient, or if your special circumstances require an exception to the Financial Aid Policy, you may "appeal". Make an appointment with the Financial Aid Staff, and present your request in writing explaining your appeal in as much detail as possible.

## Refusal of Financial Aid Award

If you decide not to accept any program on your Financial Aid Notification Letter, set up an appointment with the Office of Student Financial Aid Staff.

## Academic Eligibility for Financial Aid

Academic eligibility for new financial aid students will mean satisfactory completion of course work with a minimum of "C" or 2.0 cumulative grade point average.

## Satisfactory Academic Progress

Each student receiving financial aid in the District is expected to maintain satisfactory and measurable academic progress.

Satisfactory and measurable academic progress is defined within the District as successfully maintaining a semester and cumulative GPA (grade point average) of 2.0 (C or greater) and complete 67% (or more) units attempted each and every term. Also, students cannot exceed 150% of units as stated in the student's educational objective.

Should a financial aid recipient fail to maintain satisfactory and measurable academic progress in any one semester, he/she will be placed on financial aid probation the following semester. A student on financial aid probation, who fails to maintain satisfactory and measurable academic progress, will be suspended from financial aid the following semester.

## Changing Majors and Maximum Time Frame

Students who change their career goals and thus need to revise their educational program plan may do so by consulting a counselor or administrator and filing a new educational program plan. However, such changes should be minimized, as students who have 150% of the minimum credit hour requirements toward a course of study (as defined in the College Catalog) or have attempted the maximum time frame of six semesters (prorated for less than full-time enrollment) will not be eligible for financial aid.

If you believe extenuating circumstances prevented you from completing your degree within the time frame or you think the credit totals are inaccurate, you may appeal for an extension or a review of your time frame. On your appeal, you should explain why you were unable to complete your degree within the time frame allowed. Attach documentation to substantiate your petition.

## Reinstatement of Students for Financial Aid

Students who have been suspended from financial aid have the right to appeal for reinstatement.

A student on financial aid probation or suspension from financial aid, who maintains satisfactory and measurable academic progress, will automatically be reinstated to full financial aid the following term.

## Financial Aid Disbursement

When you receive your Financial Aid Notification Award Letter, you will also receive a Financial Award Payment Calendar. If you have a Federal Work-Study job, you will receive a monthly pay check for the hours you work. Contra Costa Community College District offices will mail out Student's Financial Aid Disbursement Checks, according to the agreed Financial Award Payment.

## Refund and Repayment

A "**student refund**" is money you receive if you pay fees and then drop out of Los Medanos College before the term is over. All LMC students receive 100% refund of fees in the first two weeks, less a \$10 processing fee. If subsequent to paying enrollment fees the student is eligible for the Board of Governors Fee Waiver, the student will automatically be mailed a full refund check according to the same refund processing cycle as enrollment fee refunds. Students who qualify for the Board of Governors Enrollment Fee waivers are exempt from parking fees over \$20.00 per semester.

A "**repayment**" is money you may owe to the Federal programs if you received money for your indirect expenses (like rent, food, etc.) and dropped out before the money could have been earned. The Office of Financial Aid will calculate the part of the Federal Assistance that you have "earned", according to the day you withdrew. **Note:** If you withdraw after you have earned 60% of your Financial Aid, you will not have to repay any of the Financial Aid money that you received. Otherwise, you must make the repayment when notified. Here's how it works:

**EXAMPLE:** You are awarded \$1,000 Federal Aid. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your Federal Assistance.

\$1,000 grant x 26% = \$260 **earned**

\$1,000 grant x 74% = \$740 **unearned**

Please ask at the Office of Financial Aid if you have questions about your status if you are considering dropping out of school before a term is completed.

**Note:** These repayment policies apply **ONLY** if you completely drop out.

## Students' Rights and Responsibilities

### Students Have the Right to Know:

- 1) What financial aid programs are available at Los Medanos College
- 2) Deadlines for submitting applications for each of the programs available.
- 3) How financial aid will be distributed.
- 4) What it costs to attend Los Medanos College (including fees, books, room, board, personal expenses, and transportation).
- 5) How financial need was determined, including what resources (such as parental contribution, assets earnings, etc.) were considered in the calculation of need.
- 6) What portion of the calculated financial need will be met.
- 7) What portion of the financial aid is a loan, and what portion is a grant. If the aid is a loan, the student has the right to know the total amount to be repaid, the interest rate, the amount of each payment, the length of time to repay, and when repayment is to begin.
- 8) To receive a full and clear explanation of financial aid decisions, and to appeal decisions if the student believes they were treated unfairly.
- 9) How the determination of satisfactory academic progress is made.
- 10) The Financial Aid Repayment and Refund Policy.
- 11) To apply for additional assistance if financial circumstances change.
- 12) That information pertaining to financial aid is kept confidential, and that each application will be individually analyzed using the same system of need analysis applied to all students.

### Student Responsibilities

Students are responsible for the following, in order to continue to be eligible for Financial Aid:

- 1) Review and consider all information about a school's program before enrolling.
- 2) Complete all application forms accurately and comply with the deadlines for application or reapplication of assistance.
- 3) Provide correct information. In most cases, misrepresenting information on financial aid applications is a violation of law and may be considered a criminal offense.
- 4) Maintain satisfactory progress toward a degree or certificate in the selected academic program, according to the school's financial aid policies.
- 5) Notify the Office of Financial Aid of withdrawal from all classes during any semester at Los Medanos College.
- 6) Respond promptly and return all requested additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or any agency to which an application is submitted.
- 7) When accepting Federal Work-Study, the student must: a) contact the Employment Center for a job referral; b) adhere to the work schedule arrange; c) perform the work that is agreed upon; d) make certain that hours worked are correctly reported; e) keep a record of the dollar amount earned so that the Federal Work-Study is not exceeded.
- 8) If receiving a student loan, the student must: a) have an entrance interview with the Office of Financial Aid concerning the obligations undertaken when money is borrowed; and b) notify the school of changes in your name, permanent mailing address marital or enrollment status.
- 9) Know and comply with the deadlines for application or reapplication for aid, and with the school's refund procedures.
- 10) Notify the Office of Financial Aid promptly if there are changes in current living arrangement or address, name or marital status, or number of dependents.
- 11) Notify the Admissions Office promptly if there is a change in mailing address.
- 12) Report to the Office of Financial Aid all increases in resources available to the student (including income, assets, parental contribution, and other benefits).

# Student Services

## Philosophy

- LMC recognizes that student services is an integral part of the student's educational experience from the initial recruitment through the attainment of educational goals.
- Student success depends on the collaboration and cooperation of instructional areas and student services, which fosters appreciation of the ethical, cultural, and aesthetic heritage of humanity.

## Goals

- To pursue excellence in programs, personnel, and services to students.
- To provide equal opportunity for all individuals in obtaining access to the college, to programs, to services and to employment.
- To assist each student in capitalizing on individual strengths and developing strategies to overcome weaknesses or disadvantages.
- To advocate for students and student interests.

## Objectives

- To sponsor activities that complement academic programs, enhance personal development, provide opportunities for leadership development, reflect cultural diversity and contribute to the general enrichment of the student and the college community.
- To assist students in exploring career options and defining an educational plan to achieve career goals.
- To provide leadership, coordination, and collaborative efforts among instructional areas, student services, other institutions and community agencies to meet the needs of a diverse population.
- To provide ongoing research, planning and evaluation to ensure that the student services mission is being accomplished.

## Assessment Center

The Assessment Center offers English and math assessment tests, required for all students who plan to earn an Associate Degree, to transfer to a 4-year college, or to enroll in certain English and math courses. The assessment tests are taken on a computer and are available on an individual drop-in basis during scheduled testing hours. The Assessment Center also offers competency exams as an option for meeting certain graduation requirements, math prerequisite challenge exams, and ability to benefit exams for non-high school graduates applying for federal financial aid. Tests may be taken in an alternate format, if needed, to accommodate the disabled-contact the Assessment Center or a DSPS counselor for arrangements. The Assessment Center is located in room CC1-119 on Level 1, or call 439-2181, ext. 3252.

## Bulletin Boards

Campus bulletin boards are provided as a means of communication. All notices must be approved in advance and should be taken to the Student Affairs Center for posting.

The following policies apply to bulletin board usage:

- 1) Notices concerning any Los Medanos College event, community non-profit organizations (sponsored by a campus organization), and public agencies are allowed in the main building.
- 2) Anyone seeking signatures, funds, or memberships (e.g., petitions, donations, military or any outside recruitment) must obtain prior approval from the Student Activities Coordinator or from the Director of Enrollment Management via a Use of Facilities form.

- 3) Notices concerning private profit-making agencies are not allowed in the main building.

## Business Services Office

Paychecks for all student employees are given out after 12:30 p.m. on the tenth of each month in the Cashier's Office, Room CC3-425. After 4:30 p.m., paychecks are available at the switchboard. If the tenth of the month should fall on a Saturday or Sunday, the paychecks will be given out the Friday before.

## Career Center

Career development and exploration services are available through LMC's Career Center, located on Level 3, Room 435, or by counselor referral. Students receive personalized assistance that includes career interest testing, advice on resume writing, interviewing techniques, as well as career/job exploration on the Internet. Especially popular is the Center's EUREKA system, a computerized career information resource which can help you explore suitable career options. The Center is also the resource to investigate the many occupational programs on campus. *To find out more about the LMC Career Center, stop by Room CC3-435 or call 439-2181, ext. 3360.*

## Child Care Services

LMC provides a wide variety of child care programs through the Child Study Center. Programs include:

- **Part Time Child Care.** Children may attend the part time child care program in 3-hour scheduled time blocks. The hours for this program are 8:00 AM to 4:00 PM, Monday through Friday.
- **Part Time Evening Child Care.** Preschool children aged three years through five years, and school age children aged six years through 12 years may enroll in the evening program. Hours for the evening program are 4:00 PM to 10:00 PM, Monday through Thursday.

Enrollment is open to the children of LMC students, LMC employees, and community members. Children must attend the Center on a regular basis – no drop-in care is available. Hours are scheduled in minimum three hour time blocks. Highest priority is given to full time LMC student-parents who are continuing their education from semester to semester.

Parents who enroll their children in a child care program will be required to enroll in a Child Development course on parenting. College units will be awarded to those completing the seminar and lab work. Participatory duties and responsibilities are assigned by the Child Development staff. Specific course requirements vary. Contact the Child Development Department at extension 3296 for applicable course numbers and sections.

Hourly fees for child care services are based on family income. A one-time non-refundable semester fee for snacks and materials is charged to all parents. For more information, visit the Child Study Center or call extensions 3297 or 3198.

## Counseling Services

A college education should help students achieve self-direction in decision making and planning. To assist in progressing toward this goal, the College provides a staff of professional counselors who provide the following services:

- 1) Exploration of solutions to personal and educational problems.
- 2) Exploration of vocational and career choices.
- 3) Exploration of vocational majors offered at Los Medanos College.
- 4) Exploration of majors offered at four-year colleges.
- 5) Advice concerning general education requirements.
- 6) Advice concerning major and transfer requirements.
- 7) Assistance in adjusting to college.
- 8) Assistance in developing good study habits and study skills.

If you would like to make use of the services available, contact the receptionist at the Counseling Center for information and/or an appointment with the counselor of your choice.

## Disabled Students Program and Services

The Disabled Students Program and Services provides a variety of classes and support services to individuals with verified disabilities. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. Services include specialized instruction, adaptive equipment, sign language interpreting, readers, writers, textbooks on tape, testing accommodations (including alternate format), educational counseling and planning, priority registration and specialized tutoring. **All services are elective and must be requested by the student.**

For additional information contact the Disabled Students Program and Services in the Counseling Area, Room CC3-440, ext. 3133.

## Substitution Policy

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from LMC, despite an earnest effort on the part of the student to complete the course and despite provisions of academic accommodations and/or auxiliary aids, a course substitution shall be considered. Contact the Disabled Student Program & Services office for more information on policies and procedures.

## Employment Center

The LMC Employment Center, Room CC3-435, provides important career development services to LMC students:

- 1) Job Placement Services
  - Referrals to off-campus job openings. (Paid part-time and full-time career opportunities.)
  - Referral/placement into on-campus student worker openings.
  - Job search guidance counseling.
  - Job fairs, employer visits and other events.
  - Assistance with resume writing, cover letters, job interview techniques and much more.
  - Internet access to job-related websites.
  - Lifetime job placement assistance to LMC alumni.

- 2) Cooperative Education Services

The Cooperative Work Experience Program at Los Medanos College grants college credit for what you learn and accomplish on the job. See page 26 for further information.

- 3) Internship Services

This new program provides students with short-term (9-weeks) work experiences related to their major. While unpaid, these internships can result in college credits. Typically, intern candidates are 3rd or 4th semester students seeking to apply their knowledge and skills in a practical setting. Most of the employers hosting our interns are located in East County, but worksites are available in Martinez, Concord and Walnut Creek as well. Interns are sometimes stationed right here at LMC.

The Employment Center is located on Level 3, Room CC3-435. Hours of operation are Monday-Friday, 8:30 a.m.–4:00 p.m. Call 439-2181, ext. 3331 or drop by for further information.

## Extended Opportunity Programs & Services (EOP&S)

(See Fees, Benefits and Financial Aids Section).

## Food Service

The LMC Cafe provides food service and is operated by Fresh & Natural. Service is available to the entire college population, as well as to the student clubs, organizations, and for college related activities and special events. For information regarding planning special events, contact the College Cafeteria, ext. 3311.

The LMC Cafe is open five days and four evenings a week during posted hours. It offers breakfast, lunch, and dinner. In addition, sandwiches, hamburgers, desserts, snacks, beverages, etc., are available.

There are vending machines available in the vocational-technology area and in the vestibule next to the dining room. Snacks, fruit, yogurt, cookies, cakes, pies, candy, gum, mints, soft drinks, as well as chicken soup, hot chocolate, tea and coffee are available. Coffee, soda, and candy vending machines are also located in the PE area. Refund requests can be obtained at the switchboard.

## The Gay and Lesbian Resource Center

The LMC Gay and Lesbian Resource Center offers information and support to the LMC community on issues related to sexual orientation and gender identity. The Center has a lending library with materials addressing various subjects, including gay and lesbian history, biographies of famous gays and lesbians, fiction and poetry by gays and lesbians, and non-fiction books and videos covering a variety of issues such as the coming-out process, religion and homosexuality, gay and lesbian civil rights, and transgenderism. The Center also provides referral information for outside resources, including counseling and support groups for gay, lesbian, bisexual, transgender, and questioning youth. The Center works to ensure that LMC is safe and supportive for all, and that all members of the LMC community are valued, respected and served, regardless of sexual orientation or gender identity. The LMC Gay and Lesbian Resource Center is located on Level 1, in Room CC1-121B. For further information, call (925) 439-2181, ext. 3259 or email LMC-ALLIES@yahoo.com.

## Health Services Referral

Sources of aid and information concerning counseling, crisis intervention, family counseling, alcohol and drug abuse, mental health, venereal disease, etc., may be obtained from Contra Costa County Mental Health Services, Pittsburg Mental Health Services, or the Los Medanos College Counseling Center in Room CC3-412, ext. 3334.

It is the student's responsibility to assume all expenses involving injury or illness. A student insurance policy brochure can be obtained from the Student Affairs Center, Room CC3-800.

Students who have a medical problem which might require immediate action; e.g., diabetes, bee sting allergy, epilepsy, etc., should inform their instructors and file an emergency instruction card at the switchboard for the proper action to be taken on the student's behalf.

## Housing

Rental referral listings are available at Los Medanos College through the Student Affairs Center. A binder of current listings is located inside Room CC3-800A. Cards are also posted on a bulletin board directly across from the Student Affairs Center.

## Matriculation Services

*(See Admission and Course Enrollment Section)*

## Mustang Corner Bookstore

The College Bookstore is located next to the Cafeteria on level 3. Regular hours, when class is in session, are 8 a.m. to 7 p.m. Mondays and Tuesdays, 8 a.m. to 4 p.m. Wednesday through Fridays. Exceptions are holidays and special events.

During the first two weeks of each term the store will be open for extended hours, which will be posted in advance.

The store carries a wide range of supply items, soft goods, gift items, and snacks, in addition to textbooks and general reading books all on a self service basis. Browsing is encouraged.

Test forms, blue books, and pencils may be purchased at the Information Desk when the Bookstore is closed.

We will be happy to special order, at no additional charge, any book which the store does not stock. A \$5.00 deposit for books and a \$15.00 deposit for computer software is required. Deposits are nonrefundable once the order is processed.

For online assistance, visit the bookstore web site at [www.lmcbookstore.net](http://www.lmcbookstore.net).

## Payment For Purchases

Payment for purchases made in the bookstore may be made by: cash, ATM cards, Mastercard, VISA and Discover credit cards, or money orders. Personal checks are not accepted.

## Buy-Back Policy

During the last week of each term a textbook buy back will be held. The days and hours will be announced and posted.

Up to fifty percent of the purchase price per book will be given unless:

- The instructor has dropped the text for next semester.
- The publisher has printed a new edition.

- The store is overstocked for the next term.
- The book is not in resalable condition in the Bookstore's judgment.
- The course will not be offered the next term.
- The instructor has not notified the store of the book(s) that will be required.
- The material is a workbook, reference module, or is not-required, in nature.
- The book retails for less than \$3.95.

### You are urged to:

- Read signs regarding buy-back policies before selling any books.
- Ask how much is being offered for each book.
- Keep any books that may be used again (in or out of class).
- Do not sell your books if you feel the amount offered is not a fair return.

## Refund Policy

During the first two weeks of each semester, to allow for schedule changes, the Bookstore will accept textbooks and refund the cost to students, provided:

- 1) Textbooks were purchased at the beginning of the current semester.
- 2) The cash register receipt received at the time of purchase is turned in with the refunded book.
- 3) New textbooks are returned in new condition. If books are marked with any highlighting or names, the refund allowance will be at the USED book purchase price. This policy does not pertain to used books.
- 4) Shrink-wrapped books cannot be returned if the wrap has been removed.

### Please note:

- If you buy your books after the refund period, a full refund will only be granted when textbook is returned within 24 hours, accompanied by your cash register receipt.
- SUMMER SESSION: Refunds are issued only during the first 4 days of classes with a receipt.
- SHORT-TERM SESSIONS: Refunds are only issued when textbooks are returned within the first 24 hours of the first day of class, with a receipt.
- No refunds on general or reference books. This includes any children's books or leisure reading book.
- No refunds or returns on supplies and study aids.

## Parking

All vehicles parked on the campus, whether in a parking lot, dirt lot, or on a perimeter road (Miwok Way) must have a valid parking permit. Be aware that there are designated student parking areas, as well as faculty and staff parking areas. Students who park in faculty/staff spaces will be ticketed. These defined areas are indicated on the campus map, which may be picked up at the information booth located in Parking Lot A or in the Police Services Office, on the bottom level of the complex.

Copies of the college parking regulations are available in the Business Office and the Police Services Office.

The College District assumes no responsibility for damage or loss to vehicles or persons using parking facilities.



## Parking Enforcement

Parking regulations are enforced 24 hours a day, from 7:00 AM Monday through 5:00 PM Friday. Parking regulations are not enforced on weekends or holidays.

Important: To avoid a citation, a parking permit must be visible at all times, while parked on campus.

## Police Services

The Campus Police Office is located in Room CC1-132, ext. 3228. The police staff is available to assist in problems involving unsafe conditions, lost property, personal injury, theft, civil disturbance, etc.

## Student Activities

Los Medanos College offers a range of extracurricular activities that enrich students by giving added meaning to their normal course work. These activities provide recreation, entertainment, and other opportunities to get involved with the community and other students.

## Clubs

Students are encouraged to organize clubs and organizations that reflect their interests. Each group is sponsored by a faculty advisor who helps plan and organize meetings and activities. Because the club activities are not limited to the campus, student members are encouraged to cooperate with community organizations that have common interests. In this way, the goal of taking the College to the community and bringing the community to the College can be reached.

The InterClub Council (ICC) is the coordinating body for all clubs and organizations on campus. Each club is represented in ICC, which debates the merits and priorities of community college activities. ICC members recommend the allocation of funds to the groups seeking them and help with activities.

The list of active clubs changes as often as student interests do, so you should check with the Student Affairs Center in Room CC3-800A to see which ones you can join now.

## Student Government

The Los Medanos College student government is comprised of 13 representatives who participate fully in college governance and work closely with faculty and administration. Student senators are selected by a committee of two student senators, two students-at-large, and one faculty member. Applications are available in Room CC3-800A.

In addition, students have their own meetings to discuss current issues and concerns. All students are encouraged to attend these meetings and to bring their own concerns for discussion. Also, student senators are available during the day in Room CC3-800A for consultation.

## Transfer Center

The LMC Transfer Center provides a variety of services and information for students planning to transfer to four-year colleges and universities. Support services are available to help students explore transfer opportunities and to assist students with the transfer process.

The LMC Transfer Center schedules regular visits by representatives from four-year colleges and universities. Students can drop in for questions or schedule individual counseling appointments with these representatives. Workshops are provided on topics such as completing admissions applications, general transfer information, writing for essays and scholarships, and financial aid resources. The Transfer Center coordinates campus visits to selected Bay Area baccalaureate institutions.

The LMC Transfer Center has an extensive library of information on UC, CSU, out-of-state and private institutions, historical black colleges, and other reference materials. On-line access to college information is also available. LMC participates in many collaborative programs designed to facilitate the transfer process. Some examples are Transfer Admission Agreements (TAA's), Dual Admissions Program, Cross Registration programs, and "On-the-Spot" Admissions.

*The Transfer Center makes it easier for LMC students to transfer successfully!*

*Visit the LMC Transfer Center in Room CC3-434 for more information, or call 439-2181, ext. 3124.*

## Tri-Delta Transit

Tri-Delta Transit buses stop right in front of the college. The system connects East county communities and the Pittsburg/Bay Point BART station. Bus schedules are available at the Information Center, Room CC3-400.

If a student is enrolled in at least eight units while attending Los Medanos College, they are eligible to purchase a Tri-Delta bus pass for \$15.00 per month. Bus passes may be used for unlimited rides for the duration of the month. For more information or to purchase a bus pass, visit the Student Affairs Center in Room CC3-800A.

# Instructional Services

## Athletics

Los Medanos College supports seven intercollegiate teams competing among colleges throughout Northern California. Men's and women's basketball, football, women's soccer and women's volleyball participate in conference play in the fall. Baseball and softball teams compete in the spring. Successful teams compete in regional and state play-offs. To be eligible for intercollegiate sports, a student must be enrolled in 12 units for the first season and must complete 24 units and a 2.0 GPA before the second season of participation. Interested persons should contact the appropriate coach before the practice season begins, or contact the Athletic Office, Room CC3-442, extension 3217.

## AVANCE Program

The philosophy of the AVANCE Program is to create an enriching academic environment that allows Latino students or students who are interested in the Latino culture to successfully complete their educational goal at Los Medanos College and to move on with confidence.

AVANCE courses include entry-level writing and reading, math, spelling and vocabulary, speech, and a college success course that can assist students in test-taking, studying, note-taking, and reading and understanding textbooks.

## Art Lab

The Art Area offers an integrated program of studies in fine arts and graphic communications. Studies begin with foundation courses, where students learn the fundamentals of creativity, knowledge of tools and materials, and the discipline required for advanced studies or a career in art. From there, students choose to focus on either fine arts or graphic communications. Students may earn an associate of arts degree with either emphasis, or choose to earn a certificate of achievement in graphic communications or in digital publishing.

## Business Department Computer Lab

The LMC Business Department provides a computer laboratory where Business students can develop their skills in keyboarding, office procedures, word processing, electronic spreadsheets, accounting, 10-key calculators, desktop publishing, web design, and online classes. Students can apply the knowledge gained in class sessions. Instructors, full-time lab coordinators, lab assistants and peer tutors are in the lab to give you individualized instruction and assistance. Lab hours are 8 a.m. to 10 p.m. Monday through Thursday, 8 a.m. to 2 p.m. Fridays.

We encourage Business students to use the equipment and learning materials available in the lab. Let our instructional staff help you meet your goals.

The Business Lab is located on the second level (Rooms CC2-232 and CC2-235).

A computer lab for use by the general student body is located in Learning Center I.

## Computer Science Center

The Computer Science Lab, located in the 600 area, provides Computer Science students with the opportunity to sharpen their skills in the operation of micro-computers. The lab is staffed by full-time paraprofessionals, student instructional aides, instructors, and peer tutors.

Lab hours are 8 a.m. to 10 p.m. Monday through Thursday, 8 a.m. to 1 p.m. Friday, and 8 a.m. to 3 p.m. Saturday.

Lab equipment is constantly updated to reflect the ongoing changes in technology. The lab is not fully equipped with wireless computer technology.

A computer lab for use by the general student body is located in Learning Center I.

## Cooperative Education Services

The Cooperative Work Experience Program at Los Medanos College grants college credit for what you learn and accomplish on the job. There are two types of enrollees:

CO-OP 99 (Occupational Work Experience) requires that the employment relate to the student's major or current course work. WORK 99 (General Work Experience) does not require that it relate to the major. Students enrolled in WORK 99 may qualify for up to three units per semester (six units total). The CO-OP 99 participant may qualify for up to four units per semester (sixteen units total).

Interested applicants should contact the Employment Center, Room CC3-435, extension 3331.

## The Experience

Los Medanos College's award-winning newspaper, the "Experience", is a practical laboratory for journalism students and a medium for campus communication. Students gain practical experience as reporters, photographers, artists and editors and the excitement of contemporary journalism. Groups and organizations with news items should contact the "Experience" by noon on the Tuesday before Friday's issue. The "Experience" is also available on the college web site: [www.losmedanos.net](http://www.losmedanos.net).

## Honors Program

The Honors Program provides a challenging academic environment for highly motivated students. The Honors Program offers students:

- **Honors Courses** which involve substantial research, writing and critical thinking and will prepare students for upper division and graduate work. These courses will have smaller class sizes to facilitate more personal attention and discussion.
- **Honors Contracts** which allow students to create and complete independent research projects, in addition to regular course work.
- **Transfer Agreements** with prestigious California universities which will greatly increase students' chances for transfer acceptance and scholarship opportunities.
- **Personalized Counseling** with the Honors Program Counselor.
- **Transcript Designation** of Honors coursework and program completion so that universities or employers can see the Honors work students have done.

Students may apply for the entire Honors Program, or simply take a few Honors courses and contracts. (Transfer Agreements are only available to students who complete the entire program.)

## Honors Program Admission Requirements

Students who wish to enter the Honors Program (or to take individual honors courses or contracts without entering the program shall:

- Have completed English 10S with a grade of A or B, OR have completed English 21LS or 30LS with a grade of A, OR have received a score of 4 or 5 on the Advanced Placement English exam. (New students may fulfill the English 10S requirement during their first semester in the program); and

- Have fulfilled at least one of the following requirements:
  - 1) High School GPA of 3.25 or higher; or
  - 2) College GPA of 3.25 or higher with a minimum of 12 degree applicable units; or
  - 3) Have a Letter of Recommendation from a faculty member plus be approved by the Honors Program Board.

For further information or program applications contact Jennifer Saito, Honors Program Director at (925) 439-2181 ext. 3369 or Marie Karp, Honors Program Counselor at (925) 439-2181 ext. 3282.

## Learning Resource Center

### Learning Resource Philosophy

The Learning Resource Center is designed, equipped, and staffed to enhance and support learning and instruction at Los Medanos College.

Located in the center of the college complex, the Learning Resource Center serves two main functions by:

- 1) Providing an atmosphere and environment for students to pursue educational success through utilizing resources and services in support of classroom activities, as well as through independent and small-group study; and
- 2) Providing faculty with the resources and services for classroom and laboratory instruction.

The Learning Resource Center is composed of four levels with specialized resources and services.

### Learning Resource Center — Level 2 (Students)

The student side of the LRC-2 contains a wide variety of audiovisual materials such as audio cassettes, videos, slides, and multimedia kits, as well as print materials placed on reserve by instructors. Cassette tape duplication and study carrels are also available. There is a photocopy machine for student use at a minimal fee.

Los Medanos College has on reserve copies of all general education books for student use. The books are available for limited check out and use in the center during normal operating hours. The general education book reserve system is designed to meet the needs of students who cannot otherwise afford to purchase required books for general education.

Also available on LRC-1 is a student computer lab. These computers can be used by registered LMC students who need the use of a computer to type papers for class assignments. The Writing and Reading Across the Curriculum Center is also housed within Learning Resource Center 1.

### Learning Resource Center — Level 2 (Faculty)

The second level is also designed, equipped, and staffed to serve as a faculty resource area. Located here are campus audio-visual services, media design and production and the office of the Senior Dean of Information Technology and Services administrative coordinator. The Senior Dean, along with her other duties, is responsible for the three levels of the Learning Resource Center.

The main body of the video collection is housed on this level and there is a computerized database available for researching the videos by title or subject.

The audio visual equipment and materials, including an audio recording room and video editing room are also available for faculty, staff, as well as, student use for appropriate course-related activities.

### Learning Resource Center — Levels 3 and 4 (Library)

The third and fourth levels of the Learning Resource Center provide most of the traditional types of library materials and services. On the third level is the reference librarian, the online catalog, reference materials (encyclopedias, dictionaries, etc.), indexes, current periodicals (newspapers, magazines), microfilm (back issues of newspapers and magazines), and the circulation area where materials are checked in and out, and a group study room. A coin-operated photocopy machine is available as well as study carrels and lounge-type seating. The fourth level houses most of the circulating books as well as back issues of magazines.

### Math Lab

The Math Lab, located in Rooms CC2-254/255, is open Monday through Thursday from 8 a.m. to 8 p.m., and Friday from 8 a.m. to 5 p.m. Saturday hours vary. Tutorial assistance by a lab coordinator, peer tutors, and instructors is available for all math courses. Computer terminals are also available. For more information about the lab, see the Lab Coordinator in Room CC2-255.

### Music

LMC offers a variety of musical activities from beginning level classes through advanced performance opportunities, including an extensive concert schedule. Courses are available for students who are just learning about music, wanting to sharpen skills, or who are planning a career in the field. Performances by professional artists are included in the campus musical activities. Music and Recording Arts classes are held in a "state of the art" building.

### The Puente Project

The mission of the Puente Project is to increase the number of educationally underserved students who: enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders to future generations. Puente is sponsored by the University of California Office of the President and the California Community Colleges.

College staff who participate in the Puente Project provide three areas of service to students: teaching, counseling, and mentoring.

For more information call: 439-2181, Puente English Instructor, ext. 3289, Puente Counselor, ext. 3348, Student Outreach, ext. 3383

### Reading and Writing Center

The Reading and Writing Center is located in Room 100 on the first level of the college. A full-time lab coordinator, English instructors, and English graduate students are available to assist students in all disciplines with their reading and writing assignments. Twenty-seven computers are also available for student use. The Center is open daily, Monday through Saturday. For more information, come by for a tour or call extension 3176.

### Science Audio-Tutorial Center

The Science Audio-Tutorial Center, Room CC3-920, is an integral part of the physical and biological sciences curriculums at the College. All instructors of science courses assign learning materials here for students as a regular part of the respective courses. Also available are resource materials. Tutorial assistance by instructional support staff, peer tutor, or instructor is available for most science classes. For more information about the center, contact the instructional support staff in Room CC3-920.

### Tutoring Services

LMC provides an array of tutoring services to students wishing to strengthen their academic skills in multiple disciplines. Peer tutors are students at LMC who have succeeded in the classes and disciplines for which they tutor. Consult with instructors to determine the range, location, and times of tutoring services available for their classes.

# Student Rights and Responsibilities

## Summary

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the large community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Los Medanos College has a duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for student freedom to learn. The policies and procedures as set forth in this statement are for institutional use but cannot be separated from the laws of the wider society; therefore, everything stated herein must be considered within the limits of the law.

## Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. Students are free to organize and join associations to promote their common interests.

- 1) The membership, policies, and actions of a student organization will be determined by vote of only those persons who are bona fide students of Los Medanos College.
- 2) Affiliation with an extramural organization will not disqualify a student organization from institutional recognition.
- 3) Faculty advisors are necessary; each organization is free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policies or legal activities of such organizations.
- 4) Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They will be required to submit a membership list as a condition of institutional recognition.
- 5) Campus organizations, including those affiliated with an extramural organization, are open to all Los Medanos College students without respect to race, creed or national origin.

## Freedom of Inquiry and Expression

- 1) Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the large community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

- 2) Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of the campus facilities should not be used as a device of censorship. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the news expressed, either by the sponsoring group or the institution.

## Exercise of Rights of Citizenship

College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

## Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, however institutional authority should never be used merely to duplicate the function of general laws.

The student who incidentally violated institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

## Student Participation in Institutional Government

As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

## Student Responsibilities and Educational Goals

- 1) It is the student's responsibility to verify the correctness and completeness of his/her transcript upon transferring to a four-year institution. It is the student's responsibility to pursue any discrepancies that may occur with the acceptance or nonacceptance of his/her transcript.
- 2) Each student has the responsibility as to the completeness and correctness of his/her transcript to receive an A.A. degree, Certificate of Completion or Certificate of Achievement.
- 3) It is the student's responsibility to do the assigned coursework and attend courses regularly.
- 4) It is the student's responsibility to drop courses they do not plan to attend.

## Off-Campus Activities

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

## Progress Evaluation by Faculty

Any student has the right to request and obtain an informal grade evaluation by his/her instructor prior to the mandatory drop date. In order for a student to make a knowledgeable decision of retention in a class and to increase motivation for improvement, the student needs to know his/her standing in each course.

## Grievance Process

The Student Grievance Procedure is to provide every Los Medanos College student with an equitable means of seeking an appropriate remedy for a grievance on any LMC matter, other than as defined under the unlawful discrimination section of this catalog.

The Student Grievance Procedure is available in the Student Affairs Center, Room 800a, ext. 3266.

## Student Discipline and Suspension

Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The following acts constitute misconduct for which College students are subject to discipline and suspension. Such misconduct, whether committed while on campus or off campus, at functions supervised or sponsored by the College, is subject to disciplinary sanctions Ed. Code 76032 and 76033 administered by the College.

- 1) Continued disruptive behavior, continued willful disobedience, habitual profanity, or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- 2) Assault, battery, or any threat of force or violence upon a student or college personnel.
- 3) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
- 4) The use, sale, or possession on campus of, or presence on campus under the influence of, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
- 5) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
- 6) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 7) Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- 8) Forgery, alteration, or misuse of College documents, records, or identification.
- 9) Theft or damage to property of the College, of members of the college community or of college visitors.
- 10) Unauthorized entry to or use of college facilities.
- 11) Violation of College policies or regulations, including regulations concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
- 12) Gambling on College property.
- 13) Conduct off campus inimical to the welfare and well-being of the College community.

## Appeals Process

Students have the right to appeal suspension or expulsion within ten (10) working days from the date the notice letter is delivered or posted. This written appeal should be filed with the President's Office, Room 402.

## Drug-Free Campus Policy

As defined by State and Federal law, it is the policy of Los Medanos College to maintain a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 USC Section 812) and from abuse of alcohol.

This policy applies not only to the campus, but also includes participation in field trips, athletic competition, international study programs, and any activity sponsored by the college. Any violation of this policy will be cause for disciplinary action, up to and including expulsion.

For information about substance abuse treatment, students may contact a campus counselor or refer to the information binder located in Room 412.

## Smoking Policy

Smoking is not permitted within the college buildings, offices, cafeteria, interior hallways or in those walkways which are open to the air (due to a lack of air circulation). This policy prohibits smoking and other uses of tobacco products within the perimeter of the college walls or any area designated as no smoking by local ordinance, fire safety, or health codes.

## Matriculation Rights and Responsibilities

### Student Responsibilities Under Title 5 Matriculation Regulations

Students participating in the matriculation process at Los Medanos College are expected to fulfill the following responsibilities, as part of the State of California Title 5 Matriculation Regulations, section 55530 (d).

- 1) **Educational goal.** All students must state a broad educational goal upon admission to the college, and a specific educational goal no later than upon completion of 12 units of course work.
- 2) **Educational plan.** All new students are expected to complete a first-semester individual educational plan with the assistance of a counselor prior to registering for classes. This is done in "New Student Orientation."
- 3) **Counseling.** All students are expected to schedule an appointment with a counselor or faculty advisor at least once each semester or as needed, to review, update and expand the educational plan. The following students are strongly encouraged to participate in counseling prior to enrollment for the next semester:

- a) Those on academic or progress dismissal.
  - b) Those enrolled in developmental courses, such as English 7, Math 1 or Math 2.
- 4) **Attendance/completion of classes.** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in the suspension or termination of college services as listed in section 55520 of the Matriculation Regulations, except for services required under other provisions of law.

### Student Rights Under Title 5 Matriculation Regulations

Los Medanos College students are guaranteed the following rights under the State of California Title 5 Matriculation Regulations (California Code Regulations, Sections 55520-55534.)

- 1) **Assessment:** Students are allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at LMC, if the assessment instrument is state-approved and correlation with LMC courses can be established. These scores should be submitted to the Assessment Center, Room 119. (Section 55530 (c).)
- 2) **Prerequisites:** A student may challenge a required course prerequisite on the following grounds:
  - a) The prerequisite course is not available. (Section 55534 (a).)
  - b) The prerequisite course is discriminatory or is being applied in a discriminatory manner. (Section 55534 (b), section 58106 (d).)
  - c) The prerequisite is not valid because it is not necessary to succeed in the course for which it is required. (Section 58106 (d).)
  - d) The student has the knowledge or ability to succeed in the course without taking the prerequisite. (Section 58106 (d).)
  - e) The basis upon which the college has established an enrollment limit does not, in fact exist.
- 3) **Complaints:** A student may file a complaint if he/she believes LMC has failed to make a good faith effort to develop an educational plan or provide specified services once the student has declared a specific educational goal. (Section 55525 (d).)

### Waivers, Appeals and Complaints

Students who wish to request waivers, or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of steps outlined, below:

(Students filing other types of complaints or alleging discriminatory practices should follow the procedures listed in the college catalog under “Student Rights and Responsibilities—Grievance Process” or “Admission and Course Enrollment—Equal Opportunity Policy.”)

#### A. Initial Review of Waiver Appeal or Complaint

- 1) The student should contact the Matriculation Manager and complete an “Appeal or Request for Waiver” form or file a complaint regarding matriculation rights. The completed form should be turned in to the Matriculation Manager, or to campus mailbox 34.
- 2) The Matriculation Manager will contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.

- 3) In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

#### B. Appeal to the Dean

- 1) If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may next submit the initial form to the Dean of the appropriate area for further review.
- 2) The Dean will review the appeal or request for waiver and will meet with the student and/or inform the student of his or her decision concerning the matter.
- 3) In the event the appeal or request for waiver is not granted by the Dean, the student will be advised of his/her further right to further appeal and the correct procedures to follow.

#### C. Appeal to the Vice President

- 1) If the student does not accept the dean’s decision, the student may then submit the appeal or request for waiver to the college vice president.
- 2) The Vice President will review the appeal and will meet with the student and/or inform the student of the final decision concerning the appeal or request for waiver.

### Student Record Privacy Law

Student records shall be maintained in a manner to insure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Any currently-enrolled or former student has a right to access any and all student records which relate to the student and are maintained by community colleges. The editing or withholding of any such records, except as provided for by law, is prohibited. Student access to records during regular school hours shall be provided through the use of the “Request to Inspect and Review Educational Records” form (RPI), available in the Admissions Office.

In conformance with federal and state laws, Los Medanos College hereby provides notice that the Contra Costa Community College District Governing Board has adopted a policy regarding access to student records maintained by the College.

The following is general information. The complete policy is available to students at the Admissions Office.

The policy basically provides that directory information (student’s name, major, participation in official activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent school attended) may be published or released by the College unless otherwise requested in writing by the student. No other information about the student may be released except to those persons or agencies specified in the law, unless the student has authorized in writing the release of records to others.

The law also permits the student to examine all records maintained by the College pertaining to the student, and provision is made for the student to have copies of those records by written request and by payment of the cost. Provision is also made for the student to challenge the accuracy of these records.

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## Availability of Specific Information

The following specific information is on file at the Admissions Office and/or is available to students upon request.

- 1) The types of student records and information contained therein which are directly related to students and maintained by the institution.
- 2) The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have such access.
- 3) The policies of the district for reviewing and expunging these records.
- 4) The right of the student to access to his/her records.
- 5) The procedures for challenging the content of student records.
- 6) The cost which will be charged for reproducing copies of records.
- 7) The categories of information which the institution has designed as directory information and the parties to whom such information will be released unless the student objects.
- 8) Any other rights and requirements set forth in Chapter 1.5 (commencing with Section 15430) of Division 18.5 of the Education Code.

## Address Changes

Students are required by law to notify the Admissions Office of changes of address. Students who are also working as employees at the college should submit changes of address to the Business Office.

## Student Right-To-Know and Campus Security Act

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Contra Costa Community College District and Los Medanos College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1997, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Los Medanos College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 16.3 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 1997 to Spring 2000. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 22.5 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 1998 to Spring 2000.





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## **College Transfer Requirements**

# Transfer Information

Many students will transfer to a four-year college or university after completing their freshman or sophomore courses at Los Medanos College. Each four-year institution has a basic pattern of lower-division, general education breadth requirements and specific major requirements which, for the most part, can be fulfilled at Los Medanos College before transferring.

All students who plan to transfer to another college should consult with a counselor on a regular basis. Students should acquaint themselves with the current Los Medanos College catalog and the catalog of the intended college of transfer regarding admission requirements and application procedures, because they vary and are subject to change. The selection of proper transfer, major, and general education courses is best done with a member of the professional counseling staff at Los Medanos College.

## California State University (CSU)

### Transfer Admission Requirements

Students who have completed college units after graduation from high school are considered transfer students. A total of 124 units of college level work is the minimum required for graduation from a California State University with the Baccalaureate Degree. Of these 124 units, a maximum of 70 units may be transferred from a community college. Students should consult with a counselor for more information.

Many majors have specific course requirements that must be met to be eligible for admission. A higher grade point average than the minimum may also be required. The requirements for a particular major may differ from one CSU campus to the next and may change annually, so students must consult regularly with a counselor when selecting their courses.

### Lower Division Transfers

Students who have completed 55 or fewer transferable college semester units are considered lower division transfer students. Students are eligible for admission if they have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

- 1) They were eligible as a freshman at the time of high school graduation, i.e. met the eligibility index (GPA/SAT I score) and completed the 15 unit pattern of college preparatory subjects.
- 2) They were eligible as a freshman at the time of high school graduation except for subject requirements and have made up the missing subjects at a high school or college.
- 3) Some campuses may require completion of English composition and general education math.

Students should contact their campus of choice to determine whether they have limits on admission as a lower division transfer.

### Upper Division Transfers

Students who have completed 56 or more transferable semester college units are considered upper division transfer students. Beginning Fall 2000, students are eligible for admission if they meet the following requirements:

- 1) Students must have a grade point average of 2.0 (C) or better in all transferable units attempted. Non California residents must have a 2.4 grade point average or better.
- 2) Students must be in good standing at the last college or university attended, i.e., eligible to re-enroll.

- 3) Students must have completed or will complete prior to transfer at least 30 semester units of college coursework equivalent to courses that meet general education requirements with a grade of C or better in each course. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking,) and at least one course of at least 3 semester units in college level mathematics; OR students may complete the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

### Special Note

Students who complete college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshman and must meet those admission requirements.

## University of California (UC)

The University considers a transfer applicant to be a student who graduated from high school and enrolled in a regular session at a college or university. A student who meets this definition cannot disregard his or her college record and apply as a freshman. **Students at a California community college should take courses that are transferable, satisfy university and college requirements, and fulfill lower division requirements in their major.**

**Course requirements vary from one UC campus to the next. Therefore, students should work with a counselor to first select a particular UC campus and then formulate a strategy for completing UC transferable courses which satisfy that campus' requirements for admission, general education, and major course of study.**

### Minimum Admission Requirements for Transfer Applicants

University of California admission requirements for transfer students vary depending upon the student's eligibility to enroll at UC when the student graduated from high school. Many UC campuses do not accept lower division transfers, that is, students with less than 60 UC transferable units.

To be eligible to apply for transfer as a junior, students must complete at least 60 units of UC transferable credit and meet specific admission requirements. In most cases, students may transfer up to 70 semester units of credit from a community college.

### Eligible from High School

Students who were eligible for admission to the University when they graduated from high school - meaning they satisfied the Subject (15 unit pattern of college preparatory subjects), Scholarship (2.8 minimum GPA), and Examination (SAT I & II) Requirements - are eligible to transfer if they have a C (2.0) average in transferable college coursework.

### Partially Eligible from High School

Students who met the Scholarship Requirement, but did not satisfy the Subject Requirement, must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.

Students who met the Scholarship Requirement, but not the Examination Requirement, must complete a minimum of 12 semester units of transferable work and earn an overall C (2.0) average in all transferable college coursework completed.

## Not Eligible from High School

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement, must:

- 1) Complete 60 semester units of transferable college credit with a grade point average of at least 2.4, AND include the:
- 2) Completion of the following course pattern requirement, earning a grade of C or better in each course:
  - two transferable college courses (3 semester units each) in English composition, and;
  - one transferable college course (3 semester units) in mathematical concepts and quantitative reasoning, and;
  - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy these transfer admission requirements. For more information please see IGETC Requirements in this catalog and consult with a counselor.

The minimum admission requirements for nonresident transfer applicants are the same as those for residents, except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

Please note that the requirements described above represent the minimum level of achievement to be eligible for admission to the University. At most UC campuses admission is competitive, and a grade point average higher than the 2.4 minimum may be required.

## Special Transfer Admissions Programs and Cooperative Admissions Program

The Cooperative Admission Program (CAP) gives students the opportunity to combine lower division study at a California community college (Los Medanos College) with a guarantee of admission to UC Berkeley as a junior. The program is offered only to students who apply to UC Berkeley for freshman admission, are UC-eligible (meet minimum admission requirements for freshman), but are not admitted as freshman. Students must select this option while they are still seniors in high school.

### Transfer Admission Agreement (TAA)

Some universities offer a program that guarantees students admission to a specific major as a junior if they complete the specified requirements. Students who have completed 30 transferable units and intend to transfer the following year should see a counselor to complete a transfer admissions agreement.

Participating universities include: University of California at Davis, Santa Cruz, and Riverside; University of the Pacific; and other public and private colleges.

For more information and support services, stop by the Los Medanos College Transfer Center in Room CC3-434 in the Counseling Department.

### Concurrent Enrollment (UC Berkeley)

The Concurrent Enrollment Program permits access to UCB classes so that eligible students may test their potential for success in a university setting and/or students may take required courses at the University, that may not be available at the community college.

## Cross Registration (CSU Hayward)

The Cross Registration Program allows eligible students to enroll concurrently at CSU Hayward and provides the opportunity to take required or exploratory courses at a baccalaureate institution.

## Dual Admissions (CSU Hayward)

The Dual Admissions Program is intended for first time college students who wish to start their baccalaureate degree at a community college and, upon completion of the requirements for transfer, enroll at Cal State University Hayward. Students must enroll in the Dual Admissions Program before the end of the first year of enrollment at the community college. Important advantages of participating in the program are the waiver of the CSU application fee, and the opportunity to obtain access to CSUH libraries, computer labs, and campus events.

## Intersegmental General Education (CSU and UC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements in either the California State University (CSU) or University of California (UC) system without the need, after transfer, to take additional lower-division general education courses.

IGETC may not be advisable for **all** students planning to transfer. U.C. San Diego (Revelle and Eleanor Roosevelt colleges) **does not** accept IGETC. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous.

Some students may be better served by taking courses which fulfill the CSU general education-breadth requirements OR those of the UC campus or college to which they plan to transfer. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

To be certified under IGETC the **entire** program must be completed **prior** to transfer. All courses must be completed with a grade of "C" or better.

All coursework applicable to the IGETC must be completed and certified in order to be accepted by CSU and UC. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UC, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

If the IGETC is not completed prior to transfer, students will be subject to the lower-division general education requirements of the campus or college to which they transfer.

Contact the Counseling Center for an IGETC approved course list and IGETC related questions.

## Private Colleges and Universities (California and Nationwide)

Students may transfer from Los Medanos College to colleges and universities other than the University of California and the California State University systems. Entrance requirements and general education course equivalents are so varied, however, that students anticipating transfer to one of these colleges should obtain its catalog and work closely with a Los Medanos College counselor to be sure that planning the transfer is effective.

# California State University (CSU)

## General Education Requirements ONLY

Students choosing to transfer are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change.

Students that are ineligible from high school, must have a minimum of 56 transferable semester units to transfer to CSU **including** general education.

This list of courses from which 39 units may be selected for certification of CSU general education requirements has been approved by California State University. This list applies to all students who began college in Fall 1981 or later, and to those who began earlier but who did not maintain continuous enrollment. In addition to these 39 units of lower-division general education courses, students must complete 9 units of upper-division work at the California State University for a total of 48 semester units. **Community colleges may certify no more than 30 semester units for Categories B, C, & D.**

### Area A Communication in the English Language and Critical Thinking

(A minimum of one course in numbers A1, A2 and A3.)

- A1 **Oral Communication** SPCH 40LS . . . . . **3 units**  
 A2 **Written Communication** ENGL 10S . . . . . **3 units**  
 A3 **Critical Thinking** HUMST 41LS or  
 ENGL 20LS, 21LS . . . . . **3 units**  
 A4 Some CSU Campuses require ENGL 30LS to satisfy an Area  
 A4 requirement . . . . . **Consult with a counselor.**

### Area B Physical and Biological Sciences

(A minimum of one course in numbers B1, B2, and B4.) At least one course in physical science or biological science must have a laboratory (B3).

- B1 **Physical Science** ASTRO 10LS, CHEM 6S\*, 8LS\*, 25LS\*,  
 PHYS 15LS\*, 35LS\*, PHYSC 5LS, 5LSH  
 . . . . . **3 units min. to 6 units max.**  
 B2 **Biological Science** BIOSC 7LS\*, 10LS\*, 20LS\*, 50LS\*  
 . . . . . **3 units min. to 6 units max.**  
 B3 **Lab Science** ASTRO 10LS/11S satisfies this requirement in  
 addition to any courses from B1 or B2 that includes a lab.  
 B4 **Mathematics**\* MATH 34S, 35S, 37S, 38S, 40S, 50S, 60S,  
 70S, 75S, 80S . . . . . **4 units maximum**

\* Courses which include a laboratory are indicated by an asterisk.

‡ Satisfactory completion qualifies for exemption from the CSU entry-level mathematics (ELM) examination requirements.

### Area C Creative Arts, Humanities and Foreign Languages

(A minimum of one course in numbers C1 & C2 and one additional course in C1 or C2.)

- C1 **Creative Arts** ART 5LS, 6LS, 7LS, 8LS, 8LSH,  
 MUSIC 10LS, 12LS, 15LS . . . **3 units min. to 6 units max.**  
 C2 **Literature, Humanities and Foreign Language**  
 DRAMA 15LS, 30S, 70LS, ENGL 3LS, 27LS, 28LS, 29LS,  
 30LS, 33LS, HUMST 2LS, 3LS, 3LSH, 20LSH, 30SH,  
 40LS, 42S, JOURN 35LS, SPAN 50S, 51S, 52S, 53S, 56S,  
 58S, FRNCH 60S, 61S. . . . . **3 units min. to 6 units max.**

### Area D Social, Political, and Economic Institutions and Behavior; Historical Background

No fewer than nine semester units should be taken. Courses taken should be in at least two different disciplines listed below. Course(s) listed in more than one discipline e.g., HIST 48S -- Gender Studies / HIST 48S -- Ethnic Studies will satisfy and be counted in only one discipline.

Discipline(s)	Course(s)
D1 <b>Anthropology &amp; Archeology</b> . . . . .	ANTHR 5LS, 6LS
D2 <b>Economics</b> . . . . .	ECON 10LS
D3 <b>Ethnic Studies</b> . . . . .	HIST 46S, 47S, 48S, SOCSC 45LS, 56S
D4 <b>Gender Studies</b> . . . . .	HIST 48S
D5 <b>Geography</b> . . . . .	GEOG 21LS
D6 <b>History</b> . . . . .	HIST 31S, 34LS, 35LS, 36LS, 37LS, 38LS, 47LS, 49S, 52LS
D7 <b>Interdisciplinary Social or Behavioral Science</b> . . . . .	NONE
D8 <b>Political Science, Government, &amp; Legal Institutions</b> . . . . .	POLSC 5, 5H, 40S, 43LS
D9 <b>Psychology</b> . . . . .	PSYCH 10LS, 11LS
D10 <b>Sociology and Criminology</b> . . . . .	SOCIO 15LS, 16LS

### Area E Physiological and Psychological Integration

(A minimum of one course.)

- E1 BIOSC 5S, ANTHR 7LS, PSYCH 12S\*\* . . . . . **3 units**

\*\* Formerly BEHSC 3LS.

### American Institutions and Ideals

- POLSC 5, 5H . . . . . **3 units**

Beginning Fall 1983: Students who desire to complete certification to CSU may meet the requirement by earning a passing grade in **POLSC 5** (American Institutions and Ideals: History, Constitution and Local Government.)

# IGETC: Intersegmental General Education Transfer Curriculum Requirements for Students Transferring to CSU or UC

Students choosing to transfer are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change.

Although courses may be listed in more than one area, they may be used to satisfy the requirement in only one area.

Beginning Fall, 1997 course prefixes were changed to more traditional academic disciplines. However, the number and title of the courses remain the same.

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer

from a community college to a campus in either the California State University System or the University of California System without the need, after transfer, to take additional lower division general education courses to satisfy CSU or UC general education requirements.

**Note:** UC San Diego (Revelle and Eleanor Roosevelt Colleges), DO NOT accept IGETC. For CSU, students must complete a minimum of 56 transferable semester units including IGETC. All courses must be completed with a grade of "C" or better. Effective Fall 1998 UC bound transfer students must complete a minimum of 60 transferable units including IGETC.

## Area 1 English Composition

*CSU: Three courses required: one from group A, one from group B, and one from group C (CSU ONLY).*

*UC: Two courses required: one from group A and one from group B*

<b>Group A:</b>	ENGL 10S
<b>Group B:</b>	ENGL 21LS
<b>Group C:</b>	SPCH 40LS (CSU Only)

## Area 2 Mathematics

*One course required (3 semester units minimum).*

MATH	34S, 35S, 37S*, 38S, 40S, 50S*, 60S, 70S, 75S, 80S
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\* Math 37S and 50S combined: credit for one course only.

## Area 3 Arts & Humanities

*At least three courses required (9 semester units minimum): one from Arts, one from Humanities, and one additional course from either.*

<b>Arts:</b>	ART 5LS, 6LS, 7LS, 8LS, 8LSH, DRAMA 15LS, 30S, 70LS, MUSIC 10LS, 12LS <sup>‡</sup> , 15LS
<b>Humanities:</b>	ENGL 27LS <sup>‡</sup> , 28LS, 29LS, 30LS, 33LS <sup>‡</sup> , HUMST 2LS, 3LS, 3LSH, 20S, 20LSH, 33S, 40LS, 42S, JOURN 35LS, SPAN 51S, 52S, 53S

<sup>‡</sup> Satisfies American Cultures Requirement U.C.Berkeley.

## Area 4 Social & Behavioral Sciences

*Minimum three courses required from at least two disciplines (9 semester units minimum).*

<b>Social Science:</b>	ECON 10LS, 11, GEOG 20, 21LS, HIST 31S, 34LS, 35LS, 36LS, 37LS, 38LS, 46S, 47LS, 48S, 49S, 52LS, 56S, POLSC 5, 5H, 43LS, SOCS 45LS
<b>Behavioral Science:</b>	ANTHR 5LS, 6LS, 7LS, PSYCH 10LS, 11LS, SOCIO 15LS, 16LS

## Area 5 Physical & Biological Sciences

*Two courses required: one Physical Science and one Biological Science. At least one must include a laboratory (7-9 semester units).*

**Physical Science:** ASTRO 10LS/11S, CHEM 6S (Lab), 8LS (Lab), 25LS (Lab), PHYS 15LS (Lab), 35LS (Lab), PHYSC 5LS\* (No Lab), PHYSC 5LSH (No Lab)

**Biological Science:** BIOSC 5S (No Lab), 7LS (Lab), 10LS\*\* (Lab), 20LS (Lab), 50LS (Lab)

\* No credit for PHYSC 5LS if taken after college level course in Astronomy, Chemistry, Geology, or Physics; no credit for PHYSC 15LS if taken after 35LS; no credit for PHYSC 21S if taken after 25LS.

\*\* No credit for BIOSC 10LS if taken after 20LS.

## UC Requirement ONLY: Foreign Language

*Proficiency equivalent to two years high school study in the same language. The following courses at LMC fulfill the requirement. (One course, 4 units minimum)*

FRNCH 60S (LANGA 60S), SPAN 50S (LANGA 50S)

## CSU Graduation Requirement: U.S. History/Government

*One course from Group A and one course from Group B required (6 semester units). (Courses may be counted only in one area.)*

<b>Group A:</b>	POLSC 5, 5H
<b>Group B:</b>	ECON 10LS, 11, GEOG 20, 21LS, HIST 31S, 34LS, 35LS, 36LS, 37LS, 38LS, 46S, 47LS, 48S, 49S, 52LS, POLSC 43LS, SOCS 45LS

For major requirements see counselor or [www.assist.org](http://www.assist.org)

# Pre-Transfer Majors

## Liberal Arts

An Associate in Arts degree may be earned by completion of the degree requirements listed in the Associate Degree Requirements section of this catalog. For pre-transfer, a Liberal Arts major may include, but is not limited to, a concentration in any of the following areas:

Accounting	Fine Arts	Physical Education
Astronomy	Geology	Physical Science
Business Admin.	History	Physics
Economics	Humanities	Social Science
Education	Medical/Dental/ Veterinary	Spanish
Engineering	Philosophy	Speech
English		

## Education, Teacher

The commission for teacher preparation and licensing has specified four basic types of credentials:

**Single Subject:** Majors selected from traditional subject matter areas commonly taught in high schools (no minor is required).

**Multiple Subject:** Authorizes the holder to teach in the traditional self-contained classroom or elementary school. Candidates for this credential must complete a diversified "liberal studies core" across four subject fields. Areas designated to be completed by the end of the junior year are:

- 1) Math-science;
- 2) Basic skills, literature, English grammar and composition, speech, etc.;
- 3) Humanities and fine arts; and
- 4) Social science and behavioral sciences.

**Specialist:** Early childhood education, reading specialists, mathematics, and special education. Generally involves post-graduate studies.

**Designated Subjects:** Technical, trade, or vocational education. Generally involves post-graduate studies.

Students should consult with a counselor concerning specific requirements for preparation for transfer into a teacher education program at a four-year college.

## Engineering

The basic core courses in science and mathematics required within the lower-division engineering curriculum are offered at Los Medanos College. These courses are listed here.

Required Courses		Units
CHEM 25LS	General College Chemistry	5
CHEM 26	General College Chemistry*	5
ENGIN 44	Engineering Statics	3
ENGIN 45	Engineering Circuit Analysis	3
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry	4
MATH 70S	Calculus and Analytic Geometry	4
MATH 75S	Linear Algebra	3
MATH 80S	Differential Equations	3
PHYS 40	Physics for Scientists and Engineers	4
PHYS 41	Physics for Scientists and Engineers	4
PHYS 42	Physics for Scientists and Engineers	4

**Total Units Required in Major Courses** ..... 46

\* Optional for some engineering specialties.

## Law

Four-year colleges and universities generally do not list pre-law majors. Students are advised to complete a balanced general education program the first two years in college. For the last two years, they should concentrate on a major field of interest for the Bachelor's Degree. After completion of a bachelor's degree, the student applies for entrance into law school.

## Medical/Dental/Veterinary

The preparation for entry into the health fields in this area is usually spread over a three-year or 90-unit span of time. Ninety percent of those accepted into medical/dental/veterinary schools will have completed four years in a bachelor's degree program. For the first two years of study, students should concentrate on completing a solid foundation in science and mathematics. Prerequisite science and mathematics courses for application to medical/dental/veterinary schools include the courses listed here.

Required Courses		Units
BIOSC 20LS	Principles of Biology	5
BIOSC 21	Principles of Biology	5
CHEM 25LS	General College Chemistry	5
CHEM 26	General College Chemistry	5
CHEM 27	Quantitative Analysis	3
CHEM 28	Organic Chemistry	5
	OR	
CHEM 29	Organic Chemistry	5
MATH 34S	Probability and Statistics	4
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry*	4
PHYS 35LS	General College Physics	4
PHYS 36	General College Physics	4

**Total Units Required in Major Courses** ..... 48

\* Optional at some colleges.

**Note:** PHYS 40, 41 and 42 may be required at some transfer institutions.

## Physics, Geology, and Astronomy

The basic core courses in science and mathematics required within the lower-division curricular programs of physics, geology, and astronomy are offered at Los Medanos College. These courses are listed here.

Required Courses		Units
CHEM 25LS	General College Chemistry	5
CHEM 26	General College Chemistry	5
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry	4
MATH 70S	Calculus and Analytic Geometry	4
MATH 75S	Linear Algebra**	3
MATH 80S	Differential Equations**	3
PHYS 40	Physics for Scientists and Engineers	5
PHYS 41	Physics for Scientists and Engineers	4
PHYS 42	Physics for Scientists and Engineers	4

**Total Units Required in Major Courses** ..... 41

\* At some transfer institutions, MATH 34S, Probability and Statistics may be substituted for MATH 75S or MATH 80S by Geology majors.

\*\* At some transfer institutions, only MATH 75S or MATH 80S is required by Astronomy majors.

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# 3

## **Graduation Requirements**

# Associate Degree and Certificate Requirements

## Preparing for Graduation

Petitions for degrees and certificates should be filed with the LMC Admissions Office early in the semester in which the requirements will be completed, so students can be notified of evaluation results. The deadline for petitioning for graduation is posted in the Spring Schedule of Courses and at the LMC Admissions Office. Credit from other institutions may be used to satisfy graduation requirements (see “Credit Accepted at Los Medanos College” in the **Standards of Scholarship** section).

The graduation ceremony is held once a year at the end of the spring semester for those students who complete the requirements for graduation during the academic year. Awards are available to graduates in the weeks following the graduation ceremony.

## Catalog Rights

LMC publishes a new catalog every year, and the requirements for the degree/certificate programs may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation.

Continuous enrollment is defined as the period of time in which a student’s record reflects completion of at least one course, for one semester or term, during a given catalog (academic) year, from the time of original enrollment. A student who has a break in attendance must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. In the event of discontinued courses, substitutions may be required.

## Associate Degree Programs and Requirements

A student who wishes to receive an Associate degree should consult with an LMC counselor. The counselor will assist the student in planning the courses required to satisfy the major for the degree and all other graduation requirements. LMC students have the option of following the “**Standard Path**” or the “**Transfer Path**” when planning for an Associate degree. See the following pages for more information on these options and the Associate Degree Requirement chart.

Majors for an Associate in Science Degree include: biological science, chemistry, or technical/vocational programs. The Associate in Arts Degree is awarded for all other majors.

## American Institutions and Ideals Requirement

Beginning with fall, 1983: The American Institutions and Ideals requirement for an associate degree may be cleared by earning a passing grade in POLSC 5 (American Institutions and Ideals: History, Constitution and Local Government).

## Ethnic/Multicultural Studies Requirement

The Ethnic/Multicultural Studies requirement was phased in over a transitional semester in Spring 1994 and became fully operational in Fall 1994. See associate degree requirement chart for a list of Ethnic/Multicultural studies courses. Students who are considering transferring should consult a counselor for further information.

## Certificate of Achievement Requirements

Satisfaction of the requirements defined in the Majors section, including completion of competency requirements, 12 units in residency, and a cumulative grade point average of 2.0, qualifies a student for the Certificate of Achievement, if one is offered in that major.

## Locally Approved Certificates

Other certificate options are available through various occupational programs. These certificates generally require less than 18 units of course work within the following major programs of study: Administration of Justice, Business, Computer Networking Technology, Computer Science, Emergency Medical Services, Fire Science, Travel Marketing, and Vocational Nursing. For information, contact a department chair or the Counseling Center.

## Basic Skills/Competency Requirements

In order to receive an associate degree or a certificate of achievement from Los Medanos College, a student must meet College standards in mathematics, reading and interpreting material, writing expository essays, and computer literacy. The College has an open admissions policy; the competency requirements are designed to insure that every student has reached the standards of mathematics, reading, writing, and computer literacy expected of a Los Medanos College graduate.

## Mathematics Competency Requirement

Students seeking an Associates of Arts degree or a Certificate of Achievement must satisfy the mathematics competency requirement by one of the following:

### Associate Degree

- 1) Complete Math 15 with grade of “C” or better, or
- 2) Complete Math 25A **and** Math 25B, both with grade of “C” or better, or
- 3) Complete Math 25AX **and** Math 25BX, both with grade of “C” or better, or
- 4) Complete Math 25 or higher with grade of “C” or better, or
- 5) Score a grade of 4 or 5 on the AP Calculus Exam, or
- 6) Pass the “Associate Degree Math Competency Exam.”

### Certificate of Achievement

- 1) Complete Math 1 & Math 2, both with grade of “C” or better, or
- 2) Complete Math 15 with grade of “C” or better, or
- 3) Complete Math 25A **and** Math 25B, both with grade of “C” or better, or
- 4) Complete Math 25AX **and** Math 25BX, both with grade of “C” or better, or
- 5) Complete Math 25 or higher with grade of “C” or better, or
- 6) Complete Bus 3 with a grade of “C” or better, or
- 7) Score a grade of 4 or 5 on the AP Calculus Exam, or
- 8) Pass the “Certificate of Achievement Math Competency Exam.”

The Math Competency Exam dates and times are available in the Assessment Center, Room CC1-119. If the student does not pass the test after three attempts, he or she must satisfy the requirement by completing a math class. For additional information and a list of practice questions, contact the Assessment Center Coordinator in Room CC1-119, or call 439-2181, extension 3252.



## Reading and Writing Competency Requirements

### *Associate Degree*

The reading/writing competency requirement is cleared when an “A”, “B”, or “C” grade is earned in ENGL 10S, required for an associate degree. A student earning below a “C” grade in ENGL 10S must pass a writing competency test given periodically in the Assessment Center, located in Room CC1-119.

### *Certificate of Achievement*

Students seeking a Certificate of Achievement must satisfy reading and writing competency requirements by one of the following:

- 1) Complete ENGL 9, ENGL 90, or ENGL 90A/B or ENGL 10S with a grade of “C” or better, or
- 2) Place at the ENGL 10S level on the matriculation assessment, or
- 3) Complete designated course in major program with a grade of “C” or better. Courses approved to satisfy the reading/writing competency are available in the following certificate programs:
  - Art/Digital Publishing or Graphic Communications – ART 5LS
  - Business/Accounting, Office Administration, or Small Business Operations – BUS 58 or BUS 59
  - Travel Marketing – BUS 58 or BUS 59, or
- 4) Pass a major program exam available in the following departments: Appliance Service Technology, Automotive Technology, Child Development, and Welding Technology.

## Computer Literacy Competency Requirement

### *Associate Degree and Certificate of Achievement*

Computer literacy is a graduation requirement for a degree and for the Certificate of Achievement. This requirement includes an awareness component as well as an operations component. A student may satisfy the requirement by one of the following:

- 1) “C” grade or better in COMSC 40, 49, 60 or 83, or
- 2) “C” grade or better in COMSC 41, 42, 43, or 46, prior to fall 1985, or
- 3) “C” grade or better in BUS 18, 65, 66, 67, 68, or
- 4) “C” grade or better on a challenge examination in the area of computer awareness and evidence of operations experience in an LMC lab setting or similar situation. There are no prerequisites for attempting the challenge examination. The challenge exam may be taken once. Exam includes coverage of basic computer concepts, definitions of common computer terminology, explanations of microcomputer operating procedures, and an awareness of common social applications of computer technology. Students will be expected to demonstrate basic operating procedures on either an Intel-based PC or a Macintosh. Operating procedures competency will include both operating systems operations and applications software operations. See Computer Science area personnel for further information, or to schedule a test session.

## Two Pathways to an Associate Degree at LMC

### Transfer AA/AS Path

To be awarded an AA or AS degree through this path, students must complete requirements mandated by the Contra Costa Community College District Governing Board, as well as the General Education requirements of a four-year transfer institution.

#### Governing Board Requirements

American Institutions (3 units)  
 Health Education (0-3 units)  
 Physical Education (2 units)

#### LMC Degree Requirements

- Students must complete 60 transferable units, including Governing Board requirements. Of the total units completed, 12 must be at LMC with a cumulative grade point average of 2.0 or higher.

- Students must complete the lower division General Education requirements of a four-year transfer institution. Students planning to transfer to a California public university should follow the California State University General Education model, the University of California specific breadth requirements, or the Intersegmental General Education Transfer Curriculum (IGETC). **Another option is to fulfill all major program requirements and be accepted with junior standing at any accredited baccalaureate institution.**

Students planning to transfer to a private or out-of-state university need to consult a counselor.

- Students must show evidence of acceptance for admission by an accredited transfer institution.

### Standard AA/AS Path

To be awarded an AA or AS degree through this path, students must complete requirements mandated by the Contra Costa Community College District Governing Board, as well as General Education requirements in the Associate Degree Requirement list.

#### Governing Board Requirements

American Institutions (3 units)  
 Health Education (0-3 units)  
 Physical Education (2 units)

#### LMC Degree Requirements

- Students must complete 60 degree-applicable units, including Governing Board requirements. Of the total units completed, 12 must be at LMC with a cumulative grade point average of 2.0 or higher.

- Students must complete the LMC General Education requirements.

- Students with majors other than liberal arts must complete the specific LMC major requirements (a minimum of 18 units) — 5 listed with the courses of study in the college catalog.

**Note:** Unit values appear in parenthesis in both pathways. A zero denotes that a test option is available. Students who score at competency level on a test may bypass the required course (and units). Transferable units are not awarded for LMC competency exams. In addition, all students choosing the transfer path option are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change.

# Los Medanos College Associate Degree Requirements

A **minimum total of 60 degree-applicable units** are required for the Associate Degree. **Students must complete this coursework, in addition to 18 or more units in a defined major as listed in this catalog** (if other than Liberal Arts). Of the total units completed, 12 units must be at LMC, with a cumulative grade point average of 2.0 or higher. Completing the required courses in the sections below will total between 32-45 units.

## General Education Requirements

### Communication/Critical Thinking 3 Units

Many of these courses will also satisfy the CSU requirement in Area A  
Complete one of: ENGL 20LS, 21LS, HUMST 41LS,  
JOURN 10L, SPCH 40LS

### Biological or Physical Science 3-5 Units

Many of these courses will also satisfy the CSU requirement in Area B  
Complete one of:  
Biological: BIOSC 7LS, 10LS, 20LS, 50LS  
OR  
Physical: ASTRO 10LS, CHEM 8LS, 25LS,  
PHYS 15LS, 35LS, PHYSC 5LS, 5LSH

### Creative Arts/Humanities 6 Units

Many of these courses will also satisfy the CSU requirement in Area C  
Complete two courses: (one from Creative Arts and one from Humanities)  
Creative Arts: ART 5LS, 6LS, 7LS, 8LS, 8LSH,  
DRAMA 15LS, 70LS, MUSIC 10LS, 12LS,  
15LS  
Humanities: HUMST 2LS\*, 3LS, 19LS, 20LSH, 40LS,  
42LS, JOURN 35LS, ENGL 3LS, 27LS, 28LS,  
29LS, 30LS, 33LS

\* or completion of Registered Nursing Program

### Behavioral/Social Science 6 Units

Many of these courses will also satisfy the CSU requirement in Area D  
Complete two courses: (one from Social Sciences and one from Behavioral Sciences)  
Behavioral Science: ANTHR 5LS, 6LS, 7LS, PSYCH 10LS, 11LS,  
SOCIO 15LS, 16LS  
Social Science: ADJUS 120L, ECON 10LS, HIST 34LS,  
35LS, 36LS, 37LS, 38LS, POLSC 43LS,  
SOSC 45LS

Please see a counselor for assistance in selecting appropriate courses. Courses that double count are listed in both sections.

Students choosing the transfer track option are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change. The information below is subject to change. For updates, contact the counseling staff or visit [www.losmedanos.net](http://www.losmedanos.net).

## Graduation & Competency Requirements

### American Institutions & Ideals 3 Units

Complete: POLSC 5 or 5H

### Computer Literacy 0-4 Units

Pass proficiency exam

OR

Complete one of: COMSC 40, 49, 60, 83, BUS 18, 35, 65, 66,  
67, 68

### Ethical Inquiry 3 Units

Complete one of: ENGL 3LS, HUMST 2LS\*, 3LS, 3LSH

\* or completion of Registered Nursing Program

### Ethnic/Multicultural Studies 3 Units

Complete one of: DRAMA 15LS, 30S, ENGL 27LS, 28LS,  
29LS, 33LS, HIST 46S, 47LS, 48S, 52LS,  
SOCSC 45LS, 56S

### Health Education 0-3 Units

Complete one of: BIOSC 5S, ANTHR 7LS

OR

Completion of Registered Nursing, Vocational Nursing or Paramedic Program or Pass Health Science Exam\*\*

\*\* For information on Health Science exam, contact Mark Lewis, extension 3224.

### Mathematics 0-4 Units

Pass proficiency exam

OR

Complete: MATH 15 or 25 or higher

### Physical Education 2 Units

Complete two units of *activity* courses or FIRE 106

(Does not include lecture courses)

### Reading – Writing 3 Units

This course will also satisfy the CSU requirement in Area A

Complete: ENGL 10S

For major requirements see counselor or [www.assist.org](http://www.assist.org)

# Degrees and Certificates in Major Programs

Program	Certificate	Degree
Administration of Justice . . . . .		X
Anthropology . . . . .		X
Appliance Service . . . . .	X	X
Art		
Fine Arts . . . . .		X
Graphic Communications . . . . .	X	X
Digital Publishing . . . . .	X	
Automotive Technology . . . . .	X	X
Biological Science . . . . .		X
Business		
Accounting . . . . .	X	X
Office Administration . . . . .	X	X
Small Business Operations . . . . .	X	X
Chemistry . . . . .		X
Child Development . . . . .	X	X
Computer Science . . . . .		X
Cosmetology . . . . .	X	
Electrical/Electronic Technology . . . . .	X	X
Emergency Medical Services . . . . .	X	X
Fire Academy . . . . .		X
Fire Technology . . . . .	X	X
Journalism . . . . .		X
Liberal Arts . . . . .		X
Management and Supervision . . . . .	X	X
Mathematics . . . . .		X
Music . . . . .		X
Commercial Music–Bus Mgmt. . . . .		X
Commercial Music–Pedagogy . . . . .		X

Program	Certificate	Degree
Commercial Music–Performance . . . . .	X	
Nursing		
Registered . . . . .		X
Vocational . . . . .	X	
Paramedic/Pre-hospital		
Emergency Care . . . . .	X	X
Psychology . . . . .		X
Real Estate . . . . .	X	X
Recording Arts . . . . .	X	X
Sociology . . . . .		X
Travel Marketing . . . . .	X	X
Welding Technology . . . . .	X	X

## Locally Approved (Departmental) Certificates

Locally approved (departmental) certificates, requiring less than 18 units of coursework, are offered in the following departments:

- Administration of Justice
- Business
- Child Development
- Computer Networking Technology
- Computer Science
- Emergency Medical Services
- Fire Technology
- Management and Supervision
- Travel Marketing
- Vocational Nursing

# Administration Of Justice

Degree

AS – Administration Of Justice

## Administration of Justice Associate Degree

<b>Required Courses</b>		<b>Units</b>
ADJUS 42	Introduction to Corrections	3
ADJUS 120L	Introduction to the Criminal Justice System	3
ADJUS 121	Concepts of Criminal Law	3
ADJUS 122	Criminal Procedures	3
ADJUS 130	Multicultural Issues	3
ADJUS 221	Introduction to Evidence	3

**And select a minimum of 1 elective course:**

ADJUS 260	Patrol Procedures	3
ADJUS 270	Personal Self-Defense and Firearms Training	3
ADJUS 900*	Selected Topics	3

**Total Units Required in Major Courses ..... 21**

\* ADJUS 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

# Anthropology

Degree

AS – Anthropology

## Anthropology Associate Degree

<b>Required Courses</b>		<b>Units</b>
ANTHR 5LS	General Anthropology	3
ANTHR 6LS	Cultural Anthropology	3
PSYCH 10LS	Psychology: Individual and Social Processes	3
OR		
PSYCH 11LS	General Psychology	3
SOCIO 15LS	Introduction to Sociology	3
OR		
SOCIO 16LS	Introduction to Social Problems	3

**And select a minimum of 2 elective courses:**

ANTHR 7LS	Anthropology of Culture Change	3
PSYCH 10LS	Psychology: Individual and Social Processes	3
OR		
PSYCH 11LS	General Psychology	3
PSYCH 14	Psychology of Human Sexuality	3
SOCIO 16LS	Introduction to Social Problems	3
OR		
SOCIO 15LS	Introduction to Sociology	3
MATH 34S	Probability and Statistics	4

**Total Units Required in Major Courses ..... 18-19**

The Anthropology major is designed to meet the needs of a broad spectrum of students. In addition to providing valuable multicultural understanding and cultural literacy “life skills”, the Anthropology major can be used to augment career success in Business, Mental Health, as well as Medical and Social Service occupations. The major in Anthropology also prepares students for further study at a four-year institution.

# Appliance Service Technology

Degree

AA – Appliance Service Technology

Certificate

Appliance Service Technology

The program in Appliance Service Technology offers instruction for two career options. The **Appliance Technician I** option prepares students for entry-level positions as appliance installers or shop technician trainees. Students selecting the **Appliance Technician II** option will be prepared for entry-level positions in the appliance service field, with sufficient background to support a rapid transition to the field technician level.

## Appliance Technician I (primarily an evening program)

<b>Required Courses</b>		<b>Units</b>
APPLI 13	Beginning Electrical Appliances Tech I	3
APPLI 14	Advanced Electrical Appliances Tech I	3
APPLI 20	Electrical Appliances Shop Practice	1
APPLI 23	Basic Refrigeration Tech I	3
APPLI 24	Advanced Refrigeration Tech I	3
APPLI 30	Gas Appliance and Refrigeration Shop Practice	1
APPLI 35	Appliance Shop Practice-Intermediate	1
APPLI 36	Appliance Shop Practice-Advanced	1
APPLI 46	Principles and Repair of Microwave Ovens	.5
EETEC 10	Introduction to Electrical Technology	3
REFRG 45	Central Heating & Cooling Troubleshooting	2

**Total Units Required in Major Courses..... 21.5**

## Appliance Technician II (primarily a day program)

<b>Required Courses</b>		<b>Units</b>
APPLI 15	Electrical Appliances I	4
APPLI 16	Electrical Appliances II	4
APPLI 20	Electrical Appliance Shop Practice	5
APPLI 25	Refrigeration I	4
APPLI 26	Refrigeration II	4
APPLI 30	Gas Appliance and Refrigeration Shop Practice	5
APPLI 35	Appliance Shop Practice-Intermediate	5
APPLI 36	Appliance Shop Practice-Advanced	5
EETEC 10	Introduction to Electrical Technology	3

**Total Units Required in Major Courses ..... 39**

With the approval of an Appliance Technology instructor, APPLI 99 can be used to satisfy the requirements of some appliance repair courses for the Appliance Technician II option.

**Note:** A reading/writing exam option is available for Appliance Service Technology majors to fulfill the reading/writing competency requirement.

# Art

## Degree

- AA – Art—Fine Arts
- AA – Graphic Communications

## Certificate

- Graphic Communications
- Digital Publishing

### Fine Arts Associate Degree

#### Required Courses

	<b>Units</b>
ART 5LS      The Visual Arts	3
ART 6LS, 7LS	
or 8LS      World Art History I, II, or III	3
ART 10      Introduction to Two-Dimensional Design	3
ART 11      Introduction to Three-Dimensional Design	3
ART 20      Introduction to Drawing	3

#### And select a minimum of 15 elective units:

ART 21      Advanced Drawing	3
ART 26      Landscape Sketching on Location	.5
ART 30      Life Drawing	3
ART 40      Introduction to Painting	3
ART 42      Watercolor Painting	3
ART 45      Advanced Painting	3
ART 46      Landscape Painting on Location	1
ART 47      Color Dynamics in Painting	1
ART 66      Introduction to Ceramics	3
ART 67      Intermediate Ceramics	3
ART 72      A Survey of Digital Photography	3
ART 73      Location Photography	1

**Total Units Required in Major Courses ..... 30**

### Graphic Communications Associate Degree

#### Required Courses

	<b>Units</b>
ART 5LS      The Visual Arts	3
ART 6LS, 7LS	
or 8LS      World Art History I, II, or III	3
ART 10      Introduction to Two-Dimensional Design	3
ART 11      Introduction to Three-Dimensional Design	3
ART 12      Design Drawing	3
ART 13      Graphic Design	2
ART 14      Advanced Graphic Design	2
ART 23      Page and Publication Design	2
ART 24      Advanced Page and Publication Design	2
ART 33      Introduction to Digital Pre-Press	2
ART 34      Advanced Digital Pre-Press	2

#### And select a minimum of 3 elective units:

ART 48      Quark XPress™ for Digital Publishing	1.5
ART 49      Adv. Quark XPress™ for Digital Publishing	1.5
ART 52      Introduction to Adobe Photoshop on the Mac	1.5
ART 53      Adobe Photoshop 2	1.5
ART 55      Adobe Illustrator on the Macintosh	1.5
ART 56      Adobe Illustrator Workshop	1.5
ART 58      Desktop Typography and Font Management for the Macintosh	1.5
ART 59      Scanning Workshop	.5

**Total Units Required in Major Courses ..... 30**

### Graphic Communications Certificate of Achievement

#### Required Courses

	<b>Units</b>
ART 5LS*      The Visual Arts	3
ART 10      Introduction to Two-Dimensional Design	3
ART 12      Design Drawing	3
ART 13      Graphic Design	2
ART 14      Advanced Graphic Design	2
ART 23      Page and Publication Design	2
ART 24      Advanced Page and Publication Design	2
ART 33      Introduction to Digital Pre-Press	2
ART 34      Advanced Digital Pre-Press	2

#### And select a minimum of 9 elective units:

ART 48      Quark XPress™ for Digital Publishing	1.5
ART 49      Adv. Quark XPress™ for Digital Publishing	1.5
ART 52      Introduction to Adobe Photoshop on the Mac	1.5
ART 53      Adobe Photoshop 2	1.5
ART 55      Adobe Illustrator on the Macintosh	1.5
ART 56      Adobe Illustrator Workshop	1.5
ART 58      Desktop Typography and Font Management for the Macintosh	1.5
ART 59      Scanning Workshop	.5
ART 72      A Survey of Digital Photography	3

**Total Units Required in Major Courses ..... 30**

\* Also meets reading/writing competency requirement for Certificate of Achievement.

**Note:** Computer-based courses in graphic communications require familiarity with the Macintosh computer operating system, basic operations, and the Macintosh user interface. Contact the Art Department to determine how you can best satisfy this requirement.

### Digital Publishing Certificate of Achievement

#### Required Courses

	<b>Units</b>
ART 10      Introduction to Two-Dimensional Design	3
ART 12      Design Drawing	3
ART 13      Graphic Design	2
ART 23      Page and Publication Design	2
ART 33      Introduction to Digital Pre-Press	2
ART 48      Quark XPress™ for Digital Publishing	1.5
ART 49      Adv. Quark XPress™ for Digital Publishing	1.5
ART 52      Introduction to Adobe Photoshop on the Mac	1.5
ART 55      Adobe Illustrator on the Macintosh	1.5
ART 58      Desktop Typography and Font Management for the Macintosh	1.5
ART 72      A Survey of Digital Photography	3
ART 80      Looking Good on the Web	1.5
ART 81      Looking Good on the Web (Part II)	1.5
ART 90      Digital Communications Portfolio	1.5
JOURN 10L      Writing for the Media	3

**Total Units Required in Major Courses ..... 30**

**Note:** Computer-based courses in digital publishing require familiarity with the Macintosh computer operating system, basic operations, and the Macintosh user interface. Contact the Art Department to determine how you can best satisfy this requirement.

# Automotive Technology

## Degree

AS – Automotive Technology

## Certificate

Automotive Technology

### Automotive Technology Associate Degree and Certificate

**Select a minimum of 18 units** **Units**

AUTO 35	Automotive Fundamentals	4
AUTO 40	Automotive Engine Diagnosis I	3-4
AUTO 41	Automotive Tune-Up and Emission Control Diagnosis	3-4
AUTO 42	Automotive Brakes	3-4
AUTO 43	Automotive Suspension and Steering	3-4
AUTO 46	Automotive Electricity and Electronics	4
AUTO 47	Automotive Heating and Air Conditioning	4
AUTO 48	Automatic Transmission and Transaxles	4
AUTO 49	Manual Transmission and Final Drive	4
AUTO 50	Clean Air Car Course	4
AUTO 909*	Automotive Open Lab	1

**Total Units Required in Major Courses . . . . . 18**

\* AUTO 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

Automotive Technology provides instruction in engine diagnosis, tune-up, emission control, brakes, front-end, and suspension systems. These courses are designed to prepare students for certification in these areas and for employment as automotive mechanics.

**Note:** A reading/writing exam option is available for Automotive Technology majors to fulfill the reading/writing competency requirement.

# Biological Science

## Degree

AS – Biological Science

### Biological Science Associate Degree

**Select a minimum of 18 units (including BIOSC 20LS and BIOSC 21)** **Units**

BIOSC 7LS	Environmental Biology*	4
BIOSC 20LS	Principles of Biology: Cellular	5
BIOSC 21	Principles of Biology: Organismic	5
CHEM 25LS	General College Chemistry	5
CHEM 26	General College Chemistry	5
CHEM 28	Organic Chemistry	5
CHEM 29	Organic Chemistry*	5
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry*	4
MATH 34S	Probability and Statistics	4
PHYS 35LS	General College Physics	4
PHYS 36	General College Physics	4

**Total Units Required in Major Courses . . . . . 18**

\* Optional for some Biological specialties.

A basic science and math core program is recommended for students majority in Biological Sciences. However, students are advised to meet with their science advisor to draft a specific program of studies. Transfer requirements may vary depending upon which major specialty in biological science the student will be pursuing at the transfer institution.

# Business

## Degree

AS – Accounting

AS – Business—Small Business Operations

AS – Business—Office Administration

## Certificate

Accounting

Business—Small Business Operations

Business—Office Administration

## Business

In addition to the Certificates of Achievement described below, the Business Department offers a number of Locally Approved Certificates (less than 18 units). See any business instructor for more information about the Locally Approved Certificates.

Business program offerings are designed to prepare students for initial entry into careers or for career advancement in various areas of business, as well as transfer to other colleges and universities.

Majors are offered in accounting, small business operations and office administration. See the following pages for specific requirements.

### Business—Accounting Associate Degree and Certificate

**Required Courses** **Units**

BUS 12	Computer Assisted Accounting	3
BUS 14	Accounting: Financial Principles	3
BUS 15	Accounting: Managerial Principles	3
BUS 16	Tax Accounting	4
BUS 17	Lotus 1-2-3	3
OR		
BUS 18	Introduction to Excel	3
BUS 20	Introduction to Business	3

**And select 5 units from the following:**

BUS 27	Small Business Management	3
BUS 34	Business Law	3
BUS 59*	Business Communications	3
BUS 99	Cooperative Education in Business	1-4
BUS 900**	Selected Topics in Business	varies

**Total Units Required in Major Courses . . . . . 24**

\* Also meets reading/writing competency requirement for Certificate of Achievement.

\*\* BUS 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

The associate degree and certificate curriculum in accounting prepare students for entry-level positions and professional advancement in public, private, and governmental accounting. Entry-level employment opportunities consist of positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, and tax examiner assistant. The Business Department also offers a transfer curriculum to a four-year university (see Business Administration: Pre-Transfer).

**Business—  
Small Business Operations Associate Degree and Certificate**

<b>Required Courses</b>		<b>Units</b>
BUS 10	Accounting: Applied Principles	3
OR		
BUS 14	Accounting: Financial Principles	3
BUS 27	Small Business Management	3
BUS 35*	MS Office	3
OR		
COMSC 60*	Intro. to Microcomputers & Applications	4
MANGT 75 A-C	Managing Human Resources	3

**And select a minimum of 11 units:**

BUS 16	Tax Accounting	3
BUS 18*	MS Excel for Windows	3
BUS 18A, B	Excel - Basics and Intermediate (each)	1
BUS 20	Introduction to Business	3
BUS 25	MS Powerpoint - The Basics	1
BUS 26	Retail Operations	3
BUS 28	Principles of Selling	3
BUS 34	Business Law	3
BUS 35*	Using Microsoft Office	3
BUS 58**	Business English	3
BUS 59**	Business Communications	3
BUS 68*	Introduction to Desktop Publishing on the PC	3
BUS 91,92,93,95	Various One Day Business Seminars (each)	5
BUS 900***	Selected Topics in Business	varies
ART 13	Graphic Design	2
COMSC 30	The Internet	1.5
COMSC 31	Internet - Web Site Development	1.5
COMSC 60*	Introduction to Microcomputers	4
JOURN 35LS	Mass Communication	3
MANGT 50A-C	Introducing Supervision (each)	1
MANGT 55A-C	Communicating with Confidence (each)	1
MANGT 60A-C	Making Effective Decisions (each)	1
MANGT 65A-C	Mastering Management's Essential Tools (each)	1
MANGT 70A-E	Relating in Human Terms (each)	1

**Total Units Required in Major Courses ..... 23-24**

\* Also meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement

\*\* Also meets reading/writing competency requirement for Certificate of Achievement.

\*\*\* BUS 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

The Small Business Operations associate degree and certificate curriculum is designed to prepare students for success in small business management—starting, operating, and expanding a small business. It is directed to the potential or current entrepreneur and to persons who serve as employees of small business firms.

**Business—  
Office Administration Associate Degree and Certificate**

<b>Required Courses</b>		<b>Units</b>
BUS 18*	MS Excel for Windows	3
BUS 47	Office Procedures	3
BUS 58**	Business English (See Note)	3
BUS 59**	Business Communication	3
OR		
MANGT 55A-C	Communicating with Confidence	3
BUS 65*	Introduction to Word Processing	3
BUS 91	Diverse Workforce	.5
BUS 92	Business Ethics	.5
BUS 93	Dealing with Difficult People	.5
BUS 95	Customer Service	.5

Typing Proficiency of 40 WPM (Business Department faculty will evaluate students for this proficiency)

\* Also meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement

\*\* Also meets reading/writing competency requirement for Certificate of Achievement.

**Note:** Students who place at the ENGL 10S level on assessment or have completed ENGL 10S are not required to complete BUS 58.

**And select 9 units in area of specialization (students may elect to complete 9 units without specialization and receive a general Office Administration Certificate):**

**Specialization:**

<b>Bookkeeping/Account Clerk</b>		
BUS 10	Accounting: Applied Principles	3
OR		
BUS 14	Accounting: Financial Principles	3
BUS 12	Computer Assisted Accounting	3
BUS 45	Office Accounting Essentials	3
BUS 80	Ten-Key / Data Entry Skills	1
BUS 81	Accounts Receivable / Accounts Payable	2
BUS 82	Payroll 1	3

**Administrative Assistant**

BUS 35**	Using Microsoft Office	3
BUS 56	Records & Database Management	3
BUS 66**	Intermediate Word Processing	3
OR		
BUS 67**	Advanced Word Processing	3
BUS 68**	Introduction to Desktop Publishing on the PC	3

**Office Management**

MANGT 50A-C	Introducing Supervision	(each) 1
MANGT 60A-C	Making Effective Decisions	(each) 1
MANGT 65A-C	Mastering Management's Essential Tools	(each) 1
MANGT 70A-E	Relating in Human Terms	(each) 1
MANGT 75A-C	Managing Human Resources	(each) 1

**Medical/Clerical**

BUS 86	Medical Terminology	3
BUS 87	Medical Transcription	3
BUS 88	Patient Billing/Accounting	3

**Total Required Units in Major Courses ..... 23-26**

\* Also meets reading/writing competency requirement for Certificate of Achievement.

\*\* Also meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement.



The Office Administration Program is designed to provide instruction for those interested in professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on state-of-the-art technology, software, office skill development, interpersonal relations, and career planning.

**Business Administration: Pre-transfer**

Generally, the following courses should be included (varies by college). Check with a counselor.

BUS 14	Accounting: Financial Principles	3
BUS 15	Accounting: Managerial Principles	3
BUS 34	Business Law	3
COMSC 40	Introduction to Computers	4
MATH 35S	Finite Mathematics	3
MATH 37S	Applied Calculus	3
MATH 38S	Statistics For Business and Economics	4
ECON 10LS	Principles of Microeconomics	3
ECON 11LS	Principles of Macroeconomics	3

## Chemistry

Degree

AS – Chemistry

**Chemistry Associate Degree**

**Required Courses**

**Units**

CHEM 25LS	General College Chemistry	5
CHEM 26	General College Chemistry	5
CHEM 28	Organic Chemistry	5
CHEM 29	Organic Chemistry	5
OR		
CHEM 27	Quantitative Analysis	4
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry	4
MATH 70S	Calculus and Analytic Geometry	4
PHYS 40	Physics for Scientists and Engineers	4
PHYS 41	Physics for Scientists and Engineers	4
PHYS 42	Physics for Scientists and Engineers	4

**Total Units Required in Major Courses ..... 43-44**

*Recommended elective courses:*

MATH 75S	Linear Algebra	3
MATH 80S	Differential Equations	3

## Child Development

Degree

AS – Child Development

Certificate

Child Development

**Child Development Associate Degree and Certificate**

**Required Courses**

**Units**

CHDEV 1	Introduction to the Study of Early Child Education	3
CHDEV 10	Child Development and Behavior	3
CHDEV 11	Techn./Methods of Child Observation	3
CHDEV 15	Teaching Young Children	4
CHDEV 20	Child, Family, & Community	3
CHDEV 50	Multicultural Educ. of the Young Child	3
CHDEV 62	Curriculum Foundations for the Young Child	3
CHDEV 90	Field Work Practicum	4
AHLTH 8	First Aid of Infants and Children	1

**And select 1 elective course:**

CHDEV 22	Behavior Management	3
CHDEV 25	Creative Arts for the Young Child	3
CHDEV 35	Science and Math for the Young Child	3
CHDEV 45	Music, & Movement, for the Young Child	3
CHDEV 60	Lang. and Lit. for the Young Child	3
CHDEV 65	Health, Safety, and Nutrition	3

**Total Required Units in Major Courses ..... 30**

**Note:** A reading/writing exam option is available for Child Development majors to fulfill the reading/writing competency requirement.

**Special Interest Strands:**

<b>Special Needs</b>		
CHDEV 55	The Special Needs Child	3
CHDEV 57	Methods and Materials for the Special Needs Child	3
<b>Family Child Care</b>		
CHDEV 70	Family Child Care Management I	3
CHDEV 71	Family Child Care Management II	3
<b>Infant/Toddler Care</b>		
CHDEV 40	Infant/Toddler Care	3
<b>School Age Child Care</b>		
CHDEV 32	School Age Child Care	3

This program provides training for employment in educational group care settings for young children. The instructional program provides students with fundamental understanding of the principles of child growth and development, as well as experience in the application of these principles. Completion of course work leads to state certification as well as providing transfer units to four-year colleges. The Child Study Center, located on campus, is a training facility for quality care and education of young children.

# Computer Science

Certificate

Computer Science – Microcomputer Systems Specialist

## Computer Science Certificate of Achievement

<b>Required Courses</b>	<b>Units</b>
Level One	
COMSC 40 Introduction to Computers	4
COMSC 60 Introduction to Microcomputer Applications	4
COMSC 61 Advanced Microcomputer Applications	3
Level Two (requires completion of Level One)	
COMSC 20 Introduction to Networking Basics	3
COMSC 30 The Internet	1.5
COMSC 31 The Internet II – Web Page Development	1.5
COMSC 41 Visual Basic Programming	3
OR	
COMSC 44 Introduction to C++ Programming	3
OR	
COMSC 51 Introduction to Java for Programmers	3
COMSC 80 Microcomputer Operating Systems	3

Level Three – Advanced Specialized Applications (requires completion of Levels One and Two)

**And select a minimum of 10 units from any of the remaining Computer Science (COMSC) or Computer Networking Technology (CNT) courses.**

**Total Units Required in Major Courses ..... 33**

### Specialization Options

- Internet Web Design\*
- Database Design Management\*
- Programming Logic/Design\*
- Operating Systems Concepts/Application\*
- CISCO Systems Networking\*\*
- Microsoft Networking\*\*

\* Computer Science Department

\*\* Computer Networking Technology Department

The Los Medanos College Computer Science Department offers a curriculum leading to a Certificate of Achievement as a Microcomputer Systems Specialist. The curriculum includes courses which provide extensive hands-on experience with up-to-date microcomputer equipment and programs. Courses provide students with real world experiences, and essential job related skills will be stressed in all classes. Courses are continuously updated to reflect current technology, and current events in the microcomputer field will be routinely discussed in all courses required in this program.

A **Certificate of Completion** will be awarded by the department, based on the completion of the Foundation classes (11 units) from Level One. An additional Certificate of Completion will be awarded for the completion of the Core Competencies courses (12 units) from Level Two, after the Foundation courses have been completed.

# Cosmetology

Certificate

Cosmetologist – Esthetician

## Cosmetology Certificate of Achievement

<b>Required Courses</b>	<b>Units</b>
COSME 10 Cosmetology–Theory, Principles, and Practice	5-16
COSME 11 Cosmetology–Theory, Principles, and Practice	5-16

**Total Units Required in Major Courses ..... 32**

Instruction is offered at three nearby locations:

**DELOUX COSMETOLOGY COLLEGE** trains Tuesday through Saturday. DeLoux operates 8:30am - 5:00pm.

4330 Clayton Road, Suite E  
Concord, CA 94521  
(925) 602-1040

**DELTA BEAUTY COLLEGE** trains Tuesday through Saturday, with Mondays available for making up absences. They operate mornings and afternoons.

320 H Street  
Antioch, CA 94509  
(925) 754-4992

**PARIS BEAUTY COLLEGE** trains Tuesday through Saturday, with Mondays available for making up absences. They operate mornings, afternoons, and evenings.

1950 Market Street  
Concord, CA 94520  
(925) 685-7600

Students attending our Beauty Schools pay the LMC units fee\*, plus the purchase cost of an appropriate training kit:

	<b>DeLoux</b>	<b>Paris</b>	<b>Delta</b>
Cosmetologist Kit	\$295.16	\$400	\$297
Instructor Kit	\$150	\$ 0	\$ 0
Manicurist Kit	\$368	\$300	\$225
Cosmetician Kit	\$243.90	\$400	No Kit

\* Students transferring between cosmetology schools are allowed to transfer completed hours, but not unused financial credits.

When enrolling in another school, full enrollment fee costs will be required.

Cosmetology students may attend full-time (40 hours per week) or part-time (minimum 20 hours per week). Flexible schedules and times may be accommodated as required. Only students without major work, home or personal demands should attempt more than 25 hours weekly.

Los Medanos College's programs in cosmetology offer an excellent way to get the basic skills and knowledge necessary to enter this business field. Courses combine theory and practice as required by the State of California and prepare the student for the examination administered by the State. Students may prepare for careers as cosmetologists, cosmeticians, manicurists or instructors.

# Electrical / Electronic Technology

*Degree*

AS – Electrical Technology

AS – Industrial Electronics

*Certificate*

Electrical Technology

Industrial Electronics

The program in Electrical/Electronic Technology offers instructions for two career options. The first option provides instruction in the principles and practices of electrical technology, preparing the student for entry level electrical maintenance positions in industrial and commercial facilities.

The second option provides a focus in industrial electronic technology, which prepares students for entry level positions in maintenance and repair of process control instrumentation in industrial and commercial facilities.

## Electrical Technology Associate Degree and Certificate

**Required Courses**

**Units**

MATH 2* (*Technical)	Math Applications	1.5
PHYS 15LS	Introduction to Physics	4
EETEC 20	DC Circuits	4
EETEC 21	AC Circuits	4
EETEC 25	Electrical Wiring and Codes	4
EETEC 30	Polyphase Systems and Transformer	4
EETEC 31	Rotating Electrical Machinery	4
EETEC 35	Electric Motor Control	4
EETEC 36	Programmable Logic Controller	4

**Total Units Required in Major Courses..... 33.5**

## Industrial Electronics Associate Degree and Certificate

**Required Courses**

**Units**

MATH 2* (*Technical)	Math Applications	1.5
PHYS 15LS	Introduction to Physics	4
EETEC 20	DC Circuits	4
EETEC 21	AC Circuits	4
EETEC 36	Programmable Logic Controller	4
EETEC 40	Semiconductor Devices	4
EETEC 41	Digital Devices	4
EETEC 50	Instrumentation Fund	4
EETEC 51	Process Control Instrumentation	4

**Total Units Required in Major Courses..... 33.5**

# Emergency Medical Services

*Degree*

AS – Paramedic – Prehospital Emergency Care

*Certificate*

Paramedic – Prehospital Emergency Care

## Paramedic Associate Degree and Certificate

**Required Courses**

**Units**

EMS 10*	Emergency Medical Technician I	4
EMS 17*	EKG Dysrhythmias (a)	2
(Current CPR/First Aid Provider Status also required)		
EMS 21	Paramedic - Didactic (Medical)	7
EMS 25	Paramedic - Clinical	5
EMS 31	Paramedic - Didactic (Non-Medical)	7
EMS 35	Paramedic - Internship	5
WORK 99	General Work Experience Education	3-4

**Total Units Required in Major Courses ..... 33-34**

\* Prerequisite courses

## Paramedic—Prehospital Emergency Care

The Emergency Medical Services program prepares students to assume one or more of the roles in the medical treatment of illnesses and injuries prior to the hospitalization of affected patients. Completion of the Emergency Medical Technician courses qualifies students to test for EMT-I (Ambulance) State certification. Completion of the Paramedic courses qualifies students to take the State examination for licensure as an EMT-P (Paramedic).

## First Responder

Completion of the First Responder courses at Los Medanos College prepares students to apply in depth the knowledge and abilities associated with initial prehospital emergency care.

## Emergency Medical Technician

These courses are designed to be completed in one academic year. EMS 9 provides foundational preparation for EMS 10, Emergency Medical Technician-I. EMS 10 must be completed with a grade of “B” or better to qualify for EMT-I [A] certification. Candidates for certification must maintain a current CPR(C) card. EMS 10 is considered prerequisite to Paramedic courses as reflected in the following program outline.

## Mobile Intensive Care Paramedic

These courses require one academic year, plus a field internship, beyond completion of prerequisite courses. A selection process exists to admit the most qualified applicants who must be currently certified Emergency Medical Technicians with EMT work experience. Contact the Fire Technology/Emergency Medical Services Program Office for information. Candidates for the Paramedic curriculum are offered two options for graduation: an Associate in Science Degree in Paramedicine or a Certificate of Achievement in Paramedicine. Paramedic courses are sequential and each must be completed with a “C” or better to continue to the next course in sequence.

# Fire Technology/ Fire Academy

**Degree**

AS – Fire Technology

**Certificate**

Fire Academy

Fire Technology

Los Medanos College offers certificate and degree programs, and an academy program in fire technology. The programs are designed to provide educational opportunities for persons who are seeking employment or advancement in public or private fire protection agencies as well as persons who are pursuing a higher degree in fire administration or fire protection engineering.

**Fire Technology Associate Degree and Certificate**

<b>Required courses</b>		<b>Units</b>
FIRE 101	Fire Protection Organization	3
FIRE 102	Fire Behavior and Combustion	3
FIRE 103	Fire Protection Equipment & Systems	3
FIRE 104	Building Construction for Fire Protection	3
FIRE 105	Fire Prevention	3
EMS 9	Intro to Emergency Medical Care	3
EMS 10	Emergency Medical Technician I	4

**Total Units Required in Major Courses ..... 22**

**Recommended elective courses:**

ADJUS 130	Multicultural Issues	3
FIRE 106	Physical Fitness for Public Safety Personnel	2
RNURS 14	Basic Life Support	.5

**Fire Academy Certificate of Achievement**

Select 30 units of any Fire Academy and Fire Technology course

FIRE 60	Basic Academy	12
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The Advanced Officer series of courses offer inservice employees training certificates in specific subjects.

**Advanced Officer Series**

		<b>Units</b>
FIRE 87	Fire Officers' Academy	1-4
FIRE 88	Fire Command Officers' Academy	1-4
FIRE 89	Fire Prevention Officers' Academy	1-4
FIRE 91	Fire Investigators' Academy	1-4
FIRE 92	Fire Service Instructors' Academy	2-4
FIRE 93	Fire Apparatus Operators' Academy	1-4
FIRE 98	Indepen. Study in Fire Technology	1-2
FIRE 99	Cooperative Ed. in Fire Technology	1-4
FIRE 900*	Selected Topics in Fire Technology	1-3

\* FIRE 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

The Fire Academy Program is designed to introduce, update, or improve job skills for persons engaged in fire protection careers. The Firefighter I Academy program leads to a **Certificate of Completion**. (Consult Public Safety Program for details.)

# Journalism

**Degree**

AA – Journalism

**Journalism Associate Degree**

<b>Required Courses</b>		<b>Units</b>
JOURN 10L	Writing for the Media	3
JOURN 15	Reporting Practicum	3
JOURN 20	Publication Production I	3
JOURN 30	Publication Production II	3
JOURN 35LS	Mass Communication	3

**And select a minimum of 3 units:**

<b>Elective A: Digital Publishing and Page Design</b>		
ART 23	Page and Publication Design	2
ART 48	Quark XPress™ for Digital Publishing	1.5
ART 49	Adv. Quark XPress™ for Digital Publishing	1.5
ART 58	Digital Typography and Font Management for the Macintosh	1.5
BUS 68	Introduction to Desktop Publishing on the PC	3

*Or other related courses approved by Journalism Dept. Chair*

**And select a minimum of 3 units from courses in Elective B and/or C:**

<b>Elective B: Photography and Graphic Design</b>		
ART 13	Graphic Design	2
ART 33	Introduction to Digital Pre-press	2
ART 43	Introduction to Illustration	2
ART 50	Introduction to Computer Graphics	1.5
ART 51	Computer Graphics, Advanced Problems	1.5
ART 52	Introduction to Adobe Photoshop on the Mac	1.5
ART 53	Adobe Photoshop 2	1.5
ART 59	Scanning Workshop	.5
ART 72	A Survey of Digital Photography	3
ART 73	Location Photography	1

*Or other related courses approved by Journalism Dept. Chair*  
AND/OR

<b>Elective C: Research, Writing and Reporting Skills</b>		
ENGL 11	Creative Writing	3
ENGL 13	Grammar Usage and Proofreading Skills	3
LIBST 14	Introduction to Library Resources	1
LIBST 17	Intro to Internet Information Resources	.5
LIBST 18	Internet Information Resources – Advanced Search Techniques and Strategies	.5
BUS 51	Computer Terminal & Typewriter Keyboarding	1
BUS 61	Speedwriting	2

*Or other related courses approved by Journalism Dept. Chair*

**Total Units Required in Major Courses ..... 21**

**Journalism Approved Electives**

Students majoring in journalism must complete a minimum of three units from elective list A, and a minimum of three units from elective list B and/or C. One three-unit course, or a combination of courses that add up to at least three units may be taken to fulfill these requirements. Additionally, in selecting electives from lists B and C, students may complete all three required units from list B, all three units from list C, or may select a combination of courses from lists B and C that equal or surpass the three-unit minimum.

This two-year program of study leads to transfer to a four-year college where students can continue their education and pursue a journalism or communication major. It can also prepare students desiring a more immediate entry into the work force for an entry-level position with a community newspaper or other media organization.

For students following either pathway, the program provides practical training for careers in print and online journalism, broadcasting, advertising and public relations. The required courses for the major are listed below in a recommended sequence.

**Management And Supervision**

*Degree*

*AS – Management and Supervision*

*Certificate*

*Management and Supervision*

**Management and Supervision Associate Degree and Certificate**

<b>Required Courses</b>	<b>Units</b>
MANGT 50 A-C Introducing Supervision	3
MANGT 55 A-C Communicating with Confidence	3
MANGT 60 A-C Making Effective Decisions	3
MANGT 65 A-C Mastering Management Essential Tools	3
MANGT 70 A-E Relating in Human Terms	3

**And select a minimum of 9 units:**

BUS 18*	MS Excel for Windows	3
BUS 18 A or B	Excel Basics & Intermediate	1
BUS 20	Introduction to Business	3
BUS 25	MS PowerPoint – The Basics	1
BUS 27	Small Business Management	3
BUS 34	Business Law	3
BUS 35*	Using Microsoft Office	3
BUS 58**	Business English	3
BUS 59**	Business Communications	3
BUS 65*	Word Processing	3
BUS 91,92,93 or 95	Various one day business seminars	.5
COMSC 40*	Introduction to Computers	4
MANGT 75 A,B, or C	Managing Human Resources	1
MANGT 99	Cooperative Education	1-4
PSYCH 10LS	Psychology: Indiv. & Soc. Process	3
SPCH 40LS	Oral Communication	3

**Total Units Required in Major Courses ..... 24**

\* Each of these courses satisfies LMC’s Computer Literacy Competency for AS Degree and Certificate of Achievement

\*\* Each of these courses satisfies LMC’s Reading and Writing Competency for Certificate of Achievement

The Management and Supervision Program is designed to provide students with comprehensive knowledge of supervisory principles and applications, knowledge of human relations, and communication skills. The curriculum is designed to prepare students for entry-level positions in management/supervision and to prepare current lead workers, first line supervisors, and middle managers for promotion to higher level positions in business, industry, government, and/or non-profit organizations.

**Mathematics**

*Degree*

*AS – Mathematics*

**Mathematics Associate Degree**

<b>Required Courses</b>	<b>Units</b>	
MATH 50S	Calculus and Analytic Geometry	4
MATH 60S	Calculus and Analytic Geometry	4
MATH 34S	Probability and Statistics	4
OR		
MATH 38S	Statistics for Business or Economics	4
OR		
Physics*		4
MATH 70S	Calculus and Analytic Geometry	4
MATH 75S	Linear Algebra	3
MATH 80S	Differential Equations	3

**Total Units Required in Major Courses ..... 22**

\* If the student is oriented toward mathematics, physics, chemistry, or engineering, the engineering sequence (PHYS 40, 41, and 42) is recommended. Otherwise, the general physics sequence may be appropriate (PHYS 35LS and 36).

**Note:** A course in computer use and operations such as COMSC 60 or COMSC 83 is strongly recommended. Some transfer institutions may require a programming class for a math major. Check with the college you plan to transfer to see if you will need to take a programming class.

The basic sequence of recommended courses is for students seeking a career in mathematics or in a related mathematics field. Students are advised to consult with a counselor or math instructor relative to specific requirements for particular transfer institutions.

# Music

**Degree**

AA – Music

**Certificate**

Music—Commercial – Business Management

Music—Commercial – Pedagogy

Music—Commercial – Performance

**Music Associate Degree**

**Required Courses**

**Units**

MUSIC 5, 6, OR 7	Private Lessons (2 semesters)	2
MUSIC 13	Musicianship I	2
MUSIC 14	Musicianship II	2
MUSIC 15LS	Basic Music (or pass theory placement exam)	3
MUSIC 16	Fundamentals of Music Theory	3
MUSIC 17	Harmony	4
MUSIC 18	Advanced Harmony	4
MUSIC 31	Piano I	1.5
MUSIC 32	Piano II	1.5
MUSIC 81	Introduction to Improvisation	1
AND		

**Music Major Ensemble Requirements**

Select a minimum of three semesters of the following courses for music majors (see additional option\* below for Advanced Guitar and Advanced Piano emphasis):

MUSIC 33 A	Intermediate Piano	1.5
MUSIC 33 B	Advanced Piano	1.5
MUSIC 37	Advanced Guitar	1
MUSIC 40, 41, 42	Concert Band*	(each) 2
MUSIC 60, 61, 62	College Chorus*	(each) 2
MUSIC 298 E/F	Chamber Orchestra*	.5-1

**And select three additional ensembles from the following:**

MUSIC 50, 51, 52, 53, 54, 55, 56	Chamber Ensembles	(each) 1
MUSIC 63	Oratorio and Cantata Chorus I	.5-1
MUSIC 64	Oratorio and Cantata Chorus II	.5-1
MUSIC 66	Gospel Choir	1
MUSIC 70, 71, 72	Jazz Ensemble	(each) 2
MUSIC 74, 75, 76	Jazz Studio	(each) 1
MUSIC 77, 78, 79	Chamber Chorale	(each) 1
MUSIC 82, 83, 84	Jazz/Funk/Latin Workshop	(each) 1
MUSIC 250	Night Jazz Band	1

**Total Units Required in Major Courses . . . . . 27-36**

**NOTE: Summer Ensembles will not fulfill the above requirements.**

\* Students with an Advanced Guitar or Advance Piano emphasis may choose to fulfill the ensemble requirement by completing four semesters of the following:

MUSIC 33A/B	Intermediate/Advanced Piano
OR	
MUSIC 37	Advanced Guitar
AND	

Select two additional semesters from any performance class.

**NOTE: Summer ensembles will not fulfill the above requirements**

**Music Business Management Certificate of Achievement**

**Required Courses**

**Units**

BUS 14	Principles of Financial Accounting	3
BUS 27	Small Business Management	3
BUS 34	Business Law	3
MUSIC 12LS	Popular Musics in America	3
MUSIC 13	Musicianship I	2
MUSIC 15	Basic Music (or pass theory placement exam)	3
MUSIC 28	Songwriting I	1
MUSIC 30	Basic Keyboard Skills	1.5
MUSIC 81	Introduction to Improvisation	1
OR		
MUSIC 82, 83, or 84	Jazz/Funk/Latin Workshop	(each) 1
MUSIC 89	Music Business Management	2
MUSIC 93	Intro to MIDI	2
RA 10	Recording Arts I	2
RA 21	Basic Session Producing	2
Any performance classes		4-8
(See list of music major ensemble requirements)		

**And select two of the following:**

MUSIC 29	Songwriting II	1
MUSIC 34	Jazz/Rock Keyboard	1.5
MUSIC 65	Class Voice	1

Two additional group performance-oriented courses in addition to those completed for the core requirement.

**Total Units Required in Major Courses . . . . . 34.5-38.5**

**Music Pedagogy Certificate of Achievement**

**Required Courses**

**Units**

MUSIC 5-7	Private Lessons (2 semesters)	2
MUSIC 10LS	Music Literature	3
MUSIC 12LS	Popular Musics in America	3
MUSIC 13	Musicianship I	2
MUSIC 14	Musicianship II	2
MUSIC 15	Basic Music (or pass theory placement exam)	3
MUSIC 16	Fundamentals of Music Theory	3
MUSIC 17	Fundamentals of Music Harmony	4
MUSIC 28	Songwriting I	1
MUSIC 30	Basic Keyboard Skills	1.5
MUSIC 81	Introduction to Improvisation	1
OR		
MUSIC 82, 83, or 84	Jazz/Funk/Latin Workshop	(each) 1
MUSIC 89	Music Business Management	2
MUSIC 93	Intro to MIDI	2
Any performance classes		4-8
(See list of music major ensemble requirements)		

**And select two of the following:**

MUSIC 29	Songwriting II	1
MUSIC 34	Jazz/Rock Keyboard	1.5
MUSIC 65	Class Voice	1

Two additional group performance-oriented courses in addition to those completed for the core requirement.

**Total Units Required in Major Courses . . . . . 35.5-39.5**

**Music Performance Certificate of Achievement**

<b>Required Courses</b>		<b>Units</b>
MUSIC 10LS	Music Literature	3
MUSIC 12LS	Popular Musics in America	3
MUSIC 13	Musicianship I	2
MUSIC 15	Basic Music (or pass theory placement exam)	3
MUSIC 16	Fundamentals of Music Theory	3
MUSIC 28	Songwriting I	1
MUSIC 30	Basic Keyboard Skills	1.5
MUSIC 38	Studio Musicianship	1
MUSIC 81	Introduction to Improvisation	1
OR		
MUSIC 82, 83, or 84	Jazz/Funk/Latin Workshop	(each) 1
MUSIC 89	Music Business Management	2
MUSIC 93	Intro to MIDI	2
MUSIC 94	Composition/MIDI/Synthesizer Workshop I	2
OR		
MUSIC 95	Composition/MIDI Workshop II	2
RA 10	Recording Arts I	2
Any performance classes		4-8
(See list of music major ensemble requirements)		

**And select two of the following:**

MUSIC 29	Songwriting II	1
MUSIC 34	Jazz/Rock Keyboard	1.5
MUSIC 65	Class Voice	1

Two additional group performance-oriented courses in addition to those completed for the core requirement.

**Total Units Required in Major Courses . . . . . 32.5-36.5**

**Music career possibilities include:**

- 1) **Professional Musician** — conductor, concert artist, studio musician, symphony orchestra member, opera singer, composer, accompanist, arranger;
- 2) **Teaching music** — band director, orchestra director, choir director, private instructor, music teacher (elementary through college in public or private schools);
- 3) **Commercial** — instrument sales, instrument repair, pop singer, orchestrator, arranger, music publisher, music activities producer, agent-manager, songwriter;
- 4) **Radio, TV, recording industry** — disc jockey, recording artist, recording engineer, movie, TV, radio music director (see also Recording Arts section);
- 5) **Church-related** — minister of music, organist, choir director;
- 6) **Other** — music therapist, music librarian, piano tuner, acoustical engineer, copyist, music personnel manager, accompanist, music critic.

Students pursuing an associate degree will find it difficult to complete all of the general education requirements and the program requirements in two years. Students should budget time and plan carefully. Instructors in the music area will assist students in determining the proper sequence of classes.

# Nursing

**Degree**

*ADN – Registered Nursing*

*ADN – LVN to RN*

**Certificate**

*Vocational Nursing*

All students who meet admissions requirements are eligible to apply to the nursing programs. Criteria and complete information on the selection process as well as the philosophy and objectives of each program are described in the Nursing Applicant Handbook, which is available in the LMC Bookstore.

The handbook also contains complete information on all options for advanced placement. The handbook is more extensive and may contain updates to the following brief program outline.

**Registered Nursing**

The registered nursing program requires two academic years beyond completion of the prerequisite courses and general education requirements.

Completion of prerequisite courses is required for admission eligibility to the program. **Only those students formally admitted to the program may enroll in registered nursing courses.** Students may, however, enroll in other courses designated as part of the registered nursing curriculum while awaiting admission to the program.

Completion of the registered nursing program at Los Medanos College qualifies students to take the state board examination (NCLEX-RN) for licensure as a registered nurse (RN).

**ADN Program Curriculum**

**Prerequisite Courses:**

		<b>Units</b>
RNURS 1	Nursing Careers Seminar	.3
ENGL 10S	College Composition	3
MATH 15	Liberal Arts Math* or higher	3
BIOSC 40	Human Anatomy**	4
BIOSC 45	Human Physiology**	5
BIOSC 50LS	Intro to Microbiology**	5
PSYCH 11LS	General Psychology	3

**Graduation Requirements**

		<b>Units</b>
COMSC		1.5
POLSC 5	American Institution & Ideals	3
SPEECH 40LS	Oral Communication	3
Social Science GE Course		3
Creative Arts GE Course		3
Ethnic Multicultural Course		3
PE	(required for graduation)	2

**Registered Nursing Curriculum**

**First Semester**

		<b>Units</b>
RNURS 22	Foundations of Nursing Practice	9
RNURS 23	Nursing Skills Simulation I	1
RNURS 24	Pharmacology for RN Program I	1

**Second Semester**

		<b>Units</b>
RNURS 26	Nursing in Health and Illness I	9
RNURS 27	Nursing Skills Simulation II	1
RNURS 28	Pharmacology for RN Program II	1

<b>Third Semester</b>		<b>Units</b>
RNURS 30	Leadership/Management/Professionalism	1
RNURS 31	Nursing in Health & Illness II	9
RNURS 33	Nursing Skills Simulation III	1
RNURS 34	Pharmacology for RN Program IV	1

<b>Fourth Semester</b>		<b>Units</b>
RNURS 36	Nursing in Health & Illness III	9
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

**Total Units Required in Major Courses.....**

**LVN to RN Program**

The program for California Licensed Vocational Nurses requires successful completion of all prerequisites, the second-year RN curriculum, and general education requirements.

Admission eligibility to the LVN to RN program requires the completion of prerequisite courses. **Only those students formally admitted to the program may enroll in the registered nursing courses.** Students may, however, enroll in those non-nursing courses designated below as part of the registered nursing curriculum, while awaiting admission to the program.

Completion of the LVN to RN Program at Los Medanos College qualifies students to take the state board examination (NCLEX-PN) for licensure as Registered Nurse.

**LVN to RN Program Curriculum**

<b>Prerequisite Courses:</b>		<b>Units</b>
RNURS 1	Nursing Careers Seminar	.3
ENGL 10S	College Composition	3
MATH 15	Liberal Arts Math* or higher	3
BIOSC 40	Human Anatomy**	4
BIOSC 45	Human Physiology**	5
BIOSC 50LS	Intro to Microbiology**	5
PSYCH 11LS	General Psychology	3
Social Science GE Course		3
Creative Arts GE Course		3

<b>Graduation Requirements</b>		<b>Units</b>
COMSC		1.5
POLSC 5	American Institution & Ideals	3
SPEECH 40LS	Oral Communication	3
Ethnic Multicultural Course		3
PE	(required for graduation)	2

**Registered Nursing Curriculum**

<b>First Semester</b>		<b>Units</b>
RNURS 20	Transition of LVN to RN (1 week)	1
RNURS 22	Foundations of Nursing Practice	9
RNURS 23	Nursing Skills Simulation I	1
RNURS 24	Pharmacology for RN Program I	1

<b>Second Semester</b>		<b>Units</b>
RNURS 26	Nursing in Health and Illness I	9
RNURS 27	Nursing Skills Simulation II	1
RNURS 28	Pharmacology for RN Program II	1

<b>Third Semester</b>		<b>Units</b>
RNURS 30	Leadership/Management/Professionalism	1
RNURS 31	Nursing in Health & Illness II	9
RNURS 33	Nursing Skills Simulation III	1
RNURS 34	Pharmacology for RN Program IV	1

<b>Fourth Semester</b>		<b>Units</b>
RNURS 36	Nursing in Health & Illness III	9
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

**Total Units Required in Major Courses.....**

**Vocational Nursing**

The Vocational Nursing Program is three semesters in length. A grade of "C" or better must be earned in all courses to remain in the program. The Certificate of Achievement is awarded upon successful completion of the program and the competency requirements\* (see Competency Requirements). **Only those students formally admitted to the program may enroll in vocational nursing courses.** Students may, however, enroll in those non-nursing courses while awaiting admission to the program.

Completion of the vocational nursing program qualifies students to take the state board examination (NCLEX-PN) for licensure as a vocational nurse (LVN).

**Vocational Nursing Certificate**

<b>Required Courses</b>		<b>Units</b>
BIOSC 30	Intro to Anatomy and Physiology	3
COMSC 49	Computer Literacy	1.5
ENGL 90	Integrated Reading, Writing, and Critical Thinking	5
MATH 1 & 2	Applied Mathematics (Pharmacology)	3
NUTRI 55	Introduction to Nutrition	3
PSYCH 11LS	General Psychology	3
RNURS 1	Nursing Careers Seminar	.3
VONUR 5	Fund of Vocational Nursing	6
VONUR 6	Fund of Vocational Nursing Practice	6.5
VONUR 7	Vocational Nursing Role Relationships	1
VONUR 11	Medical Surgical Nursing	5
VONUR 12	Medical Surgical Nursing Practice	6.5
VONUR 16	Family Centered Nursing	6
VONUR 17	Family Centered Nursing Practice	6.5
VONUR 18	Professional Issues in Vocational Nursing	1

**Total Units Required in Major Courses..... 47.8**



# Psychology

Degree

AA – Psychology

## Psychology Associate Degree

### Required Courses:

		<b>Units</b>
ANTHR 5LS	General Anthropology	3
PSYCH 10LS	Psychology: Individual and Social Processes	3
PSYCH 11LS	General Psychology	3
SOCIO 15LS	Introduction to Sociology	3

### And select a minimum of 2 elective courses:

ANTHR 6LS	Intro to Cultural Anthropology	3
ANTHR 7LS	Anthropology of Cultural Changes	3
MATH 34S	Probability and Statistics	4
PSYCH 14	Psychology of Human Sexuality	3
SOCIO 16LS	Introduction to Social Problems	3

### Total Units Required in Major Courses ..... 18-19

The Psychology major is designed to meet the wide variety of needs of students interested in the field of psychology. This major can be used for the purpose of enhancing job success or as preparation for further study at a four-year institution. It particularly provides background education for students wishing to qualify for jobs in Mental Health or Social Science agencies as a paraprofessional.

# Real Estate

Degree

AS – Real Estate

Certificate

Real Estate

## Real Estate Associate Degree and Certificate

### Required Courses

		<b>Units</b>
REAL 10	Legal Aspects of Real Estate*	3
REAL 15	Real Estate Appraising*	3
REAL 20	Real Estate Practice*	3
REAL 25	Principles of Real Estate Finance*	3

### And select 15 units of elective courses:

REAL 5	Real Estate Principles***	3
REAL 30	Legal Aspects of Real Estate**	3
REAL 35	Real Estate Investments	1
REAL 40	Exchange and Taxation	3
REAL 45	Real Estate Economics**	3
BUS 10	Accounting: Applied Principles**	3
BUS 20	Introduction to Business	3
BUS 34	Business Law**	3
BUS 17	Lotus 1-2-3	3
ECON 10LS	Economic View of Society	3

### Total Units Required in Major Courses ..... 27

\* Required for California Real Estate Broker's License

\*\* Electives for California Real Estate Sales and Broker's License

\*\*\* Required for California Real Estate Sales License

The Real Estate courses prepare the student to complete the California State Broker's License Examination.

# Recording Arts

Degree

AA – Recording Arts

Certificate

Recording Arts

The Recording Arts Program at LMC is the finest of its kind in the U.S.A.

Curriculum is designed in cooperation with audio engineers, professional musicians, and other recording arts professors across the country. The interdisciplinary program includes courses in music, audio engineering, physical science, and business. Faculty, comprised of recording engineers and other prominent professionals from the audio industry, prepare students technically and intellectually to compete in the recording industry job market

## Recording Arts Associate Degree and Certificate

### Required Courses

		<b>Units</b>
RA 10	Recording Arts I	3
RA 12	Basic Sound Reinforcement	3
RA 15	Music Fundamentals for Audio Professionals	3
RA 20	Applied Recording Theory	3
RA 21	Basic Session Producing	2
RA 25	Basic Tracking Sessions	3
RA 30	Advanced Studio Procedure	3
RA 32	Recording Arts Workshop	(min) 1
RA 35	Protools Production & Editing	3
RA 40	Audio for Video Post	3

### And select a minimum of 2 electives:

EETEC 10	Basic Electricity	3
MUSIC 15LS	Basic Music (or pass theory placement exam)	3
MUSIC 89	Music Business Management	2
MUSIC 93	Introduction to MIDI/Synthesizers	2
MUSIC 94	Composition/MIDI Workshop I	2
MUSIC 95	Composition/MIDI Workshop II	2
RA 16	Recording Studio Management	2
RA 17	Recording Industry Employment Strategies	2
RA 18	Introduction to Video Production	2.5

### Total Units Required in Major Courses ..... 27-30

# Sociology

Degree

AS – Sociology

## Sociology Associate Degree

<b>Required Courses</b>		<b>Units</b>
ANTHR 5LS	General Anthropology	3
OR		
ANTHR 6LS	Cultural Anthropology	3
PSYCH 10LS	Psychology: Individual and Social Processes	3
OR		
PSYCH 11LS	General Psychology	3
SOCIO 15LS	Introduction to Sociology	3
SOCIO 16LS	Introduction to Social Problems	3

**And select a minimum of 2 elective courses:**

ADJUS 120L	Introduction to the Criminal Justice System	3
ANTHR 5LS	General Anthropology	3
OR		
ANTHR 6LS	Cultural Anthropology	3
ANTHR 7S	Anthropology of Culture Change	3
MATH 34S	Probability and Statistics	4
PSYCH 10LS	Psychology: Individual and Social Processes	3
OR		
PSYCH 11LS	General Psychology	3
PSYCH 14	Psychology of Human Sexuality	3

**Total Units Required in Major Courses ..... 18-19**

Sociology is the study of society — the forms, institutions and functions of human groups. Specifically, sociology examines society, culture, social institutions, collective behavior and social interaction. LMC's approach to Sociology emphasizes the basic concepts, techniques and ethnlcal issues of sociological investigation and includes generation of solutions to identified problems. Sociology courses offer excellent preparation for transfer or for enhancement of existing job skills. The program also provides the background education for students entering jobs in the human services professions — such as education, mental health and social services agencies — at the sub-professional level as aides working with those with professional degrees.

# Travel Marketing

Degree

AS – Travel Marketing

Certificate

Travel Marketing

## Travel Marketing Associate Degree and Certificate

<b>Required Courses</b>		<b>Units</b>
TRAVL 72	Introduction to Travel	3
TRAVL 76	Travel Sales and Marketing	3
TRAVL 77	Customized Vacation Planning	2
TRAVL 89	Cyber Travel	.5
TRAVL 90	Introduction to Apollo Computer Reservations	2
TRAVL 91	Air Fares on Apollo Computer Reservations	1
TRAVL 94	Cyber Reservations for Travel Professionals	.5

**Select 3 units of Destination Specialist Geography courses:**

TRAVL 74	North American Travel Destinations	3
TRAVL 75	Travel in Europe	3
TRAVL 83	Hawaii Destination Specialist	1.5
TRAVL 84	Caribbean Destination Specialist	1.5
TRAVL 85	South Pacific Destination Specialist	1.5
TRAVL 900*	Other Destination Specialist Courses	1.5 - 3

**And select a minimum of 6 elective units:**

TRAVL 74	North American Travel Destinations	3
TRAVL 75	Travel in Europe	3
TRAVL 82	All About Cruising	4
TRAVL 83	Hawaii Destination Specialist	1.5
TRAVL 92	Advanced Apollo Computer Reservations	2
TRAVL 99	Cooperative Education in Travel (Travel Internship)	1-2
TRAVL 101	Home-Based Travel—Is it for you?	.5
TRAVL 102	Establishing a Home-Based Travel Business	.5
TRAVL 103	Marketing and Promoting a Home-Based Travel Business	.5
TRAVL 104	Resources for Home-Based Travel Professional	.5
TRAVL 105	Business and Financial Plans for Home-Based Travel	.5
TRAVL 106	Home-Based Travel and the Law	.5
TRAVL 900*	Selected Topics in Travel	.3 - 3
BUS 59	Business Communication	3

**Total Units Required in Major Courses ..... 21**

\* TRAVL 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

This program prepares students to succeed in the travel industry, currently the third largest.

Other certificate options in Travel Marketing will be awarded upon completion of course requirements in the Travel Department. The **Certificate of Completion in Travel Marketing** is a 12 unit program, the **Cruise Specialist Certificate** requires completion of 9 units, the **Home-Based Travel Specialist Certificate** requires completion of 17-units, and the **Certificate of Proficiency in Apollo Computer Reservations** is awarded with completion of 5 units. For information regarding specific course requirements, contact the Travel Department chair or inquire in the Counseling Center.

# Welding Technology

*Degree*

AS – Welding Technology

*Certificate*

Welding Technology

**Welding Technology Associate Degree and Certificate**

<b>Required Courses</b>		<b>Units</b>
WELD 10	Basic Arc Welding Theory	3
WELD 11	Basic Arc Welding Practice	3
WELD 15	Basic Oxyacetylene Welding	2
WELD 16	Advanced Oxyacetylene Welding	1
WELD 21	Advanced Arc Welding Practice	3
WELD 31	TIG, MIG and FCA Welding Practice	3
WELD 35	Blueprint Reading for Welders	3
WELD 40	TIG, MIG and FCA Welding Theory	3
WELD 41	Pipe Welding Practice	3

**Total Units Required in Major Courses ..... 24**

The program in Welding Technology offers instruction in the principles and practices of welding processes. Successful completion of the program provides sufficient training for entry level into the field of production-type welding. Students have access to the latest instructional and practical experiences in a spacious, modern shop facility.

**Note:** A reading/writing exam option is available for Welding Technology majors to fulfill the reading/writing competency requirement.

# CCCCD Programs

The programs of study listed below are offered by the Colleges in the Contra Costa Community College District.

CCC - Contra Costa College

DVC - Diablo Valley College

LMC - Los Medanos College

	Certificate of Achievement	Associate Degree		Certificate of Achievement	Associate Degree
Administration of Justice	DVC	CCC,LMC	Computer Hardware Support	DVC	
Corrections	CCC	CCC	Microcomputer Software Support	DVC	
Law Enforcement	CCC	CCC	Construction		
African-American Studies		CCC	Construction & Building	DVC	
Alcohol and Drug Studies	DVC		Inspection		
Anthropology		CCC,LMC	Construction Supervision &	DVC	
Appliance Service Technology	LMC	LMC	Superintendency		
<i>(See also Refrigeration &amp;</i>			Construction Management	DVC	
<i>Appliance Repair)</i>			Cosmetology	CCC,LMC	
Architecture/Environmental Design	DVC	CCC	Culinary Arts	DVC	
Art	CCC		<i>(Food Service Technology)</i>		
Fine Arts		LMC	Classical Food Preparation	CCC	CCC
Graphic Communication	LMC	LMC	Hotel Administration	DVC	
Digital Publishing	LMC		Pastry/Baking	CCC,DVC	CCC
Automotive Services			Restaurant Management	DVC	
Auto Collision Repair	CCC	CCC	Dental Assisting	CCC,DVC	CCC
Auto Mechanics	CCC,LMC	CCC,LMC	Dental Hygiene	DVC	
Biological Science		CCC,LMC	Dental Laboratory Technology	DVC	
Biotechnology	CCC	CCC	Drafting Technology	CCC,DVC	CCC
Business			Early Childhood Education	CCC,DVC	CCC
Accounting	CCC,DVC,LMC	CCC,LMC	Child Development	DVC,LMC	LMC
Administration	CCC,LMC	CCC,LMC	Children's Center Instructor	DVC	
Customer Services	DVC		Foster Care/Day Care	DVC	
General Business	CCC,DVC	CCC	Economics		CCC
Marketing/Merchandising	CCC	CCC	Electrical/Electronics Technology	DVC,LMC	LMC
Small Business Operation	LMC	LMC	Electronics Technician		CCC
Management & Supervision	DVC		Emergency Medical Services	LMC	LMC
Retailing	DVC		<i>(Paramedic)</i>		
Chemistry		CCC,LMC	Engineering		CCC
Computer Information Systems			Engineering Technology	DVC	
Microcomputer	CCC,LMC	CCC	Drafting	DVC	
Programmer	CCC	CCC	Materials Testing	DVC	
Data Entry Operator	CCC	CCC	Surveying	DVC	
Computer Science		CCC	English		CCC
AS/400 Programming &	DVC		Environmental Technology	DVC	
Operators			Facilities Maintenance Technician	DVC	

CCC - Contra Costa College

DVC - Diablo Valley College

LMC - Los Medanos College

	Certificate of Achievement	Associate Degree		Certificate of Achievement	Associate Degree
Fire Technology	LMC	LMC	Office Information Systems General Office	CCC,DVC	CCC
French		CCC	Office Administration Administrative Assistant/ Executive Secretary	CCC,DVC,LMC	CCC,LMC
Geography		CCC	Legal Office	DVC	
Graphic Communications	LMC	LMC	Medical Office	DVC	
History		CCC	Medical Transcription	CCC	
Horticulture	DVC		Word Information Processing	CCC,DVC	CCC
Landscape Construction	DVC		Physical Education		CCC
Landscape Design	DVC		Physics		CCC
Landscape Maintenance	DVC		Political Science		CCC
Industrial Technology	CCC	CCC	Psychology		CCC,LMC
Inspection Technology	CCC	CCC	Real Estate	DVC,LMC	CCC,LMC
Journalism	CCC	CCC,LMC	Refrigeration & Appliance Repair	CCC	CCC
LaRaza Studies		CCC	Sociology		CCC,LMC
Liberal Arts		DVC,LMC	Spanish		CCC
Liberal Studies		CCC	Television Arts	DVC	
Library & Information Technology (vocational program, not same as library skills studies)	DVC		Travel Marketing	LMC	LMC
Machine Technology	DVC		Welding Technology	LMC	CCC,LMC
Management & Supervision	LMC	LMC	Women's Studies	DVC	
Materials Technology Nondestructive Examination	CCC				
Mathematics		CCC,LMC			
Medical Assisting & Office Technician	CCC	CCC			
Music		CCC,LMC			
Commercial Music	LMC				
Recording Arts	LMC				
Nursing					
Registered		CCC,LMC			
Vocational	LMC				



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# 4

## **Course Offerings**

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# Understanding the Course Descriptions

The course descriptions provide information believed to be true and correct as of the publication of this college catalog. Courses described may not be offered every term or every academic year. Check the Schedule of Classes for our current listings of LMC course offerings.

Courses are listed alphabetically by department and numerically within the departmental sequence.

Any course may be offered during any term, evening or day hours, on or off campus, when there is evidence of sufficient numbers of students to justify offering the class. Any course listed in the Schedule of Classes may be canceled when the enrollment is too low to justify offering the class or if an instructor is not available.

## Course Codes/Descriptors

### “L” or “S” Designations

If an “L” follows a course number, it identifies the class as meeting an LMC general education requirement. An “S” following the course number indicates the class meets a CSU general education requirement. An “LS” designation after the course number (i.e. Psychology 11LS) means that the course fulfills general education requirements at LMC and the CSU system.

### Class Hours

References the number of lecture, lab, and/or activity hours of class meeting time per week or total hours that a course will meet over the duration of the term.

### Units (of Credit)

The measure of how much credit may be earned for any given course. Unit totals are determined by the type of instruction associated with the course (i.e. lecture, lab) and the total number of hours the course will meet. See the “Guidelines on Units of Credits” section for further information.

### Prerequisites/Co-requisites/Advisories

Prerequisites, co-requisites, and advisories are listed for certain courses in the college catalog and class schedules. Prerequisites are courses or other requirements that a student must have completed and have verified in the Admissions Office prior to enrolling in a given course. **Prerequisites** are required for classes when there is a need for a specific skill level or knowledge in order to be successful in the desired class. **Co-requisites** are courses that must be taken concurrently with the desired course, in order to provide additional knowledge, skills, or lab time. **Advisories** are associated with particular classes to indicate the desired knowledge or skill level for successful course completion. Advisories are not required classes, but are recommended for student success.

### Course Repeatability

Not all courses may be repeated, once they have been successfully completed (with a grade of “CR”, “C” or better). If a course is repeatable, it will be stated at the end of the course description. If there is no statement regarding repeatability, a course may only be repeated **one time** if the first grade received was substandard (“NC”, “D”, or “F”). See the “Standards of Scholarship” section of the catalog for further information about the Course Repetition Policy.

### Grading Information

Courses may be graded with letter grades (A – F), credit or no credit (CR/NC), or by student choice (SC). If a class is graded by credit or no credit only, CR/NC will appear at the end of the course description. If the student has a choice as to receiving a letter grade or credit/no credit, SC will appear at the end of the course description. No designation at the end of the course description means that the class is letter graded only.

If a student wishes to initiate the student choice option, they must complete a petition by the posted time line in the Admissions and Records Office (the deadline for short-term classes will vary, depending upon the length of the class). See the “Standards of Scholarship” section for further information.

### California Articulation Number (CAN)

A reference to a CAN number at the end of a course descriptor identifies a lower division, preparatory, transferable course that corresponds to a course taught at other two and four year California colleges. CAN courses that are completed at LMC may be transferred and used in lieu of comparable courses at participating colleges. Other participating colleges display CAN numbers in their catalogs, along with their own course numbers and titles. For further information, see a counselor or visit the Transfer Center.

### Transfer Status Designation

In addition to the course number system described above, the transfer status of each course is also identified beneath the course description. Courses may be identified as transferable to the CSU and/or UC systems, as well as fulfilling a general education requirement. Students should consult with a counselor or visit the Transfer Center for complete information regarding transferability of courses toward meeting general education breadth requirements and major requirements.

### Degree Applicability

Courses are either identified as degree applicable or non degree applicable. If a course is degree applicable, it will be coded with “DA” below the course description and will apply toward the completion of requirements for an associate degree. If a course is non degree applicable, it will be coded with “NDA” and cannot be applied to units required for an associate degree.



## Guidelines on Units of Credits

The college unit is an arbitrary measure, but arbitrary measures should also have consistent meaning. This guideline establishes a unit/hour ratio that describes the method of instruction and the type of learning activity in the various course offerings at Los Medanos College.

<b>Type of Teaching Method and Learning Activity</b>		<b>Expected Hours of Outside Preparation Per Class</b>	<b>Ratio of Units to In-Class Hours</b>
Lecture Seminar	Primarily dissemination of information by the instructor to a large or moderate-sized group of students.	2 hours	1 unit: 1 hour per week per semester
Laboratory Studio Workshop Performance	Hands-on experience by the students with some instruction and with close supervision by an instructor.	1 hour	1 unit: 3 hours per week per semester
Independent study	Contracted independent study with close supervision by an instructor.		1 unit: 3 hours per week per semester
Field-practicum	Highly-structured student activities directed and supervised by an instructor.	.5 hour	1 unit: 4 hours per week per semester
Observation	Directions on what to observe given by instructor with feedback on observation to the parent class.	.5 hour	1 unit: 4 hours per week per semester
PE instruction	Highly structured physical activities directed and supervised by an instructor.	0	1 unit: 3 hours per week per semester
Cooperative work experience Field work	Contract and/or paid work with instructor evaluation.	0	1 unit: 5 hours per week per semester

Classes of less than one semester in length will be assigned units proportional to semester hours.

# Administration Of Justice

## ADJUS-005 Basic Police Academy

880 total hours lecture-demonstration, lab 17 Units

**Prerequisite:** Each student must complete academy application and must supply a statement from a physician indicating his/her ability to engage in strenuous physical activity. In addition, each student must pass the Administration of Justice reading/writing POST (Peace Officer Standards and Training) proficiency exam, obtain clearance with the Department of Justice and sign a felony disclaimer. ADJUS 007 and 008 must be taken concurrently with ADJUS 5.

**Advisory:** It is recommended that students be at least 18 years of age.

Each student must have a valid driver's license and show proof of vehicle insurance at the first class meeting. Meets the requirements for basic certification by the Commission on Peace Officer Standards and Training (P.O.S.T.). It is a fundamental course which covers criminal law, evidence, procedure, investigation, firearms, defensive tactics, use of chemical agents, physical training, first aid and CPR, and other related police subjects. May be repeated one time. CR/NC

NDA

## ADJUS-007 First Aid for Basic Law Enforcement Academy

16 total lecture hours, 50 total activity hours 2 Units

**Prerequisite:** Concurrent enrollment in ADJUS 5.

A course which meets requirements of Title 22 for first responders in law enforcement. The Emergency Services System and the American Heart Association guidelines specifying peace officers as healthcare providers specify and approve this curriculum. CR/NC

NDA

## ADJUS-008 Lifetime Fitness for Basic Law Enforcement Academy

18 total lecture hours, 40 total activity hours 2 Units

**Prerequisite:** Concurrent enrollment in ADJUS 5.

P.O.S.T. required integral part of the Basic Police Academy required for completion of the Basic Academy. Students learn the necessity of lifetime fitness for career success in law enforcement. CR/NC

NDA

## ADJUS-020 Law Enforcement Records and Communication

18-30 total hours lecture per unit 1-4 Units

Designed to instruct students in law enforcement communication and records, including interpersonal relations, information gathering and dissemination, and decision-making under stress. This course will be taught in two units, one on communications and one on records. A student may take one or both blocks. This course meets P.O.S.T. standards. CR/NC

NDA

## ADJUS-042 Introduction to Corrections

3 hours lecture

3 Units

**Prerequisite:** Introduction to the Criminal Justice System

**Advisory:** Eligibility for ENGL 90

This course is a survey of the field of correctional science. The historical development, current concepts and practice, explanations of criminal behavior, functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior, survey of professional career opportunities in public and private agencies will be studied. LR

DA

## ADJUS-050 Advanced Law Enforcement Training

18 total hours lecture or 54 total hours lab per unit 1-6 Units

**Prerequisite:** Employment in law enforcement or completion of ADJUS 5 with a credit grade

**Advisory:** College-level English, psychology and sociology

A study of new laws, court decisions, changes in law enforcement policies, and concepts designed to keep officers current in knowledge needed to carry out those duties. Course may vary with content presentation. Course subtitle describes content. This course meets the requirements for Advance Officer Training Certification by the Commission on P.O.S.T. May be repeated. CR/NC

NDA

## ADJUS-051 Technical Law Enforcement Training

9 total hours lecture or 27 total hours lab per half unit .5-4 Units

**Prerequisite:** Employment in law enforcement or completion of ADJUS 5 with a credit grade

A study of specific technical areas in law enforcement. This course provides information for officers assigned to specialized areas; e.g., traffic accident investigation, crime scene investigation, etc. Course may vary with content presentation. Course subtitle describes content. May be repeated. CR/NC

NDA

## ADJUS-055 Basic Law Enforcement Supervision

20 total hours lecture per unit

2-4 Units

**Prerequisite:** ADJUS 5 and 50

Designed to introduce law enforcement supervisors to the duties and responsibilities of the first-line supervisor on the management team. Through the interactions of lecture and demonstration, theories of supervisors will be combined with practical skills and techniques. This course meets the requirements for Supervisor Training Certification by the Commission on P.O.S.T. CR/NC

NDA

## ADJUS-070 Field Training Officer Internship

160-720 total hours lab

3 to 12 Units

**Prerequisite:** Basic Law Enforcement Academy certificate within last 3 years. *Co-requisite:* Employment and assignment into a field training program. Student may be a volunteer reserve officer or full-time regular officer.

A course designed for newly hired officers to meet POST Field Training Program laboratory internship. Application of skills and knowledge acquired in the Basic Law Enforcement Academy is demonstrated at an acceptable level essential to continued employment as a peace officer under the supervision of a POST and LMC approved Field Training Officer. CR/NC

NDA

**ADJUS-098 Independent Study in Administration of Justice**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ADJUS-099 Cooperative Education in Administration of Justice**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**ADJUS-120L Introduction to the Criminal Justice System**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 90*

The history and philosophy of the criminal justice system as it evolved; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agencies in their interrelationships in society; concepts of crime causations, punishments and rehabilitations, ethics, education and training for professionalism in the social system. (CAN AJ 2) SC

*Transfer: CSU / DA*

**ADJUS-121A Concepts of Criminal Law**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 90 and ADJUS 1 or ADJUS 120L*

An introduction to the historical development and philosophy of criminal law and the administration of constitutional provisions, legal research, legal analysis and methodology, and concepts of criminal law as a social force. It also includes a detailed examination of legal definitions, classification of law, corpus delicti, parties to a crime, defenses to crime, inchoate crime, and a brief introduction to laws of arrest and judicial procedure. SC

*Transfer: CSU / DA*

**ADJUS-121B Substantive Criminal Law**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 90 and ADJUS 1 and ADJUS 121A*

An in-depth study of the substantive criminal law commonly enforced by California state, county, and municipal law enforcement officers. The course provides a complete analysis of both statute law as created by the state legislature and case law as defined in state and federal Appellate Court decisions. SC

*Transfer: CSU / DA*

**ADJUS-122 Criminal Procedures**

3 hours lecture

3 Units

**Advisory:** *ADJUS 120, Eligibility for ENGL 9 or 90*

This course involves a comprehensive look at the origin, development, philosophy and legal basic of criminal procedure in California. Procedural statute law, case law, and constitutional law governing laws of arrest; use of force; motions; rules of discovery; applicable rules of evidence; California court system; California grand jury system; pretrial court procedures; adult trial procedures; juvenile trial procedures; sentencing; appellate process. SC

*Transfer: CSU / DA*

**ADJUS-130 Multicultural Issues**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 90*

A theoretical and conceptual overview of multicultural concepts and issues, including those relating to gender, age, and sexual preference; an application of those concepts and issues to the four public safety disciplines (Corrections, Environmental Technology/Hazardous Materials, Fire Technology, and Law Enforcement); identification of problems related to our increasingly diverse population; and examination of strategies to overcome those problems particularly in relation to the maintenance of social order. SC

*Transfer: CSU / DA*

**ADJUS-221 Introduction to Evidence**

3 hours lecture

3 Units

**Prerequisite:** *ADJUS 1*

**Advisory:** *Eligibility for ENGL 90, ADJUS 121A and ADJUS 121B*

Origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, and material objects at a criminal trial; constitutional and procedural considerations affecting searches and seizures, admissions and confessions, and methods of identification. SC

*Transfer: CSU / DA*

**ADJUS-260 Patrol Procedures**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 9 or 90*

This course will focus on the responsibilities, purpose, and methods of police patrol as well as on the community effects of decision-making and judgment. The use and recording of complaint, incident, and miscellaneous crime reports will be discussed. SC

*Transfer: CSU / DA*

**ADJUS-270 Personal Self-Defense and Firearms Training**

29 hours lecture, 30 hours lab

2 Units

This course is designed for anyone who wished training in the area of armed or unarmed self-defense. Although originally designed for law enforcement personnel, the course will benefit anyone desiring proficiency in the area of firearms or self-defense. SC

*Transfer: CSU / DA*

**ADJUS-900S Selected Topics in Administration of Justice**

*DA varies with course content.*

# Anthropology

## ANTHR-005LS General Anthropology

3 hours lecture 3 Units

An introduction and general overview of anthropology which is the study of people. Topics center on the variety of characteristics which are a product of human existence everywhere. These include: the uniqueness of human learning abilities, evolution of cultural and physical variation, varieties of lifestyles and adaptations around the globe, human language and communication, social and family organization, as well as religious and artistic expression. Opportunities for the development of skills in critical thinking, problem-solving, and effective learning will be provided throughout the course. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA

## ANTHR-006LS Cultural Anthropology

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

An introduction to the study of cultural anthropology which focuses on a broad view of the learned aspects of human life. The course includes the observation and analysis of cultural traditions, i.e. child-rearing processes, lifestyle types and adaptations, social and family organization, creative elements of human life, and basic anthropological theories and concepts. Students will be exposed to divergent cultures and to the status of today's vanishing cultures. Opportunities for the development of skills in critical thinking, problem-solving and effective learning will be provided throughout the course. (CAN ANTH 4) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA

## ANTHR-007LS The Anthropology of Culture Change

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

(Formerly ANTHR 7S) This course focuses on the tremendous impact of culture change experienced worldwide both in industrialized and non-industrialized societies. The content deals with the processes of change, problems which arise due to change and controversial issues such as deculturation and assimilation. Students will have the opportunity to understand and approach change from a psychological, social, economic, political, and environmental perspective. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area E) / DA

## ANTHR-098 Independent Study in Anthropology

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

## ANTHR-099 Cooperative Education in Anthropology

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

## ANTHR-900S Selected Topics in Anthropology

DA varies with course content.

# Appliance Service Technology

## APPLI-013 Beginning Electrical Appliances Tech I

3 hours lecture 3 Units

**Prerequisite:** Concurrent enrollment in APPLI 20 or 35 or 36

**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

This is an introductory course in electrical appliances and is offered to all students who are interested in pursuing a program in appliance technology. The course focuses on theory and practice in the diagnosis and repair of major brands of washers, electric dryers, electric ranges, dishwashers and disposers. Detail will be given to understanding the working parts and electrical parts of these appliances, as well as troubleshooting, estimating and proper procedure in making repairs. Material that is covered in the lecture will be put into practice in the accompanying lab class. SC

Transfer: CSU / DA

## APPLI-014 Advanced Electrical Appliances Tech I

3 hours lecture 3 Units

**Prerequisite:** Concurrent enrollment in APPLI 20 or 35 or 36

**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

This course is a continuation of APPLI 13 and is designed to give the student a strong background in the repair of electrical appliances. Students majoring in appliance repair take this course to complete the electrical appliance part of the program. The course focuses on theory and practice in the diagnosis and repair of major brands of washers, gas dryers, gas ranges, dishwashers, and trash compactors. Detail will be given to understanding the mechanical and electrical parts of the appliances as well as troubleshooting, estimating, and proper procedures in making repairs. Material that is covered in the lecture will be put into practice in the accompanying lab class. SC

Transfer: CSU / DA

## APPLI-015 Electrical Appliances I

3-4 hours lecture, 0-1 hour lecture-demonstration 3-4 Units

**Prerequisite:** Concurrent enrollment in APPLI 20 or 35 or 36

**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

This course is designed to teach the principles of operation and repair of electrical appliances. Related information on job safety, shop practices, repair orders, employers, troubleshooting, maintenance, and service techniques with application under simulated industry-type shop conditions. LR

Transfer: CSU / DA

**APPLI-016 Electrical Appliances II**

4 hours lecture, 1 hour lab 4 Units

**Advisory:** Eligibility ENGL 90; Prior or concurrent enrollment in EETEC 10  
Concurrent enrollment in APPLI 20 or 35 or 36

A continuation of APPLI 15 covering different brands of appliances. Emphasis will be on troubleshooting and diagnosing of both gas and electrical appliances. Servicing techniques will cover the use of wiring diagrams and schematics with application under simulated industry-type conditions. LR

Transfer: CSU / DA

**APPLI-020 Electrical Appliance Shop Practice**

3 hours workshop per unit 1-5 Units

**Advisory:** Concurrent enrollment in APPLI 13 or APPLI 14 or APPLI 15 or APPLI 16

This course is designed to give a beginning student the shop practice necessary to develop skills in troubleshooting and repairing electrical appliances. An atmosphere that simulates conditions in the appliance repair field will allow students to work on various brands of washers, dryers, dishwashers, and cooking appliances. May be repeated three times. LR

Transfer: CSU / DA

**APPLI-023 Basic Refrigeration Tech I**

3 hours lecture 3 Units

**Prerequisite:** Concurrent enrollment in APPLI 30 or 35 or 36**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

This is an introductory course designed for students in the Appliance Program or anyone wanting to acquire refrigeration theory and diagnosing skills. Basic refrigeration principals and electrical circuits will be covered. Servicing of compressor type refrigerations units and troubleshooting electrical circuits are the major content of this course. Special emphasis will be given to understanding the mechanical and electrical parts of refrigeration systems. Proper use of test equipment will be covered in troubleshooting and diagnosing of refrigeration units. Material that is covered in the lecture will be put into practice in the accompanying lab class. SC

Transfer: CSU / DA

**APPLI-024 Advanced Refrigeration Tech I**

3 hours lecture 3 Units

**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10  
Concurrent enrollment in APPLI 30 or 35 or 36

This course is a continuation of APPLI 23 and is designed for students who are majoring in Appliance Technology. Refrigeration material presented in this course is a must for technicians entering the appliance repair field. Theory and practice in the diagnosis and repair of major brands of refrigerators will be covered. Detail will be given to understanding the mechanical and electrical component operation. Troubleshooting and diagnosing of both mechanical and electrical problems will be emphasized. EPA rules and regulations regarding refrigerants containing CFC will be presented. Material that is covered will be put into practice in the accompanying lab/shop practice class. LR

Transfer: CSU / DA

**APPLI-025 Refrigeration I**

3-4 hours lecture, 0-1 hour lecture-demonstration 3-4 Units

**Prerequisite:** Concurrent enrollment in APPLI 30 or 35 or 36**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

This course emphasizes basic refrigeration principles and theories, the function and operation of components. Emphasis will be on the service, repair, installation, and troubleshooting of electrical and mechanical systems of domestic refrigerators, freezers. Service techniques learned will be applied in a simulated industry-type shop condition. LR

Transfer: CSU / DA

**APPLI-026 Refrigeration II**

3-4 hours lecture, 0-1 hour lecture-demonstration 3-4 Units

**Prerequisite:** Concurrent enrollment in APPLI 30 or 35 or 36**Advisory:** Eligibility ENGL 90; prior or concurrent enrollment in EETEC 10

A continuation of APPLI 25, covering different brands of refrigeration equipment. Emphasis will be on troubleshooting, diagnosing, and how to function as a Refrigeration Technician. EPA laws and regulations concerning refrigerant handling will be covered. LR

Transfer: CSU / DA

**APPLI-030 Refrigeration Shop Practice**

3 hours lab per unit 1-5 Units

**Advisory:** Concurrent enrollment in APPLI 23 or APPLI 24 or APPLI 25 or APPLI 26

This course is designed to give a beginning student the necessary shop skill to make mechanical, system, and electrical repairs on refrigeration units. Troubleshooting will be done in an atmosphere that simulates conditions in the appliance repair field. Students will work on various brands of refrigerators, freezers, and window air conditioners. May be repeated three times. LR

Transfer: CSU / DA

**APPLI-035 Appliance Shop Practice Intermediate**

3 hours lab per unit 1-5 Units

**Prerequisite:** Satisfactory completion of APPLI 20 and APPLI 30 with a grade of "C" or better**Advisory:** Eligibility for ENGL 90

This is an intermediate shop practice course in repairing electrical appliances and domestic refrigeration units. Emphasis will be placed on troubleshooting, diagnosing, estimating and servicing techniques with application under simulated industry type shop conditions. May be repeated three times. LR

Transfer: CSU / DA

**APPLI-036 Appliance and Refrigeration Shop Practice Advanced**

3 hours workshop per unit 1-5 Units

**Prerequisite:** Satisfactory completion of APPLI 20 and APPLI 30 with a grade of "C" or better**Advisory:** Eligibility for ENGL 90

This is an advanced shop practice course in repairing electrical appliances, gas appliances and domestic refrigeration units. Emphasis will be on developing job skills needed in the appliance field. Troubleshooting, diagnosing, estimating and service techniques will be concentrated on in getting the student ready for employment. May be repeated three times. LR

Transfer: CSU / DA

**APPLI-046 Principles and Repair of Microwave Ovens**

8 total hours lecture, 12 total hours lab .5 Unit

**Advisory:** APPLI 15 or APPLI 16 and eligibility for ENGL 90

This course is designed for students in the appliance program and appliance technicians working in the field. Basic microwave oven concepts, principles of operation, troubleshooting techniques and safety will be covered. Topics to be covered in lecture will be put into practice in the lab. LR  
*Transfer:* CSU / DA

**APPLI-098 Independent Study in Appliance Service Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**APPLI-099 Cooperative Education in Appliance Service Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer:* CSU / DA

**APPLI-900S Selected Topics in Appliance Service Technology**

DA varies with course content.

# Art

**ART-003 Open Studio**

4 hours lab 1 Unit

**Advisory:** Concurrent enrollment in any other art course.

Open studio is an opportunity to access the space, tools, equipment and advice necessary to complete their assignments in other art courses in a safe, supervised environment. Instruction in studio is available to students on an individualized, informal, and as-needed basis. CR/NC  
DA

**ART-005LS The Visual Arts**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90

An interdisciplinary course that focuses on the creative process as it applies to life in general, and the visual arts in particular. Course content provides an overview of art from historical, thematic and technical perspectives, from a variety of cultures. The course addresses the process of art, and provides students with the means to evaluate its products, in both cultural and personal terms. Meets Creative Arts requirements for general education. Required for all art majors and students enrolled in the Graphic Communications Certificate Program. LR  
*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area CI) / DA

**ART-006LS World Art History I: Art of the Prehistoric and Ancient World (to 500 A.D.)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from prehistory to 500 A.D. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS or 8LS.) LR  
*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C2) / DA

**ART-007LS World Art History II: Art of the Developing World (500 to 1600)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 500 to 1600. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS or 8LS.) LR  
*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area CI) / DA

**ART-008LS World Art History III: Art of the Modern World (1600 A.D. to the Present)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 1600 to the present. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS or 8LS.) LR  
*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C) / DA

**ART-008LSH Honors World Art History III: Art of the Modern World (1600 A.D. to the Present)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 1600 to the present. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS or 8LS.) LR  
*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C) / DA

**ART-010 Introduction to Two-Dimensional Design**

2 hours lecture, 4 hours studio 3 Units

A foundation course upon which all other courses in the curriculum are based. Presents the process and discipline of design as applied in two-dimensional forms such as drawing, painting, and collage. The methods, tools, and materials of two-dimensional form presented in theoretical, historical, and cultural contexts. An in-depth exploration of the visual elements, including line, shape, space, texture, value, and color. Required for all art majors. LR  
*Transfer:* UC, CSU / DA

**ART-011 Introduction to Three-Dimensional Design**

2 hours lecture, 4 hours studio

3 Units

An introduction to the visual elements in a three-dimensional design context, including line, mass, volume, color, texture and, most importantly, space. An introduction to the methods and materials of three-dimensional form, including carving, casting, modeling, and construction, in cardboard, plaster, clay, wood, and stone. This is a foundation course, presenting the fundamentals of art upon which all other courses are based. Required for all art majors. LR

*Transfer: UC, CSU / DA***ART-012 Design Drawing**

2 hours lecture, 4 hours lab

3 Units

Study and practice in sketching and drawing for the visualization of ideas and rendering objects from the natural world. Progressive exercises build the skills necessary for rapid, intuitive sketching and drawing. Emphasis is placed on the process of sketching and drawing as problem-solving tools, in addition to the product, the drawing itself. This is a foundation course, presenting many of the fundamentals of art upon which all advanced courses are based. Required for art majors with a graphic communications emphasis. Recommended for all art majors. LR

*Transfer: UC, CSU / DA***ART-013 Graphic Design**

1 hour lecture, 2 hours seminar-practicum

2 Units

**Advisory:** *Completion of or current enrollment in ART 10 or ART 12*

Studies and practice in two dimensional graphic design with emphasis on the definition, research and solution of applied design problems. Special emphasis will be placed on conceptualizing and integrating visual and verbal information into unified communication concepts. Course assignments progressively develop the skills necessary to visualize and execute concepts as finished art. LR

*Transfer: CSU / DA***ART-014 Advanced Graphic Design**

1 hour lecture, 2 hours seminar-practicum

2 Units

**Prerequisite:** *ART 13*

Advanced studies and practice in two-dimensional graphic design. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Course work will explore career areas within the graphic communications industry, and will include portfolio preparation, job search and professional practices in the business world. Course assignments progressively develop the skills necessary to develop, visualize and execute concepts as finished art. LR

*Transfer: CSU / DA***ART-020 Introduction to Drawing**

2 hours lecture, 4 hours studio

3 Units

**Advisory:** *ART 10*

Development of representational drawing skills and compositional arrangement. Line, shape, value, texture and spatial manipulation will be explored using various dry and wet drawing media. Emphasis will be on fundamental skills with which the student can develop a personal approach to drawing. Slides and lecture will reflect contemporary and historical uses of drawing as an art form as well as multicultural perspectives, including drawing by women and other traditionally under-represented groups. SC

*Transfer: UC, CSU / DA***ART-021 Advanced Drawing**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** *ART 20***Advisory:** *ART 30*

Continuation of development of representational drawing skills. Line, form, value, texture and spatial manipulation will be further explored using various dry and wet drawing media as well as mixed media. Emphasis will be on using fundamental skills to develop a personal approach to drawing. Slides and lecture will reflect contemporary and historical uses of drawing as an art form as well as multicultural perspectives, including drawing by women and other traditionally under-represented groups. One hour per week will be devoted to individual projects to assure time for in-depth study of personal concerns as related to drawing. SC

*Transfer: CSU / DA***ART-023 Page and Publication Design**

1 hour lecture, 2 hours seminar-practicum

2 Units

**Advisory:** *ART 10, ART 12, ART 13, ART 33*

Studies and practice in the design and layout of advertising and promotional materials for printed media, with emphasis on the requirements of working with the client, the art director, the illustrator or photographer, and the production artists. Studies and practice in the techniques, tools, materials and methodology of layout, with special emphasis on copyfitting, type indication, proofreading, specification and markup. Instruction is computer-based. LR

*Transfer: CSU / DA***ART-024 Advanced Page and Publication Design**

1 hour lecture, 2 hours seminar-practicum

2 Units

**Prerequisite:** *ART 23*

Advanced studies and practice in the design and layout of advertising and promotional materials for printed media. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Studies and practice in specific communication forms, including magazines, newspapers, books, brochures, and charts and graphs. Instruction is computer-based. LR

*Transfer: CSU / DA***ART-026 Landscape Sketching on Location**

8 total hours lecture, 16 total hours lab

.5 Unit

**Advisory:** *ART 12 or ART 20 or equivalent*

Studies and practice in sketching a variety of East County landscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta. Studies focus on the process of sketching related to a variety of drawing media and techniques. Students will work on composition, value relationships and creating a focal point. In addition, students will learn the techniques artists can use to sketch skies, clouds, standing and running water, and trees, grasses and shrubbery. Students may use pencil, pastel, charcoal, pen and ink, or watercolor media. CR/NC

*DA*

**ART-030 Life Drawing**

2 hours lecture, 4 hours studio 3 Units

**Prerequisite:** Completion of ART 12 or ART 20 with a grade of "C" or better

The focus of this course is the human figure. Students will study structure and anatomy and develop skills in the accurate representation of the figure and its environment. Emphasis will be given to the cultural and historical use of the human form as subject matter. May be repeated three times. LR

*Transfer:* UC, CSU / DA**ART-033 Introduction to Digital Pre-Press**

1 hour lecture, 2 hours seminar-practicum 2 Units

**Advisory:** ART 10, ART 12, ART 48 and ART 55

Studies and practice in full preparation of reproducible art, with special emphasis on the practical and technical requirements of working with the art director, the client, the illustrator or photographer, and the printer. Studies and practice in the computer-based and aesthetic skills necessary to obtain employment in this professional field. Emphasis will be on the exacting industrial standards that must be met in attitude, procedures, materials, presentation and results. Instruction is computer-based. LR

*Transfer:* CSU / DA**ART-034 Advanced Digital Pre-Press**

1 hour lecture, 2 hours seminar-practicum 2 Units

**Prerequisite:** ART 33

Advanced studies and practice in full preparation of reproducible art. Special emphasis will be placed on developing the students' confidence and personal initiative through progressively more independent and complex activities and projects. Advanced studies and practice in principles of typography, pre-press operations, printing and bindery processes. Instruction is computer-based. LR

*Transfer:* CSU / DA**ART-040 Introduction to Painting**

2 hours lecture, 4 hours studio 3 Units

**Advisory:** ART 10, and ART 12 or ART 20

An introduction to the tools, materials and techniques of painting in oil and acrylic media. The student will select the medium of preference. This course emphasizes the process of painting, through rigorous exercises as well as longer-term assignments that apply principles presented in lectures and readings. Coursework includes studies and practice in still life and landscape painting, applied light and color theory and composition. Lectures focus on painting from cultural, historical and contemporary perspectives. SC

*Transfer:* UC, CSU / DA**ART-042 Water Color Painting**

2 hours lecture, 4 hours studio 3 Units

Introduction to the materials, tools and techniques of transparent watercolor. Students will learn traditional approaches, but will be encouraged to experiment with this "spontaneous" medium. SC

*Transfer:* UC, CSU / DA**ART-043 Introduction to Illustration**

1 hour lecture, 2 hours seminar-practicum 2 Units

**Advisory:** ART 10; ART 24 strongly recommended

An introduction to two-dimensional illustration techniques in the graphic arts. Emphasis will be directed to the development of techniques for technical, editorial, fashion, and commercial illustration. Instruction will be given in use of traditional and new materials used in the production and manipulation of a two-dimensional surface. Projects for professional portfolio development will be developed and discussed. Course will also investigate current trends in field of illustration. LR

NDA

**ART-045 Advanced Painting**

2 hours lecture, 4 hours studio 3 Units

**Prerequisite:** ART 40

Advanced studies and practice in tools, materials and techniques of painting in oil, acrylic and watercolor media. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Students will investigate painting from cultural, historical and contemporary perspectives. Class may repeated twice. SC

*Transfer:* UC, CSU / DA**ART-046 Landscape Painting on Location**

8 total hours lecture, 40 total hours lab 1 Unit

**Advisory:** ART 26 or ART 40 or equivalent

Studies and practice in painting a variety of East County landscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta. Studies focus on composition, value relationships and color mixing. In addition, students will learn techniques artists can use to paint skies, clouds, standing and running water, and trees, grasses and shrubbery. Students may use either oil or acrylic media. CR/NC

DA

**ART-047 Color Dynamics in Painting**

16 total hours lecture, 20 total hours lab 1 Unit

**Advisory:** ART 40 or equivalent

Studies and practice in color theory, with practical application for oil and acrylic media, using the interaction of color to create movement, depth, atmosphere and excitement in paintings. Coursework is structured to develop students' expression, perception of color, and sensitivity to color relationships. CR/NC

DA

**ART-048 Quark XPress for Desktop Publishing**

16 total hours lecture, 32 total hours lab 1.5 Units

**Advisory:** Basic computer proficiency

An exploration of general concepts of desktop or personal publishing, with specific application to Quark XPress layout software on the Apple Macintosh computer system. The course will survey alternate dedicated and PC-based systems and review basic Macintosh operating procedures, capabilities and software. While learning to use Quark XPress, students will investigate basic typographic and printing terminology, layout procedures for information design, and the role of desktop publishing in the future. LR

*Transfer:* CSU / DA



**ART-049 Advanced Quark XPress for Desktop Publishing**

16 total hours lecture, 32 total hours lab 1.5 Units

**Prerequisite:** ART 48

An exploration of advanced concepts of desktop or personal publishing, with specific application of layout software on the Apple Macintosh system. The course will review basic operating procedures from the beginning course (ART 48) and will introduce the advanced capabilities of the current version of Quark XPress. More than just learning about how to use the software, students will learn how to use it with a sense of design. Taught with an artistic rather than purely technical emphasis, this course provides visual training for non-artists and computer training for students already experienced in visual communications. LR

*Transfer:* CSU / DA**ART-052 Introduction to Adobe Photoshop on the Macintosh**

16 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** COMSC 83, ART 33, ART 50 or ART 55

An introduction to computer image processing. Studies and practice in the design and execution of photo manipulation, graphics, artwork and illustration using Adobe Photoshop on the Apple Macintosh computer. Students will complete successive and cumulative exercises and projects based on current industry standards and expectations. Students will concentrate on solving problems based on their understanding the principles of image processing. Taught with both artistic and technical emphases, this course addresses the needs of the current graphic communications industry and students who presently are employed or who seek employment in it. LR

DA

**ART-053 Adobe Photoshop 2**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** ART 52

An advanced-level course that explores the more sophisticated aspects of computer image processing in general, and Photoshop in particular. Advanced studies and practice in the design and execution of photo manipulation, graphics, artwork and illustration in using Adobe Photoshop on the Apple Macintosh computer. LR

DA

**ART-055 Adobe Illustrator on the Macintosh**

16 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** Basic computer proficiency

Studies and practice in the design and execution of graphics, artwork and illustration on the Apple Macintosh computer using Adobe Illustrator (current version). Taught with both artistic and technical emphases, this course addresses the needs of the current graphic communications industry and students who presently are employed or who seek employment in it. LR

DA

**ART-056 Adobe Illustrator Workshop**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** ART 55

A logical extension of ART 55: Adobe Illustrator; studies and practice in the design and execution of graphics, artwork and illustration using Adobe Illustrator on the Apple Macintosh computer. Students will complete projects based on current industry needs as well as be able to propose projects related to their own specific needs. Students will concentrate on solving problems and creating portfolio quality pieces. Taught with both artistic and technical emphasis, this course addresses the needs of the current graphic communications industry and students who presently are employed in or who seek employment in it. LR

DA

**ART-058 Desktop Typography and Font Management for the Macintosh**

1 hour lecture, 1.5 hours lab 1.5 Units

**Advisory:** ART 48, 52 or 55

This class is designed for desktop publishers and graphic artists using the Macintosh. This course will explore basic typographic concepts and the utilities and type available for the Macintosh. Will include examination and use Apple's Font/DA Mover, Suite II, Adobe Type. LR

DA

**ART-059 Scanning Workshop**

8 total hours lecture, 1 hour lab .5 Unit

**Advisory:** Proficiency with the Macintosh Computer; ART 48 or ART 52 or ART 55 or equivalent experience

Studies and practice in the theory and application of image scanning and correction in black and white and color. Students will learn to use a variety of scanners and scanning software and how their scans can be used in other applications, including Quark Xpress, Adobe Illustrator, Adobe Photoshop, and Web pages. CR/NC

DA

**ART-063 Raku Workshop**

9 total hours lecture, 39 total hours lab 1 Unit

Raku' workshop, an Asian pottery technique, will be explored during this workshop. Students will produce and fire their own work, wheel thrown, or hand built. SC

DA

**ART-066 Introduction to Ceramics**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** ART 11

An introductory course that explores the use of clay as an expressive and utilitarian medium. Assignments will focus on hand-building and wheel-throwing techniques. The course will emphasize self-expression and the development of personal imagery, as well as technical aspects of clays and decorative processes. Lectures will highlight the use of this versatile medium from contemporary, historical and cultural perspectives. May be repeated one time. SC

*Transfer:* UC, CSU / DA**ART-067 Intermediate Ceramics**

2 hours lecture, 4 hours lab 3 Units

**Prerequisite:** ART 66 or equivalent course**Advisory:** Eligibility for ENGL 90

Second semester course designed to give students in-depth practice in ceramics as an artistic product. Through a combination of structured and self-directed projects, students are encouraged to develop their manual skills, visual acuity and artistic vision. Course content includes under- and over-glazing techniques, Raku and pit-firing, and advanced wheel-throwing and hand-building techniques. May be repeated three times. SC

*Transfer:* UC, CSU / DA

**ART-069 Figurative Ceramic Sculpture** 3 Units  
2 hours lecture, 4 hours lab  
**Advisory:** ART 66

Beyond pottery, ceramic artists from a variety of world cultures have utilized clay to capture the expressive form of the human figure. In this course, hand-building techniques will be used to develop high-relief and in-the-round representational and narrative subjects in terra cotta and glazed ceramic sculpture. Human anatomy and its application to human expression will be presented through slides, demonstration and discussion. SC

*Transfer:* CSU / DA

**ART-072 A Survey of Digital Photography** 3 Units  
2 hours lecture, 3 hours lab

A non-laboratory photography course which presents a methodical approach to achieving quality photographs and an overview of the field of photography. The course explores the technical areas of F/Stops, shutter speeds, film stock, exposure, and lighting. Additional attention is given to photographic styles and approaches, the use of color and design, and the impact of photography over the past 100 years. Required for all art majors. SC

*Transfer:* UC, CSU / DA

**ART-073 Location Photography** 1 Unit  
16 total hours lecture, 20 total hours lab  
**Advisory:** ART 72 or equivalent

Studies and practice in photographing a variety of regional landscapes and cityscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta, among others. Studies focus on the process of good picture making. Students will work on composition, lighting and creating a mood. Students must supply their own camera and film. CR/NC DA

**ART-080 Looking Good on the Web** 1.5 Units  
18 total hours lecture, 27 total hours lab

Learn how to create web pages that look good, load fast and engage your visitors. Covers HTML and image creation for the World Wide Web. LR DA

**ART-081 Looking Good on the Web, Part II** 1.5 Units  
18 total hours lecture, 27 total hours lab  
**Advisory:** ART 80, Eligibility for ENGL 90, basic computer literacy recommended

This short-term course is the logical extension of ART 80. It provides students the technical and graphic foundation necessary to create visually exciting, technically sound Web pages. The emphasis for this class is advanced study and practice of visually organizing information and creating graphic elements for the World Wide Web. Covers HTML and image creation. LR DA

**ART-090 Digital Communications Portfolio** 1.5 Units  
4.5 hours lab

Designed for Digital Publishing and Graphic Communications students, this class provides students with the opportunity to solve real world problems and develop a portfolio under the close supervision of a faculty member. The class will encourage students to inter-relate and integrate the technical, aesthetic, and scholastic skills they have developed in previous courses. SC

DA

**ART-098 Independent Study in Art** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ART-099 Cooperative Education in Art** 1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

**ART-900S Selected Topics in Art**

*DA varies with course content.*

## Astronomy

**ASTRO-010LS Introduction to Astronomy** 3 Units  
3 hours lecture, 1 hour lab

A survey of current concepts of the universe and their historical evolution from an intradisciplinary approach. Emphasis is placed on the creative process of scientific inquiry by which current scientific understanding has been achieved, on the aesthetics of science, and on the limitations and implications of scientific knowledge. The material is presented throughout with the aid of the planetarium sky and the auto-tutorial method of instruction. Opportunities for the development of skills in critical thinking, problem solving, and effective learning will be provided throughout the course. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B3) / DA*

**ASTRO-011S Astronomy Laboratory** 1 Unit  
3 hours lab  
**Prerequisite:** ASTRO 10LS to be taken prior or concurrently

This course provides laboratory experience in astronomical observation. It involves the study of fundamental concepts of astronomy, includes investigations of the moon, sun, planets and stars and offers practical experience in the use of telescopes and other tools. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B3) / DA*

**ASTRO-098 Independent Study in Astronomy** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ASTRO-099 Cooperative Education in Astronomy**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**ASTRO-900S Selected Topics in Astronomy**

*DA varies with course content.*

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## Athletics

**ATH-006 Fitness for Athletic Competition**

1.5-3 hours activity

.5-1 Unit

**Advisory:** *High school athletic experience.*

Designed to introduce the athlete to the elements, understanding and knowledge of athletic physical training for competition. Course activities will include endurance running, interval sprinting, weight training and plyometric training to improve one's level of fitness for the upcoming athletic season. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-008 Strength and Weight Training for Athletes**

1.5-3 hours activity

.5-1 Unit

**Advisory:** *High school athletic experience.*

This course includes instruction in all elements of weight training as it pertains to individual sports. The athlete will learn proper techniques, safety procedures, warm up and cool down to improve the overall fitness level. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-010 Cardiovascular and Muscular Endurance Training for Athletes**

3 hours activity

1 Unit

**Advisory:** *High school athletic experience.*

A method used in an equipped lab setting to train athletes to help them attain applicable cardiovascular and muscular fitness for their specific sport. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-014 Advanced Volleyball Skills for Athletes**

3 hours activity

1 Unit

**Advisory:** *High school athletic experience.*

This course is designed to help the athlete further develop volleyball skills such as serving, blocking, digging, setting, and spiking. Emphasis will be placed on knowledge of rules and team strategies. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-026 Advanced Soccer Skills for Athletes**

1.5-3 hours activity

.5-1 Unit

**Advisory:** *High school athletic experience.*

This course assist the athlete in working on the soccer skills such as kicking, trapping, throwing, and teamwork. Knowledge of the rules and strategies will be discussed. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-027 Offensive Football Skills and Conditioning**

3 hours activity

1 Unit

**Advisory:** *Designed for intercollegiate football participants.*

An introduction to fundamentals, techniques and procedures of intercollegiate football. Offensive philosophies will be introduced. Area skills will be covered. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-028 Defensive Football Skills and Conditioning**

1.5-3 hours activity

.5-1 Unit

**Advisory:** *Designed for intercollegiate football participants.*

Introduction to defensive fundamentals, techniques and procedures of intercollegiate football. Defensive philosophies will be introduced. Area skills will be covered. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-046 Advanced Basketball Skills for Athletes**

3 hours activity

1 Unit

**Advisory:** *High school athletic experience.*

This course is designed to enhance the playing level for intercollegiate basketball athletes. The intent of the course will be to engage the athletes in the practice of all the skills through individual and group drills. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**ATH-053 Football Theory - Offensive**

1 hour lecture, 2 hours activity

2 Units

**Advisory:** *Prior experience in playing football.*

Course designed to explore all theoretical areas of football offense. Provides the student with integrated knowledge of concepts, technical skills, and methods used in the offensive game of football. Prepares student athlete who participates to perform in a more knowledgeable manner. May be repeated two times. SC

*Transfer: UC, CSU / DA*

**ATH-056 Football Theory - Defensive**

1 hour lecture, 2 hours activity

3 Units

**Advisory:** *Prior experience in playing football.*

Course designed to explore all the theoretical areas of football defense. Provides the student with integrated knowledge of concepts, technical skills, and methods used in the defensive game of football. Prepares student athlete who participates to perform in a more knowledgeable manner. May be repeated two times. SC

*Transfer: UC, CSU / DA*

**ATH-062 Advanced Baseball Skills & Conditioning**

1.5-3 hours activity .5-1 Unit

**Advisory:** *High school baseball experience or college baseball study.*

This course is designed to condition the student both physically and mentally, in order to prepare him to compete in the demanding game of baseball. Conditioning, body control, offensive and defensive strategy and theory, along with individual techniques will be taught. May be repeated three times. SC

*Transfer: UC, CSU / DA***ATH-064 Advanced Theory of Baseball**

1 hour lecture, 2 hours lab 2 Units

**Advisory:** *Recommended: Previous high school or college baseball study.*

This course is designed to explore, in depth, all theoretical areas of baseball directed toward increasing the students' knowledge, therefore, preparing those who wish to perform in a more knowledgeable and skillful manner. May be repeated two times. SC

*Transfer: UC, CSU / DA***ATH-067 Care and Prevention of Athletic Injuries**

2 hours lecture, 1 hour lab 2 Units

**Advisory:** *BIOSC 30 or equivalent*

An introduction to the growing field of athletic training and sports medicine. Topics to be covered include basic anatomy, athletic injury terminology, recognition and evaluation of injuries, first-aid and emergency procedures, reconditioning, and protective taping and wrapping techniques. Designed for the prospective coach, athletic trainer, and health and physical educator. SC

*Transfer: UC, CSU / DA***ATH-068 Athletic Conditioning**

1.5-3 hours activity .5-1 Unit

**Advisory:** *Being a participant on an athletic team*

Training methods used to enhance fitness for athletic competition. Training methods to include strength, flexibility, and endurance at a more intense level. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA***ATH-069 Passing Skills**

1.5-3 hours activity .5-1 Unit

**Advisory:** *Permission of Coach.*

A course designed to review basic passing skills and introduce techniques and strategies in the area of offensive and defensive football. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA***ATH-076 Intercollegiate Volleyball**

6-10 hours activity 2 Units

**Advisory:** *Permission of Coach.*

Designed for the student with competitive volleyball experience. The course includes physical, technical and tactical training in volleyball as well as competitive opportunities. This course meets the Graduation Requirement for Physical Education. May be repeated two times. LR

*Transfer: UC, CSU / DA***ATH-077 Intercollegiate Football**

6-10 hours activity 3 Units

**Advisory:** *High school football experience/Permission of Coach*

Intercollegiate Football provides the opportunity for competition as a member of an LMC team in a Bay Valley Conference including championship playoffs. Team participation includes daily practice throughout the sport's season. May be repeated two times. LR

*Transfer: UC, CSU / DA***ATH-079 Intercollegiate Basketball for Men**

6-10 hours activity 3 Units

**Advisory:** *High school basketball experience.*

Intercollegiate basketball provides the opportunity for competition as a member of an LMC team in the Bay Valley Conference, including championships and playoffs. Includes daily practice throughout the season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

*Transfer: UC, CSU / DA***ATH-081 Intercollegiate Baseball**

10 hours activity 3 Units

**Advisory:** *Two years high school experience and/or by audition try-outs.*

This course is designed for the advanced baseball player with an emphasis in individual improvement and team work. Conditioning, body control, baseball fundamentals and team strategy will be taught. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

*Transfer: UC, CSU / DA***ATH-089 Intercollegiate Soccer**

10 hours activity 3 Units

Intercollegiate competition in the Bay Valley Conference and participation in regional tournaments as qualified. Daily practice through soccer season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. LR

*Transfer: UC, CSU / DA***ATH-090 Intercollegiate Women's Basketball**

6-10 hours activity 3 Units

**Advisory:** *High school basketball experience / permission of coach.*

Intercollegiate competition in the Bay Valley Conference and participation in Regional Tournament as qualified. Daily practice throughout the basketball season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

*Transfer: UC, CSU / DA***ATH-092 Intercollegiate Softball**

10 hours activity 3 Units

**Advisory:** *High school softball experience.*

Intercollegiate competition in the Bay Valley Conference and in regional tournaments as qualified. Daily practice throughout the softball season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

*Transfer: UC, CSU / DA*

**ATH-098 Independent Study in Athletics**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ATH-099 Cooperative Education in Athletics**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**ATH-900S Selected Topics in Athletics***DA varies with course content.*


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## Automotive Technology

**AUTO-035 Automotive Fundamentals**

3 hours lecture, 4 hours lab 4 Units

An introduction to selected systems and components of the automobile, their service and repair. This course is designed for the student seeking a career as an automotive technician as well as the home mechanic who wants to learn about his/her automobile. May be repeated one time. LR  
*Transfer: CSU / DA*

**AUTO-040 Automotive Engine Diagnosis I**

2 hours lecture, 6 hours lab 4 Units

An introduction to engine systems related to foreign automotive engine tune-up and emission control devices. This course will provide a practical background in the theory, operation and testing of foreign automotive engines and related emission control systems. Diagnostic principles and related skills will be developed with the aid of an automotive diagnostic computer. LR  
*Transfer: CSU / DA*

**AUTO-041 Automotive Tune-up and Emission Control Diagnosis**

2 hours lecture, 6 hours lab 4 Units

**Advisory:** AUTO 40

Second in a series concerning foreign car tune-up and diagnosis. The course is designed to give students the ability to gain and refine skills necessary to perform engine tuneups, and diagnostic techniques. The course places emphasis on manufacturer's standards and procedures required to keep the automobile engine performing within state and federal specifications. May be repeated two times. LR  
*Transfer: CSU / DA*

**AUTO-042 Automotive Brakes**

2 hours lecture, 3-6 hours lab 3-4 Units

Designed to give the student knowledge, and practical skills necessary to troubleshoot, diagnose, and repair modern automotive brake systems. This course will prepare the student to obtain a State of California brake installer's license. LR  
*Transfer: CSU / DA*

**AUTO-043 Automotive Suspension and Steering**

2 hours lecture, 3-6 hours lab 3-4 Units

An introduction to the fundamental knowledge and skills necessary to troubleshoot, diagnose, and repair modern automotive steering and suspension systems. LR  
*Transfer: CSU / DA*

**AUTO-046 Automotive Electricity and Electronics**

3 hours lecture, 5 hours lab 4 Units

This course provides the student with knowledge and skills in the field of automotive electronics and assists students in preparing for the California automotive lamp installer's license and ASE examination A6. SC  
*Transfer: CSU / DA*

**AUTO-047 Automotive Heating and Air Conditioning**

3 hours lecture, 5 hours lab 4 Units

**Advisory:** AUTO 40

This course is designed to provide the student with the knowledge and skills needed to succeed in the field of automotive heating and air conditioning and the retrofit of R12 to R143A systems and assists students in preparing for ASE examination A7. The course also prepares the students to pass the federal exam for a handling license for refrigerant. SC  
*Transfer: CSU / DA*

**AUTO-050 Clean Air Car Course**

3 hours lecture, 4 hours lab 4 Units

**Advisory:** AUTO 40 and 41 or current employment in automotive field

Diagnosis, troubleshooting, and adjustment of automobile emissions to meet the requirements of the California State (Smog) Inspection and Maintenance Program. The Clean Air Car Course is required by the state prior to registration for the State Smog License examination. May be repeated three times. LR  
*Transfer: CSU / DA*

**AUTO-098 Independent Study in Automotive Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**AUTO-099 Cooperative Education in Automotive Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**AUTO-900S Selected Topics in Automotive Technology**

*DA varies with course content.*

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## Biological Science

**BIOSC-005S Health Biology**

3 hours lecture, 1 hour lab

3 Units

The course is a beginning introduction to biological concepts and principles underlying human health and fitness. The content promotes an understanding of the fascinating workings of the human body, especially the nervous, cardiovascular, and reproductive systems. An appreciation of major new thrusts in health, related to recent biological discoveries, will be emphasized. Also, the exploration of ethics and issues relating to mental health, stress, genetics, and sexually transmitted diseases will be highlighted. Labs will accompany the course to demonstrate the alive, exciting concepts. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area E) / DA*

**BIOSC-007LS Environmental Biology**

3 hours lecture, 3 hours lab

4 Units

(Formerly BIOSC 25LS) An introduction to the biological concepts, principles, and laws underlying ecology. An interdisciplinary approach will be used to develop an understanding of the significant relationships existing between organisms and the environment. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Problem solving, and effective learning will be emphasized throughout this course. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA*

**BIOSC-010LS General Biology**

3 hours lecture, 4 hours lab

4 Units

An integrated study with laboratory techniques and methods of the biological concepts, principles, and laws pertaining to life processes. An interdisciplinary approach will be used to develop an understanding of living organisms in terms of these processes, especially the human species. The creative process of scientific inquiry, the aesthetics of science, and the implications of scientific knowledge will be emphasized. Throughout the course, critical thinking, problem solving, and effective learning will be emphasized. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA*

**BIOSC-020LS Principles of Biology: Cellular**

3 hours lecture, 6 hours lab

5 Units

**Advisory:** *High school biology, or chemistry, or BIOSC 10LS or BIOSC 21*

An integrated study with laboratory methods and techniques of the fundamental concepts, principles, and laws underlying plant and animal life processes on the molecular and cellular levels. An interdisciplinary approach will be used to treat cytology, biochemical cycles, genetics, reproduction, and embryonic development. The creative process of scientific inquiry, the aesthetics of science, and the implications of scientific knowledge will be emphasized. Skills in critical thinking, problem solving, and effective learning will be emphasized throughout the course. Required for biological science majors. This course is offered in the fall only. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA*

**BIOSC-021 Principles of Biology: Organismic**

3 hours lecture, 6 hours lab

5 Units

**Advisory:** *High School biology, or chemistry, or BIOSC 10LS or BIOSC 20LS*

An integrated study with laboratory methods and techniques of the fundamental concepts, principles, and laws underlying plant and animal life processes on the organismic level. An interdisciplinary approach will be used to study evolution and diversity of organisms, organismic systems, behavior, and ecology. The creative process of scientific inquiry, the aesthetics of science, and the implications of scientific knowledge will be emphasized. Skills in critical thinking, problem solving, and effective learning will be presented throughout the course. Field work will be incorporated into the course. Required for biological science majors. This course is offered in the spring only. LR

*Transfer: UC, CSU / DA*

**BIOSC-026 Ecology Field Studies**

1 hours lecture or 3 hours lab per unit

1 Unit

The practicum will allow students the opportunity to explore a series of principles from the field of ecology using a variety of instructional strategies. Course content varies with each semester. The subtitle of the course describes the content. May be repeated for different subtitles. SC

*Transfer: CSU / DA*

**BIOSC-030 Introduction to Anatomy and Physiology**

1 hour lecture, 2 hours seminar, 3 hours lab

3 Units

This course is designed to cover basic human anatomy and physiology. The emphasis will be on macroscopic, rather than microscopic structures and the functional relationships between the systems of the body. All systems will be briefly covered during this one semester course. The audio-tutorial method of presentation is used, and students will work on their own with supervision. LR

*Transfer: CSU / DA*

**BIOSC-040 Human Anatomy**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** *BIOSC 30 or equivalent course with a grade of "C" or better*

A comprehensive exploration of gross and microscopic anatomy: from cellular to systems, to present the human body as an integrated organism. Extensive dissections of human cadavers and preserved animal organs will constitute the bulk of the laboratories. LR

*Transfer: UC, CSU / DA*

**BIOSC-045 Human Physiology**

3 hours lecture, 6 hours lab

5 Units

**Advisory:** *BIOSC 40 and CHEM 5 (or another college-level chemistry course)*

A comprehensive exploration of general human physiology. This course will begin with the cells' functions, followed by an analysis of cell and tissue functions as they relate to the systems of the body. The intent is to present the human body's function in relationship to the total human organism. Modern physiological recording instruments will be utilized extensively to analyze human physiological function. LR

*Transfer: UC, CSU / DA***BIOSC-050LS Introduction to Microbiology**

2 hours lecture, 6 hours lab

4 Units

**Prerequisite:** *CHEM 20LS or CHEM 8LS or CHEM 21S or CHEM 6S or CHEM 901 or CHEM 5 or CHEM 25LS or equivalent*

An introduction to the fundamental concepts, principles and laws underlying microbiology. An interdisciplinary approach will be taken to explore the microbial world with emphasis on bacteria and their role in disease. Basic areas to be studied in the classroom and laboratory include different microbial characteristics, interactions between microbes and host, micro-organisms and human disease and microbes in the environment as well as in industrial applications. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Throughout the course, skills in critical thinking, problem solving, and effective-learning will be developed. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA***BIOSC-098 Independent Study in Biological Science**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.***BIOSC-099 Cooperative Education in Biological Science**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***BIOSC-900S Selected Topics in Biological Science***DA varies with course content.*

# Business

**BUS-003 Business Math**

3 hours lecture, 1 hour lab

3 Units

This course provides an introduction to the mathematical concepts and applications needed to succeed in business or to support further business study. Students will learn how to use mathematics to solve typical business problems. Included among the topics covered are credit and interest, trade and cash discounts, markup, commissions, depreciation, stocks and bonds, and business financial statements. This course satisfies the Mathematics Competency requirement for a Certificate of Achievement. SC

*DA***BUS-010 Accounting: Applied Principles**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** *Eligibility for ENGL 90*

Application of the basic accounting language and system to the records of personal services and retail businesses; emphasis on the use of journals, ledgers, and financial statements. Appropriate for students preparing for employment in business occupations. Applies toward real estate brokers license and a certificate in small business operations. SC

*DA***BUS-012 Computer Assisted Accounting**

3 hours lecture, 1 hour lab

3 Units

A hands-on, Windows-based, computer course which introduces students to the use of microcomputers in the accounting field. Includes practice in establishing charts of accounts, journalizing, adjusting entries, subsidiary ledgers, trial balances, income statements, balance sheets and other basic accounting procedures. SC

*Transfer: CSU / DA***BUS-013 Construction Accounting**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** *BUS 14*

This course is designed to enable students to understand the accounting issues related to the construction industry. The course covers: revenue recognition, job schedules, contract billing, change orders, subcontractor payables, job costing, burden, fringe benefits, bonding, and lien process. SC

*Transfer: CSU, DA***BUS-014 Principles of Financial Accounting**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** *Eligibility for ENGL 90*

An introduction to the theory and procedures of financial accounting. Designed for students majoring in business administration, accounting, or general business. (CAN BUS 2) SC

*Transfer: UC, CSU / DA*

**BUS-015 Principles of Managerial Accounting**

3 hours lecture, 1 hour lab 3 Units

**Prerequisite:** BUS 14

This course covers accounting for corporations, financial statement analysis, and provides an introduction to managerial accounting. Managerial accounting topics include the role of the management accountant, using accounting information to analyze and improve operational efficiency, and processing managerial accounting information. SC

*Transfer:* UC, CSU / DA**BUS-016 Tax Accounting**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A course in income tax preparation and the Internal Revenue Code. Designed for the individual interested in the preparation of basic Federal income tax returns as well as those seeking an understanding of the Internal Revenue Code. SC

*Transfer:* CSU / DA**BUS-018 Microsoft EXCEL for Windows**

2 hours lecture, 3 hours lab 3 Units

A hands-on computer spreadsheet course using MS EXCEL in the Windows environment for business applications including the creation and design of worksheets, graphs and business reports, financial statements, budgets, payroll, etc. This course will help students to be job ready for employment and satisfies the computer literacy requirement. SC

*Transfer:* CSU, DA**BUS-018A Microsoft Excel - The Basics**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** Familiarity with Windows 95/98

This introductory course is designed to build fundamental spreadsheet skills through the use of Microsoft Excel for Windows. This course covers such topics as designing effective spreadsheets in Excel, entering labels and values, writing formulas, using Excel's built-in math functions, formatting, and printing. May be repeated two times. SC

*Transfer:* CSU / DA**BUS-018B Microsoft Excel - Intermediate Skills**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** BUS 18A or prior use of MS Excel

This course is perfect for those students looking to enhance their current knowledge of Microsoft Excel for Windows. This course covers such topics as linking workbooks, use of If and Lookup functions, use of Styles, chart creation and protecting workbooks. May be repeated two times. SC

*Transfer:* CSU / DA**BUS-018C Microsoft Excel - Advanced Skills**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** BUS 18A and BUS 18B or prior use of Microsoft Excel

This course is designed to enhance current knowledge of Microsoft Excel for Windows at an advanced level. This course covers such topics as creating charts, databases, reports, macros and hyperlinks. May be repeated two times. SC

*Transfer:* CSU / DA**BUS-020 Introduction to Business**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A survey of business organizations and operations within a global context. The class focuses on how all of the basic business functions of entrepreneurship, marketing, management, accounting, financing and information processing interact with each other. The course places these activities within the context of the legal requirements, historical forces, cultural values, ethical considerations, economic systems and social forces of various business regions of the world. SC

*Transfer:* CSU / DA**BUS-025 Microsoft Power Point - The Basics**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** Familiarity with Windows 95/98

Microsoft Power Point for Windows is the most popular business slideshow and graphics software on the market. Students will learn to design effective and entertaining slide shows. This course covers such topics as adding text and graphic objects to slide shows, managing slide content and order, and animating text and picture objects. SC

*Transfer:* CSU / DA**BUS-026 Retailing Operations**

3 hours lecture 3 Units

**Advisory:** Eligibility for English 90

This course is an introduction to retail operations management using a strategic approach. The course will provide students with a comprehensive overview of the business activities involved in the sale of goods and services to consumers for their personal, family or household use. Emphasis is placed on practical applications for both small and large operations. The course is appropriate for students interested in pursuing a career working for a large retail outlet as well as the entrepreneur/small business owner interested in managing a retail operation. The course covers the retail sales function in the traditional retail outlet or store, as well as retailing via non-traditional methods. SC

*Transfer:* CSU / DA**BUS-027 Small Business Management**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

A review of the organization and operation of small business in this country, with particular attention to the overview of small business, starting a new venture, and managing the ongoing venture. The course is designed for those students who desire to enter or who are now involved in small business management. The emphasis is on the practical, "real world" aspects of planning, setting up, and operating a small business. SC

*Transfer:* CSU / DA**BUS-028 Principles of Sales and Selling**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

This course provides study and practical application of selling in the economy, types of selling, and the nature and rewards of selling. Emphasis is on psychology in selling, consumer motivation, selling techniques, personal preparation, and sales management. SC

*Transfer:* CSU / DA



**BUS-029 QuickBooks**

12 total hours lecture, 18 total hours lab 1 Unit

This one-unit course introduces QuickBooks accounting software. QuickBooks is an easy-to-use accounting system for small businesses. Topics covered include how to up a new QuickBooks company, selling products using QuickBooks, how to invoice services with QuickBooks, and how to enter and pay bills QuickBooks. SC  
DA

**BUS-033 Marketing**

3 hours lecture 3 Units

**Advisory:** BUS 20, eligibility for ENGL 90

A survey course providing the foundations for further specialized study in market research, advertising, salesmanship, public relations and promotional activities. Marketing terminology and concepts are integrated with current trends, Internet resources, and real-world examples. Market planning and strategical decision-making are emphasized. Marketing techniques in research, segmentation, product development, media selection, distribution selection, pricing and financial evaluation are practiced. Ethical and cultural/international dimensions are interwoven throughout the course. SC

*Transfer:* CSU / DA**BUS-034 Business Law**

3 hours lecture 3 Units

**Advisory:** BUS 20 and eligibility for ENGL 90

A study of the legal environment of business and the basic principles of business law. Includes contracts, agency and employment, sales, property and forms of ownership. Also included are the law, courts, and court procedures. SC

*Transfer:* UC, CSU / DA**BUS-035 Using Microsoft Office**

2 hours lecture, 3 hours lab 3 Units

This is a survey of three of the basic parts of Microsoft Office: Word, Excel, and PowerPoint and their interconnectivity, plus a unit on the Internet. This course is designed to provide students the skills necessary to use the office suite software. SC

*Transfer:* CSU / DA**BUS-036 Using Microsoft Works**

12 total hours lecture, 18 total hours lab 1 Unit

This is a survey of three of the four basic parts of Microsoft Works: word processor, spreadsheet, database, and their interconnectivity. This course is designed for the home user, the self-employed, the small business person, and students to enable them to optimize their use of this software which is most often pre-loaded on new computers. SC

*Transfer:* CSU / DA**BUS-045 Office Accounting Essentials**

3 hours lecture, 1 hour lab 3 Units

Manual and computerized entry level accounting skills for the office: Accounts Payable (A/P), Accounts Receivable (A/R), Payroll, State and Federal forms, ten key, and basic math review. Upon completion of the course the student will have marketable vocational skills in the areas of general office accounting essential in today's office. SC

*Transfer:* CSU / DA**BUS-047 Office Procedures**

3 hours lecture 3 Units

**Advisory:** Prior or concurrent enrollment in BUS 51

Covers basic office procedures including time management, working with others, organizational skills, telephone etiquette, business correspondence, job search techniques, writing resumes, and job interviews. Introduces machine transcription, data and word processing concepts, and telecommunications. SC

DA

**BUS-051 Computer Keyboarding**

9 total hours lecture, 18 total hours lab 1 Unit

This nine-week course enables the student to develop the necessary skills to operate the video display terminal keyboard with ease and speed by "touch", and to develop a net typing speed of 25 words per minute. Acquaints students with basic terminology and operation of basic function keys on the IBM PC. May be repeated three times. CR/NC

NDA

**BUS-055 Typing Speed/Accuracy Development**

9 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** Knowledge of keyboard

This nine-week course is designed to improve typing skills (keyboard proficiency, typing speed, and accuracy) through specialized drills. Includes numerous five minute timed writings to prepare students for "pre-employment" testing. May be repeated three times. CR/NC

NDA

**BUS-056 Records and Database Management**

2 hours lecture, 3 hours lab 3 Units

This course provides instruction and application in the management of paper, film, and computer records. Through practice and simulation, students will learn how to solve records and information management problems, acquire strong skills in basic filing procedures and develop competency in the creation, design and maintenance of electronic database management software. SC

*Transfer:* CSU / DA**BUS-058 Business English**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90 or 105

The emphasis of this course is grammar, spelling and vocabulary as applied to business communication. It prepares students to write and communicate effectively by developing written skills in sentence and paragraph structures, as well as longer written formats such as letters, memos, and other routine business correspondence. SC

*Transfer:* CSU / DA**BUS-059 Business Communications**

3 hours lecture 3 Units

**Advisory:** Prior or concurrent enrollment in BUS 58 or equivalent; eligibility for ENGL 90

Presents theory and practical application of effective written, oral and graphic communications; students learn to compose e-mail, memos, and reports; prepare application letters, resumes, and follow-up letters for the employment search; utilize on-line employment resources; and learn effective interviewing techniques. SC

*Transfer:* CSU / DA

**BUS-065 Introduction to Word Processing**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** BUS 51, BUS 990 or knowledge of keyboard

An advanced project-based word processing course requiring students to use the skills that they have acquired to work individually in a self-paced environment to create documents required in a "real world" office environment. Students will also explore such advanced concepts as desktop publishing, integrating Office applications, creating documents for the Internet and other advanced topics. Satisfies Computer Literacy requirements. SC SC

*Transfer:* CSU/DA**BUS-066 Intermediate Word Processing**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** BUS 51 and BUS 65 or knowledge of keyboard

An intermediate level word processing class allowing students to learn more Microsoft Word features. The course will cover advanced tables, mail merge, styles and templates, sorting data, macros, beginning desktop publishing features, creating on-line forms, file management and more. Satisfies computer literacy requirements. SC

*Transfer:* CSU/DA**BUS-067 Advanced Word Processing**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** BUS 65 or 66 and/or BUS 51 or knowledge of keyboard

Learn to use the microcomputer for fundamentals of words processing using Microsoft Word 2000 software. This beginning level word processing course covers such topics as creating, editing, formatting and printing documents setting tabs, creating tables and more. Class may be repeated three times. Satisfies Computer Literacy Requirement. SC

*Transfer:* CSU/DA**BUS-068 Introduction to Desktop Publishing on the PC**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Knowledge of keyboard

A class in document layout where students will learn to produce reports, manuscripts, newsletters, flyers, brochures and/or newsletters utilizing layout-intensive applications. Capturing, sizing, and integrating graphics produced by other programs will be presented along with changing document-wide formatting. Multiple formats and printers will be introduced. Also, presents a broad range of computer concepts and terminology to enable student to become more computer literate. Satisfies Computer Literacy Requirement. Class may be repeated three times.

SC

DA

**BUS-069 Fundamentals of Word Processing**

16 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** BUS 51 or knowledge of keyboard

Learn use of microcomputer. Topics include keyboard, storage disks, printer, DOS. Fundamentals of word processing software will be explored on IBM PC with hands-on practice in creating, storing and editing documents, special features, formatting and printing documents. Class may be repeated three times. SC

DA

**BUS-080 Ten-Key / Data Entry Skills**

12 total hours lecture, 18 total hours lab 1 Unit

This course is designed to enable students to develop proper ten-key technique, a necessary skill for the accounting and business vocation. Students work at an independent pace applying techniques learned to both the ten-key calculator and computer numeric keypad. The course focuses on proper posture, correct fingering, and accuracy. Speed will develop as technique is learned. This course is recommended for BUS 81 and BUS 82. May be repeated three times. SC

*Transfer:* CSU, DA**BUS-081 Office Accounting Essentials - Accounts Receivable / Accounts Payable**

3 hours lecture, 1 hour lab 3 Units

This course is designed to enable students to understand the accounts receivable and accounts payable functions of the business organization. The course covers daily operations: document flow, recording customers' and vendors' invoices, preparing checks and deposit slips, discount computation, sales and purchase journal generation, collection processes. The information flow will be presented in both the manual and computerized settings. Students will prepare receivable and payable reports/schedules, customer statements and related tax forms. SC

*Transfer:* CSU/DA**BUS-082 Payroll I**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** BUS 80, BUS 18, or MATH 1 and 2

This course was developed to enable students to experience the payroll process from beginning to end. It presents theory and regulations with hands-on application to payroll processing both manually and computerized. This course focuses on the payroll cycle: preparation of gross payroll, deductions, net pay, employer's taxes, payroll journal entries, and payroll tax deposits; preparation of monthly, quarterly and annual tax statements; corrections to tax statements; electronic tax deposits; and compliance record keeping. Gross payroll from hourly, weekly, biweekly, monthly, semimonthly, and piecework are computed; breaking down the regular and overtime components. Both Federal and California payroll taxes for the employee and employer are covered; as well as, the accompanying tax forms. Additionally, common nontax payroll deductions and payroll related responsibilities are presented. Some industry specific issues are also addressed; prevailing wage, union fringe benefits, tips, and self-employment. SC

*Transfer:* CSU/DA**BUS-083 Basic CPT and ICD-9CM Coding**

3 hours lecture, 1 hour lab 3 Units

This course is designed to introduce coding knowledge and enhance coding skills by addressing specific coding issues within a particular area. ICD-9CM, diagnostic coding, a preview of ICD-10, and CPT coding are discussed. CPT coding is discussed in-depth. SC

*Transfer:* CSU/DA**BUS-084 Medical Office Procedures/Records Management**

1.5 hours lecture, 1.5 hours lab 2 Units

**Advisory:** Experience with and knowledge of personal computers

This course provides an introduction to the administrative responsibilities for the front and back office of a medical profession. Students will be introduced to a variety of common medical office procedures and records. Through projects, computer simulations and working papers and forms, students will acquire the knowledge preparing them for a career in the medical office. SC

*Transfer:* CSU/DA

**BUS-086 Medical Terminology**

3 hours lecture 3 Units

This course provides an introduction to the medical language by analyzing medical words structurally. An understanding of work elements is correlated with basic anatomy, physiology, and the disease processes of the human body. Emphasis is placed on spelling, definition, usage and pronunciation. SC

*Transfer: CSU / DA*

**BUS-087 Beginning Medical Transcription**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** BUS 58, BUS 86, word processing at 40 WPM

Medical Transcription is a course where students learn the typing and transcription of medical reports used in medical facilities. Additional medical terminology is taught for each specialty and additional formatting is taught for each report type as they are studied. Satisfactory completion of this course will provide the knowledge and skills necessary to get an entry-level job in a medical facility or a private physician's office as a medical secretary or medical transcriptionist trainee. May be repeated three times. SC

*Transfer: CSU / DA*

**BUS-088 Patient Billing/Accounting**

2 hours lecture, 3 hours lab 3 Units

This course prepares the student to work in health care practice. They will input patient information, medical procedures and diagnoses, and perform a variety of billing operations. They will produce various lists and reports and learn to handle insurance claims. May be repeated two times. SC

*Transfer: CSU / DA*

**BUS-089 Medical Law and Ethics for the Medical Office**

18 total hours lecture 1 Unit

This course provides an introduction to Medical Law and Ethics concepts and applications needed to perform legally and ethically in a medical environment. The course introduces the complex legal, moral, and ethical issues to be addressed for health care practitioners. It is essential to help the student acquire a working knowledge of the laws and the ethical issues relevant to working in a medical office. SC

*Transfer: CSU / DA*

**BUS-090 Advanced Patient Billing**

1.5 hours lecture, 1.5 hours lab 2 Units

Students will receive enhanced training in medical office procedures using MediSoft for Windows preparing them further for employment in a medical office setting. This course will provide a realistic and extensive simulation covering two weeks of work in a medical office. While performing various jobs during the simulation, students reinforce essential skills such as inputting patient information, scheduling appointments, and handling billing, reports and insurance claims. In addition, students must exhibit the ability to research facts, think through priorities and analyze problems. Instruction will be given through lecture, hands-on and computer-simulated exercises. SC

*Transfer: CSU / DA*

**BUS-091 Managing / Working in a Diverse Workforce**

8 total hours lecture .5 Unit

This course is designed to help students recognize individual and cultural values and respect the dimensions or variables that shape people's values, experiences, and behavior in the work place. CR/NC

DA

**BUS-092 Business Ethics**

8 total hours lecture .5 Unit

This one-day business ethics course helps participants recognize and think through ethical issues as they arise in the workplace, and contributes to the overall knowledge of the management processes. CR/NC

DA

**BUS-093 Dealing with Difficult People**

8 total hours lecture .5 Unit

This one-day workshop is designed to help participants with the basic skills, methods, and techniques necessary to constructively manage conflict in today's complex job environment. A course to introduce participants to basic methods, techniques, and the necessary skills to solve on-the-job conflicts. CR/NC

DA

**BUS-094 Advanced Medical Transcription**

2 hours lecture, 3 hours lab 3 Units

**Prerequisite:** BUS 87 and BUS 86

**Advisory:** Word processing at 45 wpm

This course is designed for students wishing to enter the medical transcription field. It is an intense course of study suitable only for students who have successfully completed Beginning Medical Transcription. Medical transcription is a field that demands in-depth knowledge of terminology and a high degree of accuracy. There is presently a demand for qualified medical transcriptionists. Satisfactory completion of this course will provide the knowledge and skills necessary to get an entry-level job in a transcription service, medical facility, or physician's office as a medical transcriptionist or medical secretary. SC

*Transfer: CSU / DA*

**BUS-095 Developing Customer Service Satisfaction**

8 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is designed to provide participants with the skills, strategies and techniques to handle customers professionally, tactfully, and diplomatically. Real life situations are discussed and analyzed to assist students to be successful in today's service oriented job environment. CR/NC

DA

**BUS-098 Independent Study in Business**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**BUS-099 Cooperative Education in Business**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**BUS-9008 Selected Topics in Business**

DA varies with course content.

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## Chemistry

**CHEM-005 A Brief Course in Chemistry**

27 total hours lecture, 36 total hours lab 2 Units

A study of selected concepts and principles of physical, inorganic, organic, and biochemistry, including laboratory methods and techniques. Skills in quantitative thinking, problem solving, and creativity will be developed throughout the course. This course is one option to fulfill the chemistry requirement for LMC microbiology (BIOSC 50LS). It does not transfer to four-year colleges, and it will not fulfill any prerequisite which specifies a three-unit (or higher) chemistry course. The course will, however, apply towards the LMC AA degree. LR

DA

**CHEM-006S Introduction to Inorganic and Physical Chemistry**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *One year high school algebra or MATH 25*

(Formerly CHEM 21S) An integrated study of chemical principles, with laboratory methods and techniques focused toward an understanding of the structure of matter and the chemical consequence of that structure. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**CHEM-008LS Introductory Organic and Biochemistry**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *CHEM 6S or the equivalent with a "C" or better.*

(Formerly CHEM 20LS) An integrated study of chemical concepts and principles with laboratory methods and techniques. An intradisciplinary approach will be used to develop an understanding of the structure and properties of organic matter and of biochemical processes. Emphasis will be placed on the creative process of scientific inquiry, on the aesthetics of science, and on the limitations of scientific knowledge. Skills in critical thinking, problem-solving, and effective learning will be developed throughout the course. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**CHEM-025LS General College Chemistry**

3 hours lecture, 5 hours lab 5 Units

**Prerequisite:** *High school chemistry or CHEM 6S (formerly CHEM 21S), and MATH 30.*

An exploration of the basic phenomena of chemical processes in terms of fundamental physical concepts, principles, and laws. An intradisciplinary approach will be used to develop an understanding of the structure and states of matter, and dynamics, equilibrium, and energetics of matter transformations. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Throughout the course, skills in critical thinking, problem-solving, and effective learning will be developed. This is the first semester of a year course in general college chemistry. Required for chemistry major. (CAN CHEM 2) LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**CHEM-026 General College Chemistry**

3 hours lecture, 7 hours lab 5 Units

**Prerequisite:** *CHEM 25LS*

A continuation of CHEM 25LS or PHYS 25LS, including such topics as electrochemistry and oxidation reduction equilibria, the nature of energy in chemical processes, the nature of selected chemical families, nuclear chemistry, organic and biochemistry. Qualitative analysis will be included in the laboratory program. Required for chemistry major. (CAN CHEM 4) LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**CHEM-027 Quantitative Analysis**

2 hours lecture, 6 hours lab 4 Units

**Prerequisite:** *CHEM 26 with a grade of "C" or better*

An introduction to the fundamental principles and procedures of analytical chemistry. Gravimetric and volumetric methods will be covered. Potentiometric, spectrophotometric, and chromatographic procedures will be introduced. Required for chemistry major. LR

Transfer: UC, CSU / DA

**CHEM-028 Organic Chemistry**

3 hours lecture, 6 hours lab 5 Units

**Prerequisite:** *CHEM 26 with a grade of "C" or better*

A study of the physical and chemical properties of simple functional groups in terms of structural and elementary mechanistic considerations. Topics and materials of interest to students of the biological sciences will be included whenever possible. The principles and practices of common synthetic and analytical procedures will be introduced in the laboratory. Required for chemistry major. This course is offered in the fall only. LR

Transfer: UC, CSU / DA

**CHEM-029 Organic Chemistry**

3 hours lecture, 6 hours lab 5 Units

**Prerequisite:** *CHEM 28*

A continuation of CHEM 28 or PHYS 28 with a continued emphasis upon the correlation of properties of organic substances to structural and mechanistic concepts. The laboratory will incorporate more advanced procedures with a greater emphasis upon the principles and practices of instrumental methods. This course is offered in the spring only. LR

Transfer: UC, CSU / DA

**CHEM-098 Independent Study in Chemistry**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**CHEM-099 Cooperative Education in Chemistry**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**CHEM-900S Selected Topics in Chemistry***DA varies with course content.*

# Child Development

**CHDEV-001 Introduction to the Study of Early Childhood Education**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

Students will explore the various career possibilities in the field of Child Development and then study the various diverse philosophies and curriculum approaches used for educating young children. Students will become aware of important professional organizations working on behalf of teachers, children, and families while also developing advocacy skills. SC

*Transfer: CSU / DA***CHDEV-010 Child Development and Behavior**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

Psychology of the young child beginning with infancy, including physical, social, emotional, and intellectual growth factors; the effect of environment on behavior. Required for CHDEV major and RN major. Satisfies Department of Social Services Category I. SC

*Transfer: UC, CSU / DA***CHDEV-011 Techniques and Methods of Child Observation**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *Concurrent or previous enrollment in CHDEV 10; eligibility for ENGL 90*

On-site observation of children at various stages of development: techniques of observation and recording of child behavior. Note: Required for CHDEV major. LR

*Transfer: UC, CSU / DA***CHDEV-012 Parenting Seminar**

36 total hours lecture, 27-54 total hours lab 2-3 Units

Designed for the study of child growth and parental relationships; includes study with the individual child and child groups; participation in lab school. May be repeated one time. LR

*Transfer: CSU / DA***CHDEV-015 Teaching Young Children**

2 hours lecture, 6 hours lab 4 Units

**Prerequisite:** *CHDEV 10, 11, 62 and one with a grade of "C" or better; and CHDEV 50 previously or concurrently.***Advisory:** *Eligibility for ENGL 90*

Orientation to child care for young children with six-hour supervised practicum in the campus Child Study Center. Includes study of appropriate play and learning experiences; program re-organization and contact; use and creation of materials; guidance of children's experiences; curriculum planning and implementation; and parent communication. Required for Child Development majors. SC

*Transfer: CSU / DA***CHDEV-020 Child, Family, and Community**

3 hours lecture 3 Units

**Prerequisite:** *ENGL 70 or 70A and 70B with a grade of C or better, or demonstration of equivalent skills based on assessment.***Advisory:** *Completion of CHDEV 1 and 10 and eligibility for ENGL 90*

Development of a psycho-socio understanding of the child as a member of the family and as a part of the community; patterns of family living in contemporary society; roles and interrelationships; expectations and goals; diversity issues. Required for CHDEV major. Satisfies Department of Social Services Category II. SC

*Transfer: UC, CSU / DA***CHDEV-022 Behavior Management**

2 hours lecture 2 Units

**Advisory:** *Eligibility for ENGL 90*

Focus on the development of techniques and environments which promote self control and positive self esteem in children. Age appropriate developmental strategies will be explored. SC

*Transfer: CSU / DA***CHDEV-025 Creative Art for Children**

2 hours lecture 2 Units

**Advisory:** *Eligibility for ENGL 90*

Focus is on young child and creativity. This course will include the study of child development and artistic expression, appropriate art materials, presentation of materials, formulation of objectives, and direct participation in creative media. SC

*Transfer: CSU / DA***CHDEV-032 School Age Child/School Age Child Care**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course will focus on the physical, social, emotional, and cognitive normal development of children ages five to twelve. It will also cover material on caring for the school age child, including curriculum development, managing behavior, age appropriate environments, and integrating special needs children. SC

*Transfer: CSU / DA***CHDEV-033 School Age Child/Practicum**

36 total hours lecture, 54 total hours lab 3 Units

**Advisory:** *CHDEV 32*

An exploration of program design and curriculum planning for school age child care programs. Study of developmentally appropriate curriculum decisions about environment, partnerships, health and safety, nutrition and planning. SC

*Transfer: CSU / DA***CHDEV-035 Math and Science for the Young Child**

2 hours lecture 2 Units

**Advisory:** *Eligibility for ENGL 90*

Survey of the material in science, mathematics, and the physical and natural world suitable for teaching young children. Training in material techniques, demonstrations, and experiments, which will enable the teacher to develop a concept-based learning environment. Curriculum is based on understanding of children's cognitive development. LR

*Transfer: CSU / DA*

**CHDEV-040 Infant and Toddler Care**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Study of the growth of infants and toddlers and group care. Effective environmental, staff characteristics, and activities which encourage development are included. Satisfies Department of Social Services category IV. SC

Transfer: CSU / DA

**CHDEV-041 Infant and Toddler Care Practicum**

2 hours lecture, 3 hours lab 3 Units

This second course in infant toddler care covers issues of group care, daily care giving routines. Primary care giving and developmentally appropriate environments and curriculum. Establishing parent partnerships and serving diverse families will also be discussed. Three hours of weekly lab experience is required in an infant and/or toddler group care setting. SC

Transfer: CSU / DA

**CHDEV-045 Music and Movement**

2 hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

A study of the role of music and movement as they relate to young children; techniques in the application of music movement in early childhood programs; and lecture, discussion, and participation. Not repeatable. SC

Transfer: CSU / DA

**CHDEV-050 Multicultural Education and the Young Child**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Designed to increase an awareness of issues around diversity (racial, cultural, ethnic, gender, disability, social class, lifestyle). Study of how children come to understand and evaluate similarities and differences. Development of anti-bias curriculum program and materials. SC

Transfer: CSU / DA

**CHDEV-053 Child Care Licensing Guidelines**

9 total hours lecture .5 Unit

This course reviews the current licensing requirements, including any recent changes, to operate a child care center. Students have an opportunity to learn how to use the state Licensing Manual (copies provided) and to understand the inspection process. Students also participate in a mock inspection of the campus Child Study Center. CR/NC

Transfer: CSU / DA

**CHDEV-054 Computer Technology in Early Childhood Education**

1 hour lecture 1 Unit

Consideration of the developmentally appropriate uses of computer technology in the early childhood classroom. Analysis of arguments presenting of the pros and cons of computer use with children aged 3 to 8. Personal exploration and assessment of a wide range of children's software and teacher productivity software. Introduction to the world wide web and its application to ECE research, professional development, and instruction. No previous computer experience required. CR/NC

Transfer: CSU / DA

**CHDEV-055 The Young Special Needs Child**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Learning about the whole child. Learning how you, the adult, control the key to the child's behavior through your responses. Learning what child development is and isn't. Learning how a child becomes what they become. Learn about meeting the needs of ALL children, including those with special challenges. Required course for Special Ed emphasis. CR/NC

Transfer: CSU / DA

**CHDEV-057 Methods and Materials for the Young Special Needs Child**

3 hours lecture 3 Units

**Advisory:** CHDEV 10

Survey of successful techniques, developmental materials, and methods of working with young children with special needs and their families. SC

Transfer: CSU / DA

**CHDEV-058 Exploring Early Childhood Environments - New Dimensions**

1 hour lecture 1 Unit

This course will focus on the physical attributes of the early childhood classroom. Consideration of environmental components that set the stage for harmony and discovery including space and furnishings, supporting routines, and supporting interactions will be discussed. CR/NC

Transfer: CSU / DA

**CHDEV-060 Language and Literature for the Young Child**

2 hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

Exploration of the language development and emerging understandings of literacy in the young child, consideration of nature, nurture, and culture as they influence first and second language acquisition. Analysis of a wide array of diverse and developmentally appropriate preschool and school-age literature. Practice developing literacy experiences and doing presentations of literature. SC

Transfer: CSU / DA

**CHDEV-062 Curriculum Foundations for the Young Child**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A hands-on broad curriculum course which covers many of the major components of quality programs for children. Students will learn how to implement developmentally appropriate theme-based curriculum. The curriculum areas covered will include science, math, literature, storytelling, dramatic play, puppetry, art, reading, writing, music, outdoor environments, and circle time. SC

Transfer: CSU / DA

**CHDEV-065 Health, Safety and Nutrition for the Young Child**

2 hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

This course provides an overview of policies regarding health, safety and nutrition for the young child in a child care setting. Students will develop curriculum and in-service staff programs relating to these issues. SC

Transfer: CSU / DA

**CHDEV-070 Family Child Care Management I**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

Designed to assist those persons operating and/or working in home day care centers with various components of quality child care. Applicable to Child Development certificate: Family Childcare emphasis. SC  
*Transfer: CSU / DA*

**CHDEV-071 Family Child Care Management II: Methods and Materials**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

An advanced level course designed to assist those persons operating and/or working in home day care centers; components of quality day care centers; community resources; evaluation of materials appropriate to the home; special needs and concerns. Leads to certificate in Child Development: Family Childcare. SC  
*Transfer: CSU / DA*

**CHDEV-081 Parent Laboratory for Child Study Center I**

1.5-3 hours lab .5-1 Unit

**Advisory:** *CHDEV 10 or CHDEV 12 highly recommended*

For parents whose children are enrolled in the campus Child Study Center. Supervised participation in working directly with young children. Emphasis on developmentally appropriate parent-child activities. May be repeated three times. CR/NC  
*Transfer: CSU / DA*

**CHDEV-082 Parent Laboratory for Child Study II**

1.5-3 hours lab .5 - 1 Unit

**Advisory:** *CHDEV 10 or CHDEV 1 highly recommended*

For parents whose children are enrolled in the campus Child Study Center. Supervised participation in working directly with young children. Emphasis will be on children's play, cognitive development and home-school communication. May be repeated three times. CR/NC  
*Transfer: CSU / DA*

**CHDEV-083 Child Development Laboratory--Anti Bias Curriculum Focus**

3-9 hours lab 1-3 Units

**Advisory:** *CHDEV 10 or CHDEV 12 highly recommended*

Supervised participation in directly working with young children on anti-bias curriculum in the Child Study Center or in an approved mentor teacher program in the community or at any licensed child care program. May be repeated three times. CR/NC  
*Transfer: CSU / DA*

**CHDEV-085 Effective Parenting: The Young Child**

1 hour lecture 1 Unit

This course is concerned with child rearing and the young. It will include stages of development, child development principles, parental stages of development and techniques that foster self-control and self-esteem. CR/NC  
*Transfer: CSU / DA*

**CHDEV-086 Effective Parenting: Adolescence**

1.5 hours lecture 1.5 Units

The students will focus on adolescence as a specific stage in development. Emphasis will be on an exploration of the reasons for the difficulties of this particular stage for both adolescents and their parents. Themes of individuation-separation, as well as issues of peer pressure, drugs, sexuality and changing parental roles will be examined. Methods for minimizing conflict will be presented. CR/NC  
*Transfer: CSU / DA*

**CHDEV-090 Supervised Experience in Group Care of Children**

2 hours lecture, 8 hours lab practicum 4 Units

**Prerequisite:** *CHDEV 10, 11, 15 and 50 with a grade of "C" or better, plus at least one elective (CHDEV 22, 25, 32, 35, 40, 45, 50, 57, 60, 62 or 65), prior or concurrent enrollment in CHDEV 20***Advisory:** *Eligibility for ENGL 90*

Supervised teaching in local early childhood programs. Involves developmentally appropriate program planning, anti-bias curriculum, professional considerations, staff and interpersonal relationships, working with parents, career planning. Required for CHDEV major. SC  
*Transfer: CSU / DA*

**CHDEV-095 Supervision and Administration of Programs for Young Children**

3 hours lecture 3 Units

**Prerequisite:** *CHDEV 10 with a grade of "C" or better***Advisory:** *Eligibility for ENGL 90 or ENGL 10S*

Provides a study of basic principles of administration of early childhood programs. Human relations in dealing with staff, community, children and parents as well as appropriate curriculum planning will be covered. Children's Center Supervision Permits from the State of California credentialing office require six units of instruction in administration. In this two part series CHDEV 95 will instruct in the financial aspects of successful administration. CHDEV 96 will cover child needs and other human relations aspects of this requirement. Satisfies Department of Social Services Category VI. LR  
*Transfer: CSU / DA*

**CHDEV-096 Supervision and Administration of Programs for Young Children--Part II**

3 hours lecture 3 Units

**Advisory:** *ENGL 90 or 10S; CHDEV 1 and 10 with a grade of "C" or better, and experience in early childhood education*

Provides a study of basic principles of administration of early childhood programs. Human relations in dealing with staff, community, children, and parents, as well as appropriate curriculum planning, will be covered. Children's Center Supervision Permits from the State of California credentialing office require six units of instruction in administration. In this two-part series, CHDEV 95 will instruct in the financial aspects of successful administration; CHDEV 96 will cover child needs and other human relations aspects of this requirement. Satisfies Department of Social Services Category VI. SC  
*Transfer: CSU / DA*

**CHDEV-098 Independent Study in Child Development** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**CHDEV-099 Cooperative Education in Child Development** 1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**CHDEV-900S Selected Topics in Child Development**

*DA varies with course content.*

## Chinese

**CHIN-010 Chinese for Beginners I** 3 Units  
2 hours lecture, 2 hours lab

The first of a two-semester sequence, for students with little or no Chinese language background, emphasizing Mandarin Chinese pronunciation, basic sentence patterns, basic conversational skills, basic Chinese characters, and aspects of the Chinese culture. This course does not satisfy UC foreign language requirements. SC

*DA*

**CHIN-020 Chinese for Beginners II** 3 Units  
2 hours lecture, 2 hours lab

**Advisory:** CHIN 10 or equivalent

The second of a two-semester sequence, for students with a little Chinese language background, emphasizing Mandarin Chinese pronunciation, basic sentence patterns, basic conversational skills, basic Chinese characters, and aspects of the Chinese culture. This course does not satisfy UC foreign language requirements. SC

*DA*

**CHIN-030 Elementary Chinese I** 5 Units  
5 hours lecture

This is the first of a two-semester sequence, emphasizing Mandarin Chinese sentence patterns and development of basic skills in speaking, reading and writing. Chinese characters as well as aspects of the Chinese culture are introduced. This course will be submitted to fulfill UC foreign language requirements. LR

*Transfer: UC, CSU / DA*

**CHIN-040 Elementary Chinese II** 5 Units  
5 hours lecture

**Advisory:** CHIN 30 or equivalent

This is the second of a two-semester sequence, emphasizing basic Mandarin Chinese sentence patterns and development of basic skills in speaking, reading and writing. Chinese characters as well as aspects of the Chinese culture are introduced. This course will be submitted to fulfill UC foreign language requirements. LR

*Transfer: UC, CSU / DA*

**CHIN-098 Independent Study in Chinese** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**CHIN-099 Cooperative Education in Chinese** 1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**CHIN-900S Selected Topics in Chinese**  
*DA varies with course content.*

## Computer Networking Technology

**CNT-020 Introduction to Networking** 3 Units  
2 hours lecture, 3 hours lab

**Advisory:** COMSC 40 or 49 and a strong understanding of DOS, Windows 95 and Windows NT

The course serves as a general introduction for students who need a foundation in current networking technology for both local area and wide area networks. It provides the necessary foundation for students seeking to enter into the Cisco and Microsoft certification programs. In addition it also helps to prepare students to pass industry certification exams including Network+, MCSA, MCSE, and CCNA. SC

*DA*



**CNT-021 Windows NT Server 4.0**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 40, 49 or CNT 20 or COMSC 20

This course serves as an introduction to Windows NT 4.0. Students will learn key architecture elements of the operating system as well as administration skills. This course provides students with the knowledge and skills they need to pass one of the certification exams in the Microsoft Certified Systems Engineer (MCSE) certification program. SC

*Transfer:* CSU / DA**CNT-021B Basic Administration of Microsoft Windows 2000**

16 total hours lecture, 16 total hours lab 1 Unit

This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2000 network. This course is suitable for people with no prior experience in system administration. Authorized Microsoft education and certification course 2028. Prepares students to pass official Microsoft certification exams 70-210 and 70-215. SC

*Transfer:* CSU / DA**CNT-022 Administering Microsoft Windows NT 4.0**

18 total hours lecture, 9 total hours lab 1 Unit

**Advisory:** COMSC 40 or COMSC 49

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration in a single-domain Windows NT network. Authorized Microsoft education and certification course 83. Prepares students to pass Microsoft certification exams 70-67 and 70-73. SC

*Transfer:* CSU / DA**CNT-022A Microsoft Windows 2000 Network and Operating Systems Essentials**

13.5 total hours lecture, 13.5 total hours lab 1 Unit

**Advisory:** COMSC 40 or COMSC 49

This course introduces students to Microsoft Windows 2000 and to the networking technologies it supports. Authorized Microsoft education and certification course 2151. Prepares students to pass Microsoft certification exam. SC

*Transfer:* CSU / DA**CNT-023 Supporting Microsoft Windows NT 4.0 Core Technologies**

27 total hours lecture, 18 total hours lab 1.5 Units

**Advisory:** COMSC 40 or COMSC 49

This course provides the core foundation for supporting Windows NT 4.0. The objective of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot NT. Authorized Microsoft education and certification course 922. Prepares students to pass Microsoft certification exams 70-67 and 70-73. SC

*Transfer:* CSU / DA**CNT-023A Supporting Microsoft Windows 2000 Professional and Server**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Advisory:** CNT 21A or 22A or COMSC 21A or 22A

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a work group or a domain. In addition, the course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file and print servers. Authorized Microsoft education and certification course 2152. Prepares students to pass Microsoft certification exam. SC

*Transfer:* CSU / DA**CNT-024 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies**

27 total hours lecture, 18 total hours lab 1.5 Units

**Prerequisite:** CNT 23 or COMSC 23

This course provides students with the skills to be able to design, implement, and support the Windows NT Server in a multi-domain enterprise environment. Authorized Microsoft education and certification course 689. Prepares students to pass Microsoft certification exam 70-68. SC

*Transfer:* CSU / DA**CNT-024A Designing a Microsoft Windows 2000 Directory Services Infrastructure**

13.5 total hours lecture, 13.5 total hours lab 1 Unit

**Prerequisite:** CNT 21A or 29A or COMSC 21A or 29A

This course provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 Directory Services infrastructure. Strategies are presented to assist student in identifying the information technology needs of an organization, and then designing the Active Directory structure that meets those needs. Authorized Microsoft education and certification course 1561B. Prepares student to pass Microsoft certification exam. SC

*Transfer:* CSU / DA**CNT-025 Internetworking Microsoft TCP/IP on Windows NT 4.0**

27 total hours lecture, 18 total hours lab 1.5 Units

**Prerequisite:** CNT 22 or 23 or COMSC 22 or 23

This course provides students with the knowledge and skills required to set up, configure, user and support TCP/IP on Windows NT. Authorized Microsoft education and certification course 688. Prepares students to pass Microsoft certification exam 70-59. SC

*Transfer:* CSU / DA**CNT-025A Planning and Implementing Microsoft Windows 2000 Networking Services**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

This course provides students with the knowledge and skills necessary to design, install and support Windows 2000 networking components for enterprise networks. Authorized Microsoft education and certification course 1562. SC

*Transfer:* CSU / DA

**CNT-026 Microsoft Exchange Server 5.5 Series - Design and Implementation**

27 total hours lecture, 18 total hours lab 1.5 Units

**Prerequisite:** CNT 22 or 23 or COMSC 22 or 23

This course provides an introduction to the core technologies of Exchange Server 5.5. It will prepare students to implement and administer Exchange in a single or multi-site environment. Authorized Microsoft education and certification course 973B. Prepares students to pass Microsoft certification exam 70 - 81. SC

*Transfer: CSU / DA*

**CNT-026A Implementing and Managing Microsoft Exchange 2000**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Prerequisite:** CNT 23A or COMSC 23A

This course provides an introduction to the core technologies of Exchange Server 2000. It will prepare students to implement and administer Exchange in a single or multi-site environment. Authorized Microsoft education and certification course 1572B. Prepares students to pass Microsoft certification exam 70-224. SC

*Transfer: CSU / DA*

**CNT-027 Creating and Configuring a Web Server Using Internet Information Server 4.0 and Securing Web Access Using Microsoft Proxy Server 2.0**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Prerequisite:** CNT 25 or COMSC 25

This course teaches students how to support the various features of Internet Information Server version 4.0 and Proxy Server 2.0. Students will gain understanding of the product's architecture and perform the procedures to install, configure, and support IIS and Proxy Server. Authorized Microsoft education and certification course 936 and 836. Prepares students to pass Microsoft certification exams 70-78 and 70-88. SC

*Transfer: CSU / DA*

**CNT-028 Implementing Microsoft Internet Explorer 4.0**

8 total hours lecture, 8 total hours lab .5 Unit

This course teaches students to set up, configure, use and deploy Internet Explorer in a network environment with particular emphasis on intranet use. Authorized Microsoft education and certification course 956. Prepares students to pass Microsoft certification exam 70 - 79. SC

*Transfer: CSU / DA*

**CNT-028A Designing a Microsoft Windows 2000 Networking Services Infrastructure**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Prerequisite:** CNT 21A or 29A or COMSC 21A or 29A

This course provides senior support professionals with the information and skills needed to create a networking infrastructure design that supports the required network technologies. Authorized Microsoft education and certification course 1562. SC

*Transfer: CSU/DA*

**CNT-029 Supporting Microsoft Windows 98**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

This course provides the skills and knowledge to install, configure, support, and troubleshoot the Windows 98 operating system in a network environment. The course includes descriptions of maintenance and troubleshooting tools, communications, networking protocols, and hardware support. The course also describes interoperability with Microsoft Windows NT and Novell NetWare. Prepares students to pass Microsoft certification 70-98. SC

*Transfer: CSU / DA*

**CNT-029A Implementing and Administering Microsoft Windows 2000 Directory Services**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

This course is designed to provide students with the knowledge and skills necessary to install, configure and administer the Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Authorized Microsoft education and certification course 2154. SC

*Transfer: CSU / DA*

**CNT-098 Independent Study in Computer Networking Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**CNT-099 Cooperative Education in Computer Networking Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**CNT-101 Cisco Networking Academy I**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** COMSC 30, COMSC 60

This is the first of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes networking, network terminology, network protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, star topology, IP addressing, and network standards. CR/NC

*Transfer: CSU / DA*

**CNT-102 Cisco Networking Academy II**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** CNT 101 or COMSC 929

This is the second of four courses designed to provide students with classroom and laboratory experience in current and emerging technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes router configuration, routing protocols, WAN technologies, the Cisco CLI, and the Cisco Internetwork Operating System. CR/NC

*Transfer: CSU/DA***CNT-103 Cisco Networking Academy III**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** CNT 102 or COMSC 930

This is the third of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes LAN switching, VLANs, IGRP, ACLs, and Novell IPX. CR/NC

*Transfer: CSU/DA***CNT-104 Cisco Networking Academy IV**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** CNT 103 or COMSC 944

This is the fourth of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes WAN technologies, HDLC, PPP, ISDN, and Frame Relay. CR/NC

*Transfer: CSU/DA***CNT-105 Cisco Networking Academy V**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** Successful completion of Cisco Networking Academy I-IV, or CCNA Certification**Advisory:** Recommend students take only one CCNP course at a time.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Scalable Cisco Networks. Instruction includes advanced IP addressing, OSPF, EIGRP, advanced routing, BGP, and advanced access lists. CR/NC

*Transfer: CSU/DA***CNT-106 Cisco Networking Academy VI**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** Successful completion of Cisco Networking Academy I-IV, or CCNA certification**Advisory:** Recommend students take only one CCNP course at a time.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Remote Access Networks. Instruction includes ISDN, DDR, ODR, dialup networking, Cisco 700 series routers, Frame Relay, and AAA. CR/NC

*Transfer: CSU/DA***CNT-107 Cisco Networking Academy VII**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** Successful completion of Cisco Networking Academy I-IV, or CCNA certification**Advisory:** Recommend students take only one CCNP course at a time.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes advanced VLAN configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks. CR/NC

*Transfer: CSU/DA***CNT-108 Cisco Networking Academy VIII**

1.5 hours lecture, 2 hours lab 2 Units

**Prerequisite:** Successful completion of Cisco Networking Academy I-IV, or CCNA certification**Advisory:** Recommend students take only one CCNP course at a time.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Cisco Internetwork Troubleshooting. Instruction includes troubleshooting methodology, network documentation, and debug. CR/NC

*Transfer: CSU/DA***CNT-900S Selected Topics in Computer Networking Technology***DA varies with course content.*


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## Computer Science

**COMSC-030 The Internet**

24 total hours lecture, 30 total hours lab 1.5 Units

An introduction to the Internet covering the main components which include: E-Mail, the World Wide Web, Search Engines, Usenet, and beginning HTML programming. The course will enable the student to understand each major component by opening and using E-Mail accounts, implementing search techniques for finding information on the Web, participating in News groups, and creating basic Web pages. SC

*Transfer: CSU/DA***COMSC-031 Internet - Web Site Development**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 30 or have experience with the Internet

The use, design and creation of a World Wide Web site. After an introduction to web site design, students then create their own web sites in steps primarily using the web page lay out application (Adobe PageMill) and also by writing directly in HTML. (HyperText Markup Language). SC

*Transfer: CSU/DA*

**COMSC-032 A Survey of Macromedia Tools**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** COMSC 30 or 31 or equivalent.

This course covers the primary tools found in Macromedia's Web programming arsenal: Dreamweaver, Flash, and Fireworks. Learn to use and make sophisticated creations, tailor programming methods and create web ready images and animations. These methods will prepare students with both skills and the foundational principles for large scale, semi-automation, production line web design like that in demand in industry. Not repeatable. SC

*Transfer:* CSU / DA**COMSC-033 CGI/PERL Scripting**

27 total hours lecture, 9 total hours lab 1.5 Units

**Prerequisite:** COMSC 40 or 31

PERL (Practical Extraction Report Language) is the foundation programming language that supports CGI (Common Gateway Interface) a standard for Web servers. Learn PERL and create useful CGI scripts. May be repeated one time. SC

*Transfer:* CSU / DA**COMSC-034 XML - Web Programming**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** Completion of COMSC 30, 31 or 939.

This beginning course is for potential Web developers who want to add the bells and whistles to their Website. Students will be introduced to XML (Extensible Markup Language), one of the newer web site programming languages. Although the standards are not yet set for this language by the W3C (World Wide Web Consortium), this class will introduce the student to what is being used now as well as plans for the future. NOTE: A general knowledge of HTML and CGI/Java Script scripting is vital for the student to fully comprehend the material that will be covered in this course. May be repeated one time. SC

*Transfer:* CSU / DA**COMSC-035 Internet - Beginning JavaScript Part I**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Experience with HTML and computer programming.

An introductory programming course in JavaScript. The course will emphasize practical, "real world" use of JavaScript in a wide variety of web page applications such as controlling frames and windows, verifying forms, creating cookies and rollovers. SC

*Transfer:* CSU / DA**COMSC-036 Basic Networking Skills**

18 total hours lecture, 27 total hours lab 1.5 Units

This course is for computer science students interested in learning the basics of networking concepts. Learn how to put together all the parts of the puzzle (hardware, software, service provider) needed to connect to the Internet. Includes configuring and using e-mail, World Wide Web, news groups, and file transfers. May be repeated one time. SC

*Transfer:* CSU / DA**COMSC-037 Customer Technical Support (Help Desk)**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 040 or equivalent

This course is designed for the students considering career opportunities at a "help desk" and who wants to understand how to provide quality technical support in any situation. May be repeated one time. SC

DA

**COMSC-040 Introduction to Computers**

3 hours lecture, 2 hours lab 4 Units

**Advisory:** Eligibility for ENGL 90

Beginning course in computers designed to acquaint the student with the general concepts and basic vocabulary of the computer field. Surveys the entire computer field. Addresses social implications of computer technology. Includes instruction and hands-on laboratory work in word processing, data base management, and electronic spreadsheets, as well as problem solving and programming procedures using Quick BASIC programming language. Satisfies computer literacy requirement. SC

*Transfer:* UC, CSU / DA**COMSC-041 Visual BASIC Programming**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** COMSC 40, COMSC 60, or consent of the instructor

Introduction to the concepts of the Microsoft BASIC programming language. The student will learn techniques for writing event driven programs, designing Graphical User Interfaces, using Object-Oriented Programming structures, and accessing the Windows Applications Program Interface calls. The entire programming process will be practiced including problem-solving, logic, program design, and error detection and correction. May be repeated three times. SC

*Transfer:* UC, CSU / DA**COMSC-044 Introduction to C++ Programming Part I**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** COMSC 40 or 41; eligibility for ENGL 90

This course is designed to be an introduction to the C programming language. We use a C ++ text because C++ is a superset of C and is an object-oriented language. C++ has evolved into one of the leading programming languages in the computer software industry. C++ compilers are available on all platforms ranging from microcomputers to mainframes. The course will include structured program design, programming style, documentation, modular design, code reusability, program verification and testing, data abstraction, information hiding, and data structuring. Problems will come from the areas of business. SC

*Transfer:* UC, CSU / DA**COMSC-048 Introduction to C++ Programming Part II**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** COMSC 44 or equivalent

A continuation to the Introduction to C++ Programming Part I. The course includes a more in-depth coverage of the object-oriented software development analysis, design and implementation. It also includes an introduction to inheritance and polymorphism. A large scale project is developed and refined. SC

*Transfer:* UC, CSU / DA**COMSC-049 Computer Literacy**

27 total hours lecture, 9 total hours lab 1.5 Units

A short term course designed to provide students with an understanding of basic computer concepts. Introduces students to basic computer terminology, the way a computer system works, the historical development of computing devices, computer applications, social implications of computers, and computer careers. Provides students with hands-on experience in operating microcomputers. Satisfies the Los Medanos College computer literacy requirement. SC

DA

**COMSC-051 Introduction to Java for Programmers Part I**

2 hours lecture, 3 hours lab 3 Units

**Prerequisite:** COMSC 44 or COMSC 41

This course is designed for students with a programming background and no previous knowledge of Java. Upon completion, students will have a solid foundation from which to develop real applications and applets. SC

*Transfer:* CSU / DA**COMSC-052 Introduction to Java for Programmers Part II**

2 hours lecture, 3 hours lab 3 Units

**Prerequisite:** COMSC 51 or equivalent

Students will create Java programs of a more practical nature than the console programs written in Part I. Java II teaches students how to create a Window interface for programs using the Abstract Window Toolkit or (AWT). SC

*Transfer:* CSU / DA**COMSC-053 Advanced Microsoft Visual Basic**

2 hours lecture, 3 hours lab 3 Units

**Prerequisite:** COMSC 41 or equivalent

This course is designed for programmers already familiar with the Visual Basic programming language. You learn to use the Win32, API and Dynamic Link Libraries to create ActiveX controls and ActiveX documents as well as to manipulate Microsoft Office applications from VB using automation. SC

*Transfer:* CSU / DA**COMSC-055 Systems Analysis and Design**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Visual Basic Programming CS-41 or C++ Programming CS-44 or equivalent

This course will explore systems analysis and design from the early days of second generation systems development up to and including graphical user interface design and development, (GUI). SC

*Transfer:* CSU / DA**COMSC-056 Programming Logic and Design**

2 hours lecture, 3 hours lab 3 Units

This course will provide the beginning programmer with a guide to developing structured program logic. It introduces students to programming concepts, enforcing good style and logical thinking. SC

*Transfer:* CSU / DA**COMSC-060 Introduction to Microcomputers and Applications**

3 hours lecture, 3 hours lab 4 Units

A beginning microcomputer course, designed to introduce students to basic computer concepts and operating procedures. The course provides students with a broad survey of microcomputer technology, including basic concepts, applications and operating procedures. Students will learn the principles of microcomputer applications, such as word processing, database management and spreadsheeting using Windows, MS Excel, MS Word and MS Access. SC

*Transfer:* CSU / DA**COMSC-061 Advanced Microcomputer Applications**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Completion of COMSC 60

Once students are familiar with the basic capabilities of Microsoft Office, they can begin to explore advanced features of this application suite. This course enables students to build upon a working knowledge of MS Office, and learn to produce complex document layouts with WORD, create graphic images with COREL DRAW, assemble presentations with POWERPOINT, and finally integrate data from a variety of different applications using OLE and DDE. SC

*Transfer:* CSU / DA**COMSC-065 Microsoft ACCESS**

18 total lecture, 27 total lab hours 1.5 Units

**Advisory:** COMSC 60 or prior microcomputer experience

A specialized microcomputer course in data base management using MS ACCESS. Students will learn basic data base concepts, as well as learning to program, using the command language. SC

*Transfer:* CSU / DA**COMSC-067 Intermediate Microsoft Access**

18 total lecture, 27 total lab hours 1.5 Units

**Advisory:** COMSC 65 or previous database experience

An intermediate level Microsoft ACCESS course for students who have completed COMSC 65 or who have prior Microsoft ACCESS experience. Students will learn relational database concepts, and build relational database objects including queries, forms and reports. Students will also learn beginning database programming methods. SC

*Transfer:* CSU / DA**COMSC-070 Microsoft Excel**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 61 or prior microcomputer experience

An electronic spreadsheet program is a powerful calculation aid. It enables the microcomputer operator to enter data, format it in the form of a spreadsheet, establish data relationships, and perform complex calculations. Routinely used for business and financial applications. Excel is an investment analysis tool for tracking, inventory control, financial analysis, and loan amortizations. Students will develop several numerical models. SC

*Transfer:* CSU / DA**COMSC-080 Microcomputer Operating Systems**

2 hours lecture, 4 hours lab 3 Units

An introduction to microcomputer operating systems, utilizing the PC, or INTEL based microcomputer. Includes basic operating principles and procedures for configuring microcomputers for a wide variety of applications. Students will learn to operate the computer using WINDOWS, a graphical user interface, and DOS. Additional topics include resource management, networking, hardware troubleshooting, and memory management. SC

*Transfer:* CSU / DA

**COMSC-090 Visual Basic for Microsoft Office Applications**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *Prior experience with MS Office applications & Visual Basic.*

Microsoft Office has become the standard applications suite for use on contemporary microcomputers. Visual Basic has been established as the programming language which may be used both to automate MS Office operations, as well as to create systems for integrating data from several applications. This course will teach students how to use Visual Basic and object oriented programming to creating automated systems with Microsoft Office applications. May be repeated three times. SC

*Transfer: CSU / DA***COMSC-095 Microcomputer Problems**

18 total hours lecture, 54 total hours lab 2 Units

**Advisory:** *Taken as the last class in the Microcomputer Certificate**Program*

In this final course in the Los Medanos College Microcomputer Systems Specialist certificate program, students will develop a project to integrate a series of microcomputer applications and to provide a solution to a specific microcomputer applications problem. The project will be defined in conjunction with an academic advisor. Upon completion of the project, the student will submit a written report, along with appropriate support materials. May be repeated three times. SC

*Transfer: CSU / DA***COMSC-098 Independent Study in Computer Science**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**COMSC-099 Cooperative Education in Computer Science**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***COMSC-900S Selected Topics in Computer Science***DA varies with course content.*

# Cosmetology

**COSME-010 Cosmetology—Theory, Principles, and Practices**

50 hours lab per unit .5-16 Units

Course of study will be that stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hairdressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units and the 1600 required hours for state certification. 1600 hours total lab. LR

*NDA***COSME-011 Cosmetology — Theory, Principles, and Practices**

50 hours lab per unit .5-16 Units

A continuation of Cosmetology 10, this course of study will be that stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hairdressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units in combination with Cosmetology 10 resulting in the 1,600 hours required for State Certification. LR

*NDA***COSME-040 Licensed Cosmetology Instructor Training**

50 hours lab per unit .5-12 Units

**Prerequisite:** *Valid California License in Cosmetology and one year of experience in the field, or equivalent***Advisory:** *Prior approval from Cosmetology School*

Course of study is as stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards. Course work includes 60 hours of preparation training, 40 hours of conducting theory classes; 100 hours conducting practical classes in all required subjects, and 400 hours supervision of student practices. One unit of credit is earned for each 50 hours successfully completed. Student will clock in and will be granted only those units satisfactorily completed. This course prepares the student to take the test to qualify as a Licensed Cosmetology Instructor. LR

*NDA***COSME-070 Manicuring and Pedicuring**

50 hours lab per unit .5-8 Units

**Prerequisite:** *Valid California License in Cosmetology and one year of experience in the field or its equivalent.***Advisory:** *Prior approval from Cosmetology School*

Consists of technical instruction and practical operations covering all practices of a manicurist and pedicurist, pursuant to Section 7350 of the Cosmetology Act. Technical instructions include practical operations, including the actual performance by the student. Unit of credit granted for each 50 hours successfully completed. May be repeated for a total of 8 units. LR

*NDA*

**COSME-080 Cosmetician/Esthetician Training**

50 hours lab per unit

.5-12 Units

Course of study is stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards; giving facials, applying makeup, giving skin care, removing hair by tweezing, depilatory or waxing, upper body massage, applying eyelashes, theory, reception desk work, modeling and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed; 600 hours total. May be repeated for a total of 12 units. LR

NDA

**COSME-098 Independent Study in Cosmetology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**COSME-099 Cooperative Education in Cosmetology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**COSME-900S Selected Topics in Cosmetology**

DA varies with course content.

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## Counseling

**COUNS-033 Transfer Experience**

1 hour lecture

1 Unit

**Advisory:** Eligibility for ENGL 90 or equivalent

Enables students to become active participants in planning their continuing education. Provides students with information necessary to evaluate universities, plan required course work, explore housing, financial aid, and to familiarize themselves with programs, and services offered at the universities. CR/NC

Transfer: CSU / DA

**COUNS-098 Independent Study in Counseling**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**COUNS-099 Cooperative Education in Counseling**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**COUNS-900S Selected Topics in Counseling**

DA varies with course content.

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## Dramatic Arts

**DRAMA-015LS Principles of Dramatic Art: A Multicultural Perspective**

3 hours lecture

3 Units

**Advisory:** Successful completion of ENGL 90 or eligible for ENGL 10S.

Explorations of the relationships of experience, imagination and expression in dramatic art forms, particularly as they pertain to Asian American, African American, Latino American and European American theatre; dramatic art as a cultural force in the past and present in above mentioned cultures; analysis of both the individual and collaborative contributions of the playwright, director, actors and designers to a total work of dramatic art in Asian American, African American, Latino American and European American dramatic forms. The course will be interdisciplinary stressing in relationships of the dramatic arts to the visual arts, music and other art forms in each individual culture. This course meets LMC's Ethnic/Multicultural Studies graduation requirement. SC

LMC Gen. Ed.; UC, CSU (Gen. Ed. area C1) / DA

**DRAMA-016 Theatre Appreciation**

3 hours lecture

3 Units

**Advisory:** DRAMA 15LS

An introduction to theatre appreciation in which students will explore the various aspects of the theatrical experience; the components of theatre, the various creative artists and technicians who make it happen, design and technical production elements, including the "nuts and bolts" aspects of scenery, costumes, lighting and sound, the traditional and historical background from which theatre springs and the genre of movement of which a particular play is part. SC

Transfer: UC, CSU / DA

**DRAMA-020 Principles of Acting I**

3 hours lecture, 1 hour lab

3 Units

Principles and experiences of acting designed to fulfill the most diverse needs of self exploration and self-discovery; uses the Stanislavsky system of utilizing physical and psychological resources of total being through awareness, observation, recall, improvisation, games, and role playing to develop a believable character in the naturalistic and realistic styles. SC

Transfer: UC, CSU / DA

**DRAMA-021 Principles of Acting II**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** DRAMA 20

Continuation and elaboration of the content of DRAMA 20 with emphasis on analysis, interpretation, and creation of a believable character in either advanced imaginative or realistic style. May be repeated once. SC

*Transfer:* UC, CSU / DA

**DRAMA-030 Principles of Voice and Dialects**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** DRAMA 20 and DRAMA 31

Principles and experiences in methods of utilizing the human voice as an instrument for communication; development of individual resources for relaxation, diaphragmatic breathing, breath control, phrasing, articulation, resonance and tone placement; notation and dialects; projection of believable characterization. SC

*Transfer:* UC, CSU / DA

**DRAMA-031 Principles of Improvisation and Movement**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** DRAMA 20 or DRAMA 15LS

Principles of movement for the stage utilizing the human body as an instrument for communication; development of individual resources for relaxation, control of the body as a whole or as separate parts; creative and imaginative use of the body; rhythm and projection of believable characterizations; also stage combat, mime, clown techniques and use of contemporary and current methodology of movement (i.e. Feldenkrais, Laban); improvisational work with and without vocalization. SC

*Transfer:* UC, CSU / DA

**DRAMA-040 Principles of Backstage Techniques**

2 hours lecture 2 Units

Understanding and appreciation of the technical principles of a dramatic production; basic tools and materials; principles of scene construction; scene painting, stage rigging, lighting and sound equipment, control systems, costume construction, and makeup. LR

*Transfer:* UC, CSU / DA

**DRAMA-041 Basic Backstage Techniques**

54 total hours studio 1 Unit

Collective and individual projects in selected areas of technical production culminating in public performance. May be repeated three times. LR

*Transfer:* UC, CSU / DA

**DRAMA-042 Theatre Production: Acting for Performance**

1 hour lecture, 6 hours lab 3 Units

Students will participate in the entire process of play production from the selection and analysis of the script to the actor's interpretation of character through the director's, production designer's, lighting and sound designer's choices through the rehearsal process, as well as the management of the box office and house during the production. SC

*Transfer:* UC, CSU / DA

**DRAMA-060 Music Theatre: Acting**

54 total studio hours per unit 1-2 Units

Devoted to the preparation and presentation of a dramatic musical work. Detailed study, practice, and performance in a single dramatic/musical role. May be repeated three times. LR

*Transfer:* UC, CSU / DA

**DRAMA-062 Musical Enhancement for Theatre Production**

1 hour lecture, 4.5 hours lab 1.5-2.5 Units

**Advisory:** DRAMA 20 or DRAMA 15LS

Students will participate in the preparation and presentation of a show's chorus, vocal solos and live music enhancement. Preparation will require ten weeks of rehearsals. The variable units reflect the degree of difficulty and the amount of time required to fulfill the assigned tasks. For example, a soloist or major voice role will attend more rehearsals than a general chorus member and will have daily assignments or exercises outside of the rehearsal period. SC

*Transfer:* UC, CSU / DA

**DRAMA-070LS The Film as an Art Form**

3 hours lecture, 2 hours lab 3 Units

**Advisory:** Ability to think and write critically and clearly in English.

ENGL 90 or ENGL 10S highly advisable.

Examination of cinema as a modern art form; analysis and discussion of a series of feature length films with a theme described in the subtitle of the course; emphasis will be on the social, philosophic, and psychological ideas depicted in the films, with secondary attention paid to techniques of acting, direction, filming, and producing. LR

*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C1) / DA

**DRAMA-098 Independent Study in Dramatic Arts**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**DRAMA-099 Cooperative Education in Dramatic Arts**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

**DRAMA-900S Selected Topics in Dramatic Art**

*DA varies with course content.*



## Economics

### ECON-010LS Principles of Microeconomics

3 hours lecture 3 Units

**Advisory:** *Strongly recommend completion of ENGL 90*

This course introduces the beginning economics students to microeconomic principles. It includes an examination of the nature and method of economics, the economizing problem, individual markets - demand and supply, the market system and market failure; the microeconomics of product markets-elasticities, costs of production, market models, including pure competition and monopoly, the demand for resources and microeconomic issues and policy. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

### ECON-011LS Principles of Macroeconomics

3 hours lecture 3 Units

**Advisory:** *Completion of ECON 10LS*

(Formerly ECON 11) An examination of economic factors, primarily macroeconomic in nature, including unemployment, inflation, business cycles, fiscal policy and monetary policy. (CAN ECON 2) LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

### ECON-098 Independent Study in Economics

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

### ECON-099 Cooperative Education in Economics

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

### ECON-900S Selected Topics in Economics

*DA varies with course content.*

## Education

### EDUC-005 Strategies for Success

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *Enrollment in at least one lecture course will be necessary to complete certain assignments and projects in this course.*

This is a one-semester course designed to help students both learn and apply study skills strategies. Students complete a learning and study strategies inventory complete related instructional modules. Topics include making information meaningful and storing it in memory, selecting, reducing anxiety and worry about academic performance and controlling concentration. In addition to the inventory and modules, projects and additional readings are assigned to further integrate course concepts. SC

*Transfer: CSU / DA*

### EDUC-040 Teaching as a Profession

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *Eligibility for ENGL 10S*

This course invites the student to explore teaching as a profession. Effective teaching experiences and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete three hours of field observation per week. This course is designed for students considering teaching as a profession, and for parents of children in the American school system who want to be informed of current issues and practices in education. LR

*Transfer: CSU / DA*

### EDUC-050 Introduction to Reading Development and Interventions for K-3

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *Eligibility for ENGL 10S*

This course introduces students to the practice and theory of reading intervention in grades kindergarten to third. Students will be exposed to the developmental stages of language acquisition and literacy. Students will acquire a working vocabulary of pertinent terms and strategies appropriate to enhance the literacy of primary-age students. Students are required to complete three hours of fieldwork per week. Students will be expected to research a topic related to reading and report findings. LR

*Transfer: CSU / DA*

### EDUC-088 Teaching and Learning: Hand-in-Hand Toward Excellence

2 hours lecture, 2 hours lab 3 Units

This course explores and expands the essential connections between meaningful teaching and meaningful learning. Although grounded in various theories, this course is predominantly a practical guide to improving real-life instruction in the classroom. Ample opportunities will be afforded to enlarge and enhance one's repertoire and view of pedagogy, as well as experiment with different techniques. SC

*Transfer: CSU / DA*

**EDUC-098 Independent Study in Education**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**EDUC-099 Cooperative Education in Education**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**EDUC-900S Selected Topics in Education**

*DA varies with course content.*

## Electrical / Electronic Technology

**EEETEC-010 Introduction to Electrical Technology**

2 hours lecture, 2 hours lab

3 Units

**Advisory:** MATH 1, Technical Math

An introduction to elementary concepts and principles of electrical technology. This course is designed to meet the needs of students in related technologies such as: Appliance Service Technology, Automotive Technology, and Welding Technology programs, as well as provide a general knowledge of electrical technology to the beginning student who is exploring alternatives. The course will present the outlined material on a conceptual level, with emphasis on demonstrations and hands-on laboratory exercises. SC

*Transfer: CSU / DA*

**EEETEC-011 Introduction to Electronics Technology**

2 hours lecture, 2 hours lab

3 Units

**Advisory:** MATH 1, Technical Math

An introduction to the elementary concepts and principles of Electronic Technology. This course is designed to meet the needs of students in related technologies such as Recording Arts and Appliance Service Technology programs, as well as provide a general knowledge of electronics to the beginning student exploring alternatives. This course will present the outlined material on a conceptual level, with emphasis on demonstrations and hands on laboratory exercises. SC

*Transfer: CSU / DA*

**EEETEC-020 Direct Current Circuits**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** ENGL 90 and MATH 1 and 2

This is the first semester course in the fundamentals of electricity and electronics. It will provide a solid background in direct current circuits including Ohm's law, component identification, and electrical terminology commonly used in industry. Student will learn how electricity interacts with passive components. Emphasis will be placed upon the calculation, construction, and measurement of direct current circuits. The coordinated laboratory will teach the use of test equipment to measure circuits in order to perform circuit analysis. Students will apply the basic principles of DC circuits to develop trouble shooting techniques. May be repeated one time. SC

*Transfer: CSU / DA*

**EEETEC-021 Alternating Current Circuits**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EEETEC 20 or an equivalent DC circuits course; three units of MATH 1 and 2

Calculation, construction, measurement and analysis of single phase alternating current RCL circuits. Magnetism, transformer theory, passive filters, vectorial analysis and power in alternating current circuits will be extensively covered. The coordinated lab will provide a thorough understanding of the concept by way of experimentation and troubleshooting using laboratory test equipment. May be repeated one time. SC

*Transfer: CSU / DA*

**EEETEC-025 Electrical Wiring and Code Applications**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EEETEC 20 and EEETEC 21 or equivalent DC and AC circuits course

A study of electrical wiring methods as they apply to residential, commercial, and industrial wiring. The entire course will stress the proper application of the National Electrical Code. The unique laboratory portion of this class will cover the use of special tools of the trade including manual, mechanical and hydraulic conduit benders. Student will learn to design an electrical installation with strict compliance with the NE Code, order the necessary materials, and participate in the installation. May be repeated one time. SC

*Transfer: CSU / DA*

**EEETEC-030 Poly-Phase Systems and Transformers**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EEETEC 21 or an equivalent AC circuits course; three units of MATH 1 and 2

A comprehensive study of polyphase systems and how they are used today for power distribution. The understanding of polyphase systems, the effects of loading and neutral current calculation will be stressed. A thorough coverage of the principles of operation, application and construction of transformers used in power distribution systems. Transformer connections will be emphasized to enable the student to understand single and polyphase system voltages and currents. In the coordinated laboratory, students will have the opportunity to calculate, connect, measure, and evaluate each transformer and polyphase circuit connection. May be repeated one time. SC

*Transfer: CSU / DA*

**EEETEC-031 Rotating Electrical Machinery**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 21 or an equivalent AC circuits course

A comprehensive study of Direct Current and Alternating Current Rotating electrical machinery. This course will include the identification, construction, connection, operation, and application of single and polyphase motors and alternators as well as complete coverage of DC motors and generators commonly found in today's automated systems. The student will develop an understanding of the connection, reversal, torque characteristics and speed control of this equipment. May be repeated one time. SC

*Transfer: CSU / DA***EEETEC-035 Electric Motor Control**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 20 and EEETEC 21 or equivalent DC and AC circuits course

A study of electrical control circuits as they apply to industrial control systems. The student will learn control components and their use in control systems as well as the use and development of electrical schematic and wiring diagrams. Control circuits will be constructed, analyzed, tested, and calibrated from a schematic diagram. Systematic trouble shooting techniques will be emphasized. The addressing, programming, and connection of Programmable Logic Controllers will be introduced. May be repeated one time. SC

*Transfer: CSU / DA***EEETEC-036 Programmable Logic Controllers**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 35 or an equivalent motor control course or employment in the electrical or electronic industry

This course will provide the student with knowledge of the hardware and programming syntax of a specific programmable logic controller. Hardware components and their addressing when installing a new system will be discussed as well as the ladder logic programming of the device. Programming components such as counters, timers, sequencers, internal and external relay equivalents will be used to construct sequential ladder logic diagrams. May be repeated three times. SC

*Transfer: CSU / DA***EEETEC-040 Semiconductor Devices**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 21 or equivalent AC circuits course

A study of active electronic semiconductor devices commonly used in analog and industrial control circuits. The analysis of the operational characteristics, biasing, power dissipation and application of each device will be explored. Included will be coordinated laboratory projects to help reinforce the theoretical and practical understanding of active semiconductor forces. May be repeated one time. SC

*Transfer: CSU / DA***EEETEC-041 Digital Devices**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 20 or 21 or equivalent DC and AC circuits course

This course of study will provide the student with the concepts of digital devices and circuitry commonly used in modern electronic circuits. The student will understand sequential logic circuits and an introduction to the digital microprocessor. Emphasis will be placed on the application and interfacing of microprocessor in order to gather, manipulate and store data required for distributed processes control. May be repeated one time. SC

*Transfer: CSU / DA***EEETEC-050 Instrumentation Fundamentals**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 21 or equivalent alternating circuits course

This is a course in the fundamentals of instrumentation and process control. The student will learn the characteristics of Temperature, Pressure, Level and Flow. Emphasis will be on the theoretical operation and practical application of each transmitter and transducer used in the sensing of these process variables. May be repeated one time. SC

*Transfer: CSU / DA***EEETEC-051 Process Control Instrumentation**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 50 or previous field experience and instructor's consent

A course of study of the application of Process Control Techniques to state-of-the-art industrial manufacturing processes. Variables are measured, analyzed, manipulated, compared and used to control manufacturing processes. Students will read and interpret instrument diagrams in order to set up and tune controllers to match the process parameters. SC

*Transfer: CSU / DA***EEETEC-098 Independent Study in Electrical/Electronic Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.***EEETEC-099 Cooperative Education in Electrical/Electronic Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***EEETEC-900S Selected Topics in Electrical/Electronic Technology***DA varies with course content.*

# Emergency Medical Services

**EMS-001 EMT/Paramedic Orientation Seminar**  
5 total hours lecture, 3 total hours lab .3 Unit

This course provides an overview of the LMC prehospital emergency care curriculum. It acquaints students with the information and procedures necessary to enter and progress through the sequence of these vocational preparation courses. It also provides career related advice and guidance needed to exit this sequence and to successfully secure employment. CR/NC  
NDA

**EMS-002 Pre-Paramedic Essentials**  
32 total hours lecture, 48 total hours lab 3 Units

This course builds on concepts and procedures related to the First Responder/Emergency Medical Technician role and responsibilities. Introduces prospective paramedic students to essential content of advanced cardiac/medical and trauma life support certification courses. Offers opportunities for hospital and pre-hospital experience beyond EMT course requirements. Twelve hours of EMT continuing education hours. LR  
NDA

**EMS-009 Introduction to Emergency Medical Care**  
2 hours lecture, 3 hours lab 3 Units

**Advisory:** Enrollment in RNUS 14 (was AHLTH 14) or possession of current CPR card (American Health Care Provider Card) no later than mid semester.  
Concurrent enrollment in ENGL 90, and RNURS 14

A general survey of emergency and non-emergency procedures for the purpose of introducing students to allied health career options, and to provide students with basic emergency medical skills and knowledge. Includes essential advanced first aid knowledge, skills, personal judgment, and basic life support. SC  
Transfer: CSU / NDA

**EMS-010 Emergency Medical Technician I**  
2 hours lecture, 6 hours lab 4 Units

**Advisory:** EMS 9 (formerly AHLTH 9) or equivalent course with grade of "C" or better.

Presents the major topics of control of bleeding, care of wounds, maintaining an airway, proper lifting and handling of the injured, splinting, medical emergencies, childbirth, and care of the disoriented patient. Meets State of California Department of Health Standards for Emergency Medical Training I (ambulance). LR  
Transfer: CSU / DA

**EMS-011 Emergency Medical Technician Recertification**  
12 total hours lecture, 18 total hours lab 1 Unit

**Prerequisite:** EMT-Basic Certification

Presents review of: (1) basic life-support measures; (2) cardiopulmonary resuscitation; and (3) use of emergency medical equipment and supplies. Introduces recent changes in the role and responsibilities of EMT-basic. May be repeated for county recertification. Twenty-four hours of continuing education for EMT-B. SC  
NDA

**EMS-017 Introduction to EKG Dysrhythmias**  
20 total hours lecture, 10 total hours lab 1 Unit  
**Advisory:** ENGL 10S

Current basic CPR certification (AHLTH 14) is Required at first class meeting. Presentation of skills and knowledge necessary to correctly interpret the readings from a cardiac monitor; diagnosis of basic rhythm disturbances. Basic review of cardiac anatomy and physiology and essential medical terminology. Approved for BRN credit (00209). LR  
NDA

**EMS-021 Paramedic - Didactic (Medical)**  
5 hours lecture, 6 hours lab 7 Units  
**Advisory:**

This course provides an initial in-depth exploration of advanced life support knowledge and procedures necessary for the delivery of Mobile Intensive Care Paramedic services. It specifically addresses patient conditions with an internal etiology. Required as part of didactic preparation for state certification as a Mobile Intensive Care Paramedic. LR  
Transfer: CSU / DA

**EMS-022 Drug Use and Abuse -- Updates and Horizons**  
3 hours lecture 3 Units  
**Advisory:** ENGL 90 or 10S

Designed for nurses, educators, social workers, psychologists, counselors in drug/alcohol agencies, criminal justice personnel, and/or individuals in substance abuse therapy or recovery. Emphasis will be on new research information about nutrition, biochemistry, and genetics. Special attention will be given to realities of management of the drug abuser instead of promises of a "fad" nature. There will be exposure to various ideas about causes of drug/alcohol abuse from guest speakers in leading Bay Area centers and the State Department of Alcohol/Drug Abuse. Approved for BRN credit (00209). SC  
NDA

**EMS-025 Paramedic Clinical**  
15 hours lab 5 Units

**Prerequisite:** EMS 9, 10 and 17 or AHLTH 9, 10 and 17. Completion of EMS 21 and 31 or AHLTH 21 and 31 with a grade of "B" or better  
**Advisory:**

The purpose of this course is to prepare Mobile Intensive Care Paramedics to apply knowledge and skills presented in EMS 21 and 31. It offers opportunities for the student to practice under supervision both in the hospital and in the prehospital environment. LR  
Transfer: CSU / DA

**EMS-031 Paramedic - Didactic (Non Medical)**  
5 hours lecture, 6 hours lab 7 Units

**Prerequisite:** EMS 9, 10 and 17 or AHLTH 9, 10 and 17. Completion of EMS 21 or AHLTH 21 with a grade of "B" or better

This course builds upon EMS 21 to provide further in-depth exploration of advanced life support knowledge and procedures necessary for the delivery of Mobile Intensive Care Paramedic services. It presents the more complex areas of study required to prepare a candidate for state certification as a Mobile Intensive Care Paramedic. LR  
Transfer: CSU / DA

**EMS-035 Paramedic Internship**

15 hours lab 5 Units  
**Prerequisite:** EMS 9, 10 and 17 or AHLTH 9, 10 and 17. Completion of EMS 21, 25 and 31 or AHLTH 21, 25 and 31 with a grade of "B" or better.

This course provides opportunities for the student to practice under supervision on a specifically designated ambulance and with a carefully selected preceptor. This internship is designed to prepare Mobile Intensive Care Paramedics to apply the knowledge, skills, and clinical talents acquired in all previous courses. LR

*Transfer:* CSU / DA

**EMS-038 Paramedic Preceptor Preparation**

6 total hours lecture .3 Unit  
**Prerequisite:** Educational equivalent to MICN or MICP

This course provides an overview of the LMC Paramedic Program with emphasis on the learning objectives related to clinical (hospital) and field (ambulance) lab activities. It is designed to prepare MICNs or MICPs employed in these settings to collaborate with the program director and course instructors and to supervise the learning experiences for paramedic students off campus. CR/NC

NDA

**EMS-098 Independent Study in Emergency Medical Services**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**EMS-099 Cooperative Education in Emergency Medical Services**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

**EMS-900S Selected Topics in Emergency Medical Services**

*DA varies with course content.*

## Engineering

**ENGIN-044 Engineering Statics**

3 hours lecture, 1 hour lab 3 Units  
**Prerequisite:** PHYS 40

An introduction on the application of physical concept and principles to engineering problems. Force systems and their effects on objects in equilibriums will be studied in the context of structures and machines. Problem solving approaches will include analytical, graphical and computer representations. LR

*Transfer:* UC, CSU / DA

**ENGIN-045 Engineering Circuit Analysis**

3 hours lecture, 1 hour lab 3 Units  
**Prerequisite:** PHYS 41  
**Advisory:** MATH 80S

An introduction to DC and AC Circuit Analysis: Natural and forced response, power, amplifier models, operational amplifiers, semiconductor devices, and digital building blocks. A problem solving perspective will be emphasized. LR

*Transfer:* UC, CSU / DA

**ENGIN-098 Independent Study in Engineering**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ENGIN-099 Cooperative Education in Engineering**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

**ENGIN-900S Selected Topics in Engineering**

*DA varies with course content.*

## English

**ENGL-003LS Investigating the Middle East**

3 hours lecture, 1 hour lab 3 Units  
**Advisory:** Eligibility for or completion of ENGL 10S

This course will investigate the ethical implications of U.S. involvement in, and foreign policies toward, the varying peoples and nations of the Middle East; and evaluate the many and varying consequences in historical interpretations and political actions and cultural clash. As language has maintained, in the Middle East, its magical power of turning people's fantasies into historical and political realities, this course will also examine the many kinds and uses of language itself and its relationship to physical reality and national self-definition. LR

*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C2) / DA

**ENGL-007 Fundamentals of English: Writing**

2 hours lecture, 2 hours seminar-practicum 3 Units

Designed for students who need small group instruction and tutoring to master the basic skills of sentence structure, punctuation, mechanics, and standards of English usage. Paragraphs are written and studied as basic units of composition. Instruction is in class and workshop settings. May be repeated two times. SC

NDA

**ENGL-008 Writing for Avance Students**

3 hours lecture, 1 hour lab

3 Units

This course is a component of the Avance Program, a transitional model for Latino students. The course uses the whole language approach for improving the reading, writing, and thinking skills which students need to succeed in college. SC

NDA

**ENGL-010S College Composition**

3 hours lecture

3 Units

**Prerequisite:** Completion of ENGL 90 or 90A and 90B or ENGL 9 and ENGL 19 with a grade of "C" or better; or demonstration of equivalent skills based on the assessment process; or completion of course work at another college that is comparable to the courses listed above with a grade of "C" or better; or equivalent assessment recommendation at another college; or English Placement Test (EPT) score of 151 or higher; or English AP score of 3; or SAT II Writing score of 680 or better (660 if administered before May 1993).

ENGL 10S is a course in college-level reading, critical thinking, and expository writing, designed to help students generate insights regarding multicultural issues and express these ideas in written form. This class is designed to take students from an intermediate reading and writing level to a more demanding critical consideration of ideas which they will express in written language that is clearly focused, logically organized, fully developed, and free from structural errors. The class operates primarily as a workshop rather than by lecture, which means students will be responsible for participating in discussions and group work. (CAN ENGL 2) LR

*LMC: Required for degree; minimum "C" grade satisfies writing proficiency Transfer: UC, CSU (Gen. Ed. area A2) / DA*

**ENGL-011 Creative Writing**

3 hours lecture

3 Units

**Advisory:** Completion of ENGL 10S, ENGL 30LS

Allows departure from the usual expository forms and encourages the student to write creatively, learning to use words and expressions figuratively and literally to create pictures or conceptions that stir the imagination and inner visions. All forms of visual and auditory stimuli will be used to expand the students' perceptions of the world about which they will be writing. SC

*Transfer: CSU / DA*

**ENGL-013 Grammar, Usage, and Proofreading Skills**

3 hours lecture, 1 hour lab

3 Units

A straightforward presentation of fundamental grammar, common sentence structure problems, troublesome points of usage, and conventional punctuation. May be repeated one time. SC

DA

**ENGL-020LS Critical Inquiry and Analysis**

3 hours lecture

3 Units

**Prerequisite:** ENGL 10S with a grade of "C" or better or clearance of writing proficiency

A critical investigation of meaning, its creation and transmission through the study of language processes and the application of the principles and criteria of critical thinking to reading and writing the argumentative essay. This course will examine the relationships between thought and language, including synthesis and the relationship to logic and meaning. Critical thinking criteria include: recognizing informal and formal fallacies, determining validity of arguments and points of view, separating fact from opinion and identifying biases. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area A) / DA*

**ENGL-021LS Advanced Composition and Critical Thinking**

3 hours composition

3 Units

**Prerequisite:** ENGL 10S with a grade of "C" or better

This course is designed to provide advanced composition and critical thinking instruction beyond the 1A (10S) level. Instruction in advanced composition will be: advanced prose style, syntax analysis, meta-linguistics, tone and mood. Instruction in critical thinking will include: inductive and deductive reasoning, formal and informal fallacies, argument analysis. Multicultural content will be examined, generating a series of essays requiring increased sophistication of style and analysis to be evaluated by the standards of advanced composition and critical thinking. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area A3) / DA*

**ENGL-022 Rapid and Efficient Reading for Study and Enjoyment**

2 hours lecture, 2 hours lab, 1 hour lab arranged

3 Units

Designed for students who want to develop the reading and related study skills needed for better understanding of college texts, in-depth reading, and lectures in all areas of the college offering; emphasis on conceptual approach in reading, increased retention, and rapid reading techniques. This course may be repeated one time. SC

DA

**ENGL-027LS The Mythology and Literature of Ethnic Americans: The Passing of Stories and Reflections on Common Human Concerns**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

This course will focus on the mythological themes, folk tales/oral literature, fiction and essays produced by selected African American, American Indian, Latino/Chicano and European American authors. Emphasis will be on the similarities and differences in the literature of these ethnic/racial groups and the ways in which the respective literatures developed in response to each group's unique American experience. This course meets LMC's Ethnic/Multicultural Studies graduation requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA*

*Also satisfies American Cultures Requirement at UCB*

**ENGL-028LS Introduction to Asian-American Literature**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 10S

This course analyzes works of Asian American literature including writings by Chinese Americans, Japanese Americans, Filipino Americans, Indian Americans, and Vietnamese Americans. Students will explore through close readings of short stories, novels and other works how concerns such as building self-identity, forming relationships, resolving family conflicts and experiencing cultural problems are Asian Americans issues as well as universal human issues. This course meets LMC's Ethnic/Multicultural Studies graduation requirement and CSU/UC general education requirement. SC

*LMC Gen. Ed. Transfer: UC/ CSU (Gen. Ed. area C2) / DA*

**ENGL-029LS Introduction to Contemporary African-American Literature**

3 hours lecture 3 Units

**Advisory:** *Prior enrollment in ENGL 90 or ENGL 10S or eligibility for/or concurrent enrollment in ENGL 90*

This course is designed to offer students the opportunity to read widely and deeply in a selection of contemporary African American authors, from the era of the Harlem Renaissance to contemporary African American authors on the literary scene. Students will be introduced to standard techniques of literary analysis as well as to the unique power of African American stories, poetry, drama and novels. This course meets LMC's Ethnic/Multicultural Studies graduation requirement. SC  
*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA*

**ENGL-030LS Literature and Composition**

3 hours lecture 3 Units

**Prerequisite:** *ENGL 10S with a grade of "C" or better*

This course intends to stimulate an enduring awareness of and respect for literature based on: (1) the student's discovery of literature's insights into and reflections of individuals, societies, and cultures; (2) appreciation for the creative and technical processes inherent in the production of a creative work, especially in written form; and (3) development of critical thinking processes necessary to appreciate and assess the influence of specific and creative language use. Directed class discussions and rigorous reading and writing assignments provide opportunities for students to develop critical skills and learning associated with the study of literature. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA***ENGL-031 Poetry and Drama**

3 hours lecture 3 Units

Selected listening and reading from the poetry and drama of the world to broaden familiarization and to stimulate interests; some analysis of the nature and forms of poetry and drama; discussion on interpretations of meaning as well as beauty of language; examples will be drawn from many cultures. SC

*Transfer: UC, CSU / DA***ENGL-032S Literature of Imagination: Myths, Tales, the Short Story, and the Novel**

3 hours lecture 3 Units

**Advisory:** *Successful completion of ENGL 10S*

Selected listening and reading from the myths, tales, stories, and novels of the world to broaden familiarization and to stimulate interests; some analysis of the art form as a metaphor to describe the human condition; examples will be drawn from many cultures. LR

*Transfer: UC, CSU / DA***ENGL-033LS Reflections: Representations of Race, Ethnicity and Gender in Hollywood Films and Popular Fiction**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course explores the effects on American culture of Hollywood's cinematic representation of race, ethnicity and gender through a critical examination of selected popular films and novels discussed within their historical setting. This course meets LMC's Ethnic/Multicultural Studies graduation requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA**Also satisfies American Cultures Requirement at UCB***ENGL-060 Learning Skills: Reading/Writing I**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

This is the first course in a two semester sequence for students who need to improve their reading and writing skills. Learning strategies for reading comprehension, paragraph writing, spelling, sentence structure and vocabulary development are taught. May be repeated two times. CR/NC

NDA

**ENGL-062 Fundamentals of English for Non-Native Speakers**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** *For students who are completing ESL courses at LMC.**ENGL 62 is a "bridge" to the regular English curriculum*

ENGL 62 prepares students for ENGL 70. This is the first of a two-semester sequence which introduces fundamentals of English for non-native speakers. Strategies to increase reading and composition skills at the college level will be the focus of this course. SC

NDA

**ENGL-063 Fundamentals of English: Reading and Writing for Non-Native Speakers**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** *For students who are completing ESL courses at LMC.**ENGL 63 is a "bridge" to the regular English curriculum*

ENGL 63 prepares students for ENGL 70. This is the second of a two-semester sequence which introduces fundamentals of English for non-native speakers. Strategies to increase reading and composition skills at the college level will be the focus of this course. SC

NDA

**ENGL-064 Basic Reading and Writing Skills**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** *Prepares students for ENGL 70*

This course prepares students for ENGL 70. Students will learn foundational skills in reading, writing and thinking. Through an integrated approach, students will learn strategies to build reading comprehension, increase vocabulary, write well-developed and organized paragraphs, and improve editing skills, including spelling and sentence structure. SC

NDA

**ENGL-070 Fundamentals of English: Reading, Writing and Thinking**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

ENGL 70 is the entry level English course in a sequence leading to ENGL 90 and college composition. Students will learn skills for reading book length works, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

NDA

**ENGL-070A Fundamentals of English: Reading, Writing and Thinking, Part I**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

ENGL 70A is an entry level English course, a prerequisite for ENGL 70B, in a yearlong sequence leading to the English 90 series and college composition. Students will learn skills for reading novels, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole-language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

NDA

**ENGL-070B Fundamentals of English: Reading, Writing and Thinking, Part II**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

**Prerequisite:** ENGL 70A with a grade of "C" or better

ENGL 70B is the second half of the entry-level English course, in a year-long sequence leading to the ENGL 90 series and college composition. Students will learn skills for reading book-length works, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole-language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

NDA

**ENGL-071 Fundamentals of English: Reading, Writing and Thinking for Avance Students**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** For students assessed at the ENGL 70 level in a sequence leading to ENGL 90 and ENGL 105 (college composition)

ENGL 71 is an integrated reading, writing and thinking course which focuses on Latino/multicultural themes. The course uses the whole language approach for improving the reading, writing and thinking skills which students need to succeed in college. The course is open to all students. SC

NDA

**ENGL-080 Spelling and Vocabulary**

2 hours lecture, 2 hours seminar-practicum 3 Units

Designed for the student who needs to build college level skills in spelling and vocabulary. Emphasis will be placed on the application of learned skills to listening comprehension, reading, and writing in the content areas. May be repeated one time. SC

NDA

**ENGL-081 Introduction to Spelling and Vocabulary**

36 total hours lecture, 12 total hours lab 2 Units

This short-term course is designed to interest ESL students and students currently enrolled in the ENGL 70 and 90 series. Emphasis will be on helping student identify areas in which their spelling and vocabulary need improvement. Not transferable. SC

DA

**ENGL-090 Integrated Reading, Writing and Critical Thinking**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Prerequisite:** Completion of ENGL 70, ENGL 71 or ENGL 70B with a grade of "C" or better; or demonstration of equivalent skills based on assessment.

Students are introduced to college level reading, writing and critical thinking skills and are given practice in developing them. Students will learn skills for reading passages of various lengths and styles, techniques for improving comprehension and retention, and guidelines for writing effective lively paragraphs and expository essays. This course uses the whole-language approach for improving the reading, critical thinking and writing skills which students need to succeed in college. LR

DA

**ENGL-090A Integrated Reading, Writing and Critical Thinking, Part I**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

**Prerequisite:** ENGL 7 or 8 and 18 or ENGL 70 or 70A and 70B with a grade of "C" or better, or assessment process

This is the first half of the ENGL 90 sequence. Students must also complete ENGL 90B to be eligible for entrance to ENGL 10. Students are introduced to college-level reading, writing and critical thinking skills and are given practice in developing them. Students will learn skills for reading passages of various lengths and styles, techniques for improving comprehension and retention, and guidelines for writing effective, lively paragraphs and expository essays. This course uses the whole-language approach for improving the reading, critical thinking and writing skills which students need to succeed in college. LR

DA

**ENGL-090B Integrated Reading, Writing and Critical Thinking, Part II**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

**Prerequisite:** ENGL 90A with a grade of "C" or better

This is the second half of the ENGL 90 sequence. Students must have successfully completed ENGL 90A in order to enroll in this course. Students are given more practice in developing college-level reading, writing and critical thinking skills. Students will continue to learn skills for reading passages of various lengths and styles, techniques for improving comprehension and retention, and guidelines for writing effective lively paragraphs and expository essays. This course uses the whole-language approach for improving the reading, critical thinking and writing skills which students need to succeed in college. LR

DA

**ENGL-098 Independent Study in English**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*



**ENGL-099 Cooperative Education in English**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**ENGL-900S Selected Topics in English**

DA varies with course content.

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## English As A Second Language (ESL)

**ESL-010 ESL Writing I**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** One year of formal English instruction in USA or students' native country

Suggest that one has completed one year of formal English instruction in USA or in the student's native country. This is the first of a two-semester sequence. Strategies in different steps of the writing process are introduced to students for their mastery of a variety of writing skills necessary for academic writing in college through practice, instructor's and peer evaluation. May be repeated two times. LR  
NDA

**ESL-011 ESL Writing II**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** ESL 10 or ENGL 7 or 8 or ENGL 70 or equivalent course

This is the second of a two-semester sequence. Strategies in the steps of the writing process at an advanced level are taught to students in this proficiency based course. Focus is based on the writing skills necessary for college level academic writing. LR  
NDA

**ESL-020 ESL Grammar I**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** One year of formal English in USA or in students' native country

This is the first of a two-semester sequence which introduces fundamentals of English grammar using the communicative approach. Students learn to understand and use English Grammar through guided discovery and analysis for further development in listening, speaking, reading and writing skills. May be repeated two times. SC  
NDA

**ESL-021 ESL Grammar II**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** ESL 20 or ENGL 7 or 8 or ENGL 70 or equivalent course

This is the second of a two-semester sequence which introduces fundamentals of English grammar using the communicative approach. Students learn more about English grammar through guided discovery and analysis for further development in listening, speaking, reading and writing skills. LR  
NDA

**ESL-030 ESL Conversation/Pronunciation I**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** One year of formal English instruction in the USA or in the student's native country

This is the first of a two-semester sequence which introduces English pronunciation and conversational skills for college communication. Emphasis is placed on pronunciation skill development. LR  
NDA

**ESL-031 ESL Conversation/Pronunciation II**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** One year of English instruction in the USA or in the student's native country

This is the second of a two-semester sequence which introduces English pronunciation and conversational skills for college communication. Emphasis is placed on conversational skill development. LR  
NDA

**ESL-040 ESL Reading I**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** ESL 10, 20, 30

This is the first of two courses to increase reading skills at the college level. Students will learn to guess meaning from context, increase speed, paraphrase as well as make predictions and inferences. LR  
NDA

**ESL-041 ESL Reading II**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** ESL 10, 20, 30 and 40

This is the second of two courses to increase reading skills at the college level. Students will learn to guess meaning from context, increase speed, paraphrase as well as make predictions and inferences. LR  
NDA

**ESL-050 ESL Vocabulary Development**

3 hours lecture, 1 hour lab

3 Units

A course to build ESL students' English vocabulary and develop ability to use dictionaries effectively to learn and use English words appropriately. LR  
NDA

**ESL-051 Computer-Assisted Instruction in ESL**

3 hours lecture, 1 hour lab

3 Units

For ESL students at all levels of English proficiency to develop "basic" skills in English grammar, pronunciation and vocabulary through computer-assisted learning programs. LR  
NDA

**ESL-052 Intensive English as a Second Language**

3 hours lecture, 1 hour lab

3 Units

This intensive course is for nonnative speakers. Strategies to increase reading skills at the college level will be the focus of this proficiency - based course. Students will learn intensively how to guess meaning from context, increase reading speed, as well as make predictions and inferences and learn new vocabulary and sentence structures. LR  
NDA

**ESL-053 Idioms and Phrases for ESL**

3 hours lecture, 1 hour lab 3 Units

Course assists intermediate level students in comprehension, retention and application of phrasal (two-word) verbs and idiomatic expressions. LR  
NDA

**ESL-054 Word Memory Skills for ESL**

3 hours lecture, 1 hour lab 3 Units

A course to develop ESL students' skills in memorizing English vocabulary to learn English more effectively and efficiently. LR  
NDA

**ESL-055 ESL Reading and Writing I**

3 hours lecture, 1 hour lab 3 units

**Advisory:** *One year of formal English instruction in USA or in the student's native country.*

This is the first of a two-semester sequence. Strategies in different steps of reading and writing process are introduced to students for their mastery of a variety of reading and writing skills necessary for college academic reading and writing. LR  
NDA

**ESL-056 ESL Reading and Writing II**

3 hours lecture, 1 hour lab 3 units

**Advisory:** *ESL 10, 40, 55*

This is the second of a two-semester sequence. Strategies in different steps of reading and writing process at an advanced level are taught to students in this proficiency based course. Focus is placed on the reading and writing skills necessary for college academic reading and writing. LR  
NDA

**ESL-098 Independent Study in English as a Second Language**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**ESL-099 Cooperative Education in English as a Second Language**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**ESL-900S Selected Topics in English as a Second Language**

*DA varies with course content.*

# Fire Academy

**FIRE-050 Advanced Fire Training**

2-8 total lecture hours, 40-120 total hours lab 1 - 6 Units

**Prerequisite:** *Employment in a Fire Department or possession of a Fire Fighter Academy Certificate*

**Advisory:** *College level English, Psychology and Sociology*

A series of courses designed to maintain proficiency in skills and knowledge of fire service tasks, emergency medical response, hazardous materials response, and update technology. These courses are certified through the California State Fire Marshall's Service and/or the Emergency Medical Service of Contra Costa County. This course may vary with content presentation. Each course subtitle describes course content. May be repeated as required by law or legislation. This series of courses is continuing professional education for the Fire Service required by the State Fire Marshall's Office. CR/NC  
NDA

**FIRE-051 Technical Fire Training**

2-8 total lecture hours, 40-120 total hours lab 1 - 6 Units

**Prerequisite:** *Employment in a Fire Department or possession of a Fire Fighter Academy Certificate*

A study of specific areas of the Fire Service designed to train in-service personnel in new areas of leadership, professional domains, management skills and organizational practices. The State Fire Marshall's Officer series includes certificates in Prevention, Instructor Skills, Investigation, and Public Education. These courses are certified through the California State Fire Marshall's Service. The course may vary with content presentation. Each course subtitle describes content. May be repeated as required by law or legislation. This series of courses meets the State Fire Marshall's skills acquisition and renewal requirement. CR/NC  
NDA

**FIRE-060 Basic Academy**

160 total hours lecture, 352 total hours lab 12 Units

**Prerequisite:** *Grade of "C" or better in FIRE 001, 101, 102, 103, 104, 105, 106; Satisfactory score on CBAPT test, meet NFPA 1582 medical assessment*

(Formerly FIRE 86) California State Board of Fire Services / Firefighter I approved, criteria available. CR/NC  
*Transfer: CSU / DA*

**FIRE-070 Fire Technology Practicum**

18 total hours lecture, 180 total hours lab 1-6 Units

**Prerequisite:** *Successful completion of an accredited Fire Fighter I Academy with a grade of "B" or better and admission to the Fire Technology Practicum program. EMT. High School diploma or GED, 18 years of age, California Driver's License.*

**Advisory:** *College level English, Psychology and Sociology*

A laboratory training setting in a Fire Service agency that requires students to learn, demonstrate and be evaluated on the specific Fire Service skills and functions under supervision of an approved training officer. Hands-on experience assigned to a fire station a minimum of one shift per week including supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance and medical aid. Completion of training goes towards the qualification of the student for the Fire Fighter I Certification by the State Fire Marshall's Office. Students are required to purchase or show evidence of malpractice insurance. CR/NC  
NDA

**FIRE-087 Fire Officers' Academy**

20 total hours lecture-seminar per unit 1-4 Units

Course subtitle indicates content. A series of courses designed to provide fire officers with basic management and supervision skills, including leadership principles; concepts of organizational planning, organizing, directing, and evaluating work; and principles of motivating, directing, and evaluating personnel. May be repeated three times. CR/NC

*Transfer: CSU / DA*

**FIRE-089 Fire Prevention Officers' Academy**

20 total hours lecture-seminar per unit 1-4 Units

Course subtitle indicates content. A series of block courses designed to provide fire prevention officers with experience in code interpretation and application techniques, plan checking methods, record-keeping processing, inspection techniques, fire prevention administration, and dealing with special fire prevention problems. May be repeated three times. SC

*Transfer: CSU / DA*

**FIRE-091 Fire Investigators' Academy**

20 total hours lecture-seminar per unit 1-4 Units

Course subtitle indicates content. A series of block courses designed to provide investigators with experiences in determining fire origin and cause, preserving evidence, prosecuting arson cases, maintaining records, and dealing with special arson and fire investigation problems. May be repeated three times. CR/NC

*Transfer: CSU / DA*

**FIRE-093A Fire Apparatus Academy Driver Operator I**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** Completion of FIRE 60 Basic Fire Fighter I Academy.

Each student must have a valid California DMV Commercial or Firefighter Class B driver's license and show proof of vehicle insurance at the first class meeting.

**Advisory:** It is recommended that students be at least 18 years of age

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. This course is designed for in-service personnel and meets the goals as outlined in the NFPA Standard 1002. CR/NC

DA

**FIRE-093B Fire Apparatus Academy Driver Operator II**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** Completion of FIRE 60 Basic Fire Fighter I Academy.

Each student must have a valid California DMV Commercial or Firefighter Class B driver's license and show proof of vehicle insurance at the first class meeting.

**Advisory:** It is recommended that students be at least 18 years of age.

This course provides the student with information, theory, methods and techniques for operating fire service pumps. Subjects include: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics and pumping operations. This course is designed for in-service personnel and meets the goals as outlined in the NFPA Standard 1002. CR/NC

DA

**FIRE-098 Independent Study in Fire Academy**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**FIRE-099 Cooperative Education in Fire Academy**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**FIRE-900S Selected Topics in Fire Academy**

DA varies with course content.

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## Fire Technology

**FIRE-098 Independent Study in Fire Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**FIRE-099 Cooperative Education in Fire Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**FIRE-101 Fire Protection Organization**

3 hours lecture

3 Units

(Formerly FIRE 5) Survey of career opportunities in California Fire and Emergency Management Services and related fields. SC

*Transfer: CSU / DA*

**FIRE-102 Fire Behavior and Combustion**  
3 hours lecture 3 Units  
**Advisory:** FIRE 101

(Formerly FIRE 11) Fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxin materials, forms of energy and fire prevention/suppression techniques. SC  
*Transfer:* CSU/DA

**FIRE-103 Fire Protection Equipment and Systems**  
3 hours lecture 3 Units  
**Prerequisite:** Enrollment in Sociology or Social Sciences; multicultural issues within Public Safety or equivalent  
**Advisory:** FIRE 101, FIRE 102

(Formerly FIRE 45) Portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. SC  
*Transfer:* CSU/DA

**FIRE-104 Building Construction for Fire Protection**  
3 hours lecture 3 Units  
**Advisory:** FIRE 101, 102, and Sociology or Social Sciences; multicultural issues within Public Safety or equivalent

(Formerly FIRE 21) Fundamentals of building construction as it relates to fire protection; classification of occupancy and types of construction with emphasis on fire protection features including: building equipment, facilities, fire resistant materials. SC  
*Transfer:* CSU/DA

**FIRE-105 Fire Prevention**  
3 hours lecture 3 Units  
**Advisory:** FIRE 101

(Formerly FIRE 10) Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of fire hazard; enforcing solutions to a fire hazard; public relations as affected by fire prevention. SC  
*Transfer:* CSU/DA

**FIRE-106 Physical Fitness for Public Safety Personnel**  
3 hours of activity 1 Unit  
An activity class designed to provide students information on exercise and nutrition. For Public Safety Personnel. SC  
*Transfer:* CSU/DA

**FIRE-900S Selected Topics in Fire Technology**  
*DA varies with course content.*

## Food Services

**FOOD-001 Introduction to Food Services Technology**  
54 lab hours per unit 1-4 Units  
**Prerequisite:** Concurrent enrollment in FOOD 99

A basic course in food service technology designed to prepare students for a variety of jobs in the food service industry (catering, restaurants, hospitals, institutional settings). May be repeated two times. SC  
NDA

**FOOD-002 Fast Foods Operations**  
162 total hours lab 3 Units  
**Prerequisite:** FOOD 1 and FOOD 99

This course will prepare a cook who already has basic cooking techniques for work as a short-order cook (broiler, deep-fryer, griddle, salad, sandwich, sauté stations), to read written food orders and abbreviations correctly, and to understand food orders. May be repeated two times. SC  
NDA

**FOOD-098 Independent Study in Food Services Technology**  
.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**FOOD-099 Cooperative Education in Food Services Technology**  
1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer:* CSU/DA

**FOOD-900S Selected Topics in Food Services Technology**  
*DA varies with course content.*

## French

**FRNCH-060S Elementary French I**  
5 hours lecture 5 Units  
**Advisory:** ENGL 90

A visual/oral/aural approach to understanding, speaking, reading and writing French. The content used to learn the language will be drawn from the rich French culture. LR  
*Transfer:* CSU/DA, pending UC

**FRNCH-061S Elementary French II**  
5 hours lecture 5 Units  
**Prerequisite:** FRNCH 60S  
**Advisory:** FRNCH 60S or two years of high school French.

Second semester of elementary French. This course continues to develop understanding, speaking, reading and writing skills of the French language. The content used to learn the language will be drawn from the rich French culture. LR  
*Transfer:* CSU/DA, pending UC

**FRNCH-098 Independent Study in French**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**FRNCH-099 Cooperative Education in French**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**FRNCH-900S Selected Topics in French**

*DA varies with course content.*

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# History

**HIST-031S California History**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

An examination of the history of California as a model and methods for understanding broader sweeps of American history. Beginning with the Indians, emphasis is placed on interrelationships between the history of New Spain, Mexico, and the U.S. as a whole. The course will allow time for study of individual interests, particularly as they relate to ethnic and women's concerns, and to the great societal issues which the world now faces. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**HIST-034LS Our Western Inheritance in Global Perspective:  
Ancient World History**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend completion of ENGL 10S*

An examination of the historical evolution of western and American civilization from the Neolithic Age through the 16th century. A continuous review and comparison of the parallel history of nonwestern societies will be made. The primary goal of the course is to appraise and appreciate western history as a cultural legacy of unique importance for American citizens of the 21st century. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**HIST-035LS Our Western Inheritance in Global Perspective:  
Modern**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend completion of ENGL 10S*

An examination of the historical evolution of western and American civilization from African and New World Conquest (16th century) through the 20th century. A continuous review and comparison of the parallel history of nonwestern societies will be made. The primary goal of the course is to appraise and appreciate western history as a cultural legacy of unique importance for American citizens of the 21st century. SC  
*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**HIST-036LS U.S. History: Origins to Civil War**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

An examination of U.S. history following the theme "Peopling America: Creating a Great Republic", a story of ceaseless ethnic, racial and cross-cultural encounter. The course will address the traditional issues of ethnic diversity and societal change, racial, gender and class inequity, religious and economic conflict and the quest to build a national policy of truly republican form and democratic spirit. Various historio-critical analyses, research methods, and historiographic debates will be explored and employed. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**HIST-037LS U.S. History: Civil War to Present Era**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

An examination of U.S. history following the theme "Peopling America: Recreating a Great Republican Imperium", a story of ceaseless ethnic, racial and cross-cultural encounter. The course will address the traditional issues of ethnic diversity and societal change, racial, gender and class inequity, religious and economic conflict and the quest to build a national policy of truly republican form and democratic spirit. Various historio-critical analyses, research methods, and historiographic debates will be explored and employed. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**HIST-038LS U. S. History Since World War II**

3 hours lecture

3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

An examination of contemporary U. S. history from a socially inclusive and global perspective. Students will be asked to critically evaluate the broad historical fact that since World War II the U.S.A. has achieved both an undisputed (though not unchallenged) preeminence over other world nations and peoples and a unique claim to being the world's most socially variegated and culturally diversified nation. The ultimate goal of instruction is to lead students toward a consideration of the viability of social democracy and the prospects for world democracy in the 21st century. SC

*LMC Gen. Ed. Transfer: CSU, (Gen. Ed. area D6), (UC approval pending) / DA*

**HIST-046S History and Culture of Native Americans in North America Pre-European Contact Through 1830**

3 hours lecture 3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

This course will focus on Native American cultures in their traditional settings from pre-European contact times until the year 1830. It will survey the great diversity of cultures, beliefs systems, languages, social and political structures and creative expressions which characterized the numerous tribes and communities. The aim of this course is to foster a broader and more sensitive understanding of the history and life ways of the American Indians. Course satisfies LMC's Ethnic/Multicultural Studies Graduation Requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA***HIST-047S Native Americans from American Revolution to Present**

3 hours lecture 3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

Course presents the experience of Native Americans from the American Revolution to the present. It deals with political, military, legal and social history within the framework of Indian - U. S. relations. Course satisfies LMC's Ethnic/Multicultural Studies Graduation Requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA***HIST-049S Native Americans in the Twentieth Century**

3 hours lecture 3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

This course will deal with the significant issues and events which have affected Native American tribes and communities in the twentieth century. Examined will be issues such as the "Indian policy" under the Roosevelt Administration; attempts by the government to detribalize and assimilate the tribes in the 1950's and the political activism of Native Americans in the 1960's to assert greater sovereignty and self-determination. Also covered will be contemporary issues affecting Native Americans such as the development of casino gambling on reservations, as a means of overcoming the distress of poverty and economic stagnation. SC

*Transfer: CSU (Gen. Ed. area D3) / DA***HIST-052S Mexican American History 1900 to Present**

3 hours lecture 3 Units

**Advisory:** *Strongly recommend eligibility for ENGL 10S*

This course chronicles Mexican American history and life from 1900 to the present. The course will cover the social, political and economic issues that have been relevant and important to the Mexican American experience. Issues such as immigration, labor, gender roles, community organizations and social protest movements will be among the specific issues covered. The course will provide an overview of the Mexican American contribution to the economic and cultural development of the Southwestern United States, as well as an examination of the distinctive regional and generational variations that are characteristic of the nation's second largest minority group. Course satisfies LMC Ethnic Studies / Multicultural Requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU / DA***HIST-098 Independent Study in History**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.***HIST-099 Cooperative Education in History**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***HIST-900S Selected Topics in History***DA varies with course content.*

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## Human Services

**HMSRV-005 Introduction to Human Services**

3 hours lecture 3 Units

An introductory course for students interested in a career in Human Services. Course covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Services workers. SC

*Transfer: CSU / DA***HMSRV-030 Empowerment Skills for Family Workers**

3 hours lecture 3 Units

**Advisory:** *ENGL 90 or above*

An introduction to family support services designed to prepare human services students and workers with values; knowledge and skills needed to empower families to achieve self reliance. Focuses on the principles of family development, family empowerment skills, self-support for family workers, effective communication with families and cultural competency. SC

*Transfer: CSU / DA***HMSRV-031 Supporting Family Success**

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90 or above; HMSRV 30*

A skills-based course designed to prepare human services students and workers to provide support services to families in a community setting. Covers strength-based assessment, resource development, service coordination, collaboration and networking, home visitation, team building, goal setting and family conference facilitation. SC

*Transfer: CSU / DA*

**HMSRV-045 Beginning Student Leadership & Governance**  
4 hours seminar-practicum 2 Units

**Advisory:** *Must be a student senator*

Designed to help the student leader develop an understanding of the fundamentals of group interaction in a student governance setting. May be repeated one time. SC

*Transfer: CSU / DA*

**HMSRV-046 Intermediate Student Leadership & Governance**  
4 hours seminar-practicum 2 Units

**Advisory:** *Must be a student senator*

Designed to help the student leader continue to develop an understanding of the fundamentals of group interaction, parliamentary procedure, and leadership techniques. May be repeated one time. SC

*Transfer: CSU / DA*

**HMSRV-047 Advanced Student Leadership & Governance**  
4 hours seminar-practicum 2 Units

**Advisory:** *Must be a student senator*

Designed to help the student leader continue to develop an understanding of the fundamentals of group interaction, parliamentary procedure, and leadership techniques. Weekly practicum experiences will be required utilizing student involvement in College governance. May be repeated one time. SC

*Transfer: CSU / DA*

**HMSRV-057 Introduction to Tutoring**  
1-2 hours lecture 1-2 Units

A practical introduction to the tutoring process with special attention to improving student performance across the curriculum. Course covers the phases of learning including preparing, accessing, processing, remembering and expressing information, and the implementation and evaluation of techniques and strategies to enhance these phases. Includes attention to commonalities of the tutor function in all disciplines as well as concerns in specific fields of study. SC

*Transfer: CSU / DA*

**HMSRV-058 Advanced Studies in Tutoring**  
3 hours lab 1 Unit

**Advisory:** *HMSRV 57*

An advanced course combining practical experience and theoretical knowledge regarding individual and small group tutoring across the curriculum. Second semester tutors may earn one unit as participants assisting in the pre-semester workshops. May be repeated three times. SC

*Transfer: CSU / DA*

**HMSRV-098 Independent Study in Human Services**  
.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**HMSRV-099 Cooperative Education in Human Services**  
1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**HMSRV-100 Educational Services and Strategies**  
1 hour lecture, 2 hours lab 1.5 Units

This course is intended to assist the freshman student athlete to transition into college. It will address items facing today's student athlete in the educational setting. This course will introduce the student athlete to college support services, time management, study skills, requirements needed to participate athletically and to transfer to a four year institution. SC

*Transfer: CSU / DA*

**HMSRV-900S Selected Topics in Human Services**  
*DA varies with course content.*

## Humanistic Studies

**HUMST-0021S An Ethical Inquiry into Societal Issues**  
3 hours lecture, 1 hour field-practicum 3 Units

**Advisory:** *Completion of ENGL 10S*

Designed to investigate selected societal issues using an interdisciplinary approach toward understanding the problems, possible options for solving the problems, and the ethical choices involved in each issue and its resolution. The course also focuses on the techniques of independent research. Each student will complete an extensive research paper. Required for associate degree. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

**HUMST-0031S Origin and Evolution of the Universe: An Exploration of the Scientific and Religious Worldviews**  
3 hours lecture, 1 hour field-practicum 3 Units

**Advisory:** *Concurrent enrollment in ENGL 90, or eligibility for or completion of ENGL 10S*

This course presents the mythological and spiritual explanations for the origin and evolution of the universe. Students analyze the differences, similarities and implied value systems of each approach. Meets LMC Ethical Inquiry. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA*

**HUMST-0031SH Honors Origin and Evolution of the Universe: An Exploration of the Scientific and Religious Worldviews**  
3 hours lecture, 1 hour field-practicum 3 Units

**Advisory:** *Concurrent enrollment in ENGL 90, or eligibility for or completion of ENGL 10S*

This course presents the mythological and spiritual explanations for the origin and evolution of the universe. Students analyze the differences, similarities and implied value systems of each approach. Meets LMC Ethical Inquiry. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA*

**HUMST-015LS God and Nature**

3 hours lecture 3 Units

**Advisory:** College level English (ENGL 10S or better) strongly recommended

A study of some controversial theories in the field of biology. This course focuses on the biological theories that seem to be in conflict with Judeo-Christian religious beliefs. Students will critically examine the scientific method and learn how the practice of scientific discovery differs from the revealed truth of religious faith. Students will receive some theoretical background in biochemical principles and the materialist view of life accepted by many (but not all) scientists. We will then compare scientific explanations of creation, evolution, human consciousness, death, and rebirth with biblical, creationist, and deist perspectives of these topics. Finally, students will be asked to look for common ground between science and Judeo-Christian faith, and to contemplate ways to reconcile these diverse views of life. This course will satisfy a non-major, non-lab biology elective for the LMC AA degree, this course is designed to double count toward the AA degree as a non-laboratory science and as a humanities course. This course will also be transferable to four year colleges as a humanities course only. LR

DA

**HUMST-019LS Introduction to Ancient Humanities**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 9

An integrated interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the rise of civilizations in Mesopotamia and Egypt through the pinnacle of the Roman empire. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Medieval and modern worlds. LR

DA, pending UC, CSU

**HUMST-020LS Introduction to Humanities: Medieval and Renaissance**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90 or ENGL 90B or equivalent

An integrated interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the late Roman Empire through the Renaissance and Reformation. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Modern World. Meets Humanities requirements for general education. LR

Transfer: UC, CSU (Gen. Ed. area C2) / DA

**HUMST-020LSH Honors Introduction to Humanities: Medieval and Renaissance**

3 hours lecture 3 Units

**Advisory:** Completion of or eligibility for ENGL 10S

An integrated interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the late Roman Empire through the Renaissance and Reformation. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Modern World. Meets Humanities requirements for general education. LR

Transfer: UC, CSU (Gen. Ed. area C2) / DA

**HUMST-021LS Introduction to Modern Humanities (1600-Present)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90 or ENGL 90B

An integrated, interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the Scientific Revolution through the 20th century. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Modern World. Meets LMC Humanities requirements for general education. LR

Transfer: UC, CSU (Gen. Ed. area C2) / DA

**HUMST-030S Chicano Cinema: A Critical Analysis**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Film screenings, lectures, classroom discussions, and readings on Chicano/Raza experience and theory of cinema as seen by mainstream culture and by Chicano/Raza filmmakers. Students will screen film works in the areas of documentary, narrative, experimental, and other film genera and develop critical perspectives of film as a reflection of the values of society. SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C2) / DA

**HUMST-033LS Introduction to Political Thought: The Problem of Democracy**

3 hours lecture 3 Units

**Advisory:** ENGL 10S

Same as POLSC 33LS. This course will examine a 2,500 year old tradition of political thought and experience with special reference to the antecedents, critiques and variable models of world democracy. A comparative review of certain non-democratic political traditions will also be made. The primary goal of instruction is to lead students toward reflection on the multiple problems associated with developing viable democratic regimes, and toward an appraisal of the prospects for democracy in the 21st century. This course will use an interdisciplinary, cross-cultural and comparative approach which is compatible with the intrinsically ethical nature of the thinking and practice of world democracies. SC

Transfer: CSU / DA, pending UC

**HUMST-040LS Introduction to Philosophy**

3 hours lecture 3 Units

This course introduces the student to philosophy in both the Western and non western traditions. Treatment of the Western tradition emphasizing an historical development that begins with Classical Greece and ends with 20th century existentialism. Discussion of philosophers between these two periods will focus on the tension between faith and reason during the Middle Ages, the eventual triumph of a paradigm uniting reason and empirical science since the Renaissance, and attempts to remodel this paradigm in modern times. Spinoza, Kierkegaard, and existentialist philosophy serve as a bridge to the spiritual paths offered by Buddhism, Taoism and other philosophies of the Eastern tradition. The application of metaphysical principles to everyday life is also demonstrated through certain North American shamanic systems. SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA



**HUMST-041LS Critical Thinking**

3 hours lecture

3 Units

An understanding of how the principles of critical analysis can help to solve pressing current issues. The course will stress methods of locating arguments and critically evaluating their structural elements. The inter-relationship of knowledge across disciplines will be demonstrated, particularly linkage of the reasoning process with other disciplines. Reasoning skills will be applied to the arguments of major thinkers from a variety of cultures, and opportunities will be provided for students to create arguments for and against a current issue of their choice. SC  
*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area A) / DA*

**HUMST-042LS Comparative Religion**

3 hours lecture

3 Units

Comparison of the great religions of the world, first in regard to their ethical teachings and then in regard to their theory of first principles, ultimate reality, the nature of being, and the structure of the universe. Comparisons will be primarily drawn from Hinduism, Buddhism, Confucianism, Judaism, Christianity, and Islam SC  
*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

**HUMST-050 Survey of Contemporary Philosophy**

3 hours lecture

3 Units

This seminar-style course provides an introduction to, and exploration of, contemporary philosophy's response to answer fundamental questions about life's purpose, human existence, motivation and the role of science and reason.. LR  
*Transfer CSU UC / DA*

**HUMST-051 Philosophy of Religions**

3 hours lecture

3 Units

This course provides a philosophical and conceptual analysis of major religious orientations, centering on Hinduism, Zen Buddhism and Christianity. LR  
*Transfer CSU UC / DA*

**HUMST-098 Independent Study in Humanistic Studies**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**HUMST-099 Cooperative Education in Humanistic Studies**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**HUMST-900S Selected Topics in Humanistic Studies**

*DA varies with course content.*

# Journalism

**JOURN-010L Writing for the Media**

2 hours composition, 3 hours lab

3 Units

**Advisory:** *Concurrent enrollment in ENGL 90 or 90A/B, or eligibility for or completion of ENGL 10S*

This course provides an introduction into collecting, evaluating and writing information and news for print, Internet and broadcast media audiences. It will also cover issues of law and ethics pertinent to the media industries. (CAN JOUR 2) SC  
*Transfer: CSU / DA*

**JOURN-015 Reporting Practicum**

3 hours lab

1 Unit

**Advisory:** *JOURN 10L*

A laboratory course for students to practice and refine their news gathering, reporting, persuasion, news photography and graphic communication skills by working as staff members on the weekly college newspaper and other print and online student publications. SC  
*Transfer: CSU / DA*

**JOURN-020 Publication Production I**

1 hour lecture, 6 hours lab

3 Units

**Advisory:** *JOURN 10L; eligibility for ENGL 90*

Basic publication production, with an emphasis on news editing, for students planning careers in the news media and other related fields such as advertising and public relations. The course also touches on communications law and ethics, and requires extensive laboratory work on the weekly college newspaper. May be repeated three times. This course is offered in the fall only and may be taken before or after JOURN 30. SC  
*Transfer: CSU / DA*

**JOURN-030 Publication Production II**

1 hour lecture, 6 hours lab

3 Units

**Advisory:** *JOURN 10; eligibility for ENGL 90*

Basic publication production, with an emphasis on newspaper design, for students planning careers in the news media and other related fields such as advertising and public relations. The course also touches on communications law and ethics, and requires extensive laboratory work on the weekly college newspaper. May be repeated three times. This course is offered in the spring only and may be taken before or after JOURN 20. SC  
*Transfer: CSU / DA*

**JOURN-035LS Mass Communication**

3 hours lecture

3 Units

A survey of mass communication in the information age. This course examines the origins, development and role of the major mass media in society - books, newspapers, magazines, radio, television, film and recordings - as well as the emerging influence of the world wide web. It also explores current and future trends in mass communication, and issues and ethics involved with the mass media and related industries. (CAN JOUR 4) SC  
*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

**JOURN-098 Independent Study in Journalism** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**JOURN-099 Cooperative Education in Journalism** 1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**JOURN-900S Selected Topics in Journalism**

*DA varies with course content.*

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## Learning Skills

**LRNSK-050 Multimodal Strategies for Reading and Spelling**

3 hours lecture, 1 hour lab 3 Units

(Formerly ENGL 50) This course is the first in a two-semester sequence of courses and is designed for students with specific learning disabilities. The focus is on learning strategies to develop the fundamental skills of reading and spelling. Instruction is based on a multimodal approach with emphasis on frequent practice, application, and individual feedback. One of the three lab hours includes individualized instruction as determined by the instructor and student. CR/NC

*NDA*

**LRNSK-051 Applications: Reading and Spelling Strategies**

3 hour lecture, 1 hours lab 3 Units

**Prerequisite:** Completion of ENGL 5 or ENGL 50 or LRNSK 50 with a credit grade

(Formerly ENGL 51) This is the second course in a two-semester sequence designed for students with specific learning disabilities. This course focuses on the application of strategies learned in ENGL 5 or 50 or LRNSK 50. The lab hour involves individualized instruction as determined by the instructor and student. CR/NC

*NDA*

**LRNSK-070 Adaptive Computer Technology**

2 hours lecture, 3 hours lab 3 Units

Computers and technology have allowed students with disabilities greater access to information and allowed for increased communication. This is a beginning course to introduce students with disabilities to adaptive software and hardware available to them. This course is also appropriate for students with basic knowledge of adaptive technology and wants to improve their computer skills. This course will allow students to explore new technology and reinforce computer skills they have gained. CR/NC

*NDA*

**LRNSK-098 Independent Study in Learning Skills**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**LRNSK-099 Cooperative Education in Learning Skills**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC  
*Transfer: CSU / DA*

**LRNSK-900S Selected Topics in Learning Skills**

*DA varies with course content.*

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## Library Studies

**LIBST-014 Introduction to Library Resources**

3 hours lab by arrangement .5-1 Unit

Self-paced course designed to familiarize students with a variety of information resources available in the Los Medanos College library. The skills developed in utilizing information resources will be applicable to other libraries and resource centers. This course will be of value to students researching information for class assignments and locating information on topics of personal interest. SC

*DA*

**LIBST-017 Introduction to Internet Information Resources**

9 total hours lecture .5 Unit

**Advisory:** Eligibility ENGL 90

This introductory short term course is designed for individuals with little or no experience using the Internet. The course will provide the basic knowledge and skills needed to make effective use of information resources available via the Internet. The topics covered in course will include the nature and organization of Internet resources, options for obtaining Internet access, basic tools and strategies for locating Internet information resources, as well as evaluation criteria and documentation of Internet information. The course will be of particular value to students needing to do Internet research for course assignments. SC

*DA*

**LIBST-018 Internet Information Resources - Advanced Search Techniques and Strategies**

9 total hours lecture .5 Unit

**Advisory:** *Eligibility for ENGL 90*

This short-term course is designed for individuals who may already have some experience using the Internet. The course will cover more advanced search techniques and strategies for locating information resources available on the Internet. Among the topics covered will be the use of various features of Internet web browsers such as Netscape and Internet Explorer, an in-depth comparison of Internet search engines and an exploration of sites which provide subject and discipline based information resources. This course will also cover evaluation criteria and proper documentation of Internet information sources. Students interested in learning how to more effectively and efficiently search the Internet for class assignments or topics of personal interest will find this course of particular value. SC

DA

**LIBST-098 Independent Study in Library Studies**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**LIBST-099 Cooperative Education in Library Studies**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**LIBST-900S Selected Topics in Library Studies**

DA varies with course content.

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## Management And Supervision

**MANGT-050A Introducing Supervision: Viewing the Roles and Contributions of Front-Line Managers**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The first of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of supervision and management concepts, processes, and techniques and presents the role of the front-line manager in contributing to the organization's success. SC

Transfer: CSU / DA

**MANGT-050B Introducing Supervision: Helping Staff Obtain Their Personal Best**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The second of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of supervision and management concepts, processes, and techniques for the front-line manager to obtain successful employee relations and staff productivity. SC

Transfer: CSU / DA

**MANGT-050C Introducing Supervision: Exploring Human Resources Compliance Issues**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The third of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of the front-line manager's responsibilities for compliance with human resources issues. SC

Transfer: CSU / DA

**MANGT-055A Communicating with Confidence: Communicating One-to-One**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The first of three six-week module course which may be taken in any order or may be taken as a single class. The course emphasizes effective oral communication skills between individuals. SC

Transfer: CSU / DA

**MANGT-055B Communicating with Confidence: Facilitating Small Groups**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The second of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes effective oral and written communication skills when facilitating or working with small groups. SC

Transfer: CSU / DA

**MANGT-055C Communicating with Confidence: Presenting to Small and Large Audiences**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The third of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes effective skills for presentations to small and large audiences. SC

Transfer: CSU / DA

**MANGT-060A Making Effective Decisions: Learning How to Make the Hard Ones**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The first of three six-week module courses which may be taken in any order or may be taken as a separate stand-alone class. The course emphasizes skills for effective and timely decision-making. SC

Transfer: CSU / DA

**MANGT-060B Making Effective Decisions: Getting Buy-In**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes skills for obtaining buy-in to implement change. SC

Transfer: CSU / DA

**MANGT-060C Making Effective Decisions: Using Performance-Based Evaluation Methods**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The third of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes skills and methods for ensuring organizational performance accountability. SC

Transfer: CSU / DA

**MANGT-065A Mastering Management's Essential Tools: Planning and Strategizing for the Organization**

18 hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

This is one of the three courses integrated into the Essential Supervisory and Management Tools course. Organizational Planning incorporates those essential tasks necessary for a successful business operation. A number of planning methods are explored, allowing for diversity in plan development. SC

Transfer: CSU / DA

**MANGT-065B Mastering Management's Essential Tools: Implementing Total Quality Management**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three parts of the Mastering Management's Essential Tools. This is an introduction to the concepts surrounding Total Quality Management. Work teams and the techniques and process utilized are covered; these include communication, response, adaptation and coordination in teams. SC

Transfer: CSU / DA

**MANGT-065C Mastering Management's Essential: Practicing Time and Stress Management**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

This course will assist supervisors and managers in being more effective in dealing with the demands of the modern workplace. Emphasis is placed on dealing with the time management which in turn can result in added stress in the job. SC

Transfer: CSU / DA

**MANGT-070A Relating in Human Terms: Resolving Conflicts**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The emphasis is on the understanding of the role conflict plays in the modern workplace. Positive as well as negative conflicts are analyzed and evaluated with the purpose of understanding the use of these roles. This is a stand alone course designed to be integrated into the Human Relations in Supervision course. SC

Transfer: CSU / DA

**MANGT-070B Relating in Human Terms: Supporting Teams**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is a second in a series on Human Relations in Supervision. The course on team development places the emphasis on team building and team cohesiveness. Cultural diversity in the team analyzed and developed. SC

Transfer: CSU / DA

**MANGT-070C Relating in Human Terms: Diversifying the Workplace**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is the third in a series on Human Relations in Supervision. The course on cultural diversity in the modern workplace puts the focus on developing the skills required to function in the business environment of the 21st Century. SC

Transfer: CSU / DA

**MANGT-070D Relating in Human Terms: Developing Leadership Skills in Yourself and Others**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This three-week course develops an understanding of the critical role that the individual plays in leadership development. Styles and methods are analyzed and integrated into role models of an effective leader. SC

Transfer: CSU / DA

**MANGT-070E Relating in Human Terms: Understanding Etiquette in the Workplace**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is a critical element in the work environment and the understanding of proper etiquette. This is tied into the changing workforce of the 21st century with all its cultural diversity. A local and global perspective is taken when viewing the factors surrounding etiquette in the workplace. SC

Transfer: CSU / DA

**MANGT-075A Managing Human Resources: Applying Federal and California Employment Laws**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The first of three six-week module course which may be taken in any order or may be taken as a single class. This course presents a practical overview of federal and California employment law as these laws relate to discrimination, equal employment, and affirmative action. SC

Transfer: CSU / DA

**MANGT-075B Managing Human Resources: Recruiting and Interviewing Applicants**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of recruiting and interviewing job applicants. SC

Transfer: CSU / DA

**MANGT-075C Managing Human Resources: Hiring and Dismissing Employees**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The third of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of hiring and dismissing employees. SC

*Transfer: CSU/DA***MANGT-098 Independent Study in Management and Supervision**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**MANGT-099 Cooperative Education in Management and Supervision**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU/DA***MANGT-900S Selected Topics in Management and Supervision***DA varies with course content.*

## Mathematics

**MATH-001 CORE - Applied Mathematics**

5 hours lab 1.5 Units

Instruction in a mathematics workshop setting to teach basic skills review using whole numbers, fractions, square roots, exponents, decimals, percentages and applications of arithmetic. Students choose a more delineated application field upon completion of this course. Successful completion of 3 units (with 1.5 units in Math 2) satisfies LMC proficiency requirements for the certificate of achievement or certificate of completion. SC

*NDA***MATH-002 Math Applications**

5 hours lab 1.5 Units

Instruction in a mathematics workshop setting to teach applications of arithmetic for consumers, nurses, paramedics, and those persons in the vocational-technical trades. Successful completion of both Math 1 and Math 2 satisfies LMC proficiency requirements for the certificate of achievement. SC

*NDA***MATH-004A Learning Skills - Math I**

1 hour lecture, 4 hours lab 2 Units

This is the first course in a two-semester sequence for students with learning disabilities who need to improve basic math skills using whole numbers, fractions, square roots, exponents, decimals and applications of arithmetic. Learning strategies for reading a math text, improving memory, different learning styles, organization of information, recognizing patterns, appropriate use of a calculator, solving application problems, test taking and understanding the mathematical vocabulary are emphasized. May be repeated one time. This course is offered in fall only. SC

*NDA***MATH-004B Learning Skills II -Math**

1 hour lecture, 4 hours lab 2 Units

**Prerequisite:** *MATH 4A*

This is the second course in a two-semester sequence for students who need to continue to improve their study skills and basic math skills using decimals, fractions, ratios, proportions, percents and purchasing. Application of learning strategies for improving memory, different learning styles, solving application problems and understanding math vocabulary are emphasized. Successful completion of this course is the equivalent to MATH I. May be repeated one time. This course is offered in spring only. SC

*NDA***MATH-007 Math for Occupational Education**

1.5-10.5 hours lab .5-3.5 Units

MATH 7 is instruction in math basic skills in an applied setting. The course is open enrollment, self-paced, in a computer laboratory setting. The course is designed for students wanting a context-based skills instructional review of whole numbers, fractions, decimals, basic geometric ideas, graphs and charts, measurement and an introduction to prealgebra. Up to 3.5 units of credit may be earned from this sequence of offerings. These offerings may be used as a preparation for MATH 25 or a supplement for MATH 1. CR/NC

*NDA***MATH-012 Prealgebra**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** *MATH 1, MATH 4B, or 3 units of MATH 7 taken prior to course*

A Prealgebra class using an active approach to learning the skills and knowledge required as a background for elementary Algebra. Standard prealgebra topics will be covered, such as whole numbers, integers, fractions, order of operations, equations, graphs and proportions. The course explores various themes, including number sense, statistics, probability, the fundamentals of algebra, and geometry. These themes are woven throughout the applications and integrated into the above topics. SC

*NDA***MATH-015 Liberal Arts Math**

3 hours lecture, 2 hours lab 3 Units

**Advisory:** *MATH 1 or equivalent course with a grade of "C" or better*

MATH 15 uses a common sense approach to the study of real-life data. Students will use graphs, tables, and words to describe data and to draw conclusions from data. We will use information from surveys and samples to make predictions, and we will learn to estimate the accuracy of our predictions. We will also explore the practical use of probability in making decisions. SC

*DA*

**MATH-025 Elementary Algebra**

4 hours lecture, 2 hours lab 4 Units

**Advisory:** MATH 1 or MATH 4B or MATH 12 or 3 units of MATH 7 taken prior to course

An introductory algebra course where students are asked to integrate information given in a tabular, graphical and symbolic manner in real-world settings. The topics include: introduction to expressions and coordinate graphs; operations with real numbers; solutions to equations using tables, graphs and symbols; equations of lines; one variable inequalities, proportional reasoning and its applications, systems of equations, polynomials, exponents, scientific notation, Pythagorean theorem, quadratic equations, distance and radical equations. SC

DA

**MATH-025A Elementary Algebra**

5 hours lab 2 Units

**Advisory:** MATH 1 or MATH 4B or MATH 12 or 3 units of MATH 7 taken prior to course

This is the first half of Elementary Algebra, taught in a self-paced format. The topics include: introduction to expressions and coordinate graphs; operations with real numbers; solutions to equations using tables, graphs and symbols; equations of lines; one variable inequalities, and proportional reasoning. SC

DA

**MATH-025AX Elementary Algebra - Lecture Part One**

2 hours lecture, 2 hours lab 2 Units

**Advisory:** MATH 1 or MATH 4B or MATH 12 or 3 units of MATH 7 taken prior to course

This is the first half of the Elementary Algebra sequence, taught in a lecture/lab format. Students must also complete MATH 25BX to complete the Elementary Algebra sequence. The topics include: introduction to expressions and coordinate graphs; operations with real numbers; solutions to equations using tables, graphs and symbols; equations of lines; one variable inequalities, proportional reasoning. SC

DA

**MATH-025B Elementary Algebra**

5 hours lab 2 Units

**Prerequisite:** MATH 25A or MATH 25AX with a "C" or better or the equivalent

This is the second half of Elementary Algebra, taught in a self-paced format. The topics include: applications of proportional reasoning, systems of equations, polynomials, exponents, scientific notation, Pythagorean Theorem, factoring quadratic equations, distance and radical equations. SC

DA

**MATH-025BX Elementary Algebra - Lecture Part Two**

2 hours lecture, 2 hours lab 2 Units

**Prerequisite:** MATH 25AX or MATH 25A with a "C" or better or the equivalent

This is the second half of the Elementary Algebra sequence, taught in a lecture/lab format. The topics include: applications of proportional reasoning, systems of equations, polynomials, exponents, scientific notation, Pythagorean theorem, factoring, quadratic equations, distance and radical equations. SC

DA

**MATH-026 Plane Geometry**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 25 or equivalent course with a grade of "C" or better

Plane geometry is a one semester study of lines, angles, triangles, quadrilaterals, other polygons, circles and some polygon solids and spheres; topics include perimeter, area, surface, area, volume, Pythagorean Theorem, congruence and similar figures, "proof" and logical explanation and some geometric "constructions". Students will work primarily in small groups with instructor assistance and directed discussion in creative problem-solving and discovery-type approach to learning geometric concepts, theory and application to solving practical problems. This course is ideal as a review as well as first course in geometry, and preparation for study of more advanced math. SC

DA

**MATH-030 Intermediate Algebra**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 25 or equivalent course with a grade of "C" or better

A mathematical modeling development of linear functions and inequalities, exponents, quadratic functions, rational functions, exponential and logarithmic functions, and systems of equations. The concepts will be explored through algebraic symbols, graphs, tables, applications and technology. SC

DA

**MATH-033S College Algebra**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 30

**Advisory:** MATH 26

Verbal and visual methods of data representations; Algebraic methods of single and two-variable data analysis; rate of change, linear functions, regression models; systems of equations, matrices and determinants. Power and polynomial functions; exponential and logarithmic functions. The approaches of the course is to develop mathematical models for real-life situations and to use these models for decision making. SC

Transfer: UC, CSU / DA

**MATH-034S Probability and Statistics**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 30 or equivalent course with a grade of "C" or better

An introduction to the theory of probability and probability distribution; large and small sample hypothesis testing, statistical estimation; normal curve, chi-square, linear regression and correlation; and analysis of variance. Illustrations and applications are drawn from many fields. Recommended for business, mathematics, and many more majors. (CAN STAT 2) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-035S Finite Mathematics**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 30 or equivalent course with a grade of "C" or better

An introduction to finite mathematical models used in solving applied problems in business, social science and related fields. Topics include: linear models (lines and systems); matrices; linear programming; probability; Markov chains; decision theory; mathematics of finance. SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-037S Applied Calculus**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 30 or equivalent course with a grade of "C" or better

An introduction to the theory of calculus with applications to problems in business, social and life sciences. Mathematical models will be applied to these fields and problem solving will be emphasized. Topics include: problem solving; modeling; functions; differential calculus; integral calculus; exponential and logarithmic functions; and multivariate calculus. (CAN MATH 30) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-038S Statistics for Business and Economics**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 37S or MATH 50S or equivalent course with a grade of "C" or better**Advisory:** Recommended for Business Administration Majors

Probability; cumulative probability; derivative/integral relationship of probability distribution and cumulative distribution; large and small sample hypothesis testing, statistical estimation; normal curve, chi-square, linear regression and correlation; analysis of variance. Illustrations and applications from business, economics, and other fields. SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B4) / DA

**MATH-040S Precalculus**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 26 and 30 or equivalent courses with a grade of "C" or better

The nature of proof; real and complex number systems; exponential and logarithmic functions; trigonometric functions, identities, and equations; analytic geometry; sequences and series; and algebraic skills will be emphasized and further developed. This course is intended to prepare students for calculus as well as to serve as an advanced course for students not intending to continue with calculus. (CAN MATH 16) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-050S Calculus and Analytic Geometry**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 40S or equivalent course with a grade of "C" or better.

Introduction to differential and integral calculus: functions, limits, and continuity; techniques and applications of differentiation; the Fundamental Theorem of Calculus. Primarily for mathematics, science, and engineering majors. (CAN MATH 18) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-060S Calculus and Analytic Geometry**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 50S or equivalent course with a grade of "C" or better**Advisory:** Eligible for ENGL 90

This course is the second of the three semester calculus sequence. Extends the ideas of the previous course to further development and applications of the derivative and integral, differential equations, and series approximation of functions. Applications to various fields. Graphing calculator required. (CAN Math 20) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-070S Calculus and Analytic Geometry**

4 hours lecture, 2 hours lab 4 Units

**Prerequisite:** MATH 60S or equivalent course with a grade of "C" or better

Vectors in two and three dimensions; analytic geometry of three dimensions; partial differentiation; multiple integrals; line and surface integrals; applications to various fields. Green's Theorem and Stokes' Theorem are covered. (CAN MATH 22) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-075S Linear Algebra**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 70S

This is a one-semester introduction to Linear Algebra and its applications. The aim of the course is to study applications to various fields while providing a transition from computational mathematics to more theoretical mathematics. Mathematical proofs are emphasized. The methods and concepts of linear algebra prepare the student for higher math courses and supplies problem-solving methods for many other fields. (CAN MATH 26) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-080S Differential Equations**

3 hours lecture, 2 hours lab 3 Units

**Prerequisite:** MATH 70S or equivalent course with a grade of "C" or better

A study of various methods for the solution of ordinary differential equations such as separation of variables, laplace transforms, variation of parameters, undetermined coefficients, and numerical methods. Simultaneous systems and partial differential equations will be included. Applications to various fields will be discussed. (CAN MATH 24) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**MATH-098 Independent Study in Mathematics**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**MATH-099 Cooperative Education in Mathematics**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**MATH-900S Selected Topics in Mathematics**

DA varies with course content.

# Music

## MUSIC-001 Music I

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development in the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

*Transfer:* CSU / DA

## MUSIC-002 Music II

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development on the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

*Transfer:* CSU / DA

## MUSIC-003 Music III

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development on the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

*Transfer:* CSU / DA

## MUSIC-005 Recital Performance Practicum

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

The introductory phase of the private lesson and performance sequence. This course is designed to be taken in conjunction with MUSIC 8, Private Lesson Practicum or with private instruction from a qualified off-campus instructor. Three hours of performance/preparatory work will be given on campus by the instructor. LR

*Transfer:* UC, CSU / DA

## MUSIC-006 Intermediate Recital Performance Practicum

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

The same preparatory work as MUSIC 5. In addition to the continuation of the content in MUSIC 5, the content will include concepts of performance style memorization, advanced practice concepts, selecting accompanists, and performance-related stress and nervousness. Recitals or a jury examination will be evaluated by the music faculty. Two semesters of MUSIC 5, 6, 7 are required for music majors. May be repeated three times. LR

*Transfer:* UC, CSU / DA

## MUSIC-007 Advanced Recital Performance Practicum

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

Includes the continuation of the content in MUSIC 6, including the same preparatory work. Additional content includes techniques of private teaching, critical thinking applied to recital performance, videotaping activities, self and peer evaluation, and attendance at professional-level recitals. Recitals or a jury examination will be evaluated by the music faculty. Two semesters of MUSIC 5, 6, 7 are required for music majors. May be repeated three times. LR

*Transfer:* UC, CSU / DA

## MUSIC-008 Private Lessons Practicum

5 hours lab 1 Unit

**Prerequisite:** Audition by music faculty and must be currently enrolled in MUSIC 5, 6, or 7; enrolled in major performance medium; MUSIC 30, 31 or 32; music theory course at appropriate level (MUSIC 15LS, 16, 17, 18 or 81); and chamber ensembles (MUSIC 50 - 56).

*Pianists, vocalists, and guitarists may substitute alternative music courses to satisfy chamber ensemble requirement.*

**Advisory:** Eligible for ENGL 90

This course is designed for the music major or minor students who will study their performance medium with a private tutor. Students will audition for the available lesson slots with a maximum class size of 60 students. Students will meet with a private tutor for nine theory hours during the semester. Each student must be concurrently enrolled in MUSIC 30, 31 or 32, MUSIC 5, 6 or 7, a music theory course at the student's appropriate level, (MUSIC 15LS, 16, 17, 18 or 81), enrollment in a major performance group (e.g. Concert Band, College Chorus, Advanced Piano, Advanced Guitar), and chamber ensembles (any section between MUSIC 50 - 56). Pianists, vocalists, and guitarists may substitute alternative music courses to satisfy chamber ensemble requirement. Any exception to this list must have instructor's approval. This course may be repeated three times. CR/NC

*Transfer:* CSU / DA

## MUSIC-010LS Music Literature

3 hours lecture 3 Units

An interdisciplinary course providing an overview of the creative process with a focus on music. The course develops an aural analysis of music from many cultures and from past to present-day forms of musical creativity; it examines music as a reflection of the beliefs, social conditions and temper of the times. Sophistication in listening will be developed with attention to musical design, forms, style, instrumentation, and the derivation of increased pleasure from this art form. The course will allow the opportunity for creative problem-solving through exercises and hands-on experiences, and will teach observation and critical skills through attendance at and evaluation of contemporary exhibits and performances. LR

*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. Area C) / DA

## MUSIC-012LS Popular Musics in American Culture

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A multicultural study of the evolution of American musical styles, including blues, salsa, samba, rock, jazz, pop, rhythm and blues and country and folk, with emphasis on the African American, Euro-American, Latin American origins of these contemporary styles and their historical contexts. LR

*LMC Gen. Ed. Transfer:* UC, CSU (Gen. Ed. area C) / DA

*Also satisfies American Cultures Requirement at UCB*



**MUSIC-013 Musicianship I**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** *MUSIC 30, concurrent enrollment in MUSIC 16, previous or concurrent enrollment in MUSIC 31*

This first semester in ear training includes sight singing, interval and chord recognition, rhythm, musical dictation and technical and foreign language musical terms. Required for music majors and should be taken concurrently with MUSIC 16. May be repeated one time. This course is offered in the spring only. LR

*Transfer: UC, CSU / DA*

**MUSIC-014 Musicianship II**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** *MUSIC 13; MUSIC 16 and 31, concurrent enrollment in MUSIC 17, previous or concurrent enrollment in MUSIC 32*

Continuation of the content of MUSIC 13. May be repeated one time. This course is offered in the fall only. LR

*Transfer: UC, CSU / DA*

**MUSIC-015LS Basic Music**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90; prior or concurrent enrollment in MUSIC 30*

Introduction to the reading of music; functional keyboard; theory of melody and rhythm; various aspects of musicianship; experience with musical literature through recordings. Recommended for students not majoring or minoring in music or for music majors who need reinforcement in basic musical concepts. The need to take this course is dependent upon theory placement exam. LR

*LMC Gen. Ed. Transfer: CSU (Gen. Ed. Area C1) / DA (UC transferable, but may not be combined with MUSIC 13)*

**MUSIC-016 Fundamentals of Music Theory**

3 hours lecture 3 Units

**Advisory:** *MUSIC 15LS: prior or concurrent enrollment in MUSIC 31*

Development of fundamental understanding of basic acoustics, notation, rhythm, key signatures, scales and modes, intervals, transposition, and form and composition of melodies. Required for music majors and should be taken concurrently with MUSIC 13. May be repeated one time. LR

*Transfer: UC, CSU / DA*

**MUSIC-017 Fundamentals of Music Harmony**

3 hours lecture, 3 hours studio 4 Units

**Advisory:** *MUSIC 13, 16, and 31; prior or concurrent enrollment in MUSIC 32. Concurrent enrollment in MUSIC 14.*

The study of Common Practice Period harmony; exercises in analyzing and writing music, and further development of acuity of listening skills; sight singing, ear training, dictation, and keyboard exercises. Required for music majors and should be taken concurrently with MUSIC 14. May be repeated one time. This course is offered in the fall only. LR

*Transfer: UC, CSU / DA*

**MUSIC-018 Advanced Music Harmony**

3 hours lecture, 3 hours studio 4 Units

**Advisory:** *MUSIC 17*

The study of Common Practice Period Harmony, exercises in analyzing and writing music, and further development of acuity of listening skills; sight singing, ear training, dictation, and keyboard exercises. Required for music majors, including chromatic harmony and extended chord structures. May be repeated one time. This course is offered in the spring only. LR

*Transfer: UC, CSU / DA*

**MUSIC-020 Seminar in Chamber Music: Baroque I**

5 hours lab 1 Unit

**Advisory:** *Audition by instructor; ENGL 90, MUSIC 15LS*

Investigation of a variety of chamber orchestra styles through practice and performance; emphasis will be on literature of the Baroque period in music history. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-021 Seminar in Chamber Music: Baroque II**

5 hours lab 1 Unit

**Advisory:** *Audition by instructor; ENGL 90, MUSIC 15LS*

A continuing investigation of the vast musical literature of the Baroque period. The emphasis will be on the practice and performance activities of selected literature. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-022 Seminar in Chamber Music: Classical**

5 hours lab 1 Unit

**Advisory:** *Audition by instructor; ENGL 90, MUSIC 15LS*

Investigation of a variety of chamber ensemble and chamber orchestra styles through practice and performance; emphasis will be on literature of the Classical period in music history. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-023 Seminar in Chamber Music: Contemporary**

5 hours lab 1 Unit

**Advisory:** *Audition by instructor; ENGL 90, MUSIC 15LS*

Investigation of contemporary chamber ensemble and chamber orchestra styles through practice and performance; emphasis will be on performance demands of contemporary musical literature. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-026 Survey of Music Literature - Educators Band**

18-54 total studio hours .3-1 Unit

**Advisory:** *Suggest one has fundamental skill in the medium of performance emphasis; ENGL 90, MUSIC 15LS.*

Development of rehearsal or sight reading techniques through group activities in one or more of the following fields of the student's choice: 1) choral, 2) Instrumental (band), 3) Jazz, 4) Chamber, 5) Vocal, 6) Instrumental (orchestral), and 7) Marching Band. Each area of concentration deals with a particular aspect of music literature including sight reading, rehearsal techniques, or organizational aspects of specific musical situations. Investigation and performance of standard music literature; possible public performance. May be repeated for up to 6 units of credit by pursuing two or fields of application. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-028 Songwriting I**

3 hours lab 1 Unit

**Advisory:** *Eligibility for ENGL 90*

An introductory course in the basics commercial songwriting, combining the creative and business aspects of the craft. Students will develop lyric and melody writing skills and examine the marketing strategy for commercial music. May be repeated one time. SC

*Transfer: CSU / DA*

**MUSIC-029 Songwriting II**

3 hours lab 1 Unit

**Advisory:** *MUSIC 28; eligibility for ENGL 90. It is advisable to talk to the instructor to determine proper course placement for your skill level.*

The advanced course in the craft and business aspects of commercial song writing. Students will continue to develop lyric and melody writing skills and examine advanced marketing techniques for commercial music. May be repeated one time. CR/NC

*Transfer: CSU / DA*

**MUSIC-030 Basic Keyboard Skills**

1 hour lecture, 2 hours lab 1.5 Units

This course is designed to develop reading skills in basic musical notation in relation to the keyboard. Study of piano technique, ensemble and solo playing, easy repertoire preparation and interpretation will be covered. Recommended for students not majoring in music, or for music majors who need reinforcement or experience with fundamental music skills. May be repeated one time. LR

*Transfer: UC, CSU / DA*

**MUSIC-030A Continuing Piano Workshop**

24 total hours lab .5 Unit

**Advisory:** *Any piano class*

A carry-over class from Spring semester to Fall semester classes, covering skills of technique, sight-reading, repertoire, and theory, for all levels of piano. This class will retain acquired skills through the summer. CR/NC

DA

**MUSIC-030C Piano for Families: Introduction to Keyboard**

13.5 total hours lecture, 13.5 total hours lab 1 Unit

This two-faceted course introduces age-appropriate keyboard methods to the grade-school age child as well as teaches parents and educators about the methods and materials available for the grade-school age child. Beginning keyboard skills are emphasized, including rhythm, intervals, pre-reading and the importance of following musical instructions. This course prepares the student for more advanced piano study. SC

DA

**MUSIC-031 Piano I**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *Ability to read music at elementary level*

This is the first semester of piano for music majors. Includes basic keyboard techniques, easy piano repertoire, scales, chords, simple transposition and sight reading skills. May be repeated one time. LR

*Transfer: UC, CSU / DA*

**MUSIC-032 Piano II**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 31 or equivalent skills*

This course is a continuation of MUSIC 31. Also includes some keyboard harmony. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-033A Intermediate Piano Workshop**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 32 or instructor's consent*

Piano study with an emphasis on stylistic interpretation, preparation, and performance of advanced level keyboard literature from all historical periods. Ensemble and accompaniment skills will be covered as well as keyboard theory and technical aspects of piano playing. LR

*Transfer: UC, CSU / DA*

**MUSIC-033B Advanced Piano Performance**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 33A*

Piano study with an emphasis on stylistic interpretation, preparation, and performance of advanced level keyboard literature from all historical periods. Ensemble and accompaniment skills will be covered as well as keyboard theory and technical aspects of piano playing. SC

*Transfer: UC, CSU / DA*

**MUSIC-034 Jazz/Rock Keyboard**

1 hour lecture, 2 hours studio 1.5 Units

Investigation of fundamental keyboard skills necessary to perform contemporary jazz and rock music. Keyboard styles from 1950 to the present will be discussed, with emphasis on today's keyboard demands. Content includes the function and voicings of chords, melodic harmonization of tunes, and basic improvisational theory. LR

*Transfer: UC, CSU / DA*

**MUSIC-035 Introduction to the Guitar**

3 hours lab 1 Unit

Students must supply own guitars. A graded sequence of material designed to develop facility on the guitar through a study of techniques, repertoire, and harmonization; basic chords for classical and folk guitar. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-036 Intermediate Guitar**

3 hours lab 1 Unit

Students must supply own guitars. A continuation of the material presented in MUSIC 35 designed to develop facility on the guitar through a study of techniques, repertoire, and harmonization; basic chords for classical and folk guitar. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-037 Advanced Guitar Techniques**

3 hours lab 1 Unit

**Advisory:** *MUSIC 36. It is advisable to talk to the instructor to determine proper course placement for your skill level.*

A sequence of materials designed to develop techniques for advanced guitar performance. Hand techniques, repertoire, sight reading, and harmonization will also be discussed. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-038 Commercial Jingle Production**

2 hours lab, 1 hour lab by arrangement 1 Unit

**Advisory:** *Completion of RA 20. It is advisable to talk to the instructor to determine proper course placement for your skill level. Eligibility for ENGL 90.*

Designed for students who have demonstrable engineering/producing and/or performance proficiency. Students will interact to produce public service announcements, commercial jingles, and cover version of musical selections. Instructor will act as coordinator, while students perform all creative and production-oriented tasks. May be repeated three times. LR

*Transfer: CSU / DA*

**MUSIC-040 Concert Band I**

6 hours lab 2 Units

**Advisory:** *ENGL 90*

Fundamental skill on band instrument is suggested. Investigation of the fundamentals of concert band performance, including concepts of intonation, balance, blend, basic articulations, and an introduction to basic band literature; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-041 Concert Band II**

4 hours lab, 2 hours arranged studio 2 Units

Fundamental skill on band instrument is suggested. A continuation of basic material in MUSIC 40 with an investigation of classical and contemporary band literature as well as scales, chords, and extensive work in sight-reading; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-042 Concert Band III**

4 hours lab, 2 hours arranged studio 2 Units

**Advisory:** *ENGL 90*

Fundamental skill on band instrument is suggested. A continuation of basic material in MUSIC 41 with advanced performance concepts, individual solos, critical sight reading, studies in interpretation, and extended technical exercises; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-044 Brass Band I**

3 hours studio 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on a brass or percussion instrument is suggested. Development of band techniques through large group activities structured in the style of traditional brass bands. Historical references and representative literature will be included; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-045 Brass Band II**

3 hours studio 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on a brass or percussion instrument is suggested. A continuation of basic material in MUSIC 44 with the investigation and performance of standard band literature; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-046 Brass Band III**

3 hours studio 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on a brass or percussion instrument is suggested. A continuation of basic material in MUSIC 45 in addition to the discussion of brass and percussion techniques from elementary through advanced levels of performance. Representative literature will be used for sight reading and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-050 Chamber Ensembles : Emphasis - Brass and Percussion I**

5 hours lab 1 Unit

Fundamental skill on a brass or percussion instrument is suggested. This initial chamber ensembles course is designed to act as an introduction to literature and small ensemble performance techniques; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-051 Chamber Ensembles: Emphasis - Brass and Percussion II**

5 hours lab 1 Unit

**Advisory:** *Fundamental skill on a brass or percussion instrument.*

Fundamental skill on a brass or percussion instrument is recommended. A continuation of the basic material in MUSIC 50. Discussions of concepts dealing with interpretation, performer interaction, prominent composers, and aural analysis of selected recordings; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-052 Chamber Ensembles: Emphasis Strings I**

3 hours lab 1 Unit

**Advisory:** *Fundamental skill on a string instrument*

Fundamental skill on a string instrument. The initial chamber ensemble course is designed to act as an introduction to literature and small ensemble performance techniques; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-053 Chamber Ensembles: Emphasis - Strings II**

3 hours lab 1 Unit

**Advisory:** *Fundamental skill on a string instrument*

Fundamental skills on a string instrument is recommended. Concepts include literature selection, small ensemble rehearsal techniques, style, and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-054 Chamber Ensembles : Emphasis - Woodwinds and Vocal I**

5 hours lab 1 Unit

**Advisory:** *Fundamental skill on a woodwind instrument or in vocal techniques*

Fundamental skill on a woodwind instrument or in vocal techniques is suggested. Discussion of concepts dealing with interpretation, performer interaction, prominent composers, and aural analysis of selected recordings; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-055 Chamber Ensembles: Emphasis - Woodwinds and Vocal II**

5 hours lab 1 Unit

**Advisory:** *Fundamental skill on a woodwind instrument or in vocal techniques*

Fundamental skill on a woodwind instrument or in vocal techniques is highly suggested. A continuation of the basic material in MUSIC 54. Concepts include literature selection, small ensemble, rehearsal techniques, style and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-056 Chamber Ensembles VI: Woodwinds, Vocal, Piano**

3 hours lab 1 Unit

Fundamental skill on a woodwind instrument, piano, or in vocal techniques is highly suggested. A continuation of the basic material in MUSIC 54 and 55. Concepts include literature selection, small ensemble rehearsal techniques, style, and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-058 Musical Theatre: Orchestra I**

54 total hours lab 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill requirement; audition by instructor is suggested. This course is devoted to the preparation and presentation of an orchestra for selected musicals. It allows student musicians the opportunity to obtain the experience of performing in a pit orchestra playing the same music as professional theatre orchestras. May be repeated three times. Offered periodically. LR

*Transfer: UC, CSU / DA*

**MUSIC-059 Musical Theatre: Orchestra II**

54 total hours lab 1 Unit

**Advisory:** *Audition by instructor; fundamental skill requirement; eligibility for ENGL 90*

Similar to MUSIC 58, the course will concentrate on a selected musical. Concepts discussed include interpretation, technical and musical demands, and proper performance techniques. The instrumentation will vary according to the needs of the musical score. May be repeated three times. Offered periodically. LR

*Transfer: UC, CSU / DA*

**MUSIC-060 College Chorus I**

3 hours lab, 3 hours arranged studio 2 Units

**Advisory:** *Eligibility for ENGL 90*

Investigation of basic choral group fundamentals. Development of basic vocal techniques through large group activities; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-061 College Chorus II**

6 hours lab by arrangement 2 Units

**Advisory:** *Piano, Basic Music, eligibility for ENGL 90*

Continuation of basic group vocalizing and basic vocal techniques. Emphasis on sight reading techniques and classical literature; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-062 College Chorus III**

6 hours lab 2 Units

**Advisory:** *Eligibility for ENGL 90, Piano, Basic Music*

Investigation of advanced sight-reading techniques, classical and contemporary literature, and aspects of choral techniques as applied to interpretations; extensive practice and frequent public performance. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-063 Oratorio and Cantata Chorus I**

12-18 total hours lecture, 24-36 total hours lab, plus final performance .5-1 Unit

The production of one of the larger choral masterworks from the Baroque or Classical periods of history including a large chorus, an orchestra, and selected soloists. May be repeated three times. Offered only one semester each year. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-064 Oratorio and Cantata Chorus II**

36-54 total hours lab .5-1 Unit

**Advisory:** *Basic Music, Voice; eligibility for ENGL 90*

This class consists of the rehearsal and performance of one of the large choral masterworks from the late Classical or Romantic periods of history including a large chorus, an orchestra, and selected soloists. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-065 Class Voice**

3 hours lab 1 Unit

**Advisory:** *Choir, Piano, Basic Music*

Investigation of vocal techniques such as breathing, diction, vowel production, and tone quality; care of the voice; music reading and vocal interpretation. Singing and basic repertoire include an introduction to foreign language diction and pronunciation. This is a multi-level course in which each student will concentrate on content areas suited to particular ability levels. Possible public recital will be included. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-066 Gospel Choir**

5 hours lab 1 Unit

The Gospel Choir will offer an introductory experience in the dynamics of performing choral literature from the Gospel Music tradition. The emphasis of this course will be on developing understanding and skills in complex rhythm structure phrasing and vocal production and intonation needed for singing Gospel Music from the traditional to the present modern day contemporary style. LR

*Transfer: UC, CSU / DA*

**MUSIC-067 Jazz and Popular Vocal Techniques**

3 hour lab 1 Unit

Investigation of techniques involved with performing jazz and popular vocalizing. Areas of discussion and practice include style, phrasing, use of microphones, working with backup groups and literature selection. This course is designed to apply to vocalists of all levels of experience. May be repeated one time. LR

*Transfer: UC, CSU / DA*

**MUSIC-068 Musical Theatre: Vocal I**

3 hours lab 1 Unit

**Advisory:** *College Chorus, ENGL 90*

This class consists of the rehearsal and performance of a contemporary Broadway musical with chorus and leads being selected from the class members. Emphasis will be on fundamentals of vocal techniques as applied to this style of vocal literature. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-069 Musical Theatre: Vocal II**

3 hours lab 1 Unit

**Advisory:** *Basic Voice, College Chorus, ENGL 90*

This class consists of the rehearsal and performance of a contemporary Broadway musical with chorus and leads being selected from the class members. Emphasis will be on contemporary approaches to interpretation and intensive work with vocal leads. May be repeated one time. LR  
*Transfer: UC, CSU / DA*

**MUSIC-070 Jazz Ensemble I**

6 hours lab 2 Units

**Advisory:** *Eligibility for ENGL 90*

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of the fundamental techniques associated with jazz ensemble performance; extensive practice and frequent public performance. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-071 Jazz Ensemble II**

6 hours lab 2 Units

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of the literature associated with several professional big bands; discussion of early jazz styles and interpretations; extensive practice and frequent public performance. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-072 Jazz Ensemble III**

6 hours lab 2 Units

**Advisory:** *Eligibility for ENGL 90*

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of contemporary big band styles and related literature; advanced techniques in soloing and jazz performance; extensive practice and frequent public performance. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-074 Jazz Studio I**

5 hours lab 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is suggested. Investigation of the fundamental techniques associated with big band jazz performance; extensive practice and frequent public performance. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-075 Jazz Studio II**

5 hours lab 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is suggested. Investigation of the fundamental techniques associated with big band jazz performance; extensive practice and frequent public performance. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-076 Jazz Studio III**

5 hours lab 1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is recommended. Investigation of the fundamental techniques associated with big band jazz performance; discussion of various jazz styles and improvisation; extensive practice and frequent public performance. Students will be placed on appropriate parts, based on audition by instructor. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-077 Chamber Chorale I**

6 hours lab 2 Units

**Advisory:** *ENGL 90 or 105*

Audition by instructor, testing for sight reading, musical ear and vocal ability. Suggested concurrent enrollment in College Choir, Concert Band, Jazz Ensemble, or Cantata Choir to ensure performance competencies. Designed to give students experience in chamber choir music from madrigal style to earlier classical styles. The course will develop singing techniques to aid students in performing with proper historical, technical, and stylistic aspects. Frequent public performances included. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-078 Chamber Chorale II**

6 hours lab 2 Units

Suggested concurrent enrollment in College Chorus, Concert Band, or Brass Band, and audition by instructor. This course is for the continuing vocalist who wants experience in analyzing, preparing and performing choral music suitable for the vocal chamber ensemble and taken from the classical era through contemporary. The vocal literature will cover the important stages of change in choral chamber literature during this time span. The advanced work in choral musicianship and vocal training as well as the historical and stylistic understandings are necessary for the singer to reach the skill and understanding level to perform chamber music from these periods at a collegiate level. Qualifies as elective or requirement for Music Major for AA as well as CSU. May be repeated three times. LR  
*Transfer: UC, CSU / DA*

**MUSIC-079 Chamber Chorale III**

6 hours lab 2 Units

Suggested concurrent enrollment in College Chorus, Concert Band, or Brass Band, and audition by instructor. This course is for the continuing vocalist who wants experience in analyzing, preparing and performing choral music suitable for the vocal chamber ensemble and taken from the annals of early vocal music to contemporary jazz. The vocal literature will cover the important stages of change in choral chamber music as well as the elements of the more traditional music that have helped to shape the jazz idiom. The advanced work in choral musicianship and vocal training as well as the historical and stylistic understandings are necessary for the singer to reach the skill and understanding level to perform music of these periods and styles at a collegiate level. Qualifies as elective or requirement for Music Major for AA as well as CSU. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-081 Introduction to Improvisation**

5 hours lab 1 Unit

**Prerequisite:** *MUSIC 15LS or the MUSIC 15LS placement exam*

**Advisory:** *It is advisable to talk to the instructor to determine proper course placement for your skill level; ENGL 90.*

Investigation of various techniques for improvisation. This course is designed to introduce the student to the improvised and aural traditions comprising the bulk of most of the music of the Western and non-Western world. The well-rounded musician of the 1990's should have at least a rudimentary ability to improvise on her/his instrument. Stylistic areas covered will be jazz, latin, funk, blues, rock, African, and contemporary classical approaches. May be repeated three times. Music Major requirement. LR

*Transfer: UC, CSU / DA*

**MUSIC-082 Jazz/Funk/Latin Improvisation**

2 hours lecture-demonstration, 3 hours lab 1 Unit

**Advisory:** *Fundamental skill on an instrument or voice, and prior or concurrent enrollment in MUSIC 81. It is advisable to talk to the instructor to determine proper course placement for your skill level; ENGL 90.*

Investigation of contemporary techniques for musical improvisation; extensive listening and small group practice. This course will deal with scales and chords commonly associated with jazz, rock, latin, and pop music. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-083 Intermediate Jazz/Funk/Rock Workshop**

3 hours studio, 2 hours lab 1 Unit

**Advisory:** *MUSIC 82 or audition by instructor*

Further investigation of improvisational techniques with an emphasis on aural perception and some small-group participation. May be repeated three times. Usually offered only once a year. LR

*Transfer: UC, CSU / DA*

**MUSIC-084 Advanced Jazz/Funk/Latin Workshop**

3 hours studio, 2 hours lab 1 Unit

**Advisory:** *MUSIC 82 or 83 and audition by instructor; ENGL 90, MUSIC 15LS*

Advanced investigation of techniques for musical improvisation in Jazz, Funk and latin styles, extensive listening and small group practice; aural analysis and ear training; several compositional assignments will be required. May be repeated three times. LR

*Transfer: UC, CSU / DA*

**MUSIC-089 Music Business Management**

2 hours lecture-demonstration, 3 hours lab 2 Units

**Advisory:** *Eligibility for ENGL 90*

An overview of the structure of the music business with an emphasis on the interrelationships among the various career specialties. Attention will be given to career planning strategies. May be repeated one time. LR

*Transfer: CSU / DA*

**MUSIC-091 Music Technology for Music Majors**

2 hours lab, 3 hours lab by arrangement 1 Unit

**Advisory:** *Prior or concurrent enrollment in MUSIC 15LS*

This course is a hands-on intro to notation and sequencer programs using MIDI (Musical Instrument Digital Interface). Students will be able to produce professional looking music score and lead sheets using current music notation software, and MIDI sequences using current sequencing software. With notation programs, students will understand the concept of notation, score layout and advanced notation techniques. Students will be able to reproduce simple songs for publication, distribution, copyright and archive. With sequencing programs, students understand the MIDI language, the basics of putting together a MIDI sequence, and some multiple MIDI channels and sound modules, and records their project unto a standard professional recording media. Students will be able to demonstrate how synthesizers, computers and electronic musical devices are connected. Students will learn to use MIDI studio equipments (synthesizers, computers, drum machines, effects, modules, multi-track recorders) for musical compositions and performance. SC

*Transfer: CSU / DA*

**MUSIC-093 Making Music with MIDI and Computers**

1 hour lecture, 4 hours lab 2 Units

For the general student as well as the music, recording arts and commercial music majors, this course is a lecture/demonstration and hands-on introduction to MIDI (Musical Instrument Digital Interface). Students will learn to use the high-tech MIDI studio equipment (synthesizers, computers, drum machines, samplers, effects modules, multi-track recorders) for musical compositions and performance. CR/NC

*Transfer: CSU / DA*

**MUSIC-094 Composition/MIDI/Synthesizer Workshop I**

1 hour lecture, 4 hours lab 2 Units

**Advisory:** *Successful completion of MUSIC 15LS; concurrent enrollment in MUSIC 16 or MUSIC 28.*

For Composition Projects—completion of MUSIC 15LS and completion or concurrent enrollment in MUSIC 16 or 28 is suggested. For MIDI or Synthesizer Projects—completion of MUSIC 15LS and MUSIC 93 is suggested. This course is designed for students wanting to develop further skills in one or more of the following: music composition, MIDI, or standard synthesizers. This course deals with the presentation of standard information pertaining to all types of composition and arranging, with students working on individual or small group projects in one or more of the three concentrations for in-class presentation. CR/NC

*Transfer: CSU / DA*

**MUSIC-095 Composition/MIDI Workshop II**

1 hour lecture, 4 hours lab

2 Units

Completion of MUSIC 93 is suggested. A course for students who have completed Introduction to MIDI or MIDI Workshop I and want to further develop skills through projects and more advanced musical and/or sound event studies using computers, synthesizers, samplers, rhythm machines, effects modules and multi-track recording with synchronization. May be repeated three times. CR/NC

*Transfer: CSU / DA*

**MUSIC-098 Independent Study in Music**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**MUSIC-099 Cooperative Education in Music**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**MUSIC-250 Night Jazz Band**

5 hours lab

1 Unit

**Advisory:** *Advanced mastery of instrument(s) commonly used in a large jazz ensemble, including mastery of sight reading and soloing*

A course for musicians wishing to investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present-day (Maria Schneider, Bob Belden). Frequent public performances. CR/NC

*Transfer: CSU / DA*

**MUSIC-251 Night Jazz Band II**

5 Hours Lab

1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing.*

A continuation of MUSIC 250, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-252 Night Jazz Band III**

5 Hours Lab

1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing.*

A continuation of MUSIC 251, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-253 Night Jazz Band IV**

5 Hours Lab

1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing*

A continuation of MUSIC 252, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

*Transfer: UC, CSU / DA*

**MUSIC-298 Community Music Activity**

30-90 total hours lab

.5-1 Unit

**Prerequisite:** *Skill in a musical performance medium related to the type of class / audition by instructor*

**Advisory:** *Eligible for ENGL 90*

A performance-oriented activity ranging from marching band techniques to sight-reading music to orchestral techniques. Units and required hours vary depending on activity. Each may be repeated three times. CR/NC

298 A/B - Marching Band Techniques

298C/D - Educators Band

298 E/F - Contra Costa Chamber Orchestra

298 G/H - Concert Band Sight-reading

298 I/J - Jazz Band Sight-reading

298 K/L - Choral Ensemble

298 M/O - Choral Sight-reading

*Transfer: CSU / DA*

**MUSIC-299 Honors Music Activity**

30-90 total hours lab

.5-1 Unit

**Prerequisite:** *Selection for participation into Honors Musical Performance Group / Consent of Instructor*

**Advisory:** *Eligible for ENGL 90*

Development of advanced musical performance techniques through the selection to and participation in a community-sponsored select performance group in one or more of the following fields (SC):

299A Instrumental - Band

299B Instrumental - Wind Ensemble

299C Instrumental - Jazz

299D Instrumental - Orchestra

299E Instrumental - Chamber

299F Instrumental - Marching

299G Vocal - Choral

299H Vocal - Vocal Ensembles

299I Vocal - Jazz

*Transfer: CSU / DA*

**MUSIC-900S Selected Topics in Music**

*DA varies with course content.*

## Nursing - Allied Health

### RNURS-004 Introduction to Standard First Aid/CPR

6 total hours lecture, 9 total hours lab .5 Unit

**Advisory:** ENGL 90, ENGL 105

Designed to provide useful information about common injuries and illnesses. Includes overview of basic first aid. Meets the American Heart Association standards for "Heartsaver" certification. CR/NC  
NDA

### RNURS-008 First Aid of Infants and Children

16 total hours lecture 1 Unit

**Advisory:** ENGL 90

(Formerly AHLTH 8) This course is in compliance with AB 243 Core Content for Child Care Health and Safety Training/Education and is designed to teach injury prevention and first aid measures, including CPR, to caregivers of infants and children. Includes information regarding accident predispositions; i.e., fatigue, complacency, negligence, and child growth and development. Recognition, management and prevention of child abuse, infectious diseases including immunization, universal precautions, and staff health. Required for CHDEV majors. CR/NC

DA

### RNURS-014 Healthcare Provider CPR

8 total hours lecture .5 Unit

Basic skills and knowledge necessary to maintain oxygenation and blood circulation in a victim of cardiac arrest. Successful completion qualifies the student to be certified as a Healthcare Provider by the American Heart Association. CR/NC

NDA

### RNURS-015 12-Lead EKG Interpretation and Treatment

18 hours total lecture, 24 hours total lab 1.5 Units

**Advisory:** EMS 17 (formerly AHLTH 17) or equivalent; current Healthcare Provider (CPR) Certification; and employment in health field

Presentation of skills and knowledge necessary to correctly interpret advanced rhythm disturbances. Emphasis will be placed on various lead selections, interventions, and drug therapies. SC

Transfer: CSU / DA

## Nursing - Registered

### RNURS-001 Nursing Career Seminar

6 total hours lecture .3 Unit

Introduces students to the various roles and responsibilities of nursing practitioners, including knowledge of educational levels as well as behaviors and skills. Los Medanos College Nursing Programs are described, including admission requirements and procedures. Students are graded on credit/no credit basis. Required for eligibility for nursing program selection. CR/NC

DA

### RNURS-020 Transition of the LVN to RN

12 total hours lecture, 16 total hours lab 1 Unit

**Prerequisite:** LVN or the advanced placement student already admitted to the third semester of the Registered Nursing Program.

This course is required of the LVN transition and advanced placement students and is offered before fall classes begin to prepare students entering in the middle of the Registered Nursing Program. Emphasis is on RN scope of practice, orientation to the nursing program, curriculum plan and expectations, clinical preparation and use of resources. CR/NC  
Transfer: CSU / DA

### RNURS-022 Foundations of Nursing Practice

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** Must be admitted to the Registered Nursing Program. Insurance Fee. Concurrent enrollment in RNURS 23 and 24

Basic concepts that provide the foundation upon which homeostasis is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Nursing Process, Nutrition, Pharmacology, Developmental Levels, Cultural Diversity, Communication and Professional Role. Concurrent practice in the college laboratory and community agencies is included. LR

Transfer: CSU / DA

### RNURS-023 Nursing Skills Simulation I

3 hours lab 1 Unit

**Prerequisite:** Must be admitted to the RN program. RNURS 22 and 24

Instructor demonstration and student return demonstration of nursing skills related to Foundations of Nursing Practice. Simulation of patient care situations provide for development of proficiency in preparation for actual patient care in the clinical setting. Includes tutoring session by upper class person and application of skills to specific situations. LR

Transfer: CSU / DA

### RNURS-024 Pharmacology for the RN Program I

3 hours lab 1 Unit

**Prerequisite:** Must be admitted to the RN program: concurrent enrollment in RNURS 22 theory and RNURS 23 skills

This course is designed to introduce beginning nursing students to their role and responsibilities of medication administration and the basic principles of pharmacology. LR

Transfer: CSU / DA

### RNURS-026 Nursing in Health and Illness I

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** Must have been admitted to the RN Program and have completed RNURS 22, 23 and 24 or equivalent satisfactorily. Co-requisites: RNURS 27 and 28.

Enlarges upon the concepts presented in RNURS 22 introducing principles of care to maintain and restore homeostatic mechanisms in patients of all ages; study of the family unit throughout the life cycle with emphasis on preventive care. Concurrent practice in the college laboratory and clinical experience in community facilities. LR

Transfer: CSU / DA



**RNURS-027 Nursing Skills Simulation II**

3 hours lab 1 Unit

**Prerequisite:** Must have been admitted to the RN Program and have completed RNURS 22, 23 and 24 or equivalent satisfactorily. Co-requisites: RNURS 26 and 28.

Instructor demonstration and student return demonstration of nursing skills related to second semester RN program. Includes application of skills to specific situations in weekly collaborative groups. LR

Transfer: CSU / DA

**RNURS-028 Pharmacology for RN Program II**

1 hour lecture 1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 22, 23 and 24 or equivalent satisfactorily. Co-requisites: RNURS 26 and 27

Second semester of pharmacology principles and drug administration techniques with introduction of basic drug classifications. LR

Transfer: CSU / DA

**RNURS-030 Leadership/Management and Professionalism in Nursing**

1 hour lecture 1 Unit

**Prerequisite:** Must have been admitted to the RN program.

Co-requisite: RNURS 31 and 33

Introduces the student to the professional role of the registered nurse: its status, its responsibilities, and its inherent problems. Introduction to leadership and management principles applied to the health care field. May be repeated one time. LR

Transfer: CSU / DA

**RNURS-031 Nursing in Health and Illness II**

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** Must be admitted to the Registered Nursing Program and have completed RNURS 26, 27, and 28 or equivalent satisfactorily. Concurrent enrollment in RNURS 30, 33 and 34.

Enlarges upon the concepts presented in RNURS 22 and 26 by introducing principles of care to maintain and/or restore homeostatic mechanism in acute health problems. Prototype disease processes associated with each concept are studied in relation to preventive and restorative nursing care. Concurrent practice in the college laboratory and clinical experience in community agencies. LR

Transfer: CSU / DA

**RNURS-033 Nursing Skills Simulation III**

3 hours lab 1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 26, 27 and 28 or equivalent satisfactorily. Co-requisite: RNURS 31 and 34

Instructor demonstration and student return demonstration of higher level nursing concepts related to second year nursing courses. May be repeated one time. LR

Transfer: CSU / DA

**RNURS-034 Pharmacology for RN Program III**

1 hour lecture 1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 26, 27, 28 or equivalent satisfactorily.

Co-requisite: RNURS 31 and 33

Third semester of pharmacology principles. Continuation of focus on drug classifications directly related to theory presented in RNURS 31. LR

Transfer: CSU / DA

**RNURS-036 Nursing in Health and Illness III**

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 30, 31, 33, and 34 or equivalent satisfactorily. Co-requisites: RNURS 38 and 39. Insurance fee.

Presents advanced concepts and skills in caring for the client with critical or multiple health problems. Emphasizes rehabilitation and adaptation to a compromised and/or declining health status. Concurrent practice in the college laboratory and clinical experience in community facilities. LR

Transfer: CSU / DA

**RNURS-038 Nursing Skills Simulation IV**

3 hours lab 1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 31, 33 and 34 or equivalent satisfactorily. Co-requisite: RNURS 36 and 39

Instructor demonstration and student return demonstration of higher level nursing concepts related to second year nursing courses. May be repeated one time. LR

Transfer: CSU / DA

**RNURS-039 Pharmacology for RN Program IV**

1 hour lecture 1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 31, 33 & 34 or equivalent. Co-requisites RNURS 36 & 38.

Fourth semester of pharmacology principles. Continuation of focus on drug classification directly related to theory presented in RNURS 36. May be repeated one time. LR

Transfer: CSU / DA

**RNURS-054 Communicating in Spanish for Medical Personnel**

2 hours lecture 2 Units

**Advisory:** ENGL 90 and 105. Student should be familiar with Medical Terminology in English.

Designed for those employed in a health agency serving the Spanish speaking. This course introduces students common phrases and medical vocabulary that will assist health workers in basic communication with Spanish speaking clients. CE credits available for Registered Nurses. LR  
NDA

**RNURS-098 Independent Study in Registered Nursing**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC  
Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**RNURS-099 Cooperative Education in Registered Nursing**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**RNURS-900S Selected Topics in Registered Nursing**

DA varies with course content.

# Nursing - Vocational

**VONUR-005 Fundamentals of Vocational Nursing**

6 hours lecture 6 Units

**Prerequisite:** Admission to the Vocational Nursing Program and concurrent enrollment in VONUR 6 & 7

Emphasizes basic nursing skills necessary to create and maintain a hygienic, comfortable, safe patient environment. Utilizes the concept of homeostasis as the basis for organizing nursing content. LR

NDA

**VONUR-006 Fundamentals of Vocational Nursing Practice**

20 hours clinic 6.5 Units

**Prerequisite:** Concurrent enrollment in VONUR 5 and 7

Supervised clinical instruction in the implementation of basic nursing skills introduced in VONUR 5. LR

NDA

**VONUR-007 Vocational Nursing Role Relationships**

1 hour lecture 1 Unit

**Prerequisite:** Acceptance into the VN Program.

**Co-requisite:** Concurrent enrollment in VONUR 5 and 6

Introduces the student to the role-relationships, the ethical and legal responsibilities of the student nurse. Explores the evolution of the Vocational Nursing role. LR

DA

**VONUR-011 Medical Surgical Nursing**

5 hours lecture 5 Units

**Prerequisite:** Completion of VONUR 5, 6, 7 and BIOSC 30 with a grade of "C" or better.

**Co-requisite:** Concurrent enrollment in VONUR 12, 23 and BIOSC 55

Presents the basic causes and symptoms of disease and/or health problems of adults. Introduces nursing principles to maintain and/or restore homeostasis, and provide physiological and emotional comfort and safety. Builds on the nursing process as a systematic approach to providing preventive and restorative nursing care. LR

DA

**VONUR-012 Medical-Surgical Nursing Practice**

20 hours clinic 6.5 Units

**Prerequisite:** Co-requisite: Concurrent enrollment in VONUR 11

Supervised clinical instruction in the planning, implementation and evaluation of care given to adult clients with medical/surgical conditions in community agencies. Concurrent supervised practice in college lab with collaborative peer study teams and instructor. LR

DA

**VONUR-016 Family Centered Nursing**

6 hours lecture 6 Units

**Prerequisite:** Completion of VONUR 11 and 12 with a grade of "C" or better. **Co-requisite:** Concurrent enrollment in VONUR 17 and 18.

Introduces the concept of family centered nursing. Instruction includes principles of nursing to maintain and/or restore homeostasis in patients across the life span. Common disease conditions and health needs seen in pregnancy, infancy, childhood, and advanced age are considered along with the effects of illness of the family unit and on individual development. LR

DA

**VONUR-017 Family Centered Nursing Practice**

20 hours clinic 6.5 Units

**Prerequisite:** Co-requisite: Concurrent enrollment in VONUR 16 and 18.

Clinical practice in the care of the family from birth to old age. Also includes practice in the nursing care of the well and sick child from the standpoint of his physical, mental, social, and emotional well-being. Concurrent supervised practice in college lab with collaborative peer study groups and instructor. LR

DA

**VONUR-018 Professional Issues in Vocational Nursing**

1 hour lecture 1 Unit

**Prerequisite:** Co-requisite: Concurrent enrollment in VONUR 16 and 17.

This course introduces the student to the role, responsibilities and the changes in society affecting nursing education and practice. LR

DA

**VONUR-030 Core Curriculum in IV Therapy for Licensed Vocational Nurses**

28 total hours lecture, 12 total hours lab 1.5 Units

**Prerequisite:** Must be a Licensed Vocational Nurse

This course will instruct LVN's on the purpose of IV therapy, legal aspects, nursing management of IV's, and possible complications. Upon attending all class sessions, passing a post test with 70% and successfully completing three IV venipunctures, the participant will receive a state certificate for IV therapy. Certification requires a valid LVN license. Thirty CE hours will be awarded upon completion of class room activities. Provider #00209. They class may be taken for CEU's only. A \$20.00 lab fee is required. SC

DA

**VONUR-098 Independent Study in Vocational Nursing**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**VONUR-099 Cooperative Education in Vocational Nursing**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**VONUR-900S Selected Topics in Vocational Nursing**

*DA varies with course content.*

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## Nutrition

**NUTRI-055 Introduction to Nutrition**

3 hours lecture

3 Units

**Advisory:** ENGL 90

A study of the basic principles of nutrition to be utilized for personal and family needs. Topics covered include the significance of food in the life of man; the various nutrients and energy; nutrition throughout the life cycle; selection of an adequate diet for health and disease prevention; the problems of over nutrition and under nutrition; and sources of valid nutrition information. LR

*Transfer: UC, CSU / DA*

**NUTRI-098 Independent Study in Nutrition**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**NUTRI-099 Cooperative Education in Nutrition**

2 hours lecture

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**NUTRI-900S Selected Topics in Nutrition**

*DA varies with course content.*

## Physical Education

**PE-002 Beginning Step Aerobics**

1.5-3 hours activity

.5-1 Unit

Introduction to step aerobics, designed especially for beginning students, but open to those with experience. An exciting, high intensity, low impact workout, set to music. SC

*Transfer: UC, CSU / DA*

**PE-006 Physical Fitness**

1.5-3 hours activity

.5-1 Unit

Designed to introduce the student to the elements, understanding and knowledge of physical fitness. Course activities such as walking or jogging, floor exercises with hand weights, and low impact aerobics will be implemented to improve and maintain one's fitness level. SC

*Transfer: UC, CSU / DA*

**PE-008 Weight Training**

1.5-3 hours activity

.5-1 Unit

This course includes instruction in all elements of weight training. It will involve techniques, safety procedures, knowledge of muscle groups, equipment use, warm-up, strength and endurance training, exercise progression and improved fitness. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-010 Circuit Training**

3 hours activity

1 Unit

A training method used in an equipped lab to help attain physical fitness and wellness. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-011 Super Shape-Up**

1.5-3 hours activity

.5-1 Unit

Super shape-up provides a total fitness exercise program for the individual interested in developing flexibility, cardiovascular fitness, muscular strength, and endurance; nutrition and weight control; and stress management. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-012 Power Walk, Stretch and Tone**

1.5-3 hours activity

.5-1 Unit

Power Walk, Stretch and Tone provides a total fitness exercise program, with an emphasis on lifelong fitness and developing flexibility, cardiovascular fitness, muscular toning, and weight control. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-013 Introduction to Triathlon**

1 hour lecture, 2 hours lab

.5-1 Unit

**Advisory:** *Some basic swimming skills*

This course is designed to incorporate a varied program of training for both the fitness/recreational athlete as well as the competitive age group racer. The class will cover training and racing techniques for each of the three sports as well as putting them together in the popular formats or Duathlons and Triathlons. Personal goal setting will be a major emphasis in this course. SC

*Transfer: UC, CSU / DA*

**PE-014 Volleyball**

3 hours activity 1 Unit

This course is designed to help the student with basic volleyball skills such as serving, blocking, digging, setting, and spiking. Also emphasis will be placed on knowledge of rules and team strategies. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-016 Beginning Swimming**

1.5-3 hours activity .5-1 Unit

This course will introduce the student to beginning swimming. A broad range of beginning swim skills will be taught including overcoming the fear of water and instruction in basic swimming strokes and skill, along with safety skills. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-017 Lap Swimming for Fitness**

3 hours activity 1 Unit

**Prerequisite:** Pass swim test or complete PE 16 prior or concurrently with PE 17

Increasing your physical fitness through lap swimming and improving your skills through swimming workouts are both forms of healthy conditioning. Swimming is an activity with which to improve your fitness and both muscular and cardio-respiratory endurance may be developed through participation. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-020 Exerjazz for Fitness**

1.5-3 hours activity .5-1 Unit

Designed for the student with little experience in rhythmic exercise or dance; this course is designed for the beginner as an exciting low-impact aerobic activity that combines exercise (exertion) and dance steps (rhythmical movement) to promote lifelong fitness. SC

*Transfer: UC, CSU / DA*

**PE-022 Bowling**

3 hours activity 1 Unit

Instruction and practice in the stance, approach, release and roll; study of rules, scoring and etiquette; participation in league bowling. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-024 Team Sports**

1.5-3 hours activity .5-1 Unit

This course is designed to introduce the student to all the basic elements of the sports of basketball, volleyball and softball. The intent of the course will be to engage the students in the practice of all the basic skills through individual and group drills. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-026 Soccer-Coed**

1.5-3 hours activity .5-1 Unit

This course will introduce the student to a broad range of soccer skills such as kicking, trapping, throwing, and teamwork in soccer. Knowledge of the rules and strategies will be discussed. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-030 Tennis**

1.5-3 hours activity .5-1 Unit

Instruction in fundamentals of tennis including forehand and backhand ground strokes; serve and volley; rules, scoring system and tennis etiquette. The basic tactics of singles and doubles and how to play the game, involving strategy, will be taught. Some competition may be included toward the end of the semester. Student must supply own racket and three new balls. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-033 Cardio Kickboxing**

1.5-3 hours activity .5-1 Unit

Cardio kickboxing will combine punches, kicks, sports conditioning, and drills to provide a workout that will improve cardiovascular fitness, muscular strength and flexibility. Designed for all fitness levels. SC

*Transfer: UC, CSU / DA*

**PE-042 Golf**

3 hours activity 1 Unit

This course includes instruction in all aspects of the game of golf. It will involve knowledge of the stance, grip, swing, chipping, putting, etiquette, scoring, and strategy. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-046 Basketball**

3 hours activity 1 Unit

**Advisory:** Medical release form required

This course is designed to introduce the student to all the basic elements of the sport of basketball. The intent of the course will be to engage the students in the practice of all the basic skills through individual and group drills. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-048 Adaptive Physical Education**

1.5-3 hours activity .5-1 Unit

**Prerequisite:** Student must bring a medical release form to the first class meeting.

Student must bring a medical release form to the first class meeting. Adaptive P.E. is designed to meet the needs of the physically limited student. This course will provide activities in the three major areas: 1) general strengthening/conditioning; 2) hydrotherapy/swim; 3) cardiovascular conditioning. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-049 Total Body Sculpting**

3 hours activity 1 Unit

Designed for total body toning through use of resistance bands, handweights, Pilates exercises for core strength and flexibility for lifelong fitness. SC

*Transfer: UC, CSU / DA*

**PE-050 Introduction to Ballet and Jazz Dance**

1.5-3 hours activity .5-1 Unit

An introductory course for the beginning dance student. Emphasis is on ballet technique and vocabulary and its application to beginning lyrical jazz dance. This is an excellent foundation course for beginners, as well as being an excellent supplemental technical training for others. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

*Transfer: UC, CSU / DA*

**PE-051 Group Dance Choreography**  
1.5-3 hours activity .5-1 Unit  
**Prerequisite:** Co-Requisite: PE 50 (Dance)  
**Advisory:** PE 54 or PE 55

Group Dance Choreography provides an opportunity for the beginning dance student to discover his/her own innate capacity for the communication of ideas, thoughts, and feelings through the medium of dance. Students learn to create their own dances from problem-solving assignments of spatial design, rhythm, quality of energy--with the enrichment of multicultural perspectives in dance history, art, music, literature, or poetry. SC

*Transfer:* UC, CSU / DA

**PE-053 Beginning Jazz Dance**  
1.5-3 hours activity .5-1 Unit  
Designed for the student with little experience in ballet or jazz dance; this course teaches students basic dance technique and choreography. May be repeated three times. SC

*Transfer:* UC, CSU / DA

**PE-054 Intermediate Jazz Dance**  
1.5-3 hours activity .5-1 Unit  
Designed for the student with experience in ballet or jazz dance; this course teaches students intermediate dance technique and choreography. May be repeated three times. SC

*Transfer:* UC, CSU / DA

**PE-055 Advanced Jazz Dance**  
3 hours activity 1 Unit  
**Advisory:** Prior beginning dance; eligibility for ENGL 90  
Designed for the dance student with training in ballet, jazz, modern, Afro, or trend styles of dance. SC

*Transfer:* UC, CSU / DA

**PE-056 Dance Production Workshop**  
1.5-3 hours activity .5-1 Unit  
**Advisory:** PE 53 or PE 54 or PE 55 or equivalent

Dance Production Workshop provides an opportunity for the dance student to perform. This course is designed to transform dance composition into a performance experience. Students may audition for the spring performance and use Danced Production Workshop as a foundation for dance composition, technical refinement, artistic and emotional expression, group or solo rehearsal, costuming, staging, and performance. May be repeated three times. SC

*Transfer:* UC, CSU / DA

**PE-057 Yoga for Health and Fitness**  
3 hours activity 1 Unit  
This course introduces the student to basic yoga postures and breathing techniques to enhance strength, flexibility, muscle control, mental concentration, alertness and the reduction of stress and tension in everyday life. SC

*Transfer:* UC, CSU / DA

**PE-057A Yoga for Health and Fitness**  
4.5 hours activity 1.5 Unit  
The student will learn basic yoga poses and breathing techniques which will extend into a more progressive routine to enhance increased strength, flexibility, muscle control, heightened mental concentration and alertness in everyday life. This course will help the student progress into yoga using each new skill to advance to the next more complex movement. This course will also include an extended relaxation technique to help reduce stress and tension in daily living. SC

*Transfer:* UC, CSU / DA

**PE-058 Body Revival**  
3 hours activity 1 Unit  
Body revival is a mind-body class incorporating fitness walking and yoga with an emphasis on lifelong fitness, developing cardiovascular fitness, strength and flexibility. SC

*Transfer:* UC, CSU / DA

**PE-066 Intramural Sports**  
1.5-3 hours activity .5-1 Unit  
The director of intramural activities will establish a schedule of activities in competition for various sports and games. These activities will include: basketball, softball, tennis, racquet ball, handball, badminton, volleyball, horseshoes, etc. One-half unit of credit will be granted for every 27 hours of participation. May be repeated three times. CR/NC

*Transfer:* UC, CSU / DA

**PE-098 Independent Study in Physical Education**  
.5-2 Units  
Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**PE-099 Cooperative Education in Physical Education**  
1-4 Units  
Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

**PE-900S Selected Topics in Physical Education**  
*DA varies with course content.*

# Physical Science

## PHYS-005LS General Physical Science

3 hours lecture, 1 hour lab

3 Units

An introduction to the physical sciences. An intradisciplinary approach to significant concepts and principles in physics, chemistry, astronomy, and earth sciences. Emphasis will be placed on the creative process of scientific inquiry by which current scientific understanding has evolved, on the aesthetics of science, and on the limitation and implications of scientific knowledge. Throughout the course and particularly in the lab, opportunities will be provided to develop skills in critical thinking, problem-solving, and effective learning. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-005LSH Honors General Physical Science

3 hours lecture, 1 hour lab

3 Units

An introduction to the physical sciences. An intradisciplinary approach to significant concepts and principles in physics, chemistry, astronomy, and earth sciences. Emphasis will be placed on the creative process of scientific inquiry by which current scientific understanding has evolved, on the aesthetics of science, and on the limitation and implications of scientific knowledge. Throughout the course and particularly in the lab, opportunities will be provided to develop skills in critical thinking, problem-solving, and effective learning. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-098 Independent Study in Physical Science

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

Independent Study courses may be DA or transferable depending on specific course. See your counselor.

## PHYS-099 Cooperative Education in Physical Science

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

## PHYS-900S Selected Topics in Physical Science

DA varies with course content.

# Physics

## PHYS-015LS Introduction to Physics

3 hours lecture, 3 hours lab

4 Units

**Prerequisite:** *One year high school algebra*

An integrated study of physical concepts and principles with laboratory methods and techniques. An intradisciplinary approach will be used to develop an understanding of the nature of energy and matter interactions through a study of such topics as motion, heat, sound, electricity, light, and magnetism. Emphasis is placed on the creative process of scientific inquiry, on the aesthetics of science, and on the limitations and implications of scientific knowledge. Skills in critical thinking, problem-solving, and effective learning will be developed through the course. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-035LS General College Physics

3 hours lecture, 4 hours lab

4 Units

**Prerequisite:** *High school physics and trigonometry*

An integrated study of the basic concepts, principles, and laws underlying physical phenomena and processes. An intradisciplinary approach will be taken in the portrayal of the nature, the aesthetics, and the relevance of science. Energy will be the unifying theme in treating mechanics, thermodynamics, and nuclear physics. Emphasis will be placed on the creative process of scientific inquiry. Throughout the course, skills in critical thinking, problem-solving, and effective learning will be developed. This is the first semester of a year course in general college physics. (CAN PHYS 2) This course is offered in the fall only. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-036 General College Physics

3 hours lecture, 4 hours lab

4 Units

**Prerequisite:** *PHYS 35LS or equivalent with a grade of "C" or better*

A continuation of PHYS 35LS, covering the areas of electricity and magnetism, geometrical and physical optics, fluids, sound, atomic physics, relativity, and physics of the universe. (CAN PHYS 4) This course is offered in the spring only. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-040 Physics for Scientists and Engineers

3 hours lecture, 4 hours lab

4 Units

**Prerequisite:** *Prior or concurrent enrollment in MATH 60S*

An introduction to Newtonian mechanics and relativity. Topics will include vectors, rectilinear and planar motion, Newton's Laws, work and energy, linear and angular momentum, rotational kinematics and dynamics, equilibrium, oscillation, gravitation, and relative theory. (CAN PHYS 8) LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

## PHYS-041 Physics for Scientists and Engineers

3 hours lecture, 4 hours lab

4 Units

**Prerequisite:** *PHYS 40 and prior or concurrent enrollment in MATH 70S*

An introduction to electricity and magnetism. Topics will include Coulomb's Law, Gauss' Law, electric fields, electric potential, Ohm's Law, DC circuits capacitance, magnetic fields, induced currents, electric oscillations, electromagnetic waves, Maxwell's equations and AC circuits. (CAN PHYS 12) This course is offered in the fall only. LR

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area B) / DA

**PHYS-042 Physics for Scientists and Engineers**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *PHYS 40 and prior or concurrent enrollment in MATH 70S*

An introduction to light, heat, and modern physics. Topics will include wave motion, geometric and physical optics, thermodynamics and kinetic theory, and quantum mechanics. LR

*Transfer: UC, CSU / DA***PHYS-098 Independent Study in Physics**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**PHYS-099 Cooperative Education in Physics**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***PHYS-900S Selected Topics in Physics***DA varies with course content.*

## Political Science

**POLSC-005 American Institutions and Ideals: History, Constitution and Local Government**

3 hours lecture, 1 hour arranged lab 3 Units

**Advisory:** *Strongly recommend completion of ENGL 10S*

Study of selected significant events involving the U.S. since the seventeenth century and their influence on our political systems. National, state, and local levels of government will be examined using the Constitutions of the United States and the State of California. The rights and obligations of citizens will be discussed. The influence on certain social and ethnic groups resulting from the exercise of such rights and obligations will be explored. LR

*Fulfills American Institutions and Ideals, history, constitution and local government requirements at Los Medanos College and CSU*

*(Executive Order 405) LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**POLSC-005H Honors American Institutions and Ideals: History, Constitution and Local Government**

3 hours lecture, 1 hour arranged lab 3 Units

**Advisory:** *Strongly recommend completion of ENGL 10S*

Study of selected significant events involving the U.S. since the seventeenth century and their influence on our political systems. National, state, and local levels of government will be examined using the Constitutions of the United States and the State of California. The rights and obligations of citizens will be discussed. The influence on certain social and ethnic groups resulting from the exercise of such rights and obligations will be explored. LR

*Fulfills American Institutions and Ideals, history, constitution and local government requirements at Los Medanos College and CSU*

*(Executive Order 405) LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**POLSC-033LS Introduction to Political Thought: The Problem of Democracy**

3 hours lecture 3 Units

**Advisory:** *ENGL 10S*

Same as HUMST 33LS. This course will examine a 2,500 year old tradition of political thought and experience with special reference to the antecedents, critiques and variable models of world democracy. A comparative review of certain non-democratic political traditions will also be made. The primary goal of instruction is to lead students toward reflection on the multiple problems associated with developing viable democratic regimes, and toward an appraisal of the prospects for democracy in the 21st century. This course will use an interdisciplinary, cross-cultural and comparative approach which is compatible with the intrinsically ethical nature of the thinking and practice of world democracies. SC

*Transfer: CSU / DA, pending UC***POLSC-043LS International Relations**

3 hours lecture 3 Units

**Advisory:** *POLSC 5 and ENGL 10S*

This course will engage students in the study of the relations among nations, focusing on the policies and issues that nation-states and the people of the world interact and are interconnected. Although based on the concepts of political science, this course will take a multi-dimensional perspective, including trade, technology, geography and economics. An emphasis will be placed on studying the global connections of the local community. Students will have the opportunity to participate in course and classroom activities designed to encourage the development of practical and professional skills, involving for example, report writing, media production and oral presentations. This general education course satisfies LMC graduation requirements and is fully transferable to CSU and UC institutions. SC

*Transfer: UC, CSU / DA***POLSC-098 Independent Study in Political Science**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**POLSC-099 Cooperative Education in Political Science** 1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

Transfer: CSU / DA

**POLSC-900S Selected Topics in Political Science**  
DA varies with course content.

# Psychology

**PSYCH-010LS Psychology: Individual and Social Processes** 3 Units  
3 hours lecture  
**Advisory:** Eligibility for ENGL 90

This psychology course is designed to deal with selected concepts and principles of psychology. Emphasis is on the functional aspects of individual and group behavior. It will focus on psychology as a discipline within the Behavioral Sciences and its relationship to Anthropology and Sociology. Areas of study will include the understanding of human behavior from philosophical and theoretical viewpoints, stages in human development and the social and psychological influences on one's self-concept. This course meets the Graduation Requirement for General Education for Behavioral Sciences. SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA

**PSYCH-011LS General Psychology** 3 Units  
3 hours lecture

This introduction to psychology serves as preparation for further study in this field. The focus of the course is the study of human behavior and its contributions to understanding social evolution, interpersonal relationships, and healthy and disordered functioning. The goals of this field, its evolution as a behavioral science, its varied practical applications, and current controversial issues are discussed and viewed for understanding our present social and world condition. To gain this understanding, the content includes the study of: motivation, mind and body relationship, individual differences, developmental stages, the role of learning and cognitive functioning, gender similarities and differences, and the value and limitations of mental health therapies. An interdisciplinary approach is used to communicate how bioscience, sociology, anthropology, and current affairs are interrelated in the study of history and human evolution. This course is required for RN and LVN majors. (CAN PSY 20) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA

**PSYCH-012S Family Crisis and Growth** 3 Units  
3 hours lecture

This class introduces the contention that family crisis may be a result of normal family development or of a non development dysfunction. The student will assess 1) the components of functional and dysfunctional family systems, 2) how families define and interpret crisis (both predictable and unpredictable), 3) an individual's perception of crisis and how this affects the course of a family crisis, and 4) the issue of family violence as crisis. (In particular, the causes, roots, and implications of spouse, child and alcohol abuse as it relates to these areas of concern.) SC

LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area E) / DA

**PSYCH-014 Psychology of Human Sexuality** 3 Units  
3 hours lecture

**Advisory:** Eligibility for ENGL 90

The investigation of the subject, human sexuality, with an emphasis on the subject of intimacy from the cognitive and behavioral psychological approaches. Other topics include the psychological aspects of gender differences, sexual anatomy and physiology, sexual dysfunctions and treatment approaches, sexual orientations, contraception, domestic violence, rape, and sexually transmitted diseases. SC

Transfer CSU / DA

**PSYCH-021 Communication and Leadership Dynamics** 3 Units  
3 hours lecture

Emphasis on communication instructions and leadership skills. Provides an understanding of individual and group dynamics to include: power and status, nonverbal communication, interpersonal communication, intercultural understanding, credibility and impact, and assertiveness skills. SC

Transfer: CSU / DA

**PSYCH-032 The Psychology of Career Development** 1 Unit  
18 total hours lecture

An intense career exploration designed to engage students in their own career development. Topics include how to realistically assess, review, and interpret various areas such as interests, attitudes, values, priorities, skills and strengths, goals, and career options in the current job market. The course includes the opportunity to utilize the campus Career Center. CR/NC

Transfer: CSU / DA

**PSYCH-034 The Psychology of College Success** 1 Unit  
18 total hours lecture

Designed to help students learn and develop the critical thinking skills necessary to succeed in their college experiences. Topics will include some practical ideas, problem solving techniques, and applications of strategies for time management, test anxiety, study skills, stress management, and problem-solving. CR/NC

Transfer: CSU / DA

**PSYCH-035 Self Esteem & Life Planning - Geared to the Interests of Women** 3 Units  
3 hours lecture

Designed to help students examine and develop confidence, self-image, coping strategies, problem-solving, and decision-making skills. Topics include time and stress management, college effectiveness, goal setting, and career development issues. SC

Transfer: CSU / DA

**PSYCH-098 Independent Study in Psychology** .5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

Independent Study courses may be DA or transferable depending on specific course. See your counselor.



**PSYCH-099 Cooperative Education in Psychology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**PSYCH-100 Taking Charge of Your College Education**

3 hours lecture

3 Units

This course deals with special adjustments and issues that CARE/EOPS students must make to the college setting. Topics include letting go of the past, dealing with the "system", building self esteem and numerous strategies to enhance the learning process. CR/NC

DA

**PSYCH-100A Taking Charge of Your College Education**

27 total hours lecture, 27 total hours lab

2 Units

Psychology 100A teaches students how to transition into the college environment successfully. It teaches how to overcome past weaknesses, build productive study habits (using time management and stress management methods) and implement proven strategies to read, comprehend, take notes, concentrate, take tests and more. CR/NC

DA

**PSYCH-900S Selected Topics in Psychology**

*DA varies with course content.*

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## Real Estate

**REAL-005 Real Estate Principles**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 90*

Designed for students preparing to enter the real estate business; includes study of real and personal property acquisition, ownership, estates in real property, joint tenancies, partnership, sales, contracts, homesteads, deeds, and taxes. Required for those preparing to take the real estate salesperson license exam. SC

*Transfer: UC, CSU / DA*

**REAL-010 Legal Aspects of Real Estate**

3 hours lecture

3 Units

**Advisory:** *REAL 5 with a "C" or better, eligibility for ENGL 90*

California law as it pertains to the practice of real estate. Students will study real property law and apply the concepts to real estate problems and issues. Applies toward state educational requirements for agents and broker's license examination. This course is offered in the spring only. LR

*Transfer: CSU / DA*

**REAL-015 Real Estate Appraising**

3 hours lecture

3 Units

**Advisory:** *Real Estate license or REAL 5 with a grade of "C" or better*

Basic principles and influences on valuation; techniques of valuation, including the appraisal process, site analysis and valuation, improvements, functional utility, cost, and depreciation; market data, and income approaches; case studies illustrating the techniques and principles; field work includes narrative appraisal report. Applies toward state educational requirements for broker's license examination and may be used as a course to validate new Real Estate license. This course is offered in the fall only. LR

*Transfer: CSU / DA*

**REAL-020 Real Estate Practice**

3 hours lecture

3 Units

**Advisory:** *Real Estate experience or REAL 5*

A comprehensive presentation of the techniques of operating a real estate business with emphasis on the daily activities of brokers and salespeople. Subjects covered include an introduction to appraising, exchanges, income tax considerations, and specialized brokerage. Applies toward state educational requirements for broker's license examination. This course is offered in the spring only. SC

*Transfer: CSU / DA*

**REAL-025 Real Estate Finance**

3 hours lecture

3 Units

**Advisory:** *Real Estate experience; eligibility for ENGL 90*

Designed for those employed in real estate and related fields to give them fundamental principles of real estate finance. Applies toward state requirements for sales and broker's license examination. This course is offered in the fall only. SC

*Transfer: CSU / DA*

**REAL-030 Legal Aspects of Real Estate II**

3 hours lecture

3 Units

**Prerequisite:** *REAL 10 with a grade of "C" or better*

A continuing study of the California Real Estate Law, including recent court decisions; trends in the real estate law. This course is offered in the fall only. SC

*Transfer: CSU / DA*

**REAL-035 Real Estate Investment**

18 total hours lecture

1 Unit

Designed for persons interested in real estate, including a study of personal needs, valuation, "tax-shelter" aspects, income production, income tax laws affecting real estate, types of ownership and methods of disposition; also includes a discussion of estate planning, building an estate, and effects of the various estate taxes. Includes use of financial calculators. Offered based on student interest. SC

*Transfer: CSU / DA*

**REAL-040 Exchange and Taxation**

3 hours lecture

3 Units

A careful study of real estate exchange and taxation techniques and methods; includes all aspects of exchanges, both commercial and private, as well as taxation benefits. Offered based on student interest. SC

*Transfer: CSU / DA*

**REAL-045 Real Estate Economics**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

An overview of the relationship of real estate to the economic system; designed for individuals working in real estate and related fields, and investors. LR

*Transfer: CSU / DA***REAL-098 Independent Study in Real Estate**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**REAL-099 Cooperative Education in Real Estate**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA***REAL-900S Selected Topics in Real Estate***DA varies with course content.*


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## Recording Arts

**RA-010 Recording Arts I**

2 hours lecture, 4 hours lab 3 Units

Designed for the general student or the student entering the recording arts program in music. This course includes an introduction to the terminology and practices within recording arts. Emphasis will be placed on broad general concepts, and practical methods in a nontechnical framework. Aspects include studio procedures, microphone techniques, overdubbing, and basic mixing procedures. A multi-track recorder and mixing console will be used for demonstration. May be repeated once. LR

*Transfer: CSU / DA***RA-012 Sound Reinforcement**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course is an overview of the field of Concert Sound Reinforcement. This branch of audio engineering is concerned with the installation and operation of in-house and large transportable sound systems. The course provides the student with a working vocabulary and an explanation of how the many components of the sound system function and interrelate. Discussions on the acoustic environment, audio equipment, sound system setup, troubleshooting, sound check, the art of mixing sound for live performance and touring, give the student a behind-the-scene look at how this information is used by concert audio engineers. LR

*Transfer: CSU / DA***RA-015 Music Fundamentals for Audio Professionals**

3 hours lecture 3 Units

**Advisory:** *ENGL 90*

A basic music course addressing the specific needs of Recording Arts students, providing the specialized musical vocabulary and concepts needed to interact with artists in studio situations, and a grasp of the technological aspects of music making. Satisfies certificate/degree requirement. LR

*Transfer: CSU / DA***RA-016 Recording Studio Management**

2 hours lecture 2 Units

**Advisory:** *Eligible for ENGL 90*

A course in building, managing, marketing and maintaining a professional recording studio. Includes visits to professional recording facilities. SC

*Transfer: CSU / DA***RA-017 Recording Industry Employment Strategies**

2 hours lecture 2 Units

**Advisory:** *ENGL 90*

A course in techniques for finding work in the recording industry and related fields. Includes strategic planning to enhance employment and career opportunities for Recording Arts Program graduates. SC

*Transfer: CSU / DA***RA-018 Introduction to Video Production**

2 hours lecture, 2 hours lab 2.5 Units

**Advisory:** *ENGL 90A and B*

This course is designed to provide students with an introduction to the basics of video production and assist them in producing quality video productions. SC

**RA-020 Recording Arts II**

2 hours lecture, 4 hours lab 3 Units

**Prerequisite:** *RA 10*

Second semester course in the Recording Arts sequence. Designed to familiarize the student with the professional recording environment and the fundamentals of engineering. Topics include: overview of recording studio design, the recording team, detailed description of the recording chain with emphasis on LMC's state-of-the-art recording system, fundamentals of acoustics, the role of the engineer, microphones, microphone technique and mixing consoles. This course is offered in the spring only. LR

*Transfer: CSU / DA***RA-021 Basic Session Producing**

2 hours lecture, 2 hours lab 2 Units

Designed to develop strong competencies in the field of producing records. The student will learn information including studio procedures, talent and song-writing evaluation, budget analysis, licenses, publishing, promotion, merchandising, aspects of manufacturing, wholesaling and retailing music business, publishing, copyrighting, other legalities, and other current trends and problems in the field. This course is offered in the spring only. LR

*Transfer: CSU / DA*

**RA-030 Recording Arts III**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** RA 20**Advisory:** Eligibility for ENGL 90

Third semester course in the Recording Arts sequence. Course begins with a detailed discussion of studio design. A semester-length studio design project broadens the student's knowledge of the recording environment. Computer-based console automation with a particular emphasis on Otari's Diskmix 3 is then examined. The course includes an in-depth study of analog and digital storage devices. Topics include: recording media, analog servo-mechanisms, analog tape machine alignments, digital basics and tape machine operation. This course is offered in fall only. LR

*Transfer:* CSU / DA**RA-032 Recording Arts Workshop**

3 hours lab

1 Unit

**Advisory:** Eligibility for ENGL 90, completion of RA 10, 20 and 30

Suggested that one is currently enrolled in second year of R.A. program. First year R.A. students should be recommended by instructor. Investigation of various selected activities associated with the recording arts program. The class will be assigned selected activities such as overdubbing, recording sessions, mixdowns, basic console and deck maintenance teamed up with instructor-selected first year students to work as engineering teams to simulate professional recording studio procedures. May be repeated three times. LR

*Transfer:* CSU / DA**RA-040 Recording Arts IV**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** RA 30**Advisory:** Eligibility for ENGL 90

Fourth semester course in the Recording Arts sequence. This course focuses on four primary areas of study: audio post-production for film/video, signal processors, mixing and mastering. The details of post-production are examined with an emphasis on synchronization techniques, time code and digital audio editing. An overview of signal processors is presented including computer control of signal processors via MIDI system exclusive messages. Information from previous courses in the sequence is applied when studying mixing. Course concludes with a description of the mastering process. This course is offered in spring only. LR

*Transfer:* CSU / DA**RA-098 Independent Study in Recording Arts**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**RA-099 Cooperative Education in Recording Arts**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA**RA-900S Selected Topics in Recording Arts***DA varies with course content.*

## Recreational Education

**RECED-020 Introduction to Recreation and Leisure**

3 hours lecture

3 Units

**Advisory:** Recommend completion of ENGL 90

The history and principles of recreation are considered and various public and private recreation organizations are examined and observed; the nature, scope, and significance of leisure and recreation in contemporary society with emphasis on the role of the professional leader in organizing recreation programs in a variety of settings. SC

*Transfer:* CSU / DA**RECED-025 Recreation Leadership**

3 hours lecture

3 Units

**Advisory:** Recommend completion of ENGL 90

Leadership of recreation activities with emphasis on the social development and integration of individuals into group programs. Instruction in the leadership function of social recreation activities and mechanics of planning techniques; developing a repertoire of social activities and games for social recreation. SC

*Transfer:* CSU / DA**RECED-030 Social Recreation**

3 hours lecture

3 Units

**Advisory:** Recommend completion of ENGL 90

A course presenting material and information needed to conduct social recreation programs, including related sports and games in a variety of recreational settings. Emphasis is on the social development and integration of individuals into group programs. Instruction includes planning and conducting social recreation activities. SC

*Transfer:* CSU / DA**RECED-098 Independent Study in Recreation Education**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**RECED-099 Cooperative Education in Recreation Education**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**RECED-900S Selected Topics in Recreation Education**

*DA varies with course content.*

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## Refrigeration & Air Conditioning

**REFRG-045 Central Heating and Cooling Troubleshooting**

1 hour lecture, 3 hours lab 2 Units

**Advisory:** APPLI 25 or APPLI 26; Eligibility for ENGL 90

This class is designed to teach the fundamentals of domestic heating and air conditioning. Information will be presented on installation of HVAC units. Emphasis will be placed on troubleshooting, maintenance and repair procedures as related to HVAC units. SC

*Transfer: CSU / DA*

**REFRG-070 Industrial Refrigeration**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** APPLI 25 or APPLI 26; Eligibility for ENGL 90; EETEC 10 or the equivalent

An introduction to industrial refrigeration which provides a background in the scientific principles related to heat and temperature, transfer of heat, and refrigeration systems. Applied refrigeration concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

*Transfer: CSU / DA*

**REFRG-071 Industrial Refrigeration Controls**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** APPLI 25 or APPLI 26 or equivalent; Eligibility for ENGL 90; EETEC 10

An introduction to controls and concepts of industrial refrigeration, service, and repair. This course is designed for the student seeking a career as an industrial refrigeration technician, as well as others seeking knowledge in troubleshooting. May be repeated two times. SC

*Transfer: CSU / DA*

**REFRG-072 Air Conditioning - Refrigeration Load Calculations and Design**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EETEC 10; APPLI 25 or APPLI 26 or equivalent; eligibility for ENGL 90

This course introduces the student to the ACCA Manual J, and Manual D method of calculating the heating and cooling loads of residential homes. The course will also cover light commercial refrigeration load calculations. Both manual and digital examples will be used in this course. Designed for continuing education for students in the HVAC-R field. LR

**REFRG-098 Independent Study in Refrigeration**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**REFRG-099 Cooperative Education in Refrigeration**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**REFRG-900S Selected Topics in Refrigeration**

*DA varies with course content.*

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## Sign Language

**SIGN-065 American Sign Language I**

3 hours lecture 3 Units

**Advisory:** Prior or concurrent enrollment in ENGL 90 or 10S

An intensive course designed for persons wanting to learn communication skills in American Sign Language. Emphasis is on language and cultural behavior appropriate for use in the deaf community. SC

*Transfer: UC, CSU / DA*

**SIGN-066 American Sign Language II**

3 hours lecture 3 Units

**Prerequisite:** SIGN 65 or equivalent

An intensive course designed for persons who want focused teaching and practice in expressive skills. American Sign Language II is a continuation of ASL I, with more emphasis on students' expressive skills. Cultural awareness through appropriate cultural context is the premise of classroom exercises. SC

*Transfer: UC, CSU / DA*

**SIGN-098 Independent Study in Sign Language**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**SIGN-099 Cooperative Study in Sign Language**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**SIGN-900S Selected Topics in Sign Language**

*DA varies with course content.*

## Social Science

**SOCSC-045LS Issues Facing African Americans**

3 hours lecture

3 Units

**Advisory:** *Eligibility for ENGL 10S*

(Formerly SOCSC 45S) An examination of the experience of African-Americans from a socially inclusive, transcultural and interdisciplinary perspective. Students will be asked to identify and critically evaluate those issues and concerns most resonant within the lives of black people as emergent historically, and as expressed in the notable events, persons, and cultural achievements of ethnic memory. The ultimate goal of our study is to gain deeper understanding of the unique heritage that African-Americans possess, and to better appreciate the absolutely pivotal role blacks have played in the founding and sustaining of the American sense of "nation". This course meets LMC's Ethnic/Multicultural Studies graduation requirement. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**SOCSC-098 Independent Study in Social Science**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**SOCSC-099 Cooperative Education in Social Science**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**SOCSC-900S Selected Topics in Social Science**

*DA varies with course content.*

## Sociology

**SOCIO-015LS Introduction to Sociology**

3 hours lecture

3 Units

Introduction to the principles and theoretical perspectives of sociology. Topics will include sociological research methods, culture, groups, collective behavior, urbanization, stratification, socialization, race, and gender inequality. Through various reading and writing exercises and assignments, students will be provided an opportunity to develop critical ways of looking at sociological phenomena. Through the examination of the various modes of inquiry used by behavioral scientists, students will be encouraged to develop an awareness of the importance as well as the complexity of data collection and reporting. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**SOCIO-016LS Introduction to Social Problems**

3 hours lecture

3 Units

A sociological analysis of some of the major societal problems in the United States. Topics covered will be taken from a range of possible social issues such as crime, juvenile delinquency, violence, drug use, racism, sexism, rapid social change, poverty, educational problems, family stress, urbanization, and variations in human sexuality. Students will be provided an opportunity to discuss reasons and possible solutions to social problems in an interdisciplinary and scientific manner. Reading and writing assignments will help students evaluate the social problems in a critical manner. SC

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area D) / DA*

**SOCIO-098 Independent Study in Sociology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**SOCIO-099 Cooperative Education in Sociology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**SOCIO-900S Selected Topics in Sociology**

*DA varies with course content.*

# Spanish

## SPAN-050S Elementary Spanish I

5 hours lecture 5 Units

**Advisory:** ENGL 90

A visual/oral/aural approach to understanding, speaking, reading, and writing Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano, and Latino cultures. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

## SPAN-051S Elementary Spanish II

5 hours lecture 5 Units

**Advisory:** SPAN 50S or 2 years of high school Spanish

Continuation of the visual/oral/aural approach to understanding, speaking, reading, and writing Spanish. Course material emphasizes the cultures of Mexico, Central/South America, the Caribbean, Spain, and the Chicano of the Southwestern United States. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

## SPAN-052S Intermediate Spanish I

5 hours lecture 5 Units

**Advisory:** SPAN 51S or 3 years high school Spanish or native fluency in reading and writing of Spanish

This course uses the communicative approach in the acquisition of Spanish. Students will gain skills in listening and understanding conversation at the intermediate level, writing, and reading. The third in a series of four semesters of college level Spanish emphasizes the literature and culture of Latin America and Spain. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

## SPAN-053S Intermediate Spanish II

5 hours lecture 5 Units

**Advisory:** SPAN 52S or 4 years high school Spanish or native fluency in reading and writing of Spanish

This course uses the communicative approach in the acquisition of Spanish. Students will gain skills in listening, speaking and reading at the advanced intermediate level. The fourth in a series of four semesters of college level Spanish strongly emphasizes high level grammar and literature/writing analysis. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area C) / DA*

## SPAN-054S Conversational Spanish I

3 hours lecture, 1 hour lab 3 Units

**Advisory:** Completion of ENGL 90

The communicative approach to basic understanding and speaking of Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano and Latino cultures. LR

*Transfer: CSU / DA*

## SPAN-055S Conversational Spanish II

3 hours lecture, 1 hour lab 3 Units

**Advisory:** ENGL 90 and SPAN 54S

The communicative approach to intermediate level understanding and speaking of Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano and Latino cultures. LR

*Transfer: CSU / DA*

## SPAN-080 Elementary Spanish Grammar

4.5 hours lab 1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from [www.losmedanos.net](http://www.losmedanos.net). Students will be graded on exercises, quizzes and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC  
DA

## SPAN-081 Intermediate Spanish Grammar I

4.5 hours lab 1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from [www.losmedanos.net](http://www.losmedanos.net). Students will be graded on exercises, quizzes and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC  
DA

## SPAN-082 Intermediate Spanish Grammar II

4.5 hours lab 1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from [www.losmedanos.net](http://www.losmedanos.net). Students will be graded on exercises, quizzes, and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC  
DA

## SPAN-098 Independent Study in Spanish

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**SPAN-099 Cooperative Education in Spanish**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**SPAN-900S Selected Topics in Spanish**

*DA varies with course content.*

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## Speech

**SPCH-038 Interpersonal Communication**

2 hours lecture, 2 hours seminar-practicum 3 Units

**Advisory:** *Recommended as a prerequisite to SPCH 40LS*

Designed to provide experience in being more assertive in communication; designed for both the passive and the aggressive personality; will teach the communication skills which lessen the anxieties felt by people who are too passive as well as those felt by people who are too aggressive. SC

*Transfer: CSU / DA*

**SPCH-040LS Oral Communication**

3 hours lecture, 1 hour lab 3 Units

This course is designed to develop skills toward becoming a more effective communicator, both as a speaker and listener. Introduction to the basic concepts and principles of oral communication, including methods of obtaining and organizing material for clarity of thought, and development of both imaginative and discursive modes of verbal expression. Practice in preparing, delivering, listening to, and critiquing various modes of public speaking. Includes and interdisciplinary treatment of the nature of language and the ethics inherent in evaluating persuasive messages. LR

*LMC Gen. Ed. Transfer: UC, CSU (Gen. Ed. area A) / DA*

**SPCH-098 Independent Study in Speech**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**SPCH-099 Cooperative Education in Speech**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**SPCH-900S Selected Topics in Speech**

*DA varies with course content.*

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## Travel

**TRAVL-071 Orientation to Careers in Travel**

6 total hours lecture .3 Unit

This course is an excellent orientation to careers in the travel industry. It also provides an overview of the travel program, the certificate options and courses for students. Speakers from the industry share information about their careers and their segment of the industry during the day. CR/NC

*Transfer: DA*

**TRAVL-072 Introduction to Travel**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 9 or 90*

An introductory course designed to give students an overview of the travel industry and its different components. Familiarizes students with terminology and career options in the Travel industry. SC

*Transfer: CSU / DA*

**TRAVL-073 Air Fares and Ticketing**

3 hours lecture 3 Units

A core course in the Travel Marketing curriculum which includes domestic and international airline information, codes, ticketing procedures, airfares and other airline documentation. SC

*Transfer: CSU / DA*

**TRAVL-074 North American Travel Destinations**

3 hours lecture 3 Units

A course of travel geography and tourism within North America; familiarization with places of tourist interest, itinerary planning, tour companies and sources of reference. Includes a study of Hawaii, Alaska, Mexico, the Caribbean and other popular tourist destinations in North America. SC

*Transfer: CSU / DA*

**TRAVL-075 Travel in Europe**

3 hours lecture 3 Units

This course familiarizes the student with European cultural and physical geography as it relates to travel. Emphasis will be given to learning about the country, the major cities, tourist attractions and facilities. Some time will be devoted to learning how to use various references and researching different tour companies to Europe. SC

*Transfer: CSU / DA*

**TRAVL-076 Travel Sales and Marketing**

3 hours lecture 3 Units

This course aims to teach effective techniques of service-oriented sales to succeed in the competitive environment of the travel industry. It aims to develop sales skills so that every client is a satisfied client and a repeat client. The course will also teach the basics of marketing the travel product. SC

*Transfer: CSU / DA*

**TRAVL-077 Customized Vacation Planning**

2 hours lecture 2 Units

Students will learn how to customize tours, beginning with initial itinerary planning, vendor selection, finalizing tour arrangements and marketing the tour. Familiarity with reference materials is the foundation for a successful travel career. Students gain knowledge of how to use reference materials, books, computer-displayed information, industry publications, newspapers and radio advertising. Effective use of reference materials is indispensable for creating FITs. SC

*Transfer: CSU / DA*

**TRAVL-079 Automation Air Reservations (SABRE)**

3 hours lecture, 1 hour lab 3 Units

**Prerequisite:** TRAVL 72 and TRAVL 73 with a grade of "C" or better

An introduction to making client reservations on the SABRE computer reservation system. Designed for students who want to work in a travel agency, airline reservation office, or related travel field. The course will be taught in a classroom with hands-on experience in a computer training facility simulating American Airline's SABRE system. SC

*Transfer: CSU / DA*

**TRAVL-080 Travel Around the World**

3 hours lecture 3 Units

Familiarizes the student with world cultural and physical geography as it relates to travel. Covers tourist attractions and facilities, reference materials and tour companies, surface travel and air routings. This course will cover Central and South America, Africa, the South Pacific and Asia. SC

*Transfer: CSU / DA*

**TRAVL-082 All About Cruising**

4 hours lecture 4 Units

An introduction to cruising as a vacation alternative. It will acquaint students with the cruise industry, cruise lines and their ships, the different "personalities" of the cruise ships: cruise destinations and itineraries around the world. It will also include cruise terminology and cruise selling skills. This is the core course of the Cruise Specialist Certificate. SC

*Transfer: CSU / DA*

**TRAVL-089 Cyber Travel**

9 total hours lecture .5 Unit

Surf the web and join the "webolution". Learn about excellent travel Internet sites you can use whether you are a traveler or a travel professional. More and more travel information is available on the Internet from tour and cruise companies, airlines, tourist bureaus, government sites and guide books. The Internet is a great source of information, sales and marketing and communication in the travel industry. CR/NC

*Transfer: CSU / DA*

**TRAVL-090 Introduction to Apollo Computer Reservations**

36 total hours lecture, 9 total hours lab 2 Units

**Advisory:** TRAVL 73 should be taken prior or concurrently

First level course on a live airline computer reservation system. It will include an introduction to computer reservations, researching basic airfares, availability of flights and creating a Passenger Name Record. Three to four hours of practice a week in the lab outside of class hours is recommended. SC

*Transfer: CSU / DA*

**TRAVL-091 Air Fares on Apollo Computer Reservations**

18 total hours lecture, 4.5 total hours lab 1 Unit

**Advisory:** TRAVL 90 should be completed prior to taking TRAVL 91

A second level course on a live airline computer reservation system. Emphasis will be on researching airfares for both domestic and international travel, analyzing fares and their rules for different passenger profiles; and pricing itineraries. Two to three hours of practice a week in the lab outside class is recommended. Required course for all 3 levels of certificates in Travel Marketing. SC

*Transfer: CSU / DA*

**TRAVL-092 Advanced Apollo Computer Reservations**

36 total hours lecture, 9 total hours lab 2 Units

**Advisory:** TRAVL 90 should be completed prior to taking TRAVL 92

An advanced course on a live airline computer reservation system. It includes supplementary information in the Passenger Name record, client profiles, hotel and car reservations; and some short cuts. Three to four hours of practice a week in the lab outside class hours is recommended. SC

*Transfer: CSU / DA*

**TRAVL-098 Independent Study in Travel Merchandising**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.*

**TRAVL-099 Cooperative Education in Travel Merchandising**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer: CSU / DA*

**TRAVL-900S Selected Topics in Travel Merchandising**

*DA varies with course content.*



# Welding

## WELD-005 Introduction to Gas Welding

9 total hours lecture, 27 total hours lab 1 Unit

This is a short but intensive course specifically designed for those who need to know how to gas weld as part of their jobs or vocations such as: the metal art sculptor and ornamental iron designer, the hobbyist, the small equipment and motor mechanic, as well as the appliance repair person and small repair shop owner. This course will develop the necessary skill and know-how to safely set up and operate the portable oxy-acetylene welding unit in order to weld, braze and solder sheet metal joints in their required positions. The student will also learn how to join and repair metal parts such as cast iron and will develop the skill to successfully use the cutting torch in order to cut plate metal to specific sizes and shapes. LR

Transfer: CSU / DA

## WELD-010 Basic Arc Welding Theory

3 hours lecture 3 Units

Required of all beginning arc welding students to assist them in developing the knowledge of safety and safe practices, fundamentals of arc welding, power sources, and A.W.S. classification of electrodes and electrode selection. Included in course: AISI, ASTM, SAE classification, flame cutting, welding symbols, control of distortion, and welding application. LR

Transfer: CSU / DA

## WELD-011 Basic Shielded Arc Welding Practice

3-9 hours lab .5-3 Units

**Prerequisite:** Prior or concurrent enrollment in WELD 10

**Advisory:** Eligibility for ENGL 90

A lab class required for all beginning arc welding students to enable them to develop the skills required of the trade. Practice in plate welding in various positions to meet minimum welding test requirements; also, practice in flame cutting and gouging and arc air gouging. LR

Transfer: CSU / DA

## WELD-015 Basic Oxyacetylene Welding

1 hour lecture, 3 hours lab 2 Units

Oxy-fuel gas welding of steel sheet and pipe in all positions. Braze welding of steel and cast iron, silver brazing of ferrous and nonferrous metals, and fusion welding of cast iron. The lecture provides the necessary information needed for safe procedures, filler wire selection, various fuel gasses, fluxes, control of distortion, and proper welding procedures. LR

Transfer: CSU / DA

## WELD-016 Advanced Oxyacetylene Welding

3 hours lab 1 Unit

**Advisory:** WELD 15 with a grade of "C" or better

The student will have the opportunity to develop additional practical welding skills for advanced welding procedures, job orders as required in the metal working industry. The oxyacetylene welding process will be used in order to accomplish the task of welding both ferrous and non-ferrous metals, plate, sheet metal, and pipe. Students will also gain additional proficiency in flame cutting operations while using the manual and machine torches. The individual is expected to cut and lay out one's work for welding. LR

Transfer: CSU / DA

## WELD-021 Advanced Arc Welding Practice

1.5-9 hours lab .5-3 Units

**Advisory:** WELD 10 and WELD 11 with a grade of "C" or better; concurrent enrollment in WELD 40

Designed for intermediate to advanced welding students to enable them to develop the skill required to meet entrance requirements of the trade. Practice in welding all positions in open butt vee groove plates which will pass bend or x-ray tests. Layout, fitting, and welding of special projects for various welding experiments. LR

Transfer: CSU / DA

## WELD-031 TIG, MIG and FCA Welding Practice

1.5-9 hours lab .5-3 Units

**Advisory:** WELD 11 or WELD 21 with a grade of "C" or better; concurrent enrollment in WELD 40

Designed to develop inert gas welding skills with G.T.A.W., G.M.A.W., and F.C.A.W1. processes required for entry into the trade which includes welding steel, stainless steel, and aluminum in light gauge metals in all positions. May be involved in setting up equipment for various welding experiments and the repair of various parts or projects. LR

Transfer: CSU / DA

## WELD-035 Blueprint Reading for Welders

3 hours lecture 3 Units

A combination lecture-lab class for beginning welding students or experienced welders who need blueprint reading skill. Covers basic principles of three-view projections, dimensioning, sections, and freehand sketching. Places emphasis on plate and structural fabrication print reading and interpretation of welding symbols. Cost estimating of materials, layout of material for fabrication. LR

Transfer: CSU / DA

## WELD-036 Blueprint Reading for Pipe Welding

3 hours lecture 3 Units

**Advisory:** WELD 35 with a grade of "C" or better or current employment in welding field or training in welding field

A lecture class for welders/pipe fitters who wish to strengthen their ability to read piping/structural drawings as it relates to the Petro-chemical industry. A refresher in Orthographic Projection with heavy emphasis on piping and isometric principles. Freehand sketching of piping symbols and piping isometrics will be stresses. Dimensioning, sections, details will also be emphasized. LR

Transfer: CSU / DA

## WELD-040 TIG, MIG and FCA Welding Theory

3 hours lecture 3 Units

**Advisory:** WELD 10 with a grade of "C" or better

Covers welding processes with emphasis on gas tungsten arc, gas metal arc, and flux cored processes. Also a knowledge of filler wires, gases for ferrous and non-ferrous metals, hard facing, welding design, welding codes, nondestructive, and how to make up a resume'. LR

Transfer: CSU / DA

**WELD-041 Pipe Welding Practice**

3-9 hours lab 1-3 Units

**Prerequisite:** WELD 11, 21, and 31 or current employment in welding field or training in welding field**Advisory:** WELD 15, 16, 35 and 36, MATH 1 and 2, ENGL 10S. Each class with a grade of "C" or better

An advanced welding course in which students will complete plate welding in all positions and certification. Will begin pipe welding in the 2G, 5G, 6G, and 6GR positions. Welding practice will include SMAW, GMAW, GTAW, and FCAW as per code, procedure, and job requirement. LR

*Transfer:* CSU / DA**WELD-050 Plate Layout and Fit-Up For Fabrication**

3 hours lecture 3 Units

**Advisory:** MATH 1 and 2, and WELD 35 with a grade of "C" or better

Covers the basic fundamentals for layout and fitting of steel: plate, sheet metal, structural beams, shapes, stairs stringers, channels, angles, columns, pipe, tools of the trade and their uses, jigs, and fixtures. Also, the safety involved in performing the required operations will be presented and emphasized throughout the course. This course is offered in the fall only. LR

*Transfer:* CSU / DA**WELD-060 Pipe Layout and Fitting For Welders**

3 hours lecture 3 Units

**Advisory:** WELD 36, WELD 50, and MATH 1 and 2, with a grade of "C" or better

Designed to teach concepts and principles necessary for the developments of patterns and connections used in pipe layout for welding. This course is the second in a series concerning welding fabrication. This course is offered in the spring only. LR

*Transfer:* CSU / DA**WELD-070 Weldability of Metals**

3 hours lecture 3 Units

**Advisory:** WELD 10 with a grade of "C" or better

Designed to develop knowledge of the effect of welding on ferrous and non-ferrous metals and their properties; heat treating; stresses in welds; fabrication practices; inspection and welding testing; nondestructive testing methods. LR

*Transfer:* CSU / DA**WELD-080 Welding Inspection**

3 hours lecture 3 Units

Designed to develop the basic knowledge required for welding inspection. Types of weld defects, use of inspection methods suitable for detection of the various defects, causes and prevention of defects, inspection records, and acceptance or rejection based on specified standards are presented. Emphasis is placed on control of weldment quality by use of codes, standards, welding procedures, qualification tests, and nondestructive testing. The role of the welding inspector in assurance of product quality is included. LR

*Transfer:* CSU / DA**WELD-098 Independent Study in Welding Technology**

.5-2 Units

Provides students an opportunity to design and pursue their own interests within a particular area. Projects reflecting cultural diversity and/or societal issues will be greatly encouraged. A contract must be drawn between the student and the instructor stipulating the goals of the independent study, the content, the method of approach, the estimated time involved, and the periodic evaluation to be used. This course may be repeated for credit. (Minimum 1 hour per week with instructor plus 54 hours of contracted work for each unit of credit.) SC

*Independent Study courses may be DA or transferable depending on specific course. See your counselor.***WELD-099 Cooperative Education in Welding Technology**

1-4 Units

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA**WELD-900S Selected Topics in Welding Technology***DA varies with course content.*


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## Work Experience

**WORK-099 General Work Experience Education** 1-4 Units

Hours by arrangement. One unit for each 5 hours on the job (or 75 hours per semester) for paid employment. If unpaid or volunteer work, one unit may be earned for each 4 hours of work (or 60 hours per term).

**Prerequisite:** *Approved application and enrollment in a minimum of 7 units including up to 3 for this course*

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*Transfer:* CSU / DA

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# 5

## Appendices

### Los Medanos Administrators Emeriti

Carhart, John	President
Case, Chester H.	President
Chin, Stanley H.	President
Collins, Charles	Dean of Humanistic Studies
Cromer, Lyla	Assistant Dean of Health Sciences
Custodio, Vince.	Dean of Behavioral Science
Donatelli, A. Don	Director of Learning Resources
Johnson, Thayer	Director of Admissions & Records
Kester, William	Vice President of Academic and Student Affairs
McKeown, Joseph	Assistant Dean of Administration of Justice
McNulty, James	Buildings & Grounds Manager
Medlinsky, David	Career Development Manager
Skapura, Robert.	Senior Dean of Instructional Technology
Williams, Carlton	Dean of Social and Economic Studies

### Los Medanos Faculty Emeriti

Cameron, Jasper C.	English
Campis, Carmen	Business
Cecchini, Eva	Nursing
Cesa, Margaret	English
Duggan, Curtis J.	Business
Gallup, Terry	Nursing
Garfield, Leo	Administration of Justice
Glennon, James	Administration of Justice
Hansen, Paul	Biology
Harmon, Lorne.	Administration of Justice
Hunnicut, Dora B. (Jane)	Geography
Jacobs, Stan J.	Language Arts
Lisle, Chappie	Physical Education
Lynch, Barbara	Computer Science
Malone, Susanne	Nursing
Marino, Ofelia.	Psychology/Counseling
Marshall, Robert H.	Economics
Maxey, Charles.	Appliance Service Technology
McCluskey, William F.	Business
McDaniel, Nancy.	Nursing
Miller, Michael J.	Automotive & Engine Technology
Moore, Harold	Management
Murray, Eva	Nursing
Nuxoll, Mary Jo.	Nursing
Olsen, Janet.	Business
Potter, Wayne	Welding
Rocks, Edward L.	Physics
Rodriguez, Carmen	Social Science
Shaffer, Harriet K.	Child Development
Siino, Hope J.	Business
Smith, Gerry	Music
Smith, Stanley E.	Music
Starsiak, Mary Jo	Health Science
Strain, Tom	Physical Education
Sysum, Robert L.	Welding
Trapp, G. Louis.	Drafting
Tsuji, Muriel	Nursing
Yeoman, Eric B.	Natural Science
Zipkin, Naomi	Child Development

## Los Medanos Full-Time Faculty / Administrators / Supervisors

Adkins, Theodora . . . . . <i>B.A., Cal State Hayward</i>	Business
Alatorre, Art . . . . . <i>B.S., John F. Kennedy Univ; M.A., Univ of San Francisco</i>	Director of Enrollment Management
Alexander, Kenneth . . . . . <i>B.A., M.A., Cal State Sacramento</i>	Art
Aliotti, Robin . . . . . <i>A.A., Los Medanos College; B.A., Univ Cal Davis; M.B.A., Cal State Hayward</i>	Business
Arenivar, Olga G. . . . . <i>A.A., Diablo Valley College; B.A., M.A., Cal State San Francisco</i>	Speech
Austin, Barbara . . . . . <i>B.A., Loyola Marymount Univ; M.A., Cal State San Francisco</i>	English
Bachmann, Nancy . . . . . <i>B.A., M.A., Cal State San Francisco</i>	Music
Bank, Judith . . . . . <i>B.A., Albany State Univ; M.A. Suffolk Univ</i>	English
Baskin, Shirley . . . . . <i>A.A., Reedley College; B.A., M.A., Cal State Hayward</i>	Athletic Director/Counseling
Biles, Lorraine Leith . . . . . <i>B.A., Cal State Sonoma; M.A., Goddard College</i>	Physical Education
Boisvert, Kate . . . . . <i>B.A., Wellesley College; M.A., Ph.D., Univ Cal Berkeley</i>	Astronomy
Bolds, Edwin H. . . . . <i>B.A., M.L.S., Univ Cal Berkeley</i>	Librarian
Boschetti, Van . . . . . <i>B.A., Cal State San Francisco; M.A., St. Mary's College</i>	Physical Education
Boucher, Gail . . . . . <i>B.A., M.S., Cal State Hayward</i>	Anthropology
Brown, Brendan . . . . . <i>B.S., Univ Cal Davis; M.A., Cal State San Jose</i>	Mathematics
Buttermore, Virginia . . . . . <i>B.A. Univ Cal Irvine; M.A., Chapman University</i>	Learning Disabilities Specialist
Caldwell, Tselane . . . . . <i>B.A., M.A., Univ Cal Berkeley</i>	English
Cabral, Scott . . . . . <i>B.A., Univ Cal Berkeley; M.S., San Francisco State University</i>	Astronomy
Campan, Anton . . . . .	Building and Grounds Manager
Carbonell, Ana Maria . . . . . <i>B.A., Tuft University; M.A., Ph.D., Univ Cal Santa Cruz</i>	English
Caughlin, Christine . . . . . <i>B.A., Cal State Humboldt</i>	Senior Executive Assistant
Cea, Jorge . . . . . <i>B.A., San Francisco State Univ</i>	Senior Administrative Analyst
Chinn, Nancy . . . . .	Executive Director of the LMC Foundation
Chuah, Cheong . . . . . <i>B.A., Berklee College of Music, Boston; M.A., Ph.D., Univ of Miami</i>	Music
Clark, Spencer . . . . . <i>Vocational Credential</i>	Electronics
Clarke, Milton . . . . . <i>B.A., State Univ of New York at Stony Brook; M.A., Cal State San Francisco</i>	Political Science
Coats, Elisabeth . . . . . <i>M.S., Univ Cal San Francisco</i>	Nursing
Cohen, James . . . . . <i>B.A., Univ Cal Berkeley; M.A., Washington Univ</i>	Mathematics
Coleman, Charles . . . . .	Custodial Manager
Collins, Linda . . . . . <i>B.A., Univ of Colorado; M.A., Univ Cal Berkeley</i>	Philosophy
Corioso, April . . . . . <i>B.A., Univ of Hawaii; M.L.S., Univ Cal Berkeley</i>	Librarian

## Faculty and Staff

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Corlew, Curtis . . . . .	Art/Journalism
<i>A.A., Diablo Valley College; B.A., Cal State San Francisco</i>	
Crawford, Anthony . . . . .	Senior Administrative Analyst
<i>B.A., Univ Cal Santa Cruz</i>	
Crouch, William R. . . . .	Nursing
<i>B.S., Univ of Utah; M.S., Cal State San Jose</i>	
Crowder, Kurt . . . . .	Physics
<i>B.S., Massachusetts Institute of Technology (MIT); M.S., Ph.D., Univ Cal San Diego</i>	
Cutler, Bruce . . . . .	Director of Business Services
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Davi, Estelle, R. . . . .	Psychology
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Glover, Jimmie Lee . . . . .	LMC Bookstore Manager
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<i>A.A., Southwestern College; B.A., Cal State San Diego; M.A., Ph.D., Univ Cal San Diego</i>	
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<i>B.A., M.A., Cal State San Francisco</i>	
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Nash, Bradford . . . . .	Business
<i>B.A., Cal State Fresno; M.S., Cal State Chico</i>	
Newman, Gail . . . . .	Director of Admissions and Records
<i>A.A., Fullerton College; B.A., Cal State Long Beach; M.P.A. Cal State Hayward</i>	
Norris, Michael . . . . .	Mathematics
<i>B.S., US Air Force Academy; M.S., Univ of Arizona; M.A., Graduate Theological Union</i>	

## Faculty and Staff

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Ochoa, Andres O. <i>B.V.E., M.A., Cal State San Francisco</i>	Welding
Orante, Newin <i>B.A., San Francisco State; M.A., Cal State Hayward</i>	Academic/Student Services Manager (EOP&S)
Ortiz, Earl <i>A.S., Los Medanos College</i>	Automotive
Park, Cyrena <i>B.S., Cal State San Jose</i>	Computer Information Systems
Pearman, Elizabeth <i>B.S., State College at Framingham, Massachusetts</i>	Business
Perfumo, Pamela <i>B.A. Cal State Hayward; M.S., Univ of Oregon</i>	Child Development
Perry, Josephine <i>B.A., Univ Massachusetts; M.A., Cal State Long Beach; M.F.A., Ohio University</i>	Drama
Poku, Kwadwo <i>B.S., Univ of Science &amp; Technology, Kumasi; M.A., Univ Cal Berkeley;</i>	Mathematics
Price, Leonard G. <i>A.S., Contra Costa College; Vocational Credential</i>	Appliance Service Technology/Refrigeration
Puccioni, Madeline <i>B.A., M.A., Cal State San Francisco</i>	English
Rodriguez, Gil <i>B.A., Univ Cal Berkeley; M.S., Cal State Hayward</i>	Dean, Liberal Arts and Sciences
Saito, Jennifer <i>B.A., M.A., Univ Cal Berkeley</i>	Mathematics
Sample, Alexander III. <i>B.A., Ohio State Univ; M.A., Cal State San Francisco</i>	Sociology
Sansen, Oliver. <i>B.A., Univ of San Francisco</i>	Administration of Justice
Schweickert, Mitch. <i>B.A., Univ Cal Santa Barbara; M.S., Univ Cal Davis</i>	Chemistry
Shrieve, Elizabeth. <i>B.F.A., Tufts Univ; B.S.N., Univ San Francisco; M.S., Univ Cal San Francisco</i>	Nursing
Simpson, Linda F. <i>A.A., Diablo Valley College; B.A., Cal State Hayward; M.A., Cal State San Jose</i>	Librarian
Skeen, Esther.	Police Services Lieutenant/Manager
Smathers-Himinez, Mary <i>B.S., Chapman Univ; M.S., Armstrong Atlantic State Univ</i>	Nursing
Smith, Clayton <i>B.A., Univ Cal Berkeley</i>	Computer Networking Technology
Smith, Erma <i>B.A., Cal State San Jose; M.A., Cal State San Francisco</i>	Articulation Officer/Psychology
Snell, Myra <i>B.A., Univ Texas-Austin; M.A., Univ Cal Berkeley</i>	Mathematics
Speer, Denise. <i>B.S., Cal Poly State Univ San Luis Obispo; D.V.M., Univ Cal Davis</i>	Biological Science
Stein, Jeannine <i>B.A., Cal State San Jose; M.A., Univ of Santa Clara</i>	Mathematics
Stewart, Janhavi. <i>A.A., Penn Valley College; B.S.N., Cal State Hayward; M.A., Holy Names College; M.A. JFK Univ, Orinda</i>	Nursing
Thomas, Gary (Skip) <i>B.A., M.S., Cal State San Francisco</i>	Physical Education
Torres, L. Felipe <i>B.A., St. Mary's College</i>	Director of Special Programs and Services
Turnwall, Steve <i>B.A., M.A., Univ Cal Los Angeles; M.A., Univ of San Francisco</i>	English
Valentine, Robert <i>B.A., Cal State Fullerton</i>	Director of Marketing & Media Design
Valenzuela, Eileen <i>B.S., M.P.A., Cal State Hayward</i>	Principal Administrative Analyst
Villegas, Richard <i>B.S., Cal State San Bernardino</i>	Physical Education



Wagener, J. Pat . . . . .	Mathematics
<i>B.S., St. Edward's Univ; M.S., Univ of Wisconsin-Superior</i>	
Whitman, Nancy . . . . .	Spanish
<i>B.A., Cal State Chico; M.A., Cal State Sacramento; Ed.D., Univ So Cal</i>	
Yamakoshi, Lois . . . . .	Mathematics
<i>B.S., Pepperdine Univ; M.A., Cal State Northridge</i>	
Ybarra, Nancy . . . . .	English
<i>B.S., Indiana Univ of Pennsylvania; M.Ed., St. Mary's College</i>	
Yeong, Michael . . . . .	Reading
<i>B.A., St. Francis College; M.A., Antioch College</i>	
Zhu, Yongmin . . . . .	English
<i>B.A., Hanzhou Univ - China; M.A., Univ of Utah</i>	
Zilber, Michael . . . . .	Music
<i>B.A., New England Conservatory of Music; M.A., Tufts Univ</i>	
Zimny, David . . . . .	Political Science
<i>B.A., Univ of Chicago; M.A., Ph.D., Yale Univ</i>	

## Staff

Addiego, Steven . . . . .	Laboratory Equipment Technician I
Alves, Stephanie . . . . .	Admissions and Records Assistant/Secretary
<i>A.A., Los Medanos College</i>	
Amaral, Gilbert . . . . .	Groundswoker/Gardener II
Ashley, R. Paul . . . . .	Music Lab Coordinator
<i>B.S., Cal State Los Angeles</i>	
Atkinson, Patricia . . . . .	Financial Aid Specialist
<i>A.A., Los Medanos College</i>	
Bancroft, Robert . . . . .	Police Services Officer
Banuelos, Patricia . . . . .	Admissions and Records Assistant II
<i>A.A., Los Medanos College</i>	
Benzler, Camme . . . . .	Library Assistant-Secretary
Bernal, Kim . . . . .	Sr. Account Clerk
Betz, Carole . . . . .	Counselor Assistant
Brister, Mary Ann . . . . .	Instructional Assistant
Butler, Lorie . . . . .	Senior Library Assistant
Campbell, Angela . . . . .	Family Life Education Specialist
Chapman, Eloine . . . . .	Web Administrator
<i>A.A., Los Medanos College</i>	
Chen, San Mei . . . . .	Custodian II
Connell, Carmen . . . . .	Financial Aid Assistant II
Cookman, JoAnn . . . . .	Science Laboratory Technician II
<i>A.S., Los Medanos College; B.S., Cal State Hayward</i>	
Crane, Linda . . . . .	Secretary to the Dean
<i>A.A., Diablo Valley College</i>	
Cuara, Juan . . . . .	Maintenance Assistant
Cullar, Katherine . . . . .	Senior Administrative Secretary
Cullison, Linda . . . . .	Child Care Center Assistant
Davies, Daniel . . . . .	Custodian II
<i>A.S., Los Medanos College</i>	
Dow, Melissa . . . . .	Custodian II
Fay, Jenifer . . . . .	Science Laboratory Technician II
<i>B.A., Sonoma State Univ</i>	
Felix, John . . . . .	Custodian II
Franco, Dennis . . . . .	Financial Aid Assistant I
French, Carole . . . . .	Senior Admissions/Records Assistant
Garcia, Robyn . . . . .	Family Life Education Specialist
<i>B.A., Univ of San Diego; M.A., Saint Mary's College</i>	
George, John Robert Jr. . . . .	Lab Equipment Technician II
Gonzalez, Gustavo . . . . .	Campus Facilities Assistant
Greene, Letta . . . . .	EOPS Assistant
<i>B.A., Univ of California Riverside</i>	

## Faculty and Staff

---

Griffin, Kathleen <i>A.S., Alameda College</i>	Human Resources Assistant
Gursky, Mary	Senior Account Clerk
Hamilton, Denise	Admissions and Records Assistant II
Hartman, Jack	Equipment Maintenance Worker
Henry, Judy	Instructional Assistant
Hertstein, Margaret <i>A.A., Los Medanos College</i>	Senior Admissions/Records Assistant
Holder, Gloria	Lead Office Assistant
Hotton, Michael	Senior Parking Services Officer
Jafari, Fred	Senior Equipment Maintenance Worker
Jones, Annette	Computer Aided Instruction Laboratory Coordinator
Jones, Jordan	Network Specialist
Kohler, Linda <i>A.A., Diablo Valley College</i>	Accountant I
Kolthoff, James <i>A.A., A.S., Los Medanos College; B.A., Cal State Hayward</i>	Alternative Media Specialist
Ksenzulak, Linda	Word Processing Technician
Le, Le Pham <i>A.S., Los Medanos College; B.A., Saigon National Univ of Pedagogy, Viet Nam</i>	Computer-Aided Instruction Lab Coordinator
Lin, Liling <i>A.S., Shantou Agricultural Machinery School, China; B.S. Golden Gate Univ</i>	Math Lab Coordinator
Loomis, Beverly <i>B.A., M.A., Stanford Univ</i>	Assessment Center Coordinator
Love, V. Carol <i>A.A., Diablo Valley College; B.A. Cal State Hayward</i>	Instructional Assistant
Luce-Horton, Louisa <i>A.A., Los Medanos College</i>	Nursing Instructional Assistant
Macias, Antonio	Grounds Worker/Gardener II
Maniscalco, Linda	Mail Clerk
Marquez, Natalia	Custodian II
Martins, Eulalia	Custodian II
Mata, Josette	Bookstore Clerk
McLean, Sharen	Administrative Assistant
Mills, Sandra <i>A.A., Los Medanos College</i>	Computer Aided Instructional Lab Coordinator
Mitchell, Linda	Science Laboratory Technician II
Mitchell, Marilee <i>A.S., Solano College</i>	Instructional Assistant
Morris, Kristy	Administrative Assistant-Student Affairs
Oleski, David	Police Services Officer
Oleson, Mary <i>A.A., Los Medanos College</i>	Lead Office Assistant
Ornelas, Janine <i>A.S., Los Medanos College</i>	Police Services Assistant/Dispatcher
Ornellas, Ida R.	PBX Operator/Receptionist
Ortiz, Elaine <i>A.S., Heald College, School of Technology</i>	Network Specialist
Ortiz, Paul (Leo)	Network Specialist Trainee
Pavich, Joyce	Book Buyer
Payton, Carl	Police Services Assistant/Dispatcher
Peterson, Kathleen <i>B.S., Univ of San Francisco</i>	Administrative Assistant
Pulos-Fulk, Georgette <i>A.A., Diablo Valley College</i>	Secretary to the Dean
Purdy, Susie <i>A.A., Los Medanos College; B.A., San Francisco State</i>	Senior Admissions & Records Assistant
Ramirez, Shannon <i>A.S., Contra Costa College</i>	Scheduling Specialist

Raumer, Rodney	Network Specialist
Restani, Barbara	Computer Aided Instruction Laboratory Coordinator
Robinson, Douglas	Grounds Worker/Gardener II
Rodriguez, Tatiana	PBX Operator/Receptionist
Rohman, Anita	Secretary to the Dean
Rowe, Raquel	Employment Development Services Technician II
Rush, Robert Roy <i>A.A., Diablo Valley College</i>	Athletic Equipment Manager II
Sale, Humberto <i>B.A., M.A., Cal State San Francisco</i>	College Research Coordinator
Samuels, Ilana <i>B.A., Univ Cal Los Angeles; M.A., Chapman Univ</i>	Instructional Assistant
Sanchez, Salvador	Grounds Worker/Gardener II
Schmidt, Sandra	Administrative Assistant
Smith, Emily	Media Services Specialist II
Snelling, Jr., John	Custodian II
Sobolik, Glenn	Lead Maintenance Mechanic
Spagnol, James <i>A.A., Los Medanos College</i>	Computer Center Technician II
Stanton, Karen <i>B.S., Univ of Phoenix</i>	Computer Center Technician II
Stanton, Kenneth <i>A.A., Diablo Valley College; B.A., Sonoma State</i>	Media Services Specialist II
Stephenson Sr., James F. <i>A.A., Diablo Valley College</i>	Media Services Specialist II
Storhill, Evelyn	Secretary to the Dean
Sutton, Roy	Building Maintenance Worker
Terstegge, Ted	Police Services Officer
Tiscareno, Spring	Custodian II
Tutt, Arvella <i>B.A., San Francisco State</i>	Bookstore Clerk
Valencia, Steven	Custodian II
Vawter, Glenda	Locker Room Attendant
Victor, Jennifer	Senior Administrative Secretary
Villalobos, Jesus	Groundswoker/Gardener II
Villegas, Grace	Admissions and Records Assistant II
Wagner, Gilbert	Custodian II
Warden, Jennifer	Fire Technology/EMS Instructional Laboratory Coordinator
Warthen, Margit <i>A.A., Los Medanos College</i>	Customer Services Clerk
Wehrmeister, Chad	Police Services Officer
Weikum, Sherry <i>A.A., A.S., Los Medanos College</i>	Library Assistant I
West, Michael	Reprographics Production Coordinator
Whitley, Jeannie	Administrative Secretary
Wille, Linda K. <i>A.A., Citrus College; B.A., Cal Poly Pomona</i>	Scholarship Program Coordinator
Wilson, Glenn	Lead Custodian
Wu-Lee, Helen <i>B.A., Univ of Manitoba, Canada</i>	Research Staff Assistant
Xavier, Gilberta	Custodian II
Zerck, Kay	Lead Account Clerk

# College Phone Directory

# LMC (925) 439-2181

From Oakley/Brentwood — 754-9011

From Concord — 798-3500 • TDD 439-5709

## For Information About—

	Ext/Phone	Room
Admissions & Records Office . . . . .	7500 . . . . .	CC3 401
Assessment Center/Competency Testing . . . . .	3252 . . . . .	CC1 121
Athletic Programs . . . . .	3217 . . . . .	CC3 442
AVANCE Program . . . . .	3348/3233 . . . . .	CC3 440
Bookstore . . . . .	3316 or 439-2056 . . . . .	CC3 810
Brentwood Center . . . . .	513-1625 . . . . .	
C.A.R.E. Program . . . . .	3131/3317 . . . . .	CC3 431
Career Center . . . . .	3360 . . . . .	CC3 435
Child Study Center . . . . .	3297 . . . . .	CS2
Cosmetology . . . . .	3210 . . . . .	CC3 486
Counseling Appointments . . . . .	3334/6011 . . . . .	CC3 414
Disabled Students High-Tech Center . . . . .	3279 . . . . .	CC3 625
Disabled Support Services • Learning/Physical (TDD) . . . . .	3133/3353 . . . . . 439-5709 . . . . .	CC3 441 CC3 441
Employment Center • Work Experience/Coop Education/On Campus Job Placement . . . . .	3330/3331 . . . . .	CC3 435
EOP&S Extended Opportunity Programs & Services . . . . .	3117/3317 . . . . .	CC3 431
Financial Aid . . . . .	3902/3291/3292 . . . . .	CC3 431
Fire/EMS . . . . .	3272 . . . . .	CC4 480
Foundation Office . . . . .	3215 . . . . .	CC3 403
Information Center . . . . .	3190 . . . . .	CC3 400
Instructional Dean's Offices . . . . .	3105/3205 . . . . .	CC4 486
Intramural Sports Program . . . . .	3392 . . . . .	PE 1003
Library Services/Learning Resource Center . . . . .	3275/3320 . . . . .	LR3 300
Lost and Found . . . . .	3228 . . . . .	CC1 132
Marketing/Public Relations . . . . .	3242 . . . . .	LR2 206
Matriculation Services—College Orientations . . . . .	3121 . . . . .	CC3 444
Nursing Programs/Allied Health (CPR) . . . . .	3286 . . . . .	CC4 482
Performing Arts . . . . .	439-0200 . . . . .	MU3
Police Services/Lost and Found . . . . .	3228 . . . . .	CC1 132
Puente Program . . . . .	3298/3348 . . . . .	CC3 414
Refunds/Cashier's Office . . . . .	3111 . . . . .	CC3 425
Research Office . . . . .	3370 . . . . .	CC4 472
Scholarship Information . . . . .	3130 . . . . .	CC3 402
Student Government/Activities . . . . .	3266/3199 . . . . .	CC3 800A
Student Outreach . . . . .	3383 . . . . .	CC3 414
Teaching and Learning Center . . . . .	3176 . . . . .	CC1 100
Transfer Center . . . . .	3124 . . . . .	CC3 434
Veterans Benefits . . . . .	3254 . . . . .	CC3 401

## Instructional Labs

Appliance . . . . .	3341 . . . . .	CC3 506
Biology . . . . .	3208 . . . . .	CC3 920
Business . . . . .	3202 . . . . .	CC2 232/235
Computer (General Use) . . . . .	3176 . . . . .	CC1 104
Journalism . . . . .	3125/3359 . . . . .	CC3 601
Math Tutorial . . . . .	3326 . . . . .	CC2 255
MIDI (Music) . . . . .	NA . . . . .	MU3 740
Reading & Writing . . . . .	3263 . . . . .	CC2 280

## Instructional Dean's Offices

Liberal Arts & Sciences . . . . .	3105 . . . . .	PS2
Occupational Education . . . . .	3205 . . . . .	PS2

Individual instructors may be contacted at their campus phone extensions.

# College Terms

## A.A. Degree

Associate in Arts Degree, granted to students who have completed 60 units, with a grade point average of 2.0 or better, including major requirements, general education requirements and college competencies.

## A.S. Degree

Associate in Science Degree, granted to students who have completed 60 units with a grade point average of 2.0 or better in biological science, chemistry, or a technical vocational major; includes major requirements, general education requirements, and college competencies.

## Advisory

A course that is recommended, prior to enrollment in another course; Although courses designated as “advisory” are not required, they are useful as an indication of the desired level of proficiency needed to successfully complete the next course level.

## Articulation

Agreement between community college and 4-year college in which 4-year college agrees to accept certain community college courses as equivalent to their own.

## Assessment

Evaluation process designed to gather information about individual students to assist in appropriate course placement.

## Certificate of Achievement

Awarded to students who have satisfactorily completed the major requirements and competencies in identified occupational programs.

## Co-Requisite

A course that must be taken at the same time as the desired course.

## Course Number

Identification number for course, such as Psychology 11LS. “L” after course number means course meets LMC General Education requirement; “S” after course number means course meets CSU General Education requirement.

## Credit/No Credit (CR/NC)

Some courses are designated with CR/NC, which indicates that students may earn a credit (CR = satisfactory or better) or no credit (NC = less than satisfactory) grade. No letter grade will be awarded in these courses.

## CSU (California State University)

California State University system includes 20 campuses statewide. Closest CSU campuses to LMC are Hayward, San Francisco, San Jose, and Sacramento.

## Competencies

College “exit” requirements in reading, writing, math, and computer literacy. Required for all Associate Degrees and Certificates of Achievement. Satisfied by course or exam.

## Degree-Applicable (DA) Courses

Courses designated as DA are those that apply toward completion of an associate degree or certificate of achievement. Degree applicable courses are identified by the abbreviation “DA”, appearing on the last line, below the course description in the catalog.

## Elective

Course or subject a student may choose to take rather than one that is required for a particular major or degree.

## Faculty Advisor

Instructor in certain major who assists students in developing multi-semester educational plan for courses in that major.

## General Education (Breadth) Requirements

Specific courses, outside student’s major area, required for Associate Degree and transfer. Designed to meet the need for broad knowledge. Requirements vary from college to college.

## IGETC (Intersegmental General Education Transfer Curriculum)

Program of courses designed to meet transfer requirements of either CSU (California State University) or UC (University of California) systems.

## Major

Principal field of academic specialization chosen by a college student, such as Computer Science, Music, or Psychology. Requires an organized set of required classes.

## Non Degree-Applicable (NDA) Courses

Courses designated as “NDA” cannot be applied toward units required for degrees or certificates. Non Degree-Applicable courses are identified by the abbreviation of “NDA”, appearing on the last line below the course description in the catalog.

## Prerequisite

A course or other requirement that must be completed and verified prior to enrollment in a given course.

## Repeatability

Not all courses may be repeated, once they have been satisfactorily completed (with a grade of “CR”, “C” or better). If a course is repeatable, it will be stated at the end of the course description. If no statement is made, the course may only be repeated one time, in the event that the first grade received was substandard (“NCR”, “D”, or “F”).

## Student Choice (SC)

Some courses are designated with “SC”, which means a student may choose to complete the courses for either a letter grade or a credit/no credit (CR/NCR) grade. See information on this grade option in the “Standards of Scholarship” section of this catalog.

## Transfer Course

Any course accepted for credit towards Bachelor’s Degree at 4-year college. Shown in catalog as “Transfer: UC, CSU.”

## UC (University of California)

University of California system includes nine campuses statewide. Closest UC campuses to LMC are Berkeley, Davis, and Santa Cruz.

## Unit (of Credit)

A measure of how much credit may be earned for any given course. Unit amounts are determined by the type of instruction associated with the course (i.e. lecture, lab) and the number of hours the class meets. See the “Guidelines on Units of Credits” section for further information.

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