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Contra Costa
Community College District

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2010-2011 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, 10 Commercial Blvd., Suite 204 Novato, CA. 94949 (415) 506-0234, 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
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

Mission Statement
Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as life-long learners. We create educational excellence through continually assessing our students’ learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission.

Non-Discrimination Policy
Los Medanos College complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. The lack of English language skills will not be a barrier to admission and participation in the college’s education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the Los Medanos College Title IX Officer and/or the Section 504/ADA Coordinator.

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.
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Summer Intersession

Instruction Begins                                      June 1
Independence Day—Legal Holiday                        July 5
End of Summer Intersession                            Aug 12

Fall Semester 2010

Begin accepting applications for Fall Semester         March 1
Course Enrollment                                      See Fall Schedule of Courses
Instruction Begins                                     Aug 13
Labor Day—Legal Holiday                               Sept 6
Last day to file drop for semester-length courses to avoid “W” on transcript ... Sept 10
Last day to petition for pass/no pass option (SC) for semester-length courses ... Sept 10
Native American Day - Holiday                         Sept 24
Veteran’s Day—Legal Holiday                           Nov 12
Last day to file drop for semester-length courses      Nov 19
Thanksgiving—Legal and Board Holidays                  Nov 25 – Nov 28
Last day of instruction and final exams                Dec 18

Spring Semester 2011

Begin accepting applications for Spring Semester       Oct 1
Course Enrollment                                      See Spring Schedule of Courses
Martin Luther King Jr.’s Birthday—Board Holiday        Jan 17
Instruction Begins                                     Jan 22
Last day to file drop for semester-length courses to avoid “W” on transcript ... Feb 17
Last day to petition for pass/no pass option (SC) for semester-length courses ... Feb 17
Lincoln’s Birthday—Legal Holiday                       Feb 18
Washington’s Birthday—Legal Holiday                    Feb 21
Spring Recess                                         April 18 – 24
Last day to file drop for semester-length courses      April 29
Last day of instruction—Graduation                     May 27
Memorial Day—Legal Holiday                             May 30
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 a College 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 Pittsburg and Antioch, including the current site of the college. Translated into English, the name of the college refers to inland 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 and major coursework leading to associate of arts or sciences degrees, and courses leading to certificates of achievement. The college is also the leading force in the economic development of eastern Contra Costa County. Short-term and Saturday courses are 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 offers high-quality instruction supported by the latest 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 communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as lifelong learners. We create educational excellence through continually assessing our students’ learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission.

Our Vision

Los Medanos College provides the premier educational opportunity for East County residents, where learning matters most.

Our Values

Values remind us of what matters most. Los Medanos College is an educational community that cares deeply about learning, collaboration, effective communication, and engagement with our surrounding community.

Learning

Student learning and student success are the focal points of our college. We strive to create a dynamic environment that encourages lifelong engagement with academic and societal challenges. We value the importance of critical thinking, effective communication, ethical behavior and diversity. We engage in ongoing assessment to measure and improve student achievement and institutional effectiveness.

Collaboration

While we value the contributions of the individual, most of our endeavors require collaboration, communication, and cooperation. It is in working together that we spark creative and innovative approaches, build on each other’s ideas and give mutual support. It is in collaboration that we learn to value multiple perspectives and resolve conflict in constructive ways.

Communication

Communicating clearly and effectively is critical to both student success and organizational effectiveness. We want our students to read critically and write clearly. We also want them to compose oral presentations that demonstrate poise, competence, and an understanding of new technologies. We want an organization that has clear decision-making processes that embody these same competencies and expresses them in consistent, unambiguous policies and procedures.

Engagement

Our mission is to provide educational opportunities for the people who live in our surrounding communities. We must be responsive to changing needs and seek partnerships that promote the well-being of our diverse and growing communities.
Los Medanos College Foundation

The mission of the Los Medanos College Foundation is to provide the community the opportunity to invest in the development of comprehensive resources for Los Medanos College, which will support educational excellence. Since incorporation, the LMC Foundation has provided funding for: classroom upgrades, books for the library, grants for academic programs such as nursing, PTEC and ETEC, scholarships, support of many student activities, athletics, and emergency loans for veterans and other students.

The LMC Foundation is supported by generous and forward-thinking community members through their donations, participation in our special events, and membership in the LMC President’s Circle program. The commitment from our Corporate Sponsors further demonstrates the perceived value of our efforts to assist Los Medanos College in providing educational excellence to the community.

Gifts to the LMC Foundation are tax deductible to the extent provided by law. The Foundation is a non-profit 501 (c)(3) charitable organization operating exclusively for charitable and educational purposes. For further information, visit the Foundation Office in room CC4-480, or call (925) 439-2181 ext. 3215.

Accreditation Review

Los Medanos College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. Information on LMC’s accreditation, licenses and other approvals is available 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) Applicants who are 18 years of age or older.
2) High school graduates.
3) Applicants who 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 are approved for home study, based on the following guidelines:
   • Student is 14 years of age or older or has completed the eighth grade or higher.
   • Los Medanos College may accept special admission students for enrollment in advanced academic and vocational degree applicable credit courses provided they have (1) obtained written parental consent*, (2) acquired a written recommendation of the principal or have an affidavit of home schooling, (3) demonstrated adequate preparation in the discipline to be studied, and (4) availed themselves of all opportunities to enroll in equivalent courses through their school of attendance.
   • Special admit students are limited to seven units in fall and spring terms and five units during summer session. Students wishing to appeal the unit limit must complete an online orientation and a Unit Limit Waiver Form and request approval from an instructional dean.
   • Special admit students 14-15 years of age must complete an online orientation and an Age Waiver Form and request approval from an instructional dean.
   • Special admit 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.
   • Important Note*: By giving consent, parents of concurrently enrolled students agree they understand that the college is an adult learning environment and students are expected to behave accordingly. Additionally, they understand that classes will be taught at the college level and the curriculum and college procedures will not be modified nor will other accommodations be made.

New and returning students – applications for admissions may be submitted online by visiting the college website at www.losmedanos.edu. After the application is uploaded, students will receive an email with their student ID, WebAdvisor User ID, registration date and password instructions. Paper applications are also accepted, however online is preferred.

Special admit students – New and returning students may submit a college application online. This application can be submitted prior to the in-person registration date. Continuing high school students need not resubmit a college application.

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 two consecutive semesters 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 within the past two semesters.
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 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 1 for the Spring semester. In country applicants must apply by July 15 for Fall semester and December 15 for Spring semester. Applications and information packets are available in the LMC Admissions Office and online. 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.

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.

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 two or more consecutive semesters, must submit a completed application to the Admissions Office. Applications for the Summer and Fall semesters are accepted beginning March 1 and for the Spring semester beginning October 1.

2) New students applying to Los Medanos College are strongly advised to take the college assessment tests and attend a “New Student Workshop” 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 Information Center. Students who have taken assessment tests at another college must bring results to the Assessment Center, room CC3-524 or the Information Center.

3) Registration is set up on a priority system (see Course Enrollment Priority) and may be completed online, by the automated telephone system, or in the Admissions Office.

4) Enroll in courses and pay appropriate fees (see FEES section). Students are considered officially enrolled when all fees have been paid in full.

5) Auditing or “sitting-in” classes is not allowed. All students who attend a class must complete the enrollment process for that class. Students are considered officially enrolled when all fees have been paid in full. Grades and/or credit will not be given to students who are not officially enrolled.

Registering Online or by Phone

All early and most open registration takes place online, on WebAdvisor, or on the district’s automated telephone registration system. Detailed instructions for the use of these systems can be found on the college web site at www.losmedanos.edu or in the Schedule of Classes. Students may choose to use telephone registration in English or in Spanish, by calling the system number at (925) 370-9000.

Open walk-in registration is available on scheduled days prior to the start of the term at the Admissions & Records Office on the main campus and at the Brentwood Center. It is also available for students who need to have prerequisites cleared, those who are in the Cosmetology and Nursing programs and for special admit high school students, who must register in person.

Students should pay enrollment fees at the time of course enrollment; however fees must be paid in full prior to registration for the following term.

Course Enrollment Priority

Enrollment is based on Title 5 mandates and college policy. Earliest registration is available for students in the Disabled Student Program (DSPS), students participating in the Extended Opportunity Program (EOPS), and veterans of the U.S. armed forces discharged within the past two years who notify the Office of Admissions and Records. 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. All concurrently enrolled high school students may register during open registration.
Prerequisites/Advisories

In the Schedule of Classes 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 “P” or “C” or better. Advisories are recommendations only and need not be verified. Prerequisites may be challenged through the end of the first week of instruction for semester-length classes or through the last date to add for short-term classes.

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

A full-time course load is 12 semester units or more. A minimum of 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 & Records. Students should discuss the appropriate course load with a counselor.

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.

Remedial Coursework Limitation

By state law, students are only allowed a maximum of 30 units of “remedial” course work. Remedial courses refer to precollege basic skills courses, defined as courses in reading, writing, computation, learning skills and English-as-a-Second Language and are designated as non-degree applicable (NDA) in the college catalog. The 30 unit limit applies to units of credit in remedial courses taken at any of the three colleges within the Contra Costa Community College District. Exemptions to the 30 unit limit apply to the following: 1) students currently enrolled in one or more courses of English as a Second Language or 2) students identified by the College Disabled Student Program as having a learning disability.

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. Online options are available in some subject areas.

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.

First Day Drop Policy

If a student is enrolled in a class but does not attend the first class meeting, they are at risk of being dropped from the course. If the student is unable to attend the first class meeting, every effort must be made to contact the instructor prior to the class. Instructors have the right to drop “no-show” students from lecture and lab/activity classes, given full classes and existing wait lists of other students who are interested in adding the class.
Non-Discrimination
Los Medanos College complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. The lack of English language skills will not be a barrier to admission and participation in the college’s education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the Los Medanos College Title IX Officer and/or the Section 504/ADA Coordinator.

Consensual Relationships
Romantic or sexual relationships between supervisor and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that relationships do occur, the District has the authority to transfer an involved employee, where feasible and permitted under the applicable collective bargaining agreements, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Importance of Communicating That the Conduct Is Unwelcome
The District further encourages students and staff, where appropriate, to let a person know immediately and firmly if conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Inquiries Regarding Complaints
Informal Procedures
Students who have questions about the procedures to file a complaint of unlawful discrimination or feel they have been discriminated against, may contact the Senior Dean of Student Services by calling 439-2181, extension 3372. The Senior Dean will work with the student-complainant, respondent, and other appropriate college personnel to attempt an informal resolution. The President, or designee, will monitor the informal complaint process and any proposed resolution. The process will be completed within 30 calendar days of receiving the complaint. A record of the complaint and resolution will be kept.

Formal Procedures
If the complaint cannot be resolved informally, the Senior Dean shall advise the student regarding his/her right to file a formal unlawful discrimination complaint. The Senior Dean will provide students with the District complaint form and forward the completed form to the District Vice Chancellor Human Resources.

Upon receipt of a formal complaint, the District will immediately notify the California Community Colleges System Office in Sacramento. Within 10 calendar days of receipt, the District shall commence an investigation of the complaint and notify the complainant. The District has 90 calendar days in which to investigate the complaint and report the administrative findings to the complainant and the California Community Colleges System Office. The complainant may appeal the administrative determination to the District Governing Board within 15 calendar days of notice of such determination. The District Governing Board has 45 calendar 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 California Community Colleges System Office within 30 calendar 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 Student Development, Los Medanos College, 2700 East Leland Rd., Pittsburg, CA 94565, (925) 439-2181, ext. 3371, or TDD (925) 439-5709.

Reglamento de no Discriminación
El Distrito de Colegios de la Comunidad del 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 o 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 del Distrito de Colegios de la Comunidad de Contra Costa.

A menos que en otros respectos sea indicado, “días” serán definidos como “días de calendario”.
Procedimientos de Quejas

Procedimiento Informal
Los estudiantes que sienten que han sido discriminados pueden notificar la Senior Dean of Student Services. Llama al número 439.2181, extensión 3372. La Senior Dean trabajará con los estudiantes 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 más 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 (inmediatamente) a la oficina del Canciller Del Estado. Dentro de 10 días después de recibir 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

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 online. Students can learn about their final grades in three ways:
1) Call the phone registration system at (925) 370-9000.
2) Visit the college web site at www.losmedanos.edu, or
3) Request a printed transcript of your academic record 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
P Passing (at least satisfactory — C or better — units awarded not counted in GPA). Equivalent to CR as defined through 2007-08.
NP No Pass (less than satisfactory or failing — units not counted in GPA). Equivalent to NC as defined through 2007-08.

Pass/No Pass Grade Option

The purpose of the pass/no-pass (P/NP) 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 P/NP option. If students do not choose the P/NP 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 & 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 P/NP option:
• A P (pass) grade represents a letter grade of A, B, or C.
• An NP (no pass) grade represents a D or F letter grade.
• Units earned on a P/NP basis will not be used to calculate grade point averages.
• Units attempted for which NP is recorded will be considered in factoring probation and dismissal status.
• Units earned on a P/NP 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 P units that will be accepted from transfer students.

Los Medanos College offers:
1) Some courses solely for a pass/no-pass (P/NP) 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 (P/NP) grade OR a standard letter grade (SC).

Courses offered as “P/NP” 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 & 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 & Records Office during the first four weeks of instruction (or 30 per cent of instruction in summer intercession and short-term classes) is not printed on the student’s official academic record.

A written withdrawal notice filed in the Admissions & Records 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 intercession 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 to the Director of Admissions & Records 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 responsible for officially withdrawing from any classes in which they no longer wish to attend; it should not be assumed that an instructor will process the drop when a student quits attending. Nonattendance and non-payment of fees does not release the student from this responsibility and may result in a failing grade and a debt on their record.

Students may drop classes through the telephone registration system, online (on WebAdvisor) or in-person at the main campus or at the Brentwood Center, prior to the designated deadline for dropping classes.

Probation and Dismissal

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

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

Note: Non degree applicable course grades are not included in calculating the GPA for a degree.

Academic
Academic Probation: Cumulative GPA under 2.0 with 12 or more cumulative units attempted.
Removal from Academic Probation: Cumulative GPA 2.0 or better.

Academic Dismissal Status: Three consecutive semesters of Academic Probation unless most recent semester GPA is 2.0 or higher.

Progress
Progress Probation: With 12 cumulative units attempted, 50 per cent or more are W, I, and/or NP.
Removal from Progress Probation: Cumulative units completed are more than 50 per cent of cumulative units attempted.

Progress Dismissal Status: Three consecutive semesters of Progress Probation unless most recent semester student completes 50 per cent or more of attempted units.

Notification of Probation and Dismissal

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

A registration hold will be placed on a student’s record in the event that the student has been dismissed from the college due to poor academic standing. The student may request reinstatement by meeting with a counselor and developing a plan for improvement of his/her grades.

Reinstatement for Academic or Progress Dismissal

A student may appeal his/her dismissal status by making an appointment to see a counselor prior to the deadline date that is stated in the letter of notification. The Dean of Student Development will review all appeals for possible reinstatement. If reinstated, a student is subject to continued probation and dismissal policies.

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 5, 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) Courses that may be challenged will only be those that are on the approved credit by examination list, available in the Admissions & Records Office or on the LMC website.

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.
## Advanced Placement

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>LMC Course Equivalents-Semester Units</th>
<th>LMC AA/AS Degree Requirements Satisfied</th>
<th>Semester Units Toward CSU GE/Breadth Area Certification</th>
<th>CSU Semester Units For Transfer</th>
<th>IGETC Area Credit Allowed</th>
<th>UC Semester Units For Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C1 or C2</td>
<td>6</td>
<td>3A or 3B</td>
<td>5.3</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIOSC 10-4 units</td>
<td>Science</td>
<td>4 units Area B2&amp;B3</td>
<td>6</td>
<td>5B with lab</td>
<td>5.3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>CHEM 25-5 units</td>
<td>Science</td>
<td>4 units Area B1&amp;B3</td>
<td>6</td>
<td>5A with lab</td>
<td>5.3</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>No equivalent -N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3, 4, 5</td>
<td>COMSCC 44-3 units</td>
<td>N/A</td>
<td>N/A</td>
<td>3**</td>
<td>N/A</td>
<td>1.3</td>
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<tr>
<td>Computer Science AB</td>
<td>3, 4, 5</td>
<td>COMSCC 44 + 48-6 units</td>
<td>N/A</td>
<td>N/A</td>
<td>6**</td>
<td>N/A</td>
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</tr>
<tr>
<td>Economics: Macro</td>
<td>3, 4, 5</td>
<td>ECON 11-3 units</td>
<td>Social Science</td>
<td>3 units Area D2</td>
<td>3</td>
<td>4B</td>
<td>2.7</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>3, 4, 5</td>
<td>ECON 10-3 units</td>
<td>Social Science</td>
<td>3 units Area D2</td>
<td>3</td>
<td>4B</td>
<td>2.7</td>
</tr>
<tr>
<td>English Language &amp; Comp.</td>
<td>3, 4, 5</td>
<td>Eligible for ENGL 100</td>
<td>N/A</td>
<td>3 units Area A2</td>
<td>6</td>
<td>1A</td>
<td>5.3</td>
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<tr>
<td>English: Language &amp; Comp.</td>
<td>3, 4, 5</td>
<td>ENGL 100-3 units</td>
<td>Reading-Writing</td>
<td>3 units Area A2</td>
<td>6</td>
<td>1A</td>
<td>5.3</td>
</tr>
<tr>
<td>English: Literature &amp; Comp.</td>
<td>3, 4, 5</td>
<td>Eligible for ENGL 100</td>
<td>N/A</td>
<td>6 units Area A2&amp;B2</td>
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<td>1A or 3B</td>
<td>5.3</td>
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<tr>
<td>Environmental Science</td>
<td>3, 4, 5</td>
<td>BIOSC 7-4 units</td>
<td>Science</td>
<td>4 units Area B1&amp;B3 or 4 units Area B2 &amp; B3 *</td>
<td>6</td>
<td>5A with lab</td>
<td>2.7</td>
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<tr>
<td>French Language</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
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<td>French Literature</td>
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<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
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<tr>
<td>German Language</td>
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<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
</tr>
<tr>
<td>Govt. &amp; Politics: U.S.</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area D8</td>
<td>3****</td>
<td>4H</td>
<td>2.7</td>
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<tr>
<td>Govt. &amp; Politics: Comparative</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area D8</td>
<td>3****</td>
<td>4H</td>
<td>2.7</td>
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<tr>
<td>History: United States</td>
<td>3, 4, 5</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units Area D6 or C2</td>
<td>6****</td>
<td>3B or 4F</td>
<td>5.3</td>
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<tr>
<td>History: United States</td>
<td>3, 4, 5</td>
<td>HIST 36 + 37-6 units</td>
<td>Social Science</td>
<td>3 units Area D6 or C2</td>
<td>6</td>
<td>3B or 4F</td>
<td>5.3</td>
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<tr>
<td>History: European</td>
<td>3, 4, 5</td>
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<td>N/A</td>
<td>3 units Area D6 or C2</td>
<td>6</td>
<td>3B or 4F</td>
<td>5.3</td>
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<tr>
<td>History: World</td>
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<td>N/A</td>
<td>3 units Area D6 or C2</td>
<td>6</td>
<td>3B or 4F</td>
<td>5.3</td>
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<tr>
<td>History: World</td>
<td>3, 4, 5</td>
<td>HIST 34 + 35-6 units</td>
<td>Social Science</td>
<td>3 units Area D6 or C2</td>
<td>6</td>
<td>3B or 4F</td>
<td>5.3</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area D5</td>
<td>3</td>
<td>4E</td>
<td>2.7</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
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<tr>
<td>Japanese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
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<tr>
<td>Latin: Vergil</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>3</td>
<td>3B &amp; 6A</td>
<td>2.7</td>
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<tr>
<td>Latin: Literature</td>
<td>3, 4, 5</td>
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<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>2.7</td>
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<tr>
<td>Mathematics: Calculus AB</td>
<td>3, 4, 5</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units Area B4</td>
<td>3**</td>
<td>2A</td>
<td>2.7</td>
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<tr>
<td>Mathematics: Calculus BC</td>
<td>3, 4, 5</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units Area B4</td>
<td>3**</td>
<td>2A</td>
<td>2.7</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>4, 5</td>
<td>MATH 50-4 units</td>
<td>Mathematics</td>
<td>3 units Area B4</td>
<td>6**</td>
<td>2A</td>
<td>2.7</td>
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<tr>
<td>Mathematics: Calculus BC</td>
<td>4, 5</td>
<td>MATH 50 + 60-8 units</td>
<td>Mathematics</td>
<td>3 units Area B4</td>
<td>6**</td>
<td>2A</td>
<td>2.7</td>
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<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>Music 15-3 units</td>
<td>Creative Arts</td>
<td>3 units Area C1 ****</td>
<td>6</td>
<td>N/A</td>
<td>5.3</td>
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<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>Music 15 + 16-6 units</td>
<td>Creative Arts</td>
<td>3 units Area C1 ****</td>
<td>6</td>
<td>N/A</td>
<td>5.3</td>
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<tr>
<td>Physics B</td>
<td>3, 4, 5</td>
<td>PHYS 35 + 36-8 units</td>
<td>Science</td>
<td>4 units Area B1&amp;B3</td>
<td>6***</td>
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<td>5.3</td>
</tr>
<tr>
<td>Physics C. Mechanics</td>
<td>3, 4, 5</td>
<td>PHYS 40-4 units</td>
<td>N/A</td>
<td>4 units Area B1&amp;B3</td>
<td>4***</td>
<td>5A with lab</td>
<td>2.7</td>
</tr>
<tr>
<td>Physics C. Magnetism</td>
<td>3, 4, 5</td>
<td>PHYS 41-4 units (3)</td>
<td>N/A</td>
<td>4 units Area B1&amp;B3</td>
<td>4***</td>
<td>5A with lab</td>
<td>2.7</td>
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<tr>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>PSYCH 11-3 units</td>
<td>Behavioral Science</td>
<td>3 units Area D9</td>
<td>3</td>
<td>4I</td>
<td>2.7</td>
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<tr>
<td>Spanish Language</td>
<td>3, 4, 5</td>
<td>SPAN 52-5 units</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
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<tr>
<td>Spanish Language</td>
<td>3, 4, 5</td>
<td>SPAN 53-5 units</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3, 4, 5</td>
<td>No equivalent-N/A</td>
<td>N/A</td>
<td>3 units Area C2</td>
<td>6</td>
<td>3B &amp; 6A</td>
<td>5.3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>MATH 34-4 units</td>
<td>Mathematics</td>
<td>3 units Area B4</td>
<td>3</td>
<td>2A</td>
<td>2.7</td>
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<tr>
<td>Studio Art: 2D Design</td>
<td>3, 4, 5</td>
<td>ART 10-3 units</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>Studio Art: 3D Design</td>
<td>3, 4, 5</td>
<td>ART 11-3 units</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
<td>5.3</td>
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<tr>
<td>Studio Art: Drawing</td>
<td>3, 4, 5</td>
<td>ART 20-3 units</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
<td>5.3</td>
</tr>
</tbody>
</table>

Notes: 1. A student planning to transfer to a four-year college or university should consult that transfer institution's catalog regarding its awarding of Advanced Placement credit. Credit awarded at Los Medanos College for the completion of a CSU general education area and/or IGETC as noted above.
2. Units awarded for Advanced Placement exams may not be used to meet the residency requirements for the associate degree.
3. AP tests may not satisfy the requirements for specific majors at four-year colleges. Please consult with a counselor or a university representative.

*If test was taken in Fall 2009 or earlier, credits may apply to either B1 & B3 or B2 & B3. After Fall 2009, these credits apply only to B1 & B3.
*If more than one exam passed in calculus or computer science, only one exam may be used for transfer.
**If more than one exam passed in physics: maximum of four units for CSU GE, six units for CSU transfer, 5.3 units for UC.
***Partially fulfills the American History & Institutions requirement. California government requirement can be fulfilled after transfer.
****If taken prior to Fall 2009.
3) Credit by examination is evaluated on a pass/no pass 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.”

Procedure:
1) Student submits petition for credit by exam to the Admissions & Records 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 & Records Office, upon determination of eligibility. The fee is the same as if the student were enrolling in the course.
4) The dean and/or department chair will arrange for testing and, once completed, return the petition form to the Admissions & Records Office.
5) Examination results will be entered on the student’s academic history.

Credit by Advanced Placement (AP)
Los Medanos College grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. The policy for granting credit for specific scores and exams is presented in the table below.

Students who participate in this program should indicate at the time they take the Advanced Placement Examinations that their scores be sent to Los Medanos College. To obtain credit for Advanced Placement Examinations, students should contact the Admissions Office. Credit may not be earned at Los Medanos College for courses which duplicate credit already allowed for examinations as listed under course equivalents.

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

Course Repetition Policy
Courses are not repeatable unless noted within the course descriptions listed in the catalog. Students may repeat a non-repeatable course only to alleviate a substandard grade of D, F or NC/NP. If a student has three substandard grades in the same course, he/she may not repeat the course unless there has been a significant lapse of time or extenuating circumstances (petition required).

When a course is repeated to alleviate a substandard grade, the highest grade and its units will be used in computing the student’s grade point average. The substandard grade will remain on the student’s transcript with a notation that the course has been repeated.

Courses that are repeatable are noted in the college catalog with the number of repeats allowed. Students may repeat a course beyond the maximum repeats to alleviate substandard grades. Only two substandard grades may be alleviated.

Course repetition cannot be used to make up an incomplete ‘I’ grade.

Withdrawals
* Students who have documented extenuating circumstances such as accidents, illness or other circumstances beyond the control of the student, may apply for a withdrawal after the 75 percent of the term.

* A student who has received 3 ‘W’s will be required to submit a petition to repeat the course an additional time and will be required to see a counselor.

* A ‘W’ shall not be assigned if the student withdraws due to the impact of fire, flood or other extraordinary conditions.

* In the case of discriminatory treatment or retaliation for discriminatory treatment a ‘W’ shall not be assigned.

* Active or reserve military students who receive orders compelling a withdrawal from courses will receive a military withdrawal which shall not be counted in the limit of withdrawals or progress probation.

Repeat of Biology Courses
Students who have received two substandard grades or ‘W’s or any combination in the same Biology 40, 45 or 50 course will be blocked from future enrollment in that course. Students may appeal the policy using the Course Repetition Appeal Process form.

Academic Renewal Policy
Based on the Academic Renewal Policy, substandard grades may be disregarded if they are not reflective of a student’s demonstrated academic ability. If Academic Renewal is approved, the student’s permanent record will be notated with appropriate comments and the substandard (D, F, NC/NP) unit values will not be computed in the cumulative grade point average. The “renewed” courses and the related grades will not be removed from the record, as the district is required to show a complete and accurate academic record for every student (Title 5, Section 55046).

Students MUST meet with a counselor to review options for Academic Renewal, as this procedure is irreversible.

1) The student may only utilize Academic Renewal one time in the district.
2) Only substandard grades may be “renewed”.
3) Immediately following the course work with substandard grades, the student must have completed at least 20 units* with ‘C’ grades or better from LMC or any other accredited college or university. (*The unit count begins the semester after the substandard grade is received.)
4) Academic renewal may be applied for up to 24 units. District courses can be combined up to the maximum of 24 units however, each college must adjust the academic record for courses completed through that location. An Academic Renewal request form should be submitted at each college.
Transcript Requests

In order to evaluate previous college course work that may apply toward prerequisite verifications, program planning, veteran certifications, graduation requirements, and financial assistance, students must request official transcripts from high school or other colleges to be sent to the Los Medanos College Admissions & Records Office. Once received by LMC, incoming transcripts cannot be released to the student or forwarded to a third party. Incoming transcripts are evaluated in preparation for counseling appointments and/or upon submission of a petition to graduate.

The LMC Admissions & Records Office must receive written authorization, including the student’s signature, in order to release official LMC student records. The transcript request form is available on the college web site (www.losmedanos.edu), at the college Admissions & Records Office and at the Brentwood Center. A handwritten or typed request may also be mailed or faxed to the college (925.427.6351). Requests must include applicable fees and will be processed within three to five business days upon receipt.

Students may receive their first two official transcripts within the Contra Costa Community College District free of charge. A fee of $5.00, payable in advance, will be charged for each additional copy. Rush service is also available at an additional charge. Unofficial transcripts are available for $1.00 from the Admissions & Records Office or may be printed at no charge through WebAdvisor on the college web site. Note that there are separate transcripts maintained for each college within the district. Transcript requests processed through the college will only contain academic history for course work completed at LMC.

Enrollment and Degree Verifications

Enrollment and Degree Verification are available online through the National Student Clearinghouse. Free copies of official verification of enrollment can be obtained (24 hours a day, 7 days a week) by visiting the campus web site www.losmedanos.edu. Log onto WebAdvisor and click on “Enrollment Verification” for this free service.

If an entity needs to verify student enrollment or degree completion and will not accept a printed copy from the student, the agency should be referred to: National Student Clearinghouse, 13353 Sunrise Valley Drive, Suite 300, Herndon, VA 20171, Web site: www.studentclearinghouse.org, Email service: service@studentclearinghouse.org, Phone: (703) 742-4200, or Fax: (703) 742-4239. Enrollment information is sent to the Clearinghouse three times each semester.

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 & Financial Aids

Enrollment Fee for California Legal Residents

As established by state legislation, enrollment fees* are $26 per unit for California residents.
* 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 $185 per unit, in addition to the enrollment fee of $26 per unit and is payable at time of course registration. The nonresident fee for non-U.S. citizens is $190 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 attendance at a California high school and a high school diploma. Completion of the California General Education Development (GED) program or passing the California High School Proficiency Exam may be accepted in lieu of a 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.

Financial Holds

A hold may be placed on a student’s record whenever that student has failed to pay any debt owed to the college or has failed to return a library book or other college property or equipment. Students with holds will not be allowed to register, receive...
transcripts, receive certificates or degrees, and/or receive other services related to student records. The hold will be removed once the student has cleared the obligation with the college.

Student Fee & Enrollment 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. Refunds 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 & Records Office. If the student paid by credit card on Web registration, the refund will be processed as a credit to the credit card.

If you have a new address, please notify the Admissions & Records Office at the time of withdrawal or change of program.

A refund will not be made if the student has other outstanding debts to the college. Refund checks will be issued monthly after the first two weeks of instruction each semester. 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.

The Student Union Fee refund policy is identical to the refund policy for enrollment fees.

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.

Financial Aid Enrollment Fee Refunds
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 or a credit card credit will be issued according to the same refund processing cycle as enrollment fee refunds.

Parking Fees
Students may purchase a parking permit, valid for one semester. The cost is $40.00 for automobiles and $25.00 for motorcycles or mopeds for Fall or Spring semesters. Summer permits are $20.00 for automobiles and $10.00 for motorcycles or mopeds. A permit holder may be purchased for an additional $1.00, if desired. 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 ticket machines for $3.00. 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.

Students who qualify for the Board of Governors Enrollment Fee Waivers may purchase a parking permit at a discounted price.

Parking Permit 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. Lost or stolen parking permits are not refundable.

Parking permits are sold through a third party vendor. Please go to our website to purchase parking permits. Refunds will be provided by the vendor that sold the parking permit.

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 placed on hold.

Instructional Materials Fee
Instructional materials fees for certain selected courses may be paid at the time of registration, the first week of class or the materials may be purchased on your own. Authority for the charge is granted under Contra Costa Community College District Board Policy 5024. These instructional and other materials include but are not limited to: textbooks, tools, equipment and clothing if:

a. The instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or

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

At the beginning of each term, the instructor will inform you of the material specification. You may choose to purchase the material on your own or you may choose to pay the instructional materials fee.

Instructional materials fee refunds are provided to students who withdraw from school or drop the course by the required drop date. This refund is contingent upon the return of all usable materials. The instructor will verify that all materials have been returned and suitable for resale and reuse. Refund checks will be processed after the first two weeks of instruction and mailed to the student.

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. Priority registration appointments are available by request to active military personnel and to veterans discharged within two years preceding the term of enrollment.

Only courses which meet requirements for the major and degree objective indicated on the student veteran's educational plan 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, 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. For summer session, unit requirements are as follows: 6 week courses = 6 units; 5 week courses = 5 units; 4 week courses = 4 units.

Student veterans must report any change in academic program to the Admissions & 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 & Records Office or from the Veterans Administration Regional office, San Francisco, 1-800-827-1000.

Extended Opportunity Programs & Services (EOPS)

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) is funded by the State to provide academic/economic support services to eligible LMC students. EOPS can assist students with the cost of books, on-campus child care, tutoring, priority registration, transportation and counseling.

Through its collaboration with the Cooperative Agency Resources for Education (CARE) program, EOPS students who are both, single parents and head of their households with children under age 14, and recipients of TANF/CalWorks, can receive additional services; these services include--special workshops for college success, and assistance for the purchase of books and supplies. CARE students are also eligible for grants, subsidized campus dining and child care, provided through the LMC Cafeteria and Child Study Center, respectively.

For more information on EOPS or CARE, visit Room CC3-435, Monday-Thursday, 9:00 am-7:00 pm, and Fridays 9:00 am- 3:00 pm, or call 439-2181 Ext. 3138.

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, 3656 Delta Fair Blvd., Antioch; phone 754-7700.

Financial Aid


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.

There are three types of financial aid:
- Grants – Awards that a student does not have to repay unless student drops all classes before completing 60% of the semester.
- Federal Work-Study – part-time work earned on a monthly basis.
- Loans – low interest government loans that students can borrow and must be repaid with interest.

Basic Requirements

To be eligible, students must meet certain requirements:
- Complete a Free Application for Federal Student Aid.
- 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, a home school certificate, have completed 6 units toward an accredited program or pass the Ability to Benefit Test (ATB).
- Not be in default on a Federal student loan or owe a repayment on a Federal grant.
- Be registered with Selective Service (male students).
How to Apply for Financial Aid

All students are encouraged to apply for all forms of Federal and State financial aid programs offered at Los Medanos College by completing the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov.

The FAFSA should be completed beginning January 1 and no later than March 2 to meet Los Medanos College priority filing date. Students must reapply each year.

1) Complete a “Free Application for Federal Student Aid (FAFSA)” on line at www.fafsa.ed.gov.
2) You will receive an electronic or paper “Student Aid Report (SAR)” from the Federal government Central Processing System (CPS).
3) If you complete the FAFSA you will also be automatically considered for the “Board of Governor’s Waiver: (BOGW) which waives or refunds your enrollment fees (assuming you are a California resident). You do not have to file a separate BOGW application.
4) If you want only your fees paid or refunded, you can complete the shorter “Board of Governor’s Grant” (BOGW) form on line or on paper.

BOG Fee Waiver Program

All California residents are encouraged to apply for a state funded Board of Governor’s (BOGW) Fee Waiver which waves or refunds your enrollment fees.

Students who complete the FAFSA will automatically be considered for the “Board of Governor’s” Fee Waiver.

If you want only your fees paid or refunded, you can complete the shorter “Board of Governor’s (BOGW) form on line or on paper.

Students will be considered for one of the fee waivers as follows:

BOGW – A:
You or your family are receiving public assistance from CalWORKs/Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or General Assistance/General Relief or have certification from the California Department of Veteran’s Affair.

BOGW – B:
You must meet the following income criteria for the 2010-2011 academic year:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2008 Income</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
<td>$27,465</td>
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<td>6</td>
<td>$44,295</td>
</tr>
<tr>
<td>7</td>
<td>$49,905</td>
</tr>
<tr>
<td>8</td>
<td>$55,515</td>
</tr>
</tbody>
</table>

Each Additional Family Member: $5,610

BOGW – C:
You have completed the Free Application for Federal Student Aid (FAFSA) and you have “Financial Need” as defined by the Department of Education located on your Student Aid Report.

Other Federal and State financial aid programs available at Los Medanos College:
Federal Supplemental Educational Opportunity Grant
Federal Work-Study
Federal Academic Competitiveness Grant
Federal Direct Loans (Subsidized and Unsubsidized)
Educational Opportunity Programs & Services (EOPS)
Cal Grant B
Cal Grant C
California Chafee Grant

Deadlines

To get the best aid available, apply early. Students whose applications are completed by March 2 receive priority for some limited funds and can apply for certain state programs. If this deadline has already passed, don’t panic! Students may still be eligible for significant assistance—like a Pell Grant and a Board of Governor’s Waiver.

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 plan.

Probation

If the above conditions are not met during a given semester the student will be placed on Financial Aid Probation for the following semester of attendance. The student will be allowed to receive financial aid during the probationary semester. However, if the student fails to meet the satisfactory academic progress standards during the probationary period, the student will be suspended from financial aid assistance.

Suspension

If the student is placed on probation and the student has not successfully improved their semester and cumulative Grade Point Average and/or did not complete 67% of their attempted units the student will be suspended from financial aid the following semester.

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

Financial Aid Appeals

A student who is suspended from financial aid may have their eligibility reinstated. If a student feels he/she has unusual or mitigating circumstances that has affected the student’s ability to make progress, they should submit a suspension appeal and supporting documentation outlining the circumstances to the Office of Financial Aid. The appeals will be reviewed by the Director of Financial Aid.
Refusal of Financial Aid Award
If you decide not to accept any program on your Financial Aid Notification Letter, please contact the Office of Financial Aid.

Changing Majors: Maximum Time Frame
Students who change their career goals and thus need to revise their educational plan may do so by consulting an academic counselor and filing a new educational 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.

Financial Aid Disbursement
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 pay check for the hours you work. LMCC students receive 100% refund of fees in the first two weeks. If subsequent to paying enrollment fees the student is eligible for fee refunds. Students who qualify for the Board of Governors Fee Waiver, the student will automatically be mailed a full refund check or a credit card credit will be issued 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 “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. 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 or a credit card credit will be issued 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 all classes before completing 60% of the semester. The Office of Financial Aid will calculate the percentage of Federal Aid 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 Aid.
$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, before completing 60% of the semester.

Students’ Rights and Responsibilities
Students Have the Right to Ask the College:
- What it costs to attend and what its refund policies are if you drop out.
- How LMC determines whether you are making satisfactory academic progress and what happens if you’re not.
- What financial help is available, including information on all federal, state and college financial aid programs, not just loans.
- About the deadlines for submitting applications for each financial aid program and how recipients are selected.
- How your financial need is determined, including how costs for tuition, fees, housing, food, transportation, books, supplies, personal and miscellaneous expenses are considered in your cost of attendance.
- What resources (such as parental contribution, private scholarships, personal assets) are considered in the financial need calculation, and how much of your financial need, as determined by the college, is met.
- To explain the various elements in your financial aid package and how and when you will receive your aid.
- To reconsider your financial aid application, if you believe you have been treated unfairly.
- How much of your financial aid must be paid back, and what portion is grant or gift aid. If you are offered a loan, you have the right to know the interest rate, the total amount that must be repaid, repayment procedures, when repayment begins and how long you have to repay.
- How to apply for additional aid, if your financial circumstances change.
- About the effect outside scholarships may have on your financial aid award.
- For its statistics on crimes committed on and off campus, and for campus safety policies and procedures.

General College Information
Student Responsibilities

Students have a responsibility to:

• Review and consider all information about the college’s programs before enrolling.
• Compare your anticipated monthly student loan payments and other expenses to your expected income pay after college.
• Complete the financial aid application accurately and submit it on time to the Central Processing Center. Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties.
• Read and keep copies of all forms and agreements you sign.
• Respond promptly and provide all requested documentation, verification, corrections or new information to the appropriate office.
• Notify the college and lender promptly of changes in your name, permanent mailing address, telephone number or enrollment status.
• Know and comply with the deadlines for applications or reapplications for aid, and understand the school’s refund policies.
• Repay your student loans, even if you don’t complete your education, can’t get a job or aren’t happy with your education.
• File for a deferment or forbearance, or change repayment plans if you are at risk of default.
• Complete entrance counseling before you receive your first loan disbursement and exit counseling before you leave school.
• Report in writing to your college financial aid office all additional financial aid resources you receive.

Assessment Center

The Assessment Center offers an English and math assessment process, 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 process is taken on a computer and is available on an individual drop-in basis or appointment during scheduled testing hours. The Assessment Center also offers 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. You can reach the Assessment Center at 439-2181, ext. 3252.

Bookstore at LMC

The LMC Bookstore is located next to the Cafeteria on level 3 of the College Complex. Regular hours, when class is in session, are Monday-Thursday: 7:45 a.m. to 7:00 p.m., and Friday: 7:45 a.m. to 3:00 p.m. During Summer Session, we are open Monday-Thursday: 7:45 a.m. to 3:00 p.m., closed on Fridays. Exceptions are holidays and special events.

To view textbook information related to specific classes, visit the LMC web site at www.losmedanos.edu/bookstore or www.lmcbookstore.net.

We are happy to special order, at no additional charge, any book which the store does not stock. A deposit of $5.00 per book, or $15 per computer software package is required. Deposits are nonrefundable once the order is processed.

Save money on your textbooks! Purchase a current semester LMCAS discount sticker and save 5% on your textbook purchases at the LMC Bookstore.

New! Textbook Rental Program - select textbooks will be available for rent beginning Fall 2010.

The bookstore carries a wide range of supply items, soft goods, gift items and snacks, in addition to textbooks and general reading books.

Payment for Purchases

Purchases may be paid by: cash, 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.
General College Information

- 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).
- Not sell your books if you feel the amount offered is not a fair return. The Bookstore cannot guarantee the buyback of any book.

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

1) Textbooks were purchased at the beginning of the current semester.
2) The original cash register receipt received at the time of purchase is submitted with the refunded book.
3) New textbooks are returned in new condition. If books are marked with any highlighting or names, the refund allowance may be at the USED book purchase price. Used books must be in resalable condition.
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 original cash register receipt.
- No refunds issued during the last 3 weeks of the semester.
- Always save your receipt. Refunds or exchanges can only be processed with current cash register receipt.
- SUMMER SESSION: Refunds are issued only during the first 4 days of summer session 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.

Business Services
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. to 7:30 p.m., Monday through Thursday, 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. After 5 business days, paychecks will be mailed to the address of record.

Career Center
Career development and exploration services are available through LMC’s Career Center, located on Level 3, Room 524 for drop in. 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 CC3-524 or call 439-2181, ext. 3252.

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

- Full-Day and Part-Day Child Care for Infants Toddlers and Preschoolers. Children aged 0-6 may attend the part time child care program in 4-hour scheduled time blocks. The hours for this program are 8:00 AM to 4:00 PM, Monday through Friday.
- 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 4-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 Study Center Director at extension 3167 for applicable course numbers and sections.

For more information, visit the Child Study Center or call extensions 3167 or 3198.

Bulletin Boards
The Office of Student Life supervises and authorizes all campus publicity on official Student Life Bulletin Boards in the College Complex. All individuals or organizations wishing to post on these LMC bulletin boards must bring 5-10 copies of their postings directly to the Office of Student Life (room 800A) or campus mailbox 28 for approval and posting.
Counseling Services

The LMC Counseling Department is committed to providing the highest quality counseling services to every student in need of information, guidance and support to achieve her/his educational goal. It is a partner in the educational process that strives to integrate the intellectual, psychological, cultural and social development of students in the context of LMC vision, mission and core values. The department is committed to minimizing educational barriers, enhancing learning activities, and assisting students in exploring and identifying goals in order to achieve success.

Addressing the diverse needs of all students, the Counseling Department offers comprehensive services that promote the development process and foster intercultural competence. The mission of the department is to teach strategies that facilitate student learning so that individuals are better able to solve problems, make decisions, accept responsibility and modify behavior. This program facilitates the students' use of both college and community resources in achieving their goals.

The LMC Counseling Department provides 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.
9) Assistance in developing an educational plan.
10) Offer orientation & college success courses such as Career Development and Transfer Planning.

If you would like to schedule an appointment with the counselor of your choice at 439-2181, ext. 3334, Room CC3-414, at the main campus or Brentwood Center.

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 in audio format, instructional material in alternate format, testing accommodations (including alternate format), educational counseling and planning, and priority registration. 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 CC3-413, 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 all our LMC alumni and current students.

2) Cooperative Work Experience Education

The Cooperative Work Experience Program at Los Medanos College grants college credit for what students learn and accomplish on the job. Students, with faculty and employer approval, develop and successfully complete one learning objective for each unit of transferable college credit in which they enroll.

3) Occupational Work Experience Internships

An internship involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field.

Typically, intern candidates are 3rd or 4th semester students seeking to apply their knowledge and in a practical setting. Internships may be paid or unpaid and can result in transferable college credits.

The Employment Center is located on Level 3, Room CC3-435. Hours of operation Monday – Thursday 9:00 am – 5:00 pm and Friday 9:00 am – 3:00 pm. Call 439-2181, ext. 3331 or drop by for further information.

Extended Opportunity Programs & Services (EOPS)

(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.
General College Information

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, soft drinks, as well as hot chocolate, tea and coffee are available. Refund requests can be obtained at the switchboard.

Q Spot: LMC’s GLBTQ+ Center

Q Spot, LMC’s GLBTQ Center, offers information and support to the LMC community on issues related to sexual orientation and gender identity. Q Spot sponsors a collection in the LMC library featuring fiction, poetry and drama by GLBTQ people, biographies of famous GLBTQ people, and books addressing GLBTQ history, the coming out-process, religion and GLBTQ people, GLBTQ civil rights, and other issues. We also have a selection of GLBTQ-themed films available for check-out. In addition, Q Spot provides referral information for outside resources, including counseling and support groups for GLBTQ youth. Q Spot works to ensure that all members of the LMC community are valued and served with dignity and respect, regardless of sexual orientation or gender identity, and provides a safe and supportive place for GLBTQ people to meet at LMC.

* GLBTQ: Gay, Lesbian, Bisexual, Transgender, Queer/Questioning

Q Spot is located on Level 1, in room 117. For information call (925) 439-2181, ext. 3259, or email LMC-QSpot@yahoogroups.com

Health Services Referral

Information on a variety of topics, including but not limited to, counseling, crisis intervention, family counseling, alcohol and drug abuse, mental health, venereal disease, may be obtained from 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 or contact police services, 1st floor, ext. 3228

Matriculation Services

(See Admission and Course Enrollment Section)

Parking

All vehicles parked on the campus, whether in a parking lot, gravel 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. Parking permits are required for Spring, Fall and Summer. Students who park in faculty/staff spaces will be ticketed. Students can park in staff lots after 5pm except in lot B. These defined areas are indicated on the campus map, which may be picked up at the information desk in admissions 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 Life

LMC offers a range of extracurricular activities for students. The activities help students make friendships, connect with faculty and staff outside of the classroom, and build their leadership skills in clubs and organizations.

The Office of Student Life provides leadership opportunities that support students in becoming agents of positive social change. Student Life is comprised of the following programs and services.

For more information about any of these programs, contact (925) 439-2181 ext.3266, visit Room 800A – Next to the Cafeteria, or check them out on the web at www.losmedanos.edu/studentlife.

Student Government (LMCAS)

The Los Medanos College Associated Students (LMCAS) is the official student government at LMC. Their primary purpose is to advance the welfare of all students. They do this by providing programs and services designed to meet the varied needs of students, sponsoring activities and events, and representing the student body on many College and District committees.

The LMCAS Board holds open public meetings on Fridays and members of the student government are available throughout the week for consultation in the Office of Student Life. Visit LMCAS on the web at www.losmedanos.edu/LMCAS.

Student Ambassadors

Student Ambassadors are a select group of student leaders who represent the diverse population of Los Medanos College. These students assist with the outreach, recruitment, and retention of LMC students by hosting at college events, providing information and directions during the beginning of each semester, leading campus tours, and holding information sessions for students throughout the year. To learn about how to become a Student Ambassador visit the Office of Student Life.
Student Clubs & Organizations
Students are encouraged to organize and participate in clubs that reflect their interests. Each club is registered with the Student Life Office and has a faculty/staff advisor who helps organize meetings and plan activities.

The Office of Student Life provides support and advising to all LMC clubs by holding orientations and retreats for club leaders. In addition, the office advises and coordinates the Inter-Club Council (ICC) – the coordinating body for many of the clubs. ICC members collaborate on joint club events and recommend the allocation of funds to support club activities. Contact the Office of Student Life to join a club or start one of your own!

Leadership Programs
The Office of Student Life provides a variety of leadership development programs and opportunities to support the many student leaders engaged throughout the fabric of LMC. These programs include orientations, workshops, courses for credit, campus retreats, trips to regional conferences, film discussion series, and more. All LMC students are encouraged to participate in many opportunities provided by the office. To find out what’s currently going on or to sign-up for programs, stop by the office in Room 800A or visit Student Life on the web at www.losmedanos.edu/studentlife.

Transfer Center
The LMC Transfer Center provides a variety of services and information for students planning to transfer to 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 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), Guaranteed Transfer Options (GTO), Dual Admissions Program, Cross Registration programs, and “On-the-Spot” Admissions.

Instructional Services
ACE
ACE is an intensive, full-time program that immerses students in a new vision of what academic life entails and how they can succeed in higher education. It lights a fire for learning using curriculum approaches adapted from graduate and corporate management education. In one semester, students will complete all of their pre-college English and math requirements and do it while having fun! (Pilot Program 2010-2011)

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.

The AVID Project
This course assists students who plan on transfer in developing a strong sense of academic focus, purpose and identity with an emphasis on building leadership capacity. Students will strengthen their academic abilities in the areas of reading and writing, inquiry, and collaboration. They will construct education plans based on their own interests and abilities with the help of the AVID counselor.

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 are encouraged to practice and apply the knowledge gained in class sessions. 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).

Computer labs for use by the general student body are located in the Library, and CO2.

Center for Academic Support
Reading and Writing Center
The Reading and Writing Center has a full-time lab coordinator, English instructors, and English graduate students to assist students in all disciplines with their reading and writing assignments. The Center is open daily, Monday through Friday. For more information, come by for a tour or call extension 3176.

Tutoring Services
The mission of tutoring services at LMC is to assist students in becoming critical thinkers as well as independent, self-reflective, lifelong learners. General tutoring is available Monday through Thursday 9am to 8pm and Friday from 9am to 2pm in The CORE (CO-300) at the Main campus and Monday through Thursday at the Brentwood Center in room 13 (schedule may vary). Tutoring is provided by LMC students who have succeeded in their classes and are trained as peer tutors. Subject-specific tutoring is available in various labs on campus, including the DSPS High Tech Center, EOPS, Math Lab, Music Lab, and the The CORE (CO-300). For more information, call ext. 3176.
General College Information

Drop-In Computer Lab
The Drop-In Computer Lab provides students with the opportunity to sharpen their skills in the operation of micro-computers apply theory and complete class assignments. The lab is staffed by paraprofessionals, student instructional aides, instructors and peer tutors. Lab equipment is constantly updated to reflect the ongoing changes in technology. The lab is located in CO2.

The Lab is open during weekdays. For hours and more information, visit: www.losmedanos.edu/computerscience/lab.asp.

Cooperative Education Services
The Cooperative Work Experience Program at Los Medanos College grants college credit for what students learn and accomplish on the job. Students, with faculty and employer approval, develop and successfully complete one learning objective for each unit of credit in which they enroll. There are three types of Cooperative Work Experience.

COOP-160 - General Work Experience Education is for students whose work is not related to their major. Students may repeat for a maximum of six units of general work experience during community college attendance which may be applied as electives toward graduation.

COOP-170 - Occupational Work Experience Education is for students whose work is related to their major. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units during community college attendance which may be applied as electives toward graduation.

COOP-170A - Occupational Work Experience Internship is for students who have declared a major, have taken classes in the major, are ready for on-the-job experience in a paid or unpaid position and meet program minimum qualifications. Students may earn up to 8 units per semester and repeat for a maximum of 16 units during community college attendance.

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 serves as a First Amendment forum for the college community. Students gain practical experience as reporters, artists, photographers, videographers 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 through the college web site: www.losmedanos.edu, or directly at experience.losmedanos.edu.

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

- 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.
- Access to the Honors Center, a fully-equipped work and research building with computers, study tables, and places to socialize with other Honors Students.
- Transcript Designation of Honors coursework and program completion so that universities or employers can see the Honors work students have done.

Students may complete 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 must meet both of the following two requirements:

**English Requirement.** To meet this requirement a student must:

- Be eligible for English 100 by receiving an A in English 90 or an assessment placement score indicating readiness for English 100; OR
- Have completed English 100, 221 or 230 with a grade of A or B; OR
- Have receive a score of 4 or 5 on the Advanced Placement English.

**Academic Requirement.** To meet this requirement a student must have:

- A cumulative College GPA of 3.25 or higher with a minimum of 12 degree applicable units; OR
- A cumulative High School GPA of 3.25 or higher (first time LMC students only); OR
- A letter of recommendation from a previous teacher, plus an admission essay, plus approval by Honors Advisory Board.

For further information and an application go to the Honors Website at www.losmedanos.edu/honors.

Library and Learning Resource Program

Library Philosophy
The Library at Los Medanos College aims to serve the students, faculty and staff of Los Medanos College, and East Contra Costa County residents by providing access to a variety of services and resources that support and strengthen the instructional programs of the college and the informational and intellectual needs of the community.
Specifically, we pledge to:

- Acquire, inventory, store, and make available an organized collection of materials and information in print, non-print, and electronic formats.
- Provide the facilities and environment necessary for individual study and/or research.
- Provide reference and other professional services designed to develop self-reliant and critical users of information resources.
- Provide library and other bibliographic instruction in locating, accessing, and evaluating information resources in a variety of formats or locations.
- Provide interlibrary loan services that expand the resources and instructional capabilities of the local collection.

The Library and related services moved into a brand-new building in the summer of 2007. With the new building, we are able to provide much improved facility for study and research, expanded print and electronic resources and more and better computer access.

Currently, the Library provides close to 30,000 volumes of print materials, and about 20,000 electronic books. In addition, the Library provides roughly 150 periodicals and newspapers, in print. The library also provides access to hundreds of thousands of articles from newspapers, magazines and journals as well as reference materials in the electronic format, accessible anytime anywhere.

Librarians staff the reference area on the first floor of the Library building. Students needing help in accessing information on the Internet or in the thousands of available print and electronic resources can turn to the librarians for assistance. A large portion of the magazine and newspaper articles referenced in the electronic databases can be immediately printed in full text format or e-mailed to any active e-mail account. For a sample of the resources available in the library, please look at the Library's website. The Library professional staff also provide a variety of instructional services including one-on-one with the classroom faculty, orientations for students and information competency classes designed to facilitate students’ acquisition of skills to locate, use and evaluate information in a wide variety of formats.

On the main floor of the Library building, we also offer circulation services including self service, four small and one large group study rooms that can be reserved from the circulation desk, a print/copy room for students, an information common that contains 30 computers, the online catalog, reference materials (encyclopedias, dictionaries, etc.), indexes, current periodicals (newspapers, magazines), and close to 200 seats.

Also available on the main level is the reserve collection. Los Medanos College has on reserve copies of all general education textbooks for student use. The books are available for limited check out and use in the Library 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.

On the upper level of the Library building is our Media Services department. Currently the media collections include tapes, videos, CDs, and DVDs. With the exception of audio tapes, which will be available in a digital format as well as the analog format, all the media collections are accessible via the Library’s online catalog. For students, we provide cassette tape duplication service as well as listening and viewing facility. In addition, student ID cards can be acquired at the Media Services counter. Microfilm (back issues of newspapers and magazines) are available on the upper level as well. We also offer an open access computer lab for Los Medanos College students on the upper level—the Lab is open during all hours that the Library building is open.

The upper level is also designed, equipped, and staffed to serve as a faculty resource area. Located here are campus audiovisual services, and information technology services. The professional reading room provides access to three computers for editing purposes. Laptops can be checked out here for classroom use or for extended travel use. Wireless access is available throughout the Library, both on the main level and on the upper level.

Library Resources Available Beyond the Library—

The Virtual Library

The Library staff at Los Medanos College have been progressively extending the walls of the Library to now encompass a wide array of electronic resources including e-Books and full-text databases as well as electronic reference services. These e-resources and e-services are available 24/7 anywhere—on- or off-campus. For more information on what the Library has to offer, please visit our website at http://www.losmedanos.edu/LMC_library/default.htm

Math Lab

The Math Lab, located in Room MA-102, is open Monday through Thursday from 8 a.m. to 8 p.m., and Friday from 8 a.m. to 2:30 p.m. Saturday hours vary. There is also a Math Lab at the Brentwood Center. For information about the Brentwood Math Lab, please call 925-513-1625. Tutorial assistance by a lab coordinator, peer tutors, and instructors is available for all math courses. For more information about the lab, see the Lab Coordinator in Room MA-102 or call 925-439-2181, ext.3326.

The MESA Program

The mission of MESA (Math, Engineering, Science Achievement) Program is to increase the number of educationally disadvantaged students that enroll and graduate in a four-year college or university with a math-based degree in areas such as engineering, the sciences, computer science, and mathematics. The MESA program supports students through mentoring, tutoring, and workshops and by providing them with scholarship and numerous internship opportunities. There are MESA programs throughout the state of California at high schools, community colleges, and four year universities. MESA is sponsored by the University of California President’s Office. For more information call 925-439-2181 ext.3437.

The Puente Project

The mission of the Puente Project is to increase the number of educationally under-served 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.
Science Audio–Tutorial Center

College staff provide three areas of service to students: teaching, counseling, and mentoring. For more information call: 439-3381, ext. 3350.

The Science Audio-Tutorial Center, in SC1, 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 SC1.

UMOJA Scholars

The Umoja Scholars Program is committed to enriching, fostering, and nurturing the educational experience of all students, especially African-American and first-generation college students, ultimately preparing them for academic, personal, and professional success beyond Los Medanos College. This program addresses student needs through academic support services and a curriculum that focuses on African-American literature and history as well as contemporary issues facing the African-American community.

Student Rights & Responsibilities

Academic Freedom

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 larger 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 organi-

ization 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 extra-
mural organization, are open to all Los Medanos College stu-
dents 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 sponsorship of guest speakers does not necessarily imply approval or endorsement of the news expressed, either by the sponsoring group or the institution.

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 he/she does 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(also CCCCD Governing Board Policy 4002), 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.

Student Grievance Process

The Student Grievance Procedures are available to every Los Medanos College student, offering an equitable means of seeking an appropriate remedy for a grievance related to any college-related matter (other than as defined under the unlawful discrimination section of this catalog). Grievance procedures are provided for the following: grade appeals process, complaints regarding a faculty member, complaints regarding a staff member, or complaints about a manager. Copies of the Student Grievance Procedures are available in the following locations:

- Office of Student Life, Room 880a, extension 3266
- Office of Instruction, CO4-400, extensions 3105 or 3272
- Information Center, CC3-400, extension 3422
- Counseling Center, CC3-414, extension 3334

The process is also available online at www.losmedanos.edu.

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 Education 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.
Student Code of Conduct

A complete copy of the Student Code of Conduct, which outlines students’ rights and responsibilities, is available on-line at www.losmedanos.edu. Students may also contact the Office of Student Services, located in CC3-402; phone number 439-2181, extension 3364.

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

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 Workshops.”

3) Counseling. All students are expected to schedule an appointment with a counselor 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 70, 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 121 or the Information Center. (Section 55530 (c).)

2) Prerequisites: Prerequisite challenges will be considered up to one week after the beginning of instruction in semester length courses; or the last day to add a short-term class. A student may challenge a 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 success 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).)

Textbooks

Information on textbooks is located under “Bookstore” on page 17.
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 Dean of Student Development 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 Dean of Student Development, or to campus mailbox 34.

2) The Dean of Student Development 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 Senior 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 Senior Dean of the appropriate area for further review.

2) The Senior 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 Senior 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.

Release of Student Records. No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student’s written consent.
- Directory information” may be released in accordance with Board Policy, unless otherwise specified by the student. Directory information shall include:
  1. Student name
  2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
  3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean’s List recognition.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, or in the event of litigation towards the college district. If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student’s educational records that are relevant for the educational agency or institution to defend itself.
- Whenever there is included in any student record any information concerning any disciplinary action taken by a community college in connection with any alleged sexual assault, or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or abuse shall be informed within three days of the results of any disciplinary action by the community college and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. The assigned custodian of records at each campus determines access to student records.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

Student Record Privacy Law

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to insure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records.

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.
Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225.

Student records may be released to agencies or organizations in connection with a student’s application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The assigned custodian of records at each campus will make this determination.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

**Availability of Specific Information**

The following specific information is on file at the Admissions & Records 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 designated 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 & Records Office of changes of address. Address, phone number, and email address changes should be submitted in writing or by going into WebAdvisor on the college website, www.losmedanos.edu. Students who are also working as employees of the college should submit address, phone and/or e-mail changes by the same procedure.

**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 2005, 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, 15.6 percent attained a certificate or degree or became ‘transfer prepared’ during a three-year period, from Fall 2005 to Spring 2008. Students who are ‘transfer-prepared’ have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 15.3 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 2006 to Spring 2008.
Transfer Information

Many students will transfer to a four-year college or university after completing their freshmen and 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 may be fulfilled at Los Medanos College before transferring.

All students who plan to transfer should consult with a LMC counselor to develop an educational plan and to update it on a regular basis. Students should acquaint themselves with the catalog and website of the intended university, especially regarding admission requirements and application procedures. Students are advised to talk with LMC counselors and/or university representatives when selecting courses to meet major and general education requirements.

Some majors, such as Engineering, Pre-Medical/Dental/Veterinary, Biology, Chemistry, Physics, Astronomy, Architecture, and Liberal Studies, have very specific courses that must be completed before transfer, and do not require as many general education courses. A very useful website for LMC students planning to transfer to California public universities is http://www.assist.org. Students should also consult with a LMC counselor regarding majors leading to professional careers in fields such as Teaching or Law. Information about the teaching profession may be obtained at http://www.teachcalifornia.org.

Students will find that the LMC Transfer Center provides information and support for transfer planning. Students can drop-in at the Transfer Center, room 434, 925-439-2181x3124, or go online at www.losmedanos.edu and click on Transfer Center.

Transfer to the California State University (CSU)

Los Medanos College transfers students to all 23 campuses of the California State University system. The CSU campuses are located throughout the state, and students can find information about the CSU system at http://www.csumentor.edu. Admission representatives from local CSU campuses visit the Transfer Center on a regular basis. Please consult with a LMC counselor and check with the Transfer Center for more information.

Transfer Admission Requirements for CSU

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 a Baccalaureate Degree. Of these 124 units, a maximum of 70 units may be transferred from a community college. Students should complete classes that meet general education and major requirements.

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 59 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 or if they are accepting lower division transfer.

Upper Division Transfers

Students who have completed 60 or more transferable semester college units are considered upper division transfer students. 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. Students may complete the Intersegmental General Education Transfer Curriculum (IGETC).

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.
Transfer to the University of California (UC)

Every year Los Medanos College students transfer successfully to the UC system. The UC system is comprised of ten campuses, the following nine of which have undergraduate programs: UC Berkeley, UC Davis, UC Irvine, UCLA, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz. Admission representatives from UC campuses visit the Transfer Center on a regular basis. Check with the Transfer Center to obtain a schedule of these visits, or check online at www.losmedanos.edu and click on Transfer Center.

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 UC 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. Information on transferring to the UC system may be obtained online at http://www.universityofcalifornia.edu/admissions.

Eligible or Partially 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, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a C (2.0) average in transferable coursework.

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.

Transfer to UC as a Junior

Students who were not eligible for admission to the University when they graduated from high school may be eligible to transfer as a junior if they:

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

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, Merced, Riverside, Santa Barbara, and Santa Cruz; University of the Pacific; National University; CSU East Bay; and Saint Mary’s College.

For more information, stop by the LMC 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, which may not be available at the community college.
Cross Registration (CSU East Bay)

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

Dual Admissions (CSU East Bay)

The LMC/CSUEB Dual Admissions Program provides LMC students with a guarantee of transfer admission to CSUEB upon completion of certain program elements. Students are eligible to sign up for the Dual Admissions Program if they have completed any 12 community college units with a grade point average of at least 2.0. Students must enroll at least one year prior to intended entry at CSUEB. Important advantages of participating in the program are the waiver of the CSU application fee, and the opportunity to obtain access to CSUEB libraries, computer labs, and campus events.

Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’s ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses identified by the particular CSU campus named in the LDTP agreement.

Through CSUMentor and ASSIST on the Internet, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major for admission as a junior.

Honors Transfer Admission Agreements

Graduates of the Honors Program receive either guaranteed or priority admission from our ten honors transfer partners. Many of our transfer partners also offer guaranteed or priority scholarship assistance to accepted Honors Students.

The honors transfer partners include UCLA, CSU East Bay, San Francisco State University, Mills College, Saint Mary’s College and other public and private universities around the state. For details and a complete list, visit the Honors Program website at www.losmedanos.edu/honors. Or contact Honors Director Jennifer Saito at jsaito@losmedanos.edu or (925)-439-2181 x 3369.

Intersegmental General Education Transfer Curriculum (CSU & UC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education pattern 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 is not advisable for all students planning to transfer. IGETC is only one way to fulfill the lower-division general education requirements of the UC or CSU. It is not recommended for certain majors and certain colleges, and some colleges do not accept IGETC. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering and Architecture are examples of those majors, Roosevelt and Revelle Colleges at UC San Diego, the HAAS School of Business at UC Berkeley, and the College of Environmental Design (Architecture and Landscape Architecture majors) at UC Berkeley will not accept the IGETC.

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. Students should check with a LMC Counselor or university representative about whether or not IGETC is appropriate for them.

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. 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.

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. Students should consult with a LMC Counselor and contact the Admissions Office at LMC for IGETC certification.

See the following pages for classes that meet the IGETC pattern or the CSU GE/Breadth requirements at Los Medanos College. Contact the Counseling Center or Transfer Center for the most current approved course list and for questions related to IGETC or general education.

Transfer to Private and Out-of-State Colleges and Universities

Every year LMC students transfer to private colleges and universities in California. LMC students also transfer to universities and colleges out of state, both private and public. Entrance requirements and general education course equivalents are so varied, however, that students anticipating transfer to one of these colleges should obtain its catalog, or consult its website, and work closely with a Los Medanos College counselor to ensure that transfer planning is effective. Some private and out-of-state colleges and universities will accept the completed IGETC to meet their lower-division general education requirements. Admission representatives from local private colleges and universities visit the Transfer Center on a regular basis. Please check with the Transfer Center for more information.
College Transfer Requirements

CSU: California State University 2010 - 2011

GENERAL EDUCATION - BREADTH REQUIREMENTS

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

Students must request that the CSU GE certification be sent to the four-year campus that they will be attending. Check the appropriate box on the “Transcript Request” form at Admissions and Records. Partial GE Certification is available.

Credit by Advanced Placement LMC grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. See page 10 of the college catalog for the policy for granting credit for specific scores and exams.

Area A Communication in the English Language and Critical Thinking

A minimum of one course in areas A1, A2, and A3.

A1 Oral Communication ............................................. (3 units)
   SPCH 40

A2 Written Communication ....................................... (3 units)
   ENGL 100

A3 Critical Thinking .................................................. (3 units)
   PHIL 41, ENGL 220, ENGL 221

Some CSU campuses also require English 230 to satisfy graduation requirements. Please consult with a counselor.

Area B Physical Universe and Its Life Forms

A minimum of one course in areas B1, B2, and B4. At least one course in physical science or biological science must have a laboratory activity as outlined in B3.

B1 Physical Science ..................................................... (3-6 units)
   ASTRO 10
   CHEM 6, 7, 8, 25, 26, 28, 29
   ENVSCI 10
   GEOG 15
   GEOL 20
   PHYS 15, 35, 36, 40, 41, 42
   PHYSC 5

B2 Life Science ........................................................... (3-6 units)
   BIOSC 7, 10, 20, 21, 40, 45, 50

B3 Laboratory Activity
   ASTRO 10 and 11
   BIOSC 7, 10, 20, 21, 40, 45, 50
   CHEM 6, 7, 8, 25, 26, 28, 29
   ENVSCI 10
   GEOG 15
   GEOL 10
   PHYS 15, 35, 36, 40, 41, 42

B4 Mathematics/Quantitative Reasoning ......................... (3-4 units)

Satisfactory completion qualifies for exemption from the ELM examination requirements.
   MATH 31, 33, 34, 35, 37, 38, 40, 50, 60, 70, 75, 80

Area C Arts, Literature, Philosophy and Foreign Languages

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

C1 Arts ....................................................................... (3-6 units)
   ART 5, 6, 7, 8, 9
   DRAMA 15, 16, 70, 71
   HUMAN 40
   MUSIC 10, 12, 15
   SPAN 60

C2 Humanities ............................................................. (3-6 units)
   CHIN 30, 40
   DRAMA 30
   ENGL 127, 128, 129, 132, 133, 200, 201, 202, 205, 230, 231
   FILIP 60, 61
   FRNCH 60, 61
   HUMAN 3, 19, 20, 21, 22, 24, 30
   ITAL 60, 61
   LATIN 20, 21
   PHIL 2, 33, 40, 42
   POLSC 33
   SPAN 49, 50, 51, 52, 53
   SIGN 65, 66, 67

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

No fewer than 9 units should be taken. Courses taken should be in at least two different disciplines listed below. Course(s) listed in more than one discipline will satisfy and be counted in only one discipline.

D1 Anthropology & Archeology ......................... ANTHR 5, 6, 7

D2 Economics ..................................................... ECON 10, 11

D3 Ethnic Studies ................................................... HIST 46, 47, 48, 49, 52
   .......................................................... SOCSC 45

D4 Gender Studies ................................................ HIST 48, PSYCH 14

D6 History ECON 5, HIST 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 47

D7 Interdisciplinary Social or Behavioral Science........ JOURN 35, CHDEV 10, 20

D8 Political Science, Government & Legal Institutions
   .......................................................... ENGL 3, PHIL 33, POLSC 10, 20, 33, 40, 43

D9 Psychology ....................................................... PSYCH 10, 11, 14

D10 Sociology and Criminology ................. SOCIO 15, 16

Area E Lifelong Understanding and Self-Development

Minimum of one course, 3 units.

ANTHR 7, BIOSC 5, CHDEV 10, EDUC 10, PSYCH 12, 14

U.S. History, Constitution and American Ideals

One course from group A and one course from group B

These courses may double count in Area D

Group A: POLSC 10, POLSC 20

Group B: ECON 5, HIST 36, HIST 37

The current list of all CSU and UC transferable courses may be found at www.assist.org. For major requirements see an LMC counselor and go to www.assist.org.
IGETC: Intersegmental General Education Transfer Curriculum 2010 - 2011

Requirements for Students Transferring to CSU or UC

Students choosing to transfer are strongly encouraged to see an LMC 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.

Students must request that the IGETC certification be sent to the four-year campus that they will be attending. Check the appropriate box on the “Transcript Request” form at Admissions and Records.

Credit by Advanced Placement

LMC grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. See page 10 of the college catalog for the policy for granting credit for specific scores and exams.

Area 1  English Composition

CSU: Three courses required: One course from 1A, 1B and 1C.
UC: Two courses required: One course from 1A and 1B.

1A  English Composition: ENGL 100
1B  Critical Thinking – English Composition: ENGL 220, 221
1C  Oral Communication (CSU only): SPCH 40

Area 2  Mathematical Concepts and Quantitative Reasoning

One course required (3 semester units minimum).

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

Area 3  Arts & Humanities

At least 3 courses, with at least one course from the Arts and one course from the Humanities. (9 semester units.)

3A  Arts: ART 5, 6, 7, 8
    DRAMA 15, 16, 17, 20, 70, 71, MUSIC 10, 15
3B  Humanities: DRAMA 30, ENGL 127, 128, 129, 132, 133, 200, 201, 202, 205, 231
    HUMAN 3, 19, 20, 21, 22, 24, 30
    MUSIC 12, PHIL 2, 33, 40, 42,
    POLSC 33, SPAN 51, 52, 53
ENGL 127, ENGL 133, MUSIC 12 satisfies American Cultures Requirement, UC Berkeley.

Area 4  Social & Behavioral Sciences

At least 3 courses from at least 2 disciplines. (9 semester units.)

4A  Anthropology and Archaeology: ANTHR 5, 6, 7
4B  Economics: ECON 10, 11
4C  Ethnic Studies: HIST 46, SOCSC 45
4D  Gender Studies: PSYCH 14
4F  History: ECON 5, HIST 31, 34, 35, 36, 37, 38, 49
4G  Interdisciplinary, Social and Behavioral Sciences:
    CHDEV 10, HIST 47, 48, 52, JOURN 35, POLSC 43
4H  Political Science, Government and Legal Institutions:
    ENGL 3, PHIL 33, POLSC 10, 20, 33
4I  Psychology: PSYCH 10, 11, 14
4J  Sociology and Criminology: SOCIO 15, 16

Area 5  Physical & Biological Sciences

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory. (7-9 semester units.)

5A  Physical Science: ASTRO 10, 11, CHEM: 6, 8, 25, 26, 28,
    ENVSCI: 10, GEOG: 15, GEOL: 20, PHYS: 15, 35, 36, 40, 41, 42 PHYSC: 5
5B  Biological Science: BIOSC 7, 10, 20, 21, 40, 45, 50

All science courses listed above include lab activity, except for:
PHYSC 5 and ASTRO 10. ASTRO 11 may be completed along with
ASTRO 10 for lab activity credit.
No credit for BIOSC 10 if taken after BIOSC 20.
No credit for CHEM 6 if taken after CHEM 25.
No credit for PHYS 15 if taken after PHYS 35.
No credit for PHYSC 5 if taken after college level course in Astronomy, Chemistry, Geology or Physics.

Area 6  Languages Other Than English

UC Requirement only. Proficiency equivalent to two years of high school study in the same language.
One Course (3-5 semester units)

CHIN 30, 40; FILIP 60; FRENCH 60, 61; ITAL 60, 61; SIGN 65, 66, 67;
SPAN 50, 51

U.S. History, Constitution & American Ideals

CSU Requirement only.
Two courses (6 semester units). One course from Group A and one course from Group B.

Courses used to satisfy this requirement may be double counted in Area 4.
Group A: POLSC 10, 20
Group B: ECON 5, HIST 36, HIST 37

The current list of all CSU and UC transferable courses may be found at www.assist.org. For major requirements see an LMC counselor and go to www.assist.org.
Graduation Requirements

Associate Degree and Certificate Requirements

Preparing for Graduation

Petitions to graduate with an associate degree or a certificate of achievement should be filed in the LMC Admissions & Records Office. The deadline for submitting a petition for graduation is: Summer- July 15, Fall-Oct. 1, and Spring- March 1. Petitions are available in the Admissions & Records Office or on the college website at www.losmedanos.edu. Credit from other institutions may be used to satisfy graduation requirements. See “Credit Accepted at Los Medanos College” in the Standards of Scholarship section for more information. Petitions for review of requirements for a college skills certificate can be submitted once requirements are completed.

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 will be available for graduates approximately six weeks after the end of the term in which requirements are completed.

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

The American Institutions and Ideals requirement for an associate degree may be cleared by earning a passing grade in POLSC 10 or POLSC 20.

Ethnic/Multicultural Studies Requirement

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.

College Skills 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, Appliance Service Technology, Automotive Technology, Business, Child Development, Computer Science, Emergency Medical Services, English, Fire Technology, Foreign Language, Management and Supervision, Real Estate and Travel Marketing. 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 ensure 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 Associate of Arts degree or a Certificate of Achievement must satisfy the mathematics competency requirement by one of the following:
Graduation Requirements

Associate Degree
1) Complete Math 26 or higher with a grade of “C” or better, or
2) Score a grade of 4 or 5 on any AP Calculus Exam, or
3) Pass the “Associate Degree Math Competency Exam.”

Certificate of Achievement
1) Complete 3 units of Math 7 with a grade of “C” or better, or
2) Complete Math 9 or any higher course with a grade of “C” or better, or
3) Complete Bus 3 with a grade of “C” or better, or
4) Score a grade of 4 or 5 on any AP Calculus Exam, or
5) Pass the “Certificate of Achievement Math Competency Exam.”

The Math Competency Exam dates and times are available in the Math Lab, extension 3326. 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 Math department or Math Lab, extension 3326.

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 100, required for an associate degree.

Note: Only one English course below English 100 may apply to the associate degree.

Certificate of Achievement
Students seeking a Certificate of Achievement must satisfy reading and writing competency requirements by one of the following:
1) Complete ENGL 90, or ENGL 100 with a grade of “C” or better, or
2) Place at the ENGL 100 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 5
   • 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 10, 40, 49, 60, 90 or 91, or
2) “C” grade or better in BUS 18, 35, 65, 83, 87, or
3) “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.
Graduation Requirements

Pathways to an Associate Degree at LMC

To be awarded an AA or AS degree at LMC, students must fulfill all of the following requirements:

- Complete 60 degree-applicable units with a cumulative grade point average of 2.0 or higher, with at least 12 units completed at LMC
- Complete Contra Costa Community College District Governing Board requirements:
  - American Institutions (3 units)
  - Health Education (3 units)
  - Physical Education (2 units)
- Complete the specific LMC major requirements (a minimum of 18 units) listed in the college catalog
- Complete General Education requirements by either the Transfer or Standard Path, as listed below:

Transfer AA/AS Path
- 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-Breadth requirements, the University of California specific breadth requirements, or the Intersegmental General Education Transfer Curriculum (IGETC). *
  - Students must show evidence of acceptance for admission by an accredited transfer institution.
  
  OR

  - Another option is to fulfill all major program requirements and be accepted with junior standing at any accredited baccalaureate institution.
  - Students must show evidence of acceptance for admission by an accredited transfer institution.

Standard AA/AS Path
- Students must complete the LMC General Education, Graduation, & Competency requirements, as listed on the following page in the 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.

*Students planning to transfer to a private or out-of-state university need to consult a counselor. 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
2010-11

Standard AA/AS Path

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 the catalog. 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 boxes below will total between 32-45 units. Please see a counselor for assistance in selecting appropriate courses. 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. Courses that double count are listed in both boxes. This document is subject to change. For updates, contact the Counseling Center or www.losmedanos.edu.

<table>
<thead>
<tr>
<th><strong>General Education Requirements</strong></th>
<th><strong>Graduation &amp; Competency Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication/Critical Thinking</strong></td>
<td><strong>Computer Literacy</strong></td>
</tr>
<tr>
<td>3 Units</td>
<td>0-4 Units</td>
</tr>
<tr>
<td>Many of these courses will also satisfy the CSU requirement in Area A</td>
<td>Pass proficiency exam</td>
</tr>
<tr>
<td>Complete one of: ENGL 220, 221, JOURN 10, SPCH 40</td>
<td>OR</td>
</tr>
<tr>
<td><strong>Biological or Physical Science</strong></td>
<td><strong>Ethical Inquiry</strong></td>
</tr>
<tr>
<td>3-5 Units</td>
<td>3 Units</td>
</tr>
<tr>
<td>Many of these courses will also satisfy the CSU requirement in Area B</td>
<td>Complete one of: ENGL 3, PHIL 2*</td>
</tr>
<tr>
<td>Complete one of:</td>
<td>*or completion of Registered Nursing Program</td>
</tr>
<tr>
<td>Biological: BIOSC 7, 10, 50</td>
<td><strong>Ethnic/Multicultural Studies</strong></td>
</tr>
<tr>
<td>OR</td>
<td>3 Units</td>
</tr>
<tr>
<td>Physical: ASTRO 10, ENGIN 10, ENVSCI 10, GEOG 15, GEOL 70, PHYS 15, PHYS 5</td>
<td>Complete one of: CHDEV 50, DRAMA 15, 30, ENGL 127, 128, 129, 133, HIST 46, 47, 52, SOCSC 45</td>
</tr>
<tr>
<td><strong>Creative Arts/Humanities</strong></td>
<td><strong>Health Education</strong></td>
</tr>
<tr>
<td>6 Units</td>
<td>3 Units</td>
</tr>
<tr>
<td>Many of these courses will also satisfy the CSU requirement in Area C</td>
<td>Complete BIOSC 5</td>
</tr>
<tr>
<td>Complete two courses: (one from Creative Arts and one from Humanities)</td>
<td>OR</td>
</tr>
<tr>
<td>Creative Arts: ART 5, 6, 7, 8, 9</td>
<td>Completion of Registered Nursing, Vocational Nursing or Paramedic Program or Pass Health Science Exam**</td>
</tr>
<tr>
<td>DRAMA 15, 16, 70, MUSIC 10, 12, 15</td>
<td><strong>Mathematics</strong></td>
</tr>
<tr>
<td>Humanities: PHIL 2*, 33, 40, 42, HUMAN 19, 20, 21, 22, 24, JOURN 35, ENGL 3, 127, 128, 129, 133, 205, 230, 231</td>
<td>3-4 Units</td>
</tr>
<tr>
<td>* or completion of Registered Nursing Program</td>
<td>Complete: MATH 26 or higher</td>
</tr>
<tr>
<td><strong>Behavioral Science</strong></td>
<td>OR</td>
</tr>
<tr>
<td>3 Units</td>
<td>Pass proficiency exam</td>
</tr>
<tr>
<td>Many of these courses will also satisfy the CSU requirement in Area D</td>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>Complete one course:</td>
<td>2 Units</td>
</tr>
<tr>
<td>ANTHR 5, 6, 7, CHDEV 10, PSYCH 10, 11, SOCIO 15, 16</td>
<td>Complete two units of activity courses in Athletics, Fire or Physical Education</td>
</tr>
<tr>
<td>(Does not include lecture courses)</td>
<td>(Does not include lecture courses)</td>
</tr>
<tr>
<td><strong>Social Science/American Institutions &amp; Ideals</strong></td>
<td><strong>Reading – Writing</strong></td>
</tr>
<tr>
<td>6 Units</td>
<td>3 Units</td>
</tr>
<tr>
<td>Complete two courses, one from group A and one from group B.</td>
<td>This course will also satisfy 3 units of the CSU requirement in Area A</td>
</tr>
<tr>
<td>Group A: POLSC 10, 20</td>
<td>Complete: ENGL 100</td>
</tr>
<tr>
<td>Group B: ADJUS 120, ECON 5, 10, 11, HIST 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, POLSC 33, 43, SOCSC 45</td>
<td><strong>Health Education</strong></td>
</tr>
<tr>
<td>Transfer students should consult with an LMC Counselor regarding meeting the LMC and CSU American Institutions &amp; Ideals requirements.</td>
<td><strong>Ethnic/Multicultural Studies</strong></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3 Units</td>
</tr>
<tr>
<td>3-4 Units</td>
<td>Complete BIOSC 5</td>
</tr>
<tr>
<td>Complete: MATH 26 or higher</td>
<td>OR</td>
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<tr>
<td>OR</td>
<td>Completion of Registered Nursing, Vocational Nursing or Paramedic Program or Pass Health Science Exam**</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td><strong>Reading – Writing</strong></td>
</tr>
<tr>
<td>2 Units</td>
<td>3 Units</td>
</tr>
<tr>
<td>Complete two units of activity courses in Athletics, Fire or Physical Education</td>
<td>This course will also satisfy 3 units of the CSU requirement in Area A</td>
</tr>
<tr>
<td>(Does not include lecture courses)</td>
<td>Complete: ENGL 100</td>
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</tbody>
</table>
# Degrees and Certificates in Major Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Certificate</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Anthropology</td>
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<td>X</td>
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<tr>
<td>Appliance Service</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Art</td>
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<tr>
<td>Fine Arts</td>
<td>X</td>
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<tr>
<td>Graphic Communications</td>
<td>X</td>
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<tr>
<td>Digital Publishing</td>
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<tr>
<td>Automotive Technology</td>
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<tr>
<td>Biological Science</td>
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<td>X</td>
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<tr>
<td>Business</td>
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<tr>
<td>Accounting</td>
<td>X</td>
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<tr>
<td>Office Administration</td>
<td>X</td>
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<tr>
<td>Small Business Operations</td>
<td>X</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Child Development</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Cosmetology</td>
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<tr>
<td>Electrical/Instrumentation Technology</td>
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<tr>
<td>Engineering</td>
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<tr>
<td>Environmental Science</td>
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<tr>
<td>Fire Academy</td>
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<td>Fire Technology</td>
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<td>Journalism</td>
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<td>Liberal Arts</td>
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<tr>
<td>Management and Supervision</td>
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<tr>
<td>Mathematics</td>
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<td>X</td>
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<tr>
<td>Music</td>
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<td>Commercial Music–Bus Mgmt</td>
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<td>Commercial Music–Pedagogy</td>
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<tr>
<td>Commercial Music–Performance</td>
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<tr>
<td>Nursing</td>
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<td>Nursing Registered</td>
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<td>Nursing Vocational</td>
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<td>Process Technology</td>
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<td>Psychology</td>
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<td>Real Estate</td>
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<tr>
<td>Recording Arts</td>
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<tr>
<td>Sociology</td>
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<tr>
<td>Travel Marketing</td>
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<tr>
<td>Welding Technology</td>
<td>X</td>
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</tbody>
</table>

### College Skills Certificates (Departmental)

College Skills Certificates (Departmental), requiring fewer than 18 units of coursework, are offered in the following departments:
- Administration of Justice
- Appliance Service Technology
- Automotive Technology
- Business
- Child Development
- Computer Science
- Emergency Medical Services
- Fire Technology
- Foreign Language (Sign Language, Spanish)
- Management and Supervision
- Real Estate
- Travel Marketing

Please check with the program requirements pages for more information.
# 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Certificate of Achievement</th>
<th>Associate Degree</th>
<th>Certificate of Achievement</th>
<th>Associate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td>DVC</td>
<td>CCC, LMC</td>
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<tr>
<td>Corrections</td>
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<td>CCC</td>
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<td>Law Enforcement</td>
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<td>CCC</td>
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<tr>
<td>African-American Studies</td>
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<td>CCC</td>
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<tr>
<td>Alcohol and Drug Studies</td>
<td>DVC</td>
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<tr>
<td>Anthropology</td>
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<td>CCC, LMC</td>
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<tr>
<td>Appliance Service Technology</td>
<td>LMC</td>
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<tr>
<td>(See also Refrigeration &amp; Appliance Repair)</td>
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<tr>
<td>Architecture/Environmental Design</td>
<td>DVC</td>
<td>CCC</td>
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<td>Art</td>
<td>CCC</td>
<td>LMC</td>
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<td>Graphic Communication</td>
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<td>Digital Publishing</td>
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<tr>
<td>Automotive Services</td>
<td>CCC, LMC</td>
<td>CCC, LMC</td>
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<tr>
<td>Auto Collision Repair</td>
<td>DVC</td>
<td>CCC</td>
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<td>Auto Mechanics</td>
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<td>Biological Science</td>
<td>CCC, LMC</td>
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<td>Biotechnology</td>
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<td>Accounting</td>
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<td>Small Business Operation</td>
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<td>Management &amp; Supervision</td>
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<td>Retailing</td>
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<td>Chemistry</td>
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<td>Computer Information Systems</td>
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<td>Microcomputer</td>
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<td>AS/400 Programming &amp; Operators</td>
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<td>Construction &amp; Building Inspection</td>
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<td>Culinary Arts</td>
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<td>(Food Service Technology)</td>
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<td>Classical Food Preparation</td>
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<td>Pastry/Baking</td>
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<td>Dental Assisting</td>
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<td>Drafting Technology</td>
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<td>Early Childhood Education</td>
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<td>Child Development</td>
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<td>Children's Center Instructor</td>
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<td>Foster Care/Day Care</td>
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<td>Economics</td>
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<td>Electrical/Instrumentation Technology</td>
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<td>Electronics</td>
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<td>Engineering</td>
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<td>Engineering Technology</td>
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<td>Drafting</td>
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<td>Materials Testing</td>
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<td>Surveying</td>
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<td>English</td>
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<td>Environmental Science</td>
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<td>Facilities Maintenance Technician</td>
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### CCCCD Programs

<table>
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<tr>
<th>Program</th>
<th>CCC - Contra Costa College</th>
<th>DVC - Diablo Valley College</th>
<th>LMC - Los Medanos College</th>
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<tr>
<td><strong>Certificate of Achievement</strong></td>
<td>LMC</td>
<td>LMC</td>
<td>CCC, LMC</td>
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<tr>
<td><strong>Associate Degree</strong></td>
<td>LMC</td>
<td>Nursing Registered Vocational</td>
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<td>Fire Technology</td>
<td><strong>Fire Academy</strong></td>
<td>Office Information Systems</td>
<td>CCC, DVC</td>
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<td>French</td>
<td>CCC</td>
<td>General Office</td>
<td>CCC</td>
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<td>Geography</td>
<td>CCC</td>
<td>Office Administration</td>
<td>CCC, LMC</td>
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<td>Graphic Communications</td>
<td>LMC</td>
<td>Administrative Assistant/Executive Secretary</td>
<td>CCC, DVC, LMC, CCC, LMC</td>
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<tr>
<td>History</td>
<td>CCC</td>
<td>Legal Office</td>
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<td>Horticulture</td>
<td>DVC</td>
<td>Medical Office</td>
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<td>Landscape Construction</td>
<td>DVC</td>
<td>Medical Transcription</td>
<td>CCC</td>
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<td>Landscape Design</td>
<td>DVC</td>
<td>Word Information Processing</td>
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<td>Landscape Maintenance</td>
<td>DVC</td>
<td>Physical Education</td>
<td>CCC</td>
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<td>Industrial Technology</td>
<td>CCC</td>
<td>Physics</td>
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<td>Inspection Technology</td>
<td>CCC</td>
<td>Political Science</td>
<td>CCC</td>
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<td>Journalism</td>
<td>CCC</td>
<td>Process Technology</td>
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<td>LaRaza Studies</td>
<td>CCC, LMC</td>
<td>Psychology</td>
<td>CCC</td>
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<td>Liberal Arts</td>
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<td>Real Estate</td>
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<td>Liberal Studies</td>
<td>CCC</td>
<td>Refrigeration &amp; Appliance Repair</td>
<td>CCC</td>
</tr>
<tr>
<td>Library &amp; Information Technology</td>
<td>(vocational program, not same as library skills studies)</td>
<td>Sociology</td>
<td>CCC, LMC</td>
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<tr>
<td>Machine Technology</td>
<td>DVC</td>
<td>Spanish</td>
<td>CCC</td>
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<tr>
<td>Management &amp; Supervision</td>
<td>LMC</td>
<td>Television Arts</td>
<td>DVC</td>
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<td>Materials Technology</td>
<td>CCC</td>
<td>Travel Marketing</td>
<td>LMC, LMC</td>
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<td>Nondestructive Examination</td>
<td>CCC, LMC</td>
<td>Welding Technology</td>
<td>LMC, CCC, LMC</td>
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<td>Mathematics</td>
<td>CCC</td>
<td>Women's Studies</td>
<td>DVC</td>
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<tr>
<td>Medical Assisting &amp; Office Technician</td>
<td>CCC</td>
<td>Managed Health Care</td>
<td>CCC</td>
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<td>Music</td>
<td>LMC</td>
<td>Child Development</td>
<td>CCC, LMC</td>
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<td>Commercial Music</td>
<td>LMC</td>
<td>Creative Arts</td>
<td>CCC</td>
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<td>Recording Arts</td>
<td>CCC, LMC</td>
<td>Performing Arts</td>
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<tr>
<td></td>
<td></td>
<td>Music</td>
<td>CCC</td>
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</table>

2010 – 2011 Los Medanos College
Administration of Justice

DEGREES—Associate of Science
Administration of Justice

COLLEGE SKILLS CERTIFICATES
Criminal Investigations Specialist
Criminal Law Specialist

For the Associate of Science Degree in Administration of Justice, complete the units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS
ADJUS-042  Introduction to Corrections  3
ADJUS-120  Introduction to the Criminal Justice System  3
ADJUS-121  Criminal Law  3
ADJUS-122  Criminal Procedures  3
ADJUS-130  Cultural Diversity in Criminal Justice  3
ADJUS-221  Introduction to Evidence  3
TOTAL UNITS 18

AND SELECT A MINIMUM OF 12 UNITS FROM:
ADJUS-043  Parole and Probation  3
ADJUS-150A  Basic Criminal Investigation  3
ADJUS-150B  Advanced Criminal Investigation  3
ADJUS-151  Basic Drug Laws and Investigation  3
ADJUS-152  Gang Theory, Practice and Suppression  3
ADJUS-222  Juvenile Law and Procedures  3
ADJUS-260  Patrol Procedures  3
ADJUS 900*  Selected Topics  3
TOTAL UNITS REQUIRED IN MAJOR COURSES 30

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

College Skills Certificates in Administration of Justice

Criminal Investigations Specialist

REQUIRED COURSES: UNITS
ADJUS-120  Introduction to the Criminal Justice System  3
ADJUS-121  Criminal Law  3
ADJUS-221  Criminal Evidence  3
ADJUS-150A  Basic Criminal Investigation  3
ADJUS-150B  Advanced Criminal Investigation  3
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 15

Criminal Law Specialist

REQUIRED COURSES: UNITS
ADJUS-120  Introduction to the Criminal Justice System  3
ADJUS-121  Criminal Law  3
ADJUS-221  Criminal Evidence  3
ADJUS-150A  Basic Criminal Investigation  3
ADJUS-150B  Advanced Criminal Investigation  3
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 15

Anthropology

DEGREE—Associate of Science
Anthropology

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.

For the Associate of Science Degree in Anthropology, complete the units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

SELECT A MINIMUM OF TWO COURSES IN ANTHROPOLOGY FROM: UNITS
ANTHR-005  General Anthropology  3
ANTHR-006  Cultural Anthropology  3
ANTHR-007  Anthropology of Culture Change  3

AND SELECT:
PSYCH-010*  Individual and Social Processes  3
PSYCH-011*  General Psychology  3
SOCIO-015*  Introduction to Sociology  3
SOCIO-016*  Introduction to Social Problems  3
TOTAL UNITS 15

*Courses cannot be used to meet both required and elective categories.

AND SELECT A MINIMUM OF TWO ELECTIVE COURSES FROM:
PSYCH-010*  Individual and Social Processes  3
PSYCH-011*  General Psychology  3
PSYCH-012  Family Crisis and Growth  3
PSYCH-014  Psychology of Human Sexuality  3
SOCIO-015*  Introduction to Sociology  3
SOCIO-016*  Introduction to Social Problems  3
MATH-034  Probability and Statistics  4
TOTAL UNITS REQUIRED IN MAJOR COURSES 18-19

M A J O R  P R O G R A M  R E Q U I R E M E N T S

2010 – 2011 Los Medanos College
Appliance Service Technology

DEGREE—Associate of Science
Appliance Service Technology

CERTIFICATES OF ACHIEVEMENT—Appliance Technology
Appliance Technician I
Appliance Technician II

COLLEGE SKILLS CERTIFICATES—Appliance Technology
Heating, Ventilation & Air Conditioning Specialist
Electrical Appliance Technician
Refrigeration Technician

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.

Associate of Science Degree in Appliance Service Technology

For the Associate of Science Degree in Appliance Service Technology, complete the coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<td>APPLI-013</td>
<td>Beginning Electrical Appliances Tech I</td>
<td>3</td>
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<tr>
<td>APPLI-015</td>
<td>Electrical Appliances I</td>
<td>4</td>
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<tr>
<td>APPLI-014</td>
<td>Advanced Electrical Appliances Tech I</td>
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<tr>
<td>APPLI-016</td>
<td>Electrical Appliances II</td>
<td>4</td>
</tr>
<tr>
<td>APPLI-023</td>
<td>Basic Refrigeration Tech I</td>
<td>3</td>
</tr>
<tr>
<td>APPLI-025</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>APPLI-024</td>
<td>Advanced Refrigeration Tech I</td>
<td>3</td>
</tr>
<tr>
<td>APPLI-020</td>
<td>Electrical Appliances Shop Practice</td>
<td>5</td>
</tr>
<tr>
<td>APPLI-026</td>
<td>Refrigeration II</td>
<td>4</td>
</tr>
<tr>
<td>APPLI-025</td>
<td>Refrigeration Shop Practice</td>
<td>5</td>
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<tr>
<td>APPLI-035</td>
<td>Appliance Shop Practice-Intermediate</td>
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<td>APPLI-036</td>
<td>Appliance Shop Practice-Advanced</td>
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<tr>
<td>APPLI-046</td>
<td>Principles and Repair of Microwave Ovens</td>
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<tr>
<td>ACREF-045</td>
<td>Central Heating &amp; Cooling Troubleshooting</td>
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TOTAL UNITS REQUIRED IN MAJOR COURSES 18.5

Certificate of Achievement – Appliance Service Technology

For the Certificate of Achievement in Appliance Service Technology, complete the coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

Appliance Technician I (primarily an evening program)

REQUIRED COURSES: UNITS

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<th>Course Code</th>
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<th>Units</th>
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<tr>
<td>APPLI-013</td>
<td>Beginning Electrical Appliances Tech I</td>
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<td>APPLI-014</td>
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<td>APPLI 020</td>
<td>Electrical Appliances Shop Practice</td>
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<td>APPLI-023</td>
<td>Basic Refrigeration Tech I</td>
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<td>APPLI-025</td>
<td>Refrigeration I</td>
<td>4</td>
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<td>APPLI-026</td>
<td>Refrigeration II</td>
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<tr>
<td>APPLI-035</td>
<td>Appliance Shop Practice-Intermediate</td>
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<tr>
<td>APPLI-036</td>
<td>Appliance Shop Practice-Advanced</td>
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<tr>
<td>ACREF-045</td>
<td>Central Heating &amp; Cooling Troubleshooting</td>
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TOTAL UNITS REQUIRED IN MAJOR COURSES 18.5

Appliance Technician II (primarily a day program)

REQUIRED COURSES: UNITS

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<tr>
<td>APPLI-016</td>
<td>Electrical Appliances II</td>
<td>4</td>
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<tr>
<td>APPLI 020</td>
<td>Electrical Appliances Shop Practice</td>
<td>5</td>
</tr>
<tr>
<td>APPLI-025</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>APPLI-026</td>
<td>Refrigeration II</td>
<td>4</td>
</tr>
<tr>
<td>APPLI-035</td>
<td>Appliance Shop Practice-Intermediate</td>
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<tr>
<td>APPLI-036</td>
<td>Appliance Shop Practice-Advanced</td>
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TOTAL UNITS REQUIRED IN MAJOR COURSES 36

With the approval of an Appliance Technology instructor, APPLI-170 can be used to satisfy the requirements of some appliance repair courses for the Appliance Technician II option.

College Skills Certificates in Appliance Service Technology

Heating, Ventilation & Air Conditioning Specialist

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>APPLI-023</td>
<td>Basic Refrigeration Tech I</td>
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<tr>
<td>APPLI-024</td>
<td>Advanced Refrigeration Tech I</td>
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<td>ACREF-045</td>
<td>Central Heating &amp; Cooling Troubleshooting</td>
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<td>ACREF-073</td>
<td>Basic Refrigeration R1A</td>
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<td>ACREF-075</td>
<td>HVAC Tech H1A Heating Technology</td>
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<td>ACREF-076</td>
<td>Basic HVAC H1B Air Conditioning Repair</td>
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<td>ACREF-077</td>
<td>Air Distribution (Duct) Testing &amp; Repair</td>
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<td>ACREF-078</td>
<td>HVAC AH1B Residential Load Calculation and Duct Design</td>
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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 14.5
Electrical Appliance Technician

REQUIRED COURSES: UNITS

APPLI-013 or 15 Electrical Appliances I 3
APPLI-014 or 16 Electrical Appliances II 3
APPLI-020 Electrical Appliances Shop Practice 1
APPLI-035 or 36 Electrical Appliances Adv. Shop Practice 1

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 8

Refrigeration Technician

REQUIRED COURSES: UNITS

APPLI-023 or 025 Basic Refrigeration Tech I 3
APPLI-024 or 026 Advanced Refrigeration Tech I 3
APPLI-030 Refrigeration Shop Practice 5
APPLI-035 or 036 Appliance Shop Practice-Intermediate 1

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 12-14

Art

DEGREES—Associate of Arts

Fine Arts
Graphic Communications

CERTIFICATE OF ACHIEVEMENT

Graphic Communications

The Art Program offers a comprehensive and integrated series of courses that lead to an Associate of Arts degree in Art, with an emphasis in Fine Arts or Graphic Communications. We also offer a Certificate of Achievement in Graphic Communications. Students start with required core courses that address the fundamentals of art and design and proceed to advanced-level studies in their chosen emphasis. Departmental philosophy integrates discipline, creativity, art history, tools materials, safe studio practices and professionalism across the curriculum.

Associate of Arts Degree in Fine Arts and Associate of Arts Degree in Graphic Communications

For the Associate of Arts Degree, students must complete the units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Arts Degree.

REQUIRED COURSES: UNITS

ART-005 The Visual Arts 3
ART-006, 7, 8 or 9 Western Art History I, II, III or IV 3
ART-010 Introduction to Two-Dimensional Design 3
ART-011 Introduction to Three-Dimensional Design 3
ART-020 Introduction to Drawing (Fine Arts) 3
ART-012 Design Drawing (Graphic Communications) 3
ART-072 Introduction to Digital Photography 3

TOTAL UNITS REQUIRED IN MAJOR COURSES 30

Graphic Communications Electives

SELECT A MINIMUM OF 12 ELECTIVE UNITS FROM:

ART-015 Graphic Design 3
ART-025 Advertising and Publication Design 3
ART-027 Introduction to Cartooning 3
ART-028 Intermediate Cartooning 3
ART-050 Designing with Adobe InDesign 3
ART-054 Adobe Photoshop 3
ART-057 Designing with Adobe Illustrator 3
ART-085 Introduction to Animation 3
ART-086 Animation and 3D Modeling 3

TOTAL UNITS REQUIRED IN MAJOR COURSES 30

Certificate of Achievement in Graphic Communications

For the Certificate of Achievement in Graphic Communications, complete 30 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

REQUIRED COURSES:

ART-005* The Visual Arts 3
ART-010 Introduction to Two-Dimensional Design 3
ART-012 Design Drawing 3
ART-015 Graphic Design 3
ART-025 Advertising and Publication Design 3
ART-072 Introduction to Digital Photography 3

TOTAL UNITS REQUIRED IN MAJOR COURSES 18
Graduation Requirements

AND SELECT A MINIMUM OF 12 ELECTIVE UNITS FROM:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>Introduction to Animation</td>
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<td>Animation and 3D Modeling</td>
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<td>JOURN-010</td>
<td>Writing for the Media</td>
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TOTAL UNITS REQUIRED IN MAJOR COURSES = 30

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

Note: Computer-based courses in graphic communications require familiarity with basic computer operations.

Automotive Technology

DEGREE—Associate of Science
Automotive Technology

CERTIFICATE OF ACHIEVEMENT—Automotive Technology

COLLEGE SKILLS CERTIFICATES

- Smog Technician Specialist Certificate
- Air Conditioning Specialist
- Transmission Specialist
- Engine Performance
- Engine Repair & Machining Specialist
- Automotive Chassis Specialist

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.

For the Associate of Science Degree in Automotive Technology, complete 24 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

For the Certificate of Achievement in Automotive Technology, complete 18 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

College Skills Certificates in Automotive Technology

Smog Technician Specialist

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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE = 15.5

Air Conditioning Specialist

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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE = 3

Transmission Specialist

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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE = 8

Engine Performance

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<th>REQUIRED COURSES:</th>
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<td>AUTO-046</td>
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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE = 16

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

REQUIRED COURSES: UNITS
AUTO-035 Automotive Fundamentals 4
AUTO-037 Automotive Engine Machining 2.5
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 6.5

Automotive Chassis Specialist

REQUIRED COURSES: UNITS
AUTO-042 Automotive Brakes 4
AUTO-043 Automotive Suspension 4
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 8

Biological Science

DEGREE—Associate of Science

Biological Science

For the Associate of Science Degree in Biological Science, complete the units of coursework listed below as well as the LMC General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS
BIOSC-020 Principles of Biology: Cellular 5
BIOSC-021 Principles of Biology: Organismic 5
TOTAL UNITS 10

AND SELECT A MINIMUM OF 8 UNITS FROM:

BIOSC-007 Environmental Biology* 4
CHEM-025 General College Chemistry 5
CHEM-026 General College Chemistry 5
CHEM-028 Organic Chemistry 5
CHEM-029 Organic Chemistry* 5
MATH-050 Calculus and Analytic Geometry 4
MATH-060 Calculus and Analytic Geometry* 4
MATH-034 Introduction to Statistics 4
PHYS-035 General College Physics I 4
PHYS-036 General College Physics II 4
TOTAL UNITS REQUIRED IN MAJOR COURSES 18

* Optional for some Biological specialties. A basic science and math core program is recommended for students majoring 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

DEGREES—Associate of Science

Accounting
Small Business Operations
Office Administration

CERTIFICATES OF ACHIEVEMENT—Business

Accounting
Office Administration
Retail Management
Small Business Operations

COLLEGE SKILLS CERTIFICATES—Business

Core Business Preparation (Level One):
Fundamental Business Skills
Business Computer Skills
Business Literacy Skills

Business Career Path (Level Two):
Basic Clerical
Administrative Assistant
Accounting Clerk/Bookkeeper
Business Transfer Preparation
Entrepreneurship//Small Business Start-Up
Small Business Management and Operations
Basic Medical Clerical/Medical Records Clerk
Front Office/Medical Billing/Medical Coding
Medical Transcription
Legal Secretary

Business Program curriculum is designed to accomplish several goals: 1) to prepare students for entry-level careers, 2) to prepare students for career advancement in business, industry, government, and non-profit organizations; 3) to prepare students for entrepreneurship and small business start-ups, operations, management and expansion, 4) to prepare business students to transfer to four-year colleges, and 5) to provide major prep courses for students with Bachelor of Arts degrees seeking advanced business degrees.

The Business Department offers majors in accounting, small business operations and office administration.

The Business Department provides three ways to achieve your business education and training goals: 1) Associate of Science degrees, 2) Certificates of Achievement and/or 3) College Skills Certificates.

Business Transfer Preparation

The college is currently seeking approval to offer an AS degree and a Certificate of Achievement in Business Transfer. Until the Business Transfer program is approved, students should complete the following courses before transferring to a four-year institution as a Business major. Consult with a counselor for the specific requirements of your transfer institution.
Graduation Requirements

REQUIRED COURSES: UNITS

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<th>Course</th>
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TOTAL UNITS REQUIRED IN MAJOR COURSES 23

*Meets college computer literacy competency requirement for the AS Degree and for the Certificate of Achievement.
**Meets reading/writing competency requirement for Certificate of Achievement.
***Occupational Work Experience Education in Business
****BUS 900 courses do not necessarily transfer to four-year colleges and universities (please see a counselor regarding transfer information and degree applicability).

Small Business Operations Associate of Science Degree and Certificate of Achievement

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 geared to the potential or current entrepreneur and to persons who serve as employees of small business firms.

For the Certificate of Achievement in Small Business Operations, complete 23-25.5 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Small Business Operations, complete 23-25.5 units of coursework listed below as well as the LMC General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS

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TOTAL UNITS 12-14.5

AND SELECT A MINIMUM OF 11 UNITS FROM:

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</tr>
<tr>
<td>BUS-091</td>
<td>.5</td>
</tr>
<tr>
<td>BUS-092</td>
<td>.5</td>
</tr>
</tbody>
</table>
**Office Administration Associate of Science Degree and Certificate of Achievement**

The Office Administration Program is designed to provide instruction to 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.

For the Certificate of Achievement in Office Administration, complete 26.5 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Office Administration, complete 26.5 units of coursework listed below as well as the LMC General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

**REQURED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-018*</td>
<td>3</td>
</tr>
<tr>
<td>BUS-047</td>
<td>3</td>
</tr>
<tr>
<td>BUS-058**</td>
<td>3</td>
</tr>
<tr>
<td>BUS-059**</td>
<td>3</td>
</tr>
<tr>
<td>BUS-065*</td>
<td>3</td>
</tr>
<tr>
<td>BUS-091</td>
<td>3</td>
</tr>
<tr>
<td>BUS-092</td>
<td>.5</td>
</tr>
<tr>
<td>BUS-093</td>
<td>.5</td>
</tr>
<tr>
<td>BUS-095</td>
<td>.5</td>
</tr>
<tr>
<td>BUS-096</td>
<td>.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED** 17.5

Students will need to choose to complete the requirements for the General Office Administration certificate, or students will need to choose to complete the requirements for one of the specializations: Bookkeeping/Account Clerk, Administrative Assistant, Office Management, Medical/Clerical or Legal Secretary.

**SPECIALIZATIONS:**

Select a minimum of 9 units from each specialty.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-080</td>
<td>1</td>
</tr>
<tr>
<td>BUS-181</td>
<td>3</td>
</tr>
<tr>
<td>BUS-185</td>
<td>3</td>
</tr>
<tr>
<td>BUS-045</td>
<td>3</td>
</tr>
<tr>
<td>BUS-081</td>
<td>3</td>
</tr>
<tr>
<td>BUS-082</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED FOR BOOKKEEPING/ACCOUNT CLERK SPECIALTY** 26.5

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS-035C/D</td>
<td>3</td>
</tr>
<tr>
<td>BUS-067**</td>
<td>3</td>
</tr>
<tr>
<td>BUS-029</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-050</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED FOR ADMINISTRATIVE ASSISTANT SPECIALTY** 26.5

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MANGT-050</td>
<td>3</td>
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<tr>
<td>MANGT-060</td>
<td>3</td>
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<tr>
<td>MANGT-065</td>
<td>3</td>
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<tr>
<td>MANGT-070</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-075</td>
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**TOTAL UNITS REQUIRED FOR OFFICE MANAGEMENT SPECIALTY** 26.5

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS-083</td>
<td>3</td>
</tr>
<tr>
<td>BUS-086</td>
<td>3</td>
</tr>
<tr>
<td>BUS-087</td>
<td>3</td>
</tr>
<tr>
<td>BUS-088</td>
<td>2</td>
</tr>
<tr>
<td>BUS-090</td>
<td>3</td>
</tr>
<tr>
<td>BUS-094</td>
<td>3</td>
</tr>
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</table>

**TOTAL UNITS REQUIRED FOR MEDICAL/CLERICAL SPECIALTY** 26.5

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS-9009</td>
<td>3</td>
</tr>
<tr>
<td>BUS-9013</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-050</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED FOR LEGAL SECRETARY SPECIALTY** 26.5

**REQURED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-015</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-030</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-031</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-060*</td>
<td>4</td>
</tr>
<tr>
<td>JORN-035</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-050</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-060</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-065</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-070</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED IN MAJOR COURSES** 23-25.5

*Meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement

**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).
Graduation Requirements

Typing Proficiency of 40 WPM (Business Department faculty will evaluate students for this proficiency)
*Meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement
**Meets reading/writing competency requirement for Certificate of Achievement
Note: Students who place at the ENGL-100 level on assessment or have completed ENGL-100 are not required to complete BUS-058

Business—Retail Management Certificate of Achievement
The Retail Management Program is designed to provide students with a retail management foundation that will enable them, as current or prospective employees, to deal with the challenges of the retail environment. This program meets the requirements of the Western Association of Food Chains (WAFC) Retail Management Certificate program.

For the Certificate of Achievement in Retail Management complete 27-30 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

REQUIRED COURSES: UNITS
BUS-003* Business Math 3
or MATH-007 Math for Occupational Education 3-3.5
or MATH-009 Arithmetic Skills with Applications 4
BUS-181 Accounting: Applied Principles+ 3
or BUS-186 Financial Accounting+ 4
BUS-026 Retailing Operations 3
BUS-033¤ Marketing 3
BUS-035** Using Microsoft Office 3
or COMSC-060 Emerging Microcomputer Technologies 4
BUS-059*** Business Communications 3
MANGT-050 Introduction to Supervision+ 3
MANGT-065 Mastering Management's Essential Tools+ 3
or MANGT-070 Relating in Human Terms+ 3
MANGT-075 Managing Human Resources+ 3

TOTAL REQUIRED UNITS IN MAJOR COURSES 27-30

*Meets mathematics competency requirement for Certificate of Achievement
**Meets computer literacy competency requirement for Associate in Science Degree and Certificate of Achievement
*** Meets reading/writing competency requirement for Certificate of Achievement.
¤Currently not offered at LMC, can be taken at DVC (BUSMK256)

College Skills Certificates in Business
Currently, the Business Department offers 13 College Skills Certificates. These career certificates are designed to help students develop employment skills and provide them with recognition in the short-term while they work towards achieving their long-term goals. As students acquire knowledge and build career skills, they can earn one or more Skills Certificates.

Core Business Preparation Skills Certificates– Level One
The Core Business Preparation courses prepare students by giving them opportunities to acquire the skills and knowledge that are necessary for success in business. These core courses should be taken before pursuing any of the Business Career-Path certificates. No course substitutions will be permitted.

Fundamental Business Skills
REQUIRED COURSES: UNITS
BUS-003 Business Math 3
BUS-058 Business English 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Business Computer Skills
REQUIRED COURSES: UNITS
BUS-035 Using Microsoft Office 3
BUS-051 Computer Keyboarding 1
BUS-080 Ten Key/Data Entry Skills 1
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 5

Business Literacy Skills
REQUIRED COURSES: UNITS
BUS-109 Introduction to Business+ 3
BUS-160 Personal Finance 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Business Career Path (Non-Degree)– Level Two
After completing the Core Business Preparation courses, students may decide to pursue one or more of the following career paths.

Basic Clerical
REQUIRED COURSES: UNITS
BUS-047 Office Procedures 3
BUS-055 Keyboarding Speed/Accuracy Development 1
BUS-065 Introduction to Word Processing 3
BUS-091 Managing/Working in a Diverse Workforce .5
BUS-092 Business Ethics .5
BUS-093 Dealing with Difficult People .5
BUS-095 Develop. Customer Service Satisfaction .5
BUS-096 Time Management & Goal Setting .5
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 9.5

Note: Students should complete the Basic Clerical Certificate before pursuing a Administrative Assistant Certificate.

Administrative Assistant
REQUIRED COURSES: UNITS
BUS-059 Business Communications 3
MANGT-050 Introduction to Supervision+ 3
BUS-018 Microsoft EXCEL for Windows 3
BUS-035C/D Microsoft PowerPoint/Access 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 12
Graduation Requirements

Accounting Clerk/Bookkeeper

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-018</td>
<td>Microsoft EXCEL for Windows</td>
<td>3</td>
</tr>
<tr>
<td>BUS-181</td>
<td>Accounting: Applied Principles+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-185</td>
<td>Computer Assisted Accounting+</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS 9

AND SELECT A MINIMUM OF 3 UNITS FROM:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-045</td>
<td>Office Accounting Essentials</td>
<td>3</td>
</tr>
<tr>
<td>BUS-082</td>
<td>Payroll 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS-081</td>
<td>Office Accounting Essentials: A/R &amp; A/P</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 12

Business Transfer Preparation

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-186</td>
<td>Financial Accounting+</td>
<td>4</td>
</tr>
<tr>
<td>BUS-187</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-109</td>
<td>Introduction to Business+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-294</td>
<td>Business Law+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-018</td>
<td>Microsoft EXCEL for Windows</td>
<td>3</td>
</tr>
<tr>
<td>BUS-035</td>
<td>Using Microsoft Office</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 12

Entrepreneurship/Small Business Start-Up

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-9010</td>
<td>Exploring Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUS-018</td>
<td>Microsoft EXCEL for Windows</td>
<td>3</td>
</tr>
<tr>
<td>BUS-181</td>
<td>Accounting: Applied Principles+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-029</td>
<td>QuickBooks</td>
<td>2</td>
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</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 11

Small Business Management and Operations

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-027</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-294</td>
<td>Business Law+</td>
<td>3</td>
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</table>

TOTAL UNITS 6

AND SELECT A MINIMUM OF 3 UNITS FROM:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-081</td>
<td>Office Accounting Essentials: A/R &amp; A/P</td>
<td>3</td>
</tr>
<tr>
<td>BUS-082</td>
<td>Payroll 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS-045</td>
<td>Office Accounting Essentials</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS 3

AND SELECT A MINIMUM OF 3 UNITS FROM:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANGT-050</td>
<td>Introduction to Supervision+</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-060</td>
<td>Making Effective Decisions+</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-065</td>
<td>Mastering Management's Essential Tools+</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-070</td>
<td>Relating in Human Terms+</td>
<td>3</td>
</tr>
<tr>
<td>MANGT-075</td>
<td>Managing Human Resources+</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 12

Basic Medical Clerical/Medical Records Clerk

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-084</td>
<td>Medical Office Procedures/Records Management</td>
<td>2</td>
</tr>
<tr>
<td>BUS-086</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUS-089</td>
<td>Medical Law &amp; Ethics for the Medical Office</td>
<td>1</td>
</tr>
<tr>
<td>BUS-091</td>
<td>Managing/Working in a Diverse Workplace</td>
<td>.5</td>
</tr>
<tr>
<td>BUS-093</td>
<td>Dealing with Difficult People</td>
<td>.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 7

Note: Students should complete the Basic Medical Clerical/Medical Records Clerk Certificate before pursuing either a Front Office/Medical Billing Coding or Medical Transcription Certificate.

Front Office/Medical Billing/Medical Coding

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-059</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS-083</td>
<td>Basic CPT &amp; ICD-9CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>BUS-088</td>
<td>Patient Billing/Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BUS-090</td>
<td>Advanced Patient Billing</td>
<td>2</td>
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</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 10

Medical Transcription

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOSC-030</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BUS-087</td>
<td>Beginning Medical Transcript</td>
<td>3</td>
</tr>
<tr>
<td>BUS-094</td>
<td>Advanced Medical Transcription</td>
<td>3</td>
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</tbody>
</table>

TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 9

Legal Secretary

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS 9009</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>BUS-9013</td>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS-058</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS-035B/C</td>
<td>Microsoft Office Excel/Powerpoint</td>
<td>3</td>
</tr>
<tr>
<td>BUS-055</td>
<td>Keyboarding Speed &amp; Accuracy Development</td>
<td>1</td>
</tr>
<tr>
<td>BUS-067</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS-093</td>
<td>Dealing with Difficult People</td>
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TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 16.5

+ Renumbered Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS-109</td>
<td>Introduction to Business, formerly BUS-020</td>
<td></td>
</tr>
<tr>
<td>BUS-181</td>
<td>Accounting: Applied Principles, formerly BUS-010</td>
<td></td>
</tr>
<tr>
<td>BUS-185</td>
<td>Computer Assisted Accounting, formerly BUS-012</td>
<td></td>
</tr>
<tr>
<td>BUS-186</td>
<td>Financial Accounting, formerly BUS-014</td>
<td></td>
</tr>
<tr>
<td>BUS-187</td>
<td>Managerial Accounting, formerly BUS-015</td>
<td></td>
</tr>
<tr>
<td>BUS-294</td>
<td>Business Law, formerly BUS-034</td>
<td></td>
</tr>
<tr>
<td>MANGT-050</td>
<td>Introduction to Supervision, formerly MANGT-050A/B/C</td>
<td></td>
</tr>
<tr>
<td>MANGT-060</td>
<td>Making Effective Decisions, formerly MANGT-060A/B/C</td>
<td></td>
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</tbody>
</table>

continued on next page ▶
Chemistry

DEGREE–Associate of Science

Chemistry

For the Associate of Science Degree in Chemistry, complete the coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM-025</td>
<td>General College Chemistry</td>
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</tr>
<tr>
<td>CHEM-026</td>
<td>General College Chemistry</td>
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</tr>
<tr>
<td>CHEM-028</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-029</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH-050</td>
<td>Calculus and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH-060</td>
<td>Calculus and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH-070</td>
<td>Calculus and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS-040</td>
<td>Physics for Scientists and Engineers</td>
<td>4</td>
</tr>
<tr>
<td>PHYS-041</td>
<td>Physics for Scientists and Engineers</td>
<td>4</td>
</tr>
<tr>
<td>PHYS-042</td>
<td>Physics for Scientists and Engineers</td>
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TOTAL UNITS REQUIRED IN MAJOR COURSES 44

RECOMMENDED ELECTIVE COURSES:

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>MATH-075</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH-080</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

Child Development

DEGREE–Associate of Science

Child Development

CERTIFICATE OF ACHIEVEMENT–Child Development

COLLEGE SKILLS CERTIFICATES–Child Development

Assistant
Associate Teacher
Specialization: Infant Toddler Care
Specialization: Curriculum in Early Childhood Education
Specialization: Special Needs Care & Education
Specialization: Site Supervisor/Program Director
Specialization: School Age Child Care
School-Age Development and Education
School-Age Associate Teacher

Associate of Science Degree and Certificate of Achievement–Child Development

For the Certificate of Achievement in Child Development, complete 27-31 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency.

For the Associate of Science Degree in Child Development, complete 27-31 units of coursework listed below as well as the General Education and Graduation requirements.

For degree, certificate, waiver assistance and educational planning, contact our Department Education Advisor at ext. 3183.

Courses required for the major, with suggested 2-year sequence:

REQUIRED COURSES: FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHDEV-001</td>
<td>Introduction to the Study of Early Childhood Education</td>
<td>3</td>
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<tr>
<td>CHDEV-010</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED COURSES: SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV-020</td>
<td>Child, Family &amp; Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-062</td>
<td>Curriculum Foundations for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-083*</td>
<td>Field Experience in Early Childhood Programs</td>
<td>1-3</td>
</tr>
</tbody>
</table>

REQUIRED COURSES: THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV-050</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-011</td>
<td>Observation &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Electives**</td>
<td></td>
<td>2-3</td>
</tr>
</tbody>
</table>

REQUIRED COURSES: FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV-065</td>
<td>Health, Safety and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-090</td>
<td>Supervised Teaching in Local Child Development Programs</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN MAJOR COURSES 28-31

* This class requirement may be waived if you have been employed in a child care program for at least 6 months.

** CHILD DEVELOPMENT ELECTIVES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV-012</td>
<td>Parenting Seminar</td>
<td>2.5</td>
</tr>
<tr>
<td>CHDEV-013</td>
<td>Parenting Seminar Part B</td>
<td>2.5</td>
</tr>
<tr>
<td>CHDEV-022</td>
<td>Relationship-Based Discipline Strategies For Children</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV-025</td>
<td>Creative Art for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV-032</td>
<td>Caring for and Educating School Age Children</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-033</td>
<td>Developmentally and Culturally Appropriate Practice for the School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-035</td>
<td>Math and Science for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV-040</td>
<td>Infant and Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-041</td>
<td>Developmentally Appropriate Practices For Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV-045</td>
<td>Music and Movement for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV-055</td>
<td>Introduction to Children with Special Needs</td>
<td>3</td>
</tr>
</tbody>
</table>
College Skills Certificates in Child Development

The following college skills certificates include coursework that may apply to the California Child Development Permit Matrix. Upon completion, teaching permits can be applied for through the State of California Commission on Teacher Credentialing. Contact ext. 3183 for application assistance.

Assistant

REQUIRED COURSES:  
CHDEV-001  Introduction to Early Childhood Studies 3  
CHDEV-010  Child Growth and Development 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 6

Associate Teacher

REQUIRED COURSES:  
CHDEV-001  Introduction to Early Childhood Studies 3  
CHDEV-010  Child Growth and Development 3  
CHDEV-020  Child, Family, and Community 3  
CHDEV-062  Curriculum Foundation for the Young Child 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 12

Specialization: Infant Toddler Care

REQUIRED COURSES:  
CHDEV-040  Infant and Toddler Care and Development 3  
CHDEV-041  Developmentally Appropriate Practices For Infants and Toddlers 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 6

Specialization: Curriculum in Early Childhood Education

SELECT 3 COURSES FROM:  
CHDEV-022  Relationship-Based Discipline Strategies for Children 2  
CHDEV-025  Creative Arts for the Young Child 2  
CHDEV-035  Math and Science for the Young Child 2  
CHDEV-045  Music and Movement for the Young Child 2  
CHDEV-060  Language and Literacy for the Young Child 2  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 6

Specialization: Special Needs Care & Education

REQUIRED COURSES:  
CHDEV-055  Introduction to Children with Special Needs 3  
CHDEV-057  Developmentally Appropriate Practices for Children with Special Needs 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 6

Specialization: Site Supervisor/Program Director

REQUIRED COURSES:  
CHDEV-095  Administration of Early Childhood Programs 3  
CHDEV-096  Supervision and Leadership in Early Childhood Programs 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 6

School-Age Development and Education

REQUIRED COURSES:  
CHDEV-010  Child Growth and Development 3  
CHDEV-020  Child, Family and Community 3  
CHDEV-022  Relationship-Based Discipline Strategies for Children 2  
CHDEV-032  Caring for and Educating School Age Children 3  
CHDEV-033  Developmentally Appropriate Practice for the School Age Child 3  
CHDEV-050  Teaching in a Diverse Society 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 17

School-Age Associate Teacher

REQUIRED COURSES:  
CHDEV-010  Child Growth and Development 3  
CHDEV-020  Child, Family and Community 3  
CHDEV-032  Caring for and Educating School Age Children 3  
CHDEV-033  Developmentally Appropriate Practice for the School Age Child 3  
TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE 12
The 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 are stressed in all classes. Courses are continuously updated to reflect current technology, and current events in the microcomputer field are discussed.

For the Certificate of Achievement in Computer Science, complete 33 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

### Level One

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-040</td>
<td>Introduction to Computers</td>
<td>4</td>
</tr>
<tr>
<td>COMSC-060</td>
<td>Microcomputer Applications and Emerging Technologies</td>
<td>4</td>
</tr>
<tr>
<td>COMSC-061</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED IN LEVEL ONE COURSES</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

### Level Two (requires completion of Level One)

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-030</td>
<td>Web Site Development Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-031</td>
<td>Web Site Development Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-056</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-080</td>
<td>A Survey of Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED IN LEVEL TWO COURSES</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

AND SELECT ONE OF THE FOLLOWING PROGRAMMING COURSES FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-041</td>
<td>Programming with Visual Basic.net</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-044</td>
<td>Introduction to C++ Programming Part I</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-051</td>
<td>Introduction to Java Part I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Web Design

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-030</td>
<td>Web Site Development Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-031</td>
<td>Web Site Development Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>COMSC-032</td>
<td>Web Site Development – Dreamweaver and Flash</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-040</td>
<td>Introduction to Computers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

### PC Repair Technician (A+ Certification)

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-090</td>
<td>PC Repair - Hardware</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-091</td>
<td>PC Repair – Software</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-092</td>
<td>A+ Certification Exam Preparation</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE</strong></td>
<td><strong>7.5</strong></td>
</tr>
</tbody>
</table>

### Game Design

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-110</td>
<td>Gaming: An Introduction</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-111</td>
<td>Gaming: Beginning Illustration and Storyboarding</td>
<td>3</td>
</tr>
<tr>
<td>COMSC-112</td>
<td>Gaming: Beginning Game Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-027</td>
<td>Introduction to Cartooning</td>
<td>3</td>
</tr>
<tr>
<td>ART-054</td>
<td>Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS REQUIRED FOR THE COLLEGE SKILLS CERTIFICATE</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
Cosmetology

CERTIFICATE OF ACHIEVEMENT - Cosmetology

- Cosmetologist
- Esthetician
- Manicurist

The Los Medanos College cosmetology program offers 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 Board of Barbering and Cosmetology. Students may prepare for careers as cosmetologists, estheticians or manicurists.

For the Certificate of Achievement in Cosmetology, complete 42 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSME-010</td>
<td>.5 - 14</td>
</tr>
<tr>
<td>COSME-011</td>
<td>.5 - 14</td>
</tr>
<tr>
<td>COSME-012</td>
<td>.5 - 14</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN MAJOR COURSES 42

Instruction is offered at two nearby locations:

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

W Institute Of Cosmetology
4330 Clayton Rd. Ste E-1
Concord, CA 94521
(925) 602-1040

Classes held Tuesday through Saturday mornings, afternoons and some evenings.

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

<table>
<thead>
<tr>
<th>Kit Type</th>
<th>Delta Cost</th>
<th>W Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetologist Kit</td>
<td>$437</td>
<td>$2,475</td>
</tr>
<tr>
<td>Manicurist Kit</td>
<td>$250</td>
<td>$1,675</td>
</tr>
<tr>
<td>Esthetician Kit</td>
<td>no kit</td>
<td>$1,875</td>
</tr>
</tbody>
</table>

* Students transferring between cosmetology schools are allowed to transfer completed hours. Unused financial credits can only be transferred with approval from the Dean. When enrolling in another school, full enrollment fee costs will be required.

Cosmetology students may attend fulltime (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.

Electrical /Instrumentation Technology

DEGREES – Associate of Science

Electrical Technology

CERTIFICATES OF ACHIEVEMENT

Electrical Technology

LMC is in a unique position to offer an outstanding, up-to-date curriculum that has been designed by industry for industry. No other college in this area provides similar education and training needed to obtain these high-skill, high-wage and high-demand jobs.

Our ETEC program offers you the opportunity to graduate with a Certificate of Achievement in four semesters (two years). There are two areas of specialization: Electrical Technician or Instrumentation Technician. The Electrical Technician specialization is designed to train electricians to maintain complex electrical automation systems used in the manufacturing and power generation industry. The Instrumentation technician specialization is designed to train instrument technicians to maintain the process measurement and control systems used in refineries, chemical plants, biotech plants, pharmaceutical plants, water and waste treatment plants.

Certificate of Achievement

Courses in the first three semesters are common to both areas of specialization. In the fourth semester, the courses for each specialization vary, with the Electrical Technicians concentrating on the skills needed for electrical maintenance while the Instrumentation Technicians concentrate on the measurement and control of processes.

For the Certificate of Achievement, complete the coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

Associate of Science Degree

For the Associate of Science Degree complete the coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.
### Program Entry Skills

#### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-012</td>
<td>Pre-Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENGL-090</td>
<td>Integrated Reading, Writing, and Critical Thinking</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Units Required for Program Entry**: 9

#### REQUIRED COURSES: FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC-010</td>
<td>Direct Current Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ETEC-012</td>
<td>Alternating Current Circuits</td>
<td>4</td>
</tr>
<tr>
<td>MATH-025</td>
<td>Elementary Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Units**: 13

#### REQUIRED COURSES: SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC-020</td>
<td>Electric Motor Control</td>
<td>3</td>
</tr>
<tr>
<td>ETEC-022</td>
<td>Semiconductor Devices</td>
<td>2</td>
</tr>
<tr>
<td>ETEC-024</td>
<td>Digital Devices</td>
<td>2</td>
</tr>
<tr>
<td>PHYS-015</td>
<td>Introduction to Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units**: 11

#### REQUIRED COURSES: THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC-030</td>
<td>Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>ETEC-032</td>
<td>Instrumentation Process Measurement</td>
<td>3</td>
</tr>
<tr>
<td>ETEC-034</td>
<td>Instrument Calibration</td>
<td>1</td>
</tr>
<tr>
<td>CHEM-006</td>
<td>Introduction to Inorganic and Physical Chemistry (for Instrumentation Specialization only)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units Required in Major Courses**: 8-12

### Electrical Specialization

#### REQUIRED COURSES: FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC-040</td>
<td>National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>ETEC-042</td>
<td>Wiring Methods and Code Application</td>
<td>1</td>
</tr>
<tr>
<td>ETEC-044</td>
<td>Power Distribution &amp; Transformers</td>
<td>3</td>
</tr>
<tr>
<td>ETEC-046</td>
<td>DC &amp; AC Motors &amp; Generators</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required in Major Courses - Electrical Specialization**: 42

### Instrumentation Specialization

#### REQUIRED COURSES: FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETEC-050</td>
<td>Instrumentation Process Control</td>
<td>3</td>
</tr>
<tr>
<td>ETEC-052</td>
<td>Applied Process Control</td>
<td>1</td>
</tr>
<tr>
<td>ETEC-056</td>
<td>Code for instrument Application</td>
<td>1</td>
</tr>
<tr>
<td>ETEC-058</td>
<td>Analytical Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>ETEC-059</td>
<td>System Integration &amp; Troubleshooting</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units Required in Major Courses - Instrumentation Specialization**: 45

### Emergency Medical Services

### COLLEGE SKILLS CERTIFICATES

- Emergency Medical Services
- Emergency Medical Services Recertification

### Emergency Medical Services

#### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-010</td>
<td>Emergency Medical Technician I</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Units Required for College Skills Certificate**: 6

### Emergency Medical Services Recertification

#### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-011</td>
<td>Emergency Medical Technician I Recertification</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units Required for College Skills Certificate**: 1

### Engineering

#### DEGREE – Associate of Science

- Engineering

Engineers design and oversee the construction of the structures, vehicles, devices, and processes that solve the technological problems facing society. Engineering is a profession with both licensing requirements and a code of ethics.

The LMC Engineering program offers a solid foundation for upper division studies in most engineering fields, including mechanical engineering, civil engineering, electrical engineering, aerospace engineering, industrial engineering, and many other engineering disciplines.

Students who complete the program will have finished most or all of the lower division courses required for transfer to four-year engineering programs. Graduates of the Engineering Program at LMC will also be able to: identify and solve engineering problems, perform and interpret experiments, produce designs to meet various needs, demonstrate professional ethics, communicate effectively, judge how engineering projects affect society and the environment, engage in lifelong learning, and use the tools and techniques necessary for modern engineering practice.

For the Associate of Science Degree in Engineering, complete 55 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.
REQUIRED COURSES: UNITS

ENGIN-010  Introduction to Engineering  3
ENGIN-020  Programming with C++ for Engineers and Scientists  4
or
ENGIN-022  Programming with MATLAB for Engineers and Scientists  4
ENGIN-025  Engineering Graphics  3
ENGIN-030  Materials Science  4
ENGIN-045  Engineering Circuits  3
CHEM-025  General College Chemistry  5
PHYS-040  Physics for Scientists and Engineers I  4
PHYS-041  Physics for Scientists and Engineers II  4
PHYS-042  Physics for Scientists and Engineers III  4
MATH-050  Calculus and Analytic Geometry  4
MATH-060  Calculus and Analytic Geometry  4
MATH-070  Calculus and Analytic Geometry  4
MATH-080  Differential Equations  3
TOTAL UNITS  49
AND SELECT TWO RESTRICTED ELECTIVES FROM:

ENGIN-036  Engineering Statics  3
ENGIN-038  Manufacturing Processes  3
ENGIN-046  Engineering Dynamics  3
MATH-075  Linear Algebra  3
TOTAL UNITS REQUIRED IN MAJOR COURSES  55

The courses required for transfer vary depending on the transfer destination institution and the desired engineering discipline.

IGETC is NOT appropriate for this major. Students interested in engineering should meet with a counselor to plan their schedules as soon as possible.

Environmental Sciences

DEGREE—Associate of Science

Environmental Sciences

The Associate in Science degree major in Environmental Science provides interdisciplinary preparation for students wishing to pursue knowledge and employment in the fields of environmental research, consulting, and regulatory oversight. The program provides excellent lower division preparation for students transferring to Environmental Science (and related) programs at four-year colleges and universities. The goal of LMC's new Environmental Science program is to create a signature magnet program that attracts students from all reaches of the county, involves teachers and professors from the region's many feeder schools and universities, and builds bridges to the industries, government agencies, and institutes that are seeking an increased workforce.

For the Associate of Science Degree in Environmental Science, complete 39 units of coursework listed below as well as the LMC General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS

ENVSCI-001  Freshman Seminar  2
BIOSC-026  Ecology Field Studies  1
BIOSC-020  Principles of Biology: Cellular  5
BIOSC-021  Principles of Biology: Organismic  5
CHEM-025  General College Chemistry I  5
CHEM-026  General College Chemistry II  5
MATH-050  Calculus I  4
PHYS-035  General College Physics I  4
PHYS-036  General College Physics II  4
TOTAL UNITS  35
AND SELECT ONE ELECTIVE FROM:

ENVSCI-010  Introduction to Environmental Sciences  4
GEOL-020  Physical Geology  4
GEOG-015  Physical Geography  4
TOTAL UNITS REQUIRED IN MAJOR COURSES  39

Fire Technology

DEGREE—Associate of Science

Fire Technology

CERTIFICATE OF ACHIEVEMENT

Basic Academy
Fire Technology

COLLEGE SKILLS CERTIFICATE

Basic Academy

Los Medanos College offers a degree, certificates including Academy 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.

For the Certificate of Achievement in Fire Technology, complete 21 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Fire Technology, complete 21 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS

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
continued on next page ▶
**Graduation Requirements**

**MAJOR PROGRAM REQUIREMENTS**

**FIRE-105** Fire Prevention  3

**EMS-010** Emergency Medical Technician I  6

**TOTAL UNITS REQUIRED IN MAJOR COURSES**  21

For the Certificate of Achievement in Firefighter I Basic Academy, complete 15 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

The Basic Fire Academy class prepares students for the California State Firefighter certification.

Prerequisites include 9 units from the Fire Technology required course list; meets National Fire Protection Association (NFPA) 1582 medical assessment; Satisfactory score on the Candidate Physical Agility (CPAT) test or equivalent; and a current Emergency Medical Technician (EMT) certification.

**College Skills Certificate in Fire Technology**

**Basic Fire Academy**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>FIRE-120</td>
<td>15</td>
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</table>

**TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE**  15

**Journalism**

**DEGREE—Associate of Art Journalism**

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.

For the Associate of Art Degree in Journalism, complete 21 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Art - Degree.

**REQUIREMENTS: Major and elective requirements in recommended sequence**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<tbody>
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<td>JOURN-020</td>
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<tr>
<td>ELECTIVE</td>
<td>3</td>
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<table>
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<tr>
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<td>JOURN-016B</td>
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<td>JOURN-030</td>
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<table>
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<tr>
<td>JOURN-016C</td>
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</table>

The beginning journalism practicum in the other course sequence (15-A or 16-A)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>JOURN-035</td>
<td>3</td>
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</tbody>
</table>

**TOTAL REQUIRED UNITS IN MAJOR COURSES**  21

For those with previous publication experience, an additional three units of Publication Production II may be substituted for Publication Production I with the permission of the Journalism Department Chair.

**Approved Electives for Journalism Majors:**

- **ART-015:** Graphic Design, 3 units
- **ART-020:** Introduction to Drawing, 3 units
- **ART-025:** Advertising, Marketing and Publication Design, 3 units
- **ART-027:** Introduction to Cartooning, 3 units
- **ART-050:** Designing with Adobe InDesign, 3 units
- **ART-054:** Adobe Photoshop, 3 units
- **ART-057:** Designing with Adobe Illustrator, 3 units
- **ART-072:** Introduction to Digital Photography, 3 units
- **BUS-051:** Keyboarding, 1 unit
- **COMSC-030:** Web Site Development - Part I, 1.5 units
- **COMSC-031:** Web Site Development - Part II, 1.5 units
- **COMSC-032:** Web Site Development - Dreamweaver and Flash, 3 units
- **ENGL-111:** Creative Writing, 3 units
- **LIBST-014:** Library Research and Information Literacy Skills, 1 unit
- **LIBST-017:** Introduction to Internet Information Resources, .5 units
- **LIBST-018:** Internet Information Resources – Advanced Search Techniques and Strategies, .5 units

Or other related courses approved by Journalism Department Chair
Liberal Arts

DEGREES—Associate of Arts
Liberal Arts
Arts and Humanities
Behavioral Science and Social Science
Math and Science

The Liberal Arts major provides a rich educational experience through coursework in a broad range of academic disciplines. Liberal Arts provide excellent preparation for university transfer and/or a wide range of careers.

Students graduating with a Liberal Arts major are able to: read critically and communicate effectively as a writer and a speaker; understand the connections among academic disciplines and apply interdisciplinary approaches to problem solving; think critically and creatively; consider the ethical implications of knowledge; and possess a worldview informed by diverse social, multicultural and global perspectives.

Therefore, the broad based interdisciplinary nature of Liberal Arts provides a knowledge base and the communication and critical thinking skills necessary for many careers and occupations. The Liberal Arts major provides solid preparation for upper division work following transfer more specifically, for university programs in teaching and prelaw and for careers such as business, government and communication. With proper course selection (see a counselor), LMC’s Liberal Arts major articulates with CSU’s popular upper division Liberal Studies major, which is the path to a teaching credential program.

The Liberal Arts major incorporates many General Education requirements, so students need only to pass a few additional courses in order to complete the major. The major has three emphasis options: Arts and Humanities; Behavioral Science and Social Science; Math and Science.

Liberal Arts: Arts and Humanities

SELECT AT LEAST 18 UNITS FROM:
Art 5, 6, 7, 8, 9 or any transferable Art course
Chinese 30, 40
Drama 15, 16, 30, 70 or any transferable Drama course
Education 10, 15, 40
English 3, 100, 111, 127, 128, 129, 132, 133, 205, 231
200, 201, 202, 220, 221, 230
Filipino 60, 61
French 60, 61
Humanities 19, 20, 21, 22, 24, 40
Italian 60, 61
Journalism 10, 35
Music 10, 12, 15 or any transferable Music course
Philosophy 2, 33, 40, 41, 42
Recording Arts 10, 15
Sign Language 65, 66, 67, 68, 72
Spanish 50, 51, 52, 53

Liberal Arts: Behavioral Science and Social Science

SELECT AT LEAST 18 UNITS FROM:
Administration of Justice 120
Anthropology 5, 6, 7
Business 109, 294
Child Development 10, 20, 50
Economics 5, 10, 11
Education 10, 15, 40
History 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 46, 47, 48, 49, 52
Political Science 10, 20, 33, 43
Psychology 10, 11, 12, 14
Social Science 45
Sociology 15, 16

Liberal Arts: Math and Science

SELECT AT LEAST 18 UNITS SELECT FROM:
Astronomy 10, 11
Biological Science 5, 7, 10, 20, 21, 26, 30, 40, 45, 50
Chemistry 6, 7, 8, 25, 26, 28, 29
Computer Science 40
Engineering 10
Environmental Science 10
Geography 15
Geology 20
Math 34, 35, 37, 38, 40, 50, 60, 70, 75, 80
Nutrition 55
Physical Science 5
Physics 15, 35, 36, 40, 41, 42
Management and Supervision

DEGREES—Associate of Science
Management and Supervision

CERTIFICATE OF ACHIEVEMENT
Management and Supervision

COLLEGE SKILLS CERTIFICATES
Communication Skills for Managers
Decision Making Skills for Managers
Human Resource Management Skills
Leadership Skills for Managers
Planning Skills for Managers

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 nonprofit organizations.

For the Certificate of Achievement in Management and Supervision, complete 24 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Management and Supervision, complete 24 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
BUS-059 Business Communications 3
MANGT-060 Making Effective Decisions+ 3
MANGT-065 Mastering Management’s Essential Tools+ 3
MANGT-070 Relating in Human Terms+ 3
TOTAL UNITS 15

AND SELECT A MINIMUM OF 9 UNITS FROM:

BUS-018* Microsoft Excel for Windows 3
BUS-027 Small Business Management 3
BUS-035* Using Microsoft Office 3
BUS-035 A/B/C* MS Word/Excel/PowerPoint (each) 1.5
BUS-058** Business English 3
BUS-065* Introduction to Word Processing 3
BUS-109 Introduction to Business+ 3

TOTAL REQUIRED UNITS FOR MAJOR COURSES 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.
***Occupational Work Experience Education in Management

College Skills Certificates in Management and Supervision

Currently, the Business Department offers 5 College Skills Certificates. These career certificates are designed to help students develop employment skills and provide them with recognition in the short-term while they work towards achieving their long-term goals. As students acquire knowledge and build career skills, they can earn one or more skills certificates.

Communication Skills for Managers

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
BUS-059 Business Communications 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Decision Making Skills for Managers

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
MANGT-060 Making Effective Decisions+ 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Human Resource Management Skills

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
MANGT-075 Managing Human Resources+ 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Leadership Skills for Managers

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
MANGT-070 Relating in Human Terms+ 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

Or select other Business, Management, or Real Estate courses. Students should consult with a Business Program faculty advisor for help in selecting courses that will best suit their individual needs.

TOTAL UNITS REQUIRED IN MAJOR COURSES 24
Planning Skills for Managers

REQUIRED COURSES: UNITS
MANGT-050 Introduction to Supervision+ 3
MANGT-065 Mastering Management's Essential Tools+ 3
TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 6

+Renumbered Courses:
BUS-109: Introduction to Business, formerly BUS-020
BUS-294: Business Law, formerly BUS-034
MANGT-050: Introduction to Supervision,
formerly MANGT-050A/B/C: Introducing Supervision
MANGT-060: Making Effective Decisions, formerly MANGT-060A/B/C
MANGT-065: Mastering Management's Tools, formerly MANGT-065A/B/C
MANGT-070: Relating in Human Terms, formerly MANGT-070A/B/C/D/E
MANGT-075: Managing Human Resources, formerly MANGT-075A/B/C

Mathematics

DEGREE–Associate of Science
Mathematics

For the Associate of Science Degree in Mathematics, complete the units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS
MATH-034 Introduction to Statistics 4
MATH-050 Calculus and Analytic Geometry I 4
MATH-060 Calculus and Analytic Geometry II 4
MATH-070 Calculus and Analytic Geometry III 4
MATH-075 Linear Algebra 3
MATH-080 Differential Equations 3
TOTAL UNITS REQUIRED IN MAJOR COURSES 22

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

Note: A course in computer use and operations such as COMSC 60 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–Associate of Arts
Music

CERTIFICATES OF ACHIEVEMENT–Music
Commercial – Business Management
Commercial – Performance

For the Associate of Arts Degree in Music, complete 27-36 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Arts Degree.

REQUIRED COURSES: UNITS
MUSIC-005 or 6 Recital Class (2 semesters) 2
MUSIC-013 Musicianship I 2
MUSIC-014 Musicianship II 2
MUSIC-015 Basic Music (or pass theory placement exam) 3
MUSIC-016 Fundamentals of Music Theory 3
MUSIC-017 Harmony 4
MUSIC-018 Advanced Harmony 4
MUSIC-031 Piano I 1.5
MUSIC-032 Piano II 1.5
MUSIC-081 Introduction to Improvisation 1
TOTAL UNITS 24

Music Major Ensemble Requirements

AND SELECT A MINIMUM OF THREE SEMISTERS FROM: (SEE ADDITIONAL OPTION* BELOW FOR ADVANCED GUITAR AND ADVANCED PIANO EMPHASIS):
MUSIC-033A Intermediate Piano 1.5
MUSIC-033B Advanced Piano 1.5
MUSIC-037 Advanced Guitar 1
MUSIC-040 Concert Band* 2
MUSIC-060 College Chorus* 2
TOTAL UNITS 3-5.5

AND SELECT THREE COURSES FROM:
MUSIC-034 Jazz/Rock Key Board 1.5
MUSIC-050, 52, 54, 56 Chamber Ensembles (each) 1
MUSIC-063 Oratorio and Cantata Chorus I .5-1
MUSIC-064 Oratorio and Cantata Chorus II .5-1
MUSIC-066 Gospel Choir 1
MUSIC-070 Jazz Ensemble 2
MUSIC-074 Jazz Studio 1
MUSIC-077 Chamber Chorale 1
MUSIC-082 Jazz/Funk/Latin Workshop 1
MUSIC-250 Night Jazz Band 1
TOTAL UNITS 3-4

TOTAL UNITS REQUIRED IN MAJOR COURSES 27-36

NOTE: Summer Ensembles will not fulfill the above requirements.
Graduation 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-033A/B Intermediate/Advanced Piano
or
MUSIC-037 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS-186</td>
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<td>BUS-027</td>
<td>3</td>
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<tr>
<td>BUS-294</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-012</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-013</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC-015</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-028</td>
<td>1</td>
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<tr>
<td>MUSIC-030</td>
<td>1.5</td>
</tr>
<tr>
<td>MUSIC-081</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC-082</td>
<td>1</td>
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</tbody>
</table>

Any performance classes 4-8
(See list of music major ensemble requirements)

TOTAL UNITS 32.5-36.5

AND SELECT TWO COURSES FROM:

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>MUSIC-065</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC-067</td>
<td>1</td>
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</tbody>
</table>

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

TOTAL UNITS REQUIRED IN MAJOR COURSES 29.5-34

Music Performance Certificate of Achievement

For the Certificate of Achievement in Music—Commercial — Music Performance, complete 32.5-36.5 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MUSIC-015</td>
<td>3</td>
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<tr>
<td>MUSIC-016</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-028</td>
<td>1</td>
</tr>
</tbody>
</table>

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, and choir director;
6) Other — music therapist, music librarian, piano tuner, acoustical engineer, music personnel manager, accompanist, music critic, music software writer/technician.

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.
Graduation Requirements

Nursing

DEGREES–Associate of Science

ADN–Registered Nursing

ADN–LVN to RN

CERTIFICATE OF ACHIEVEMENT–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 and on the LMC web site (www.losmedanos.edu) – See Nursing Department, under classes and departments.

The handbook also contains complete information on all options for advanced placement. Please refer to the Handbook and Nursing Department website for updates.

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 non-nursing 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

<table>
<thead>
<tr>
<th>REQUIRED COURSES: PREREQUISITE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>ENGL-100 College Composition</td>
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<tr>
<td>MATH-030 See LMC catalog for descriptions and current graduation requirements</td>
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<tr>
<td>BIOSC-040 Human Anatomy</td>
<td>5</td>
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<tr>
<td>BIOSC-045 Human Physiology</td>
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</tr>
<tr>
<td>BIOSC-050 Intro to Microbiology</td>
<td>4</td>
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<tr>
<td>PSYCH-010 or 11 General Psychology</td>
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<table>
<thead>
<tr>
<th>REQUIRED COURSES: GRADUATION REQUIREMENTS</th>
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<tbody>
<tr>
<td>COMSC-049 Computer Literacy</td>
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<tr>
<td>POLSC-010 or 20 American Institution &amp; Ideals or Intro to Politics</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH-040 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science General Education Course</td>
<td>3</td>
</tr>
<tr>
<td>Creative Arts General Education Course</td>
<td>3</td>
</tr>
<tr>
<td>Ethnic Multicultural Course</td>
<td>3</td>
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<tr>
<td>Physical Education Course(s)</td>
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TOTAL UNITS REQUIRED FOR PREREQUISITES AND GRADUATION REQUIREMENTS 42.5-43.5

Registered Nursing Curriculum

<table>
<thead>
<tr>
<th>REQUIRED COURSES: FIRST SEMESTER</th>
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<tbody>
<tr>
<td>RNURS-022 Foundations of Nursing Practice</td>
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<td>RNURS-023 Nursing Skills Simulation I</td>
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<tr>
<td>RNURS-024 Pharmacology for RN Program I</td>
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<th>REQUIRED COURSES: SECOND SEMESTER</th>
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<tr>
<td>RNURS-026 Nursing in Health and Illness I</td>
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<tr>
<td>RNURS-027 Nursing Skills Simulation II</td>
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<tr>
<td>RNURS-028 Pharmacology for RN Program II</td>
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<tr>
<th>REQUIRED COURSES: THIRD SEMESTER</th>
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<tr>
<td>RNURS-031 Nursing in Health &amp; Illness II</td>
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<tr>
<td>RNURS-033 Nursing Skills Simulation III</td>
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<tr>
<td>RNURS-034 Pharmacology for RN Program III</td>
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<table>
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<tr>
<th>REQUIRED COURSES: FOURTH SEMESTER</th>
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<tbody>
<tr>
<td>RNURS-030 Leadership/Management/Professionalism</td>
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<tr>
<td>RNURS-036 Nursing in Health &amp; Illness III</td>
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<tr>
<td>RNURS-038 Nursing Skills Simulation IV</td>
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<tr>
<td>RNURS-039 Pharmacology for RN Program IV</td>
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</table>

TOTAL UNITS REQUIRED IN NURSING CURRICULUM 47

LVN to RN Program

The LVN to RN program for California Licensed Vocational Nurses requires successful completion of all prerequisites, the second-year RN curriculum, and General Education requirements.

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. Please refer to the Nursing Application Handbook for current admission eligibility criteria and updates.

Completion of the LVN to RN Program at Los Medanos College qualifies students to take the State Board Examination (NCLEX-RN) for licensure as Registered Nurse.

LVN to RN Program Curriculum

<table>
<thead>
<tr>
<th>REQUIRED COURSES: PREREQUISITE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL-100 College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH-030 See LMC catalog for descriptions and current graduation requirements</td>
<td>4-5</td>
</tr>
<tr>
<td>BIOSC-040 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC-045 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC-050 Intro to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH-010 or 11 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED COURSES: GRADUATION REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC-049 Computer Literacy</td>
<td>1.5</td>
</tr>
<tr>
<td>POLSC-010 or 20 American Institution &amp; Ideals or Intro to Politics</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH-040 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED FOR PREREQUISITES AND GRADUATION REQUIREMENTS 42.5-43.5

continued on next page ➤
Graduation Requirements

Social Science General Education Course 3
Creative Arts General Education Course 3
Ethnic Multicultural Course 3
Physical Education Course(s) 2

TOTAL UNITS REQUIRED FOR PREREQUISITES AND GRADUATION REQUIREMENTS 42.5-43.5

Registered Nursing Curriculum

REQUIRED COURSES: UNITS
RNURS-020 Transition to RN Program 1
Third Semester
RNURS-031 Nursing in Health & Illness II 9.5
RNURS-033 Nursing Skills Simulation III 1
Fourth Semester
RNURS-030 Leadership/Management/Professionalism 1
RNURS-036 Nursing in Health & Illness III 9.5
RNURS-038 Nursing Skills Simulation IV 1
RNURS-039 Pharmacology for RN Program IV 1

TOTAL UNITS REQUIRED IN REGISTERED NURSING CURRICULUM 25

Vocational Nursing

The Vocational Nursing Program is three semesters in length. The Certificate of Achievement is awarded upon successful completion of the program. Completion of prerequisite courses is required for admission eligibility to the program. Only those students formally admitted to the program may enroll in Vocational Nursing courses.

Completion of the vocational nursing program qualifies students to take the State Board Examination (NCLEX-PN) for licensure as a vocational nurse (LVN).

Certificate of Achievement - Vocational Nursing

REQUIRED COURSES: PREREQUISITES UNITS
RNURS-001 Nursing Careers Seminar 0.3
BIOSC-030 Intro to Anatomy and Physiology 3
COMSC-049 Computer Literacy 1.5
ENGL-090 Integrated Reading, Writing, and Critical Thinking 5
MATH-018 or 30 See LMC catalog for descriptions and current graduation requirements 4-5
NUTRI-055 Introduction to Nutrition 3
VONUR-008 Medical Terminology 1

TOTAL UNITS REQUIRED FOR PREREQUISITE COURSES 17.8-18.8

REQUIRED COURSES: FIRST SEMESTER UNITS
VONUR-004 Introduction to Clinical Pharmacology 1
VONUR-005 Fundamentals of Vocational Nursing 6
VONUR-006 Fundamentals of Vocational Nursing Practice 5.5
VONUR-007 Vocational Nursing Role Relationships 1

REQUIRED COURSES: SECOND SEMESTER UNITS
VONUR-010 Intermediate Core Concepts in Clinical Pharmacology 1
VONUR-011 Medical Surgical Nursing 5
VONUR-012 Medical Surgical Nursing Practice 5.5
Third Semester
VONUR-015 Advanced Core Concepts in Clinical Pharmacology 1
VONUR-016 Family Centered Nursing 6
VONUR-017 Family Centered Nursing Practice 5.5
VONUR-018 Professional Issues in Vocational Nursing 1

TOTAL UNITS REQUIRED FOR VOCATIONAL NURSING CURRICULUM 38.5

Process Technology

DEGREE — Associate of Science

PROCESS TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

The Process Technology Program is designed to provide students with skills necessary to succeed in the chemical and refining industries. “Process Technicians” are skilled plant operators who safely run the refineries and chemical plants on a 24 hours per day / 365 days per year basis. The curriculum is a combination of hands-on laboratory experiences, classroom lectures, and industrial site visits.

For the Certificate of Achievement in Process Technology, complete 33 units of coursework and the Graduation Requirements in English, Math and Computer Competency listed below. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Process Technology, complete 33 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: PROGRAM ENTRY UNITS
MATH-025 Elementary algebra 5
ENGL-090 Integrated Reading, Writing, and Critical Thinking 5

TOTAL UNITS REQUIRED FOR PROGRAM ENTRY 10

REQUIRED COURSES: UNITS
PTEC-010 Introduction to Process Technology 3
PTEC-012 Petrochemical Safety, Health and Environment 1
PTEC-024 Process Instrumentation 3
PTEC-025 Process Technology I – Equipment 3
PTEC-027 Applied Instrumentation 1
PTEC-035 Process Technology II – Systems 3
PTEC-044 Petrochemical Simulation Laboratory 1
PTEC-045 Process Technology III – Operations 3
PTEC-048 Process Trouble Shooting 3
MATH-030* Intermediate Algebra 4
Graduation Requirements

AND SELECT A MINIMUM OF TWO ELECTIVE COURSES FROM:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR-005*</td>
<td>General Anthropology</td>
<td>3</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR-006*</td>
<td>Cultural Anthropology</td>
<td>3</td>
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<td>ANTHR-007</td>
<td>Anthropology of Cultural Changes</td>
<td>3</td>
</tr>
<tr>
<td>MATH-034</td>
<td>Probability and Statistics</td>
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<td>PSYCH-012</td>
<td>Family Crisis and Growth</td>
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<tr>
<td>PSYCH-014</td>
<td>Psychology of Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO-016*</td>
<td>Introduction to Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIO-015*</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS 6-7

* Courses cannot be used to meet both required and elective categories.

TOTAL UNITS REQUIRED IN MAJOR COURSES 18-19

Psychology

DEGREE--Associate of Arts

Psychology

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.

For the Associate of Arts Degree in Psychology, complete 18-19 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Arts Degree.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>ANTHR-005*</td>
<td>General Anthropology</td>
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<tr>
<td>or</td>
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<tr>
<td>ANTHR-006*</td>
<td>Cultural Anthropology</td>
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</tr>
<tr>
<td>PSYCH-010</td>
<td>Individual and Social Processes</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH-011</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO-015*</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIO-016*</td>
<td>Introduction to Social Problems</td>
<td>3</td>
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</table>

TOTAL UNITS 12

Real Estate

DEGREES--Associate of Science

Real Estate

CERTIFICATE OF ACHIEVEMENT

Real Estate

COLLEGE SKILLS CERTIFICATE

Real Estate Sales

LMC offers students the choice of pursuing a degree or a certificate in Real Estate. The degree and certificate programs include business courses as well as skills in Real Estate. The Real Estate program provides students with the theory, knowledge and skills necessary for entry level real estate positions, and will prepare students for state licensing.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>REAL-005****</td>
<td>Real Estate Principles</td>
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<tr>
<td>REAL-020**</td>
<td>Real Estate Practice</td>
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<tr>
<td>REAL-025***</td>
<td>Real Estate Finance</td>
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</table>

TOTAL UNITS 9

AND SELECT 18 UNITS OF ELECTIVE COURSES FROM:

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<tr>
<td>BUS-018****</td>
<td>Microsoft Excel for Windows</td>
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<tr>
<td>BUS-109</td>
<td>Introduction to Business+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-181***</td>
<td>Accounting: Applied Principles+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-186**</td>
<td>Financial Accounting+</td>
<td>4</td>
</tr>
<tr>
<td>BUS-294****</td>
<td>Business Law+</td>
<td>3</td>
</tr>
<tr>
<td>BUS-027</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-185</td>
<td>Computerized Accounting</td>
<td>3</td>
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<tr>
<td>BUS-029</td>
<td>QuickBooks</td>
<td>2</td>
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<tr>
<td>Any Management course</td>
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<td>3</td>
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</tbody>
</table>

TOTAL UNITS REQUIRED IN MAJOR COURSES 27

continued on next page
**Graduation Requirements**

*Required for California Real Estate Sales License  
**Required for California Real Estate Broker’s License  
***Electives for California Real Estate Sales License  
****Electives for California Real Estate Sales and Broker’s License  
*****Meets computer literacy competency requirement for the AS Degree and for the Certificate of Achievement.

Courses currently not offered at LMC, can be taken at DVC. REAL-010 equivalent to RE-161, REAL 015 equivalent to RE-162, consult with a Business faculty advisor.

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

**College Skills Certificate in Real Estate**

This career certificate is designed to help students develop employment skills and provide them with recognition in the short-term while they work towards achieving their long-term goals.

### Real Estate Sales

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL-005</td>
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<tr>
<td>REAL-020</td>
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</table>

AND SELECT A MINIMUM OF 3 UNITS FROM:

<table>
<thead>
<tr>
<th>COURSES</th>
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<tr>
<td>REAL-025</td>
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<td>BUS-045</td>
<td>3</td>
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<td>BUS-181</td>
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<tr>
<td>BUS-186</td>
<td>3</td>
</tr>
<tr>
<td>BUS-294</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS FOR COLLEGE SKILLS CERTIFICATE 9

+Renumbered Courses:  
BUS-109: Introduction to Business, formerly BUS-020  
BUS-181: Accounting: Applied Principles, formerly BUS-010  
BUS-186: Financial Accounting, formerly BUS-014  
BUS-294: Business Law, formerly BUS-034

---

**Recording Arts**

**DEGREE—Associate of Arts**

**Recording Arts**

**CERTIFICATE OF ACHIEVEMENT**

**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, producers, and other recording arts professionals. The interdisciplinary program includes courses in music, audio engineering, 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.

For the Certificate of Achievement in Recording Arts, complete 32 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Arts Degree in Recording Arts, complete 32 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Arts Degree.

### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA-010</td>
<td>3</td>
</tr>
<tr>
<td>RA-012</td>
<td>3</td>
</tr>
<tr>
<td>RA-015</td>
<td>3</td>
</tr>
<tr>
<td>RA-020</td>
<td>3</td>
</tr>
<tr>
<td>RA-021</td>
<td>2</td>
</tr>
<tr>
<td>RA-025</td>
<td>3</td>
</tr>
<tr>
<td>RA-030</td>
<td>3</td>
</tr>
<tr>
<td>RA-032</td>
<td>(min) 1</td>
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<tr>
<td>RA-035</td>
<td>3</td>
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<tr>
<td>RA-040</td>
<td>3</td>
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</table>

TOTAL UNITS 27

AND SELECT A MINIMUM OF 5 UNITS FROM:

<table>
<thead>
<tr>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>ETEC-010</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-015</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC-089</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC-093</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC-094</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC-095</td>
<td>2</td>
</tr>
<tr>
<td>RA-033</td>
<td>3</td>
</tr>
</tbody>
</table>

or Electives approved by Recording Arts Department Chair

TOTAL UNITS 5

TOTAL UNITS REQUIRED IN MAJOR COURSES 32

---
Graduation Requirements

Sign Language

COLLEGE SKILLS CERTIFICATE
American Sign Language

REQUIRED COURSES: UNITS
SIGN-065 American Sign Language I 3
SIGN-066 American Sign Language II 3
SIGN-067 American Sign Language III 3
SIGN-068 American Sign Language IV 3
SIGN-070 Finger Spelling I .5
SIGN-071 Finger Spelling II .5
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 13

Sociology

DEGREE—Associate Degree
Sociology

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 ethical 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.

For the Associate of Science Degree in Sociology, complete 18-19 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: UNITS
ANTHR-005* General Anthropology 3
or
ANTHR-006* Cultural Anthropology 3
PSYCH-010* Individual and Social Processes 3
or
PSYCH-011* General Psychology 3
SOCIO 15 Introduction to Sociology 3
SOCIO 16 Introduction to Social Problems 3
TOTAL UNITS 12

AND SELECT A MINIMUM OF 2 ELECTIVE COURSES FROM:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR-005*</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ANTHR-006*</td>
<td>3</td>
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<tr>
<td>ANTHR-007</td>
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</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN MAJOR COURSES 18-19

*Courses cannot be used to meet both required and elective categories.

Spanish

COLLEGE SKILLS CERTIFICATE
Spanish

REQUIRED COURSES: UNITS
SPAN-052 Intermediate Spanish I 5
SPAN-053 Intermediate Spanish II 5
TOTAL UNITS REQUIRED FOR COLLEGE SKILLS CERTIFICATE 10

Travel Marketing

DEGREE—Associate of Science
Travel Marketing

CERTIFICATE OF ACHIEVEMENT
Travel Marketing

COLLEGE SKILLS CERTIFICATES
Travel Marketing
Home-Based Travel Specialist
Cruise Specialist

Travel Marketing Associate Degree and Certificate of Achievement

This 21-unit certificate provides a well-rounded education and includes a selection of courses designed to prepare students for placement in a position as a travel professional in the travel industry. Opportunities include employment as a full-service travel consultant in a travel agency or a travel specialist in the selected area of specialization. This certificate can be completed in two semesters. Proficiencies in English, Math, and Computer Science should be met for Certificate of Achievement (see below for details).

In addition to the 21 units of courses in the Travel Marketing Certificate of Achievement, complete the Los Medanos College General Education requirements for an Associate of Science Degree in Travel Marketing.

continued on next page ▶
Graduation Requirements

This degree can lead to placement in positions of greater responsibility in the travel industry. Consult a Los Medanos College counselor to develop your personal education plan for the A.S. Degree.

### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>TRAVL-072</td>
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<td>TRAVL-076</td>
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<td>TRAVL-077</td>
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<tr>
<td>TRAVL-095</td>
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<tr>
<td><strong>TOTAL UNITS</strong></td>
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</table>

**AND SELECT 3 UNITS OF DESTINATION SPECIALIST GEOGRAPHY COURSES FROM:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
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<td>1.5</td>
</tr>
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**AND SELECT A MINIMUM OF 7 ELECTIVE UNITS FROM:**

<table>
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</thead>
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<tr>
<td>TRAVL 900*</td>
<td>.3 –3</td>
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<tr>
<td><strong>TOTAL UNITS REQUIRED IN MAJOR COURSES</strong></td>
<td><strong>21</strong></td>
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</tbody>
</table>

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

### Proficiency Requirements

Los Medanos College requires the Certificate of Achievement candidate to complete 3 proficiency requirements:

1. **English** – This can be achieved by completing English 90 or a higher level English course or by taking the Assessment Test and achieving a high score.

2. **Math** – This can be achieved by completing Math 9 or 12, or a higher level Math course, or by taking the Assessment Test and achieving a high score.

3. **Computer literacy** – This can be achieved by completing Computer Science 40 or 49; Business 18, 35 or 65 or by taking the Assessment Test and achieving a high score. (Consult the LMC catalog for the list of courses that satisfy computer literacy.)

It is highly recommended that you take the Assessment Test for these three subject areas in your first semester to determine if you can "test out" or if you need to take the course.

### College Skills Certificates in Travel

**Travel Marketing**

This 12-unit certificate provides a good foundation for placement in an entry-level position in the travel industry, such as a travel assistant in a travel agency. This certificate can be completed in one semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVL-072</td>
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<td>TRAVL-076</td>
<td>3</td>
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<td>TRAVL-095</td>
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<tr>
<td><strong>TOTAL UNITS</strong></td>
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**AND SELECT A MINIMUM OF 3 ELECTIVE UNITS FROM:**

<table>
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<tr>
<td>TRAVL-101</td>
<td>.5</td>
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<tr>
<td>TRAVL-102</td>
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<tr>
<td>TRAVL-103</td>
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<td>TRAVL-104</td>
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<td>TRAVL-105</td>
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<td>TRAVL-106</td>
<td>.5</td>
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<tr>
<td>TRAVL-114</td>
<td>1.5</td>
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<tr>
<td>TRAVL 900*</td>
<td>.3 –3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED IN COLLEGE SKILLS CERTIFICATE** | **12**
Home-Based Travel Specialist
This 17-unit certificate is the first of its kind in the country. As the number of home-based travel professionals grows, the demand for education also grows. Required courses for this certificate will address critical issues and considerations for students who are planning to establish a home-based travel business. This certificate can be completed in two semesters.

Required Courses: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVL-072</td>
<td>Introduction to Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRAVL-076</td>
<td>Travel Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>TRAVL-101</td>
<td>Home-Based Travel – Is it for You?</td>
<td>.5</td>
</tr>
<tr>
<td>TRAVL-102</td>
<td>Establishing a Home-Based Travel Business</td>
<td>5</td>
</tr>
<tr>
<td>TRAVL-103</td>
<td>Marketing and Promoting a Home Based Travel Business</td>
<td>.5</td>
</tr>
<tr>
<td>TRAVL-104</td>
<td>Resources for the Home-Based Travel Professional</td>
<td>.5</td>
</tr>
<tr>
<td>TRAVL-105</td>
<td>Business and Financial Plans for Home-Based Travel</td>
<td>.5</td>
</tr>
<tr>
<td>TRAVL-106</td>
<td>Home-Based Travel and the Law</td>
<td>.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN COLLEGE SKILLS CERTIFICATE 8

SELECT 3 UNITS OF DESTINATION SPECIALIST GEOGRAPHY COURSES FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>TRAVL-074</td>
<td>North American Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-075</td>
<td>Western Europe Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-083</td>
<td>Hawaii Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-084</td>
<td>Caribbean Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-085</td>
<td>South Pacific Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-087</td>
<td>Mexico Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-096</td>
<td>Alaska Destination Specialist</td>
</tr>
</tbody>
</table>

AND SELECT A MINIMUM OF 5 ELECTIVE UNITS FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>TRAVL-074</td>
<td>North American Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-075</td>
<td>Western Europe Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-077</td>
<td>Customized Vacation Planning</td>
</tr>
<tr>
<td>TRAVL-082</td>
<td>All About Cruising</td>
</tr>
<tr>
<td>TRAVL-083</td>
<td>Hawaii Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-084</td>
<td>Caribbean Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-085</td>
<td>South Pacific Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-087</td>
<td>Mexico Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-095</td>
<td>Advanced Travel Concepts</td>
</tr>
<tr>
<td>TRAVL-087</td>
<td>Mexico Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-096</td>
<td>Alaska Destination Specialist</td>
</tr>
<tr>
<td>TRAVL-114</td>
<td>Group Travel Management</td>
</tr>
<tr>
<td>TRAVL 900*</td>
<td>Selected Topics in Travel</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN COLLEGE SKILLS CERTIFICATE 17

Cruise Specialist
This 8-unit certificate prepares the student to specialize in selling cruises. Employment possibilities include working for a full-service or a cruise-only travel agency, or operating a home-based travel business. Required courses are not offered every semester, so careful planning will minimize the amount of time to complete this certificate.

Required Courses: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVL-082</td>
<td>All About Cruising</td>
<td>3</td>
</tr>
<tr>
<td>TRAVL-076</td>
<td>Travel Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>TRAVL-077</td>
<td>Customized Vacation Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN COLLEGE SKILLS CERTIFICATE 8

Note that it is practical to work toward multiple certificates at the same time. This will allow students to personalize their education and tailor it to meet their individual goals.

For information regarding specific course requirements, contact the Travel Department chair or inquire in the Counseling Center. You may also check online at www.osmedanos.edu/centram/index.html.

Welding Technology

DEGREE–Associate of Science
Welding Technology

CERTIFICATE OF ACHIEVEMENT
Welding Technology

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.

For the Certificate of Achievement in Welding Technology, complete 24 units of coursework listed below as well as the Graduation Requirements in English, Math and Computer Competency. Consult a Los Medanos College counselor to develop your education plan for the Certificate of Achievement.

For the Associate of Science Degree in Welding Technology, complete 24 units of coursework listed below as well as the General Education and Graduation requirements. Consult a Los Medanos College counselor to develop your education plan for the Associate of Science Degree.

REQUIRED COURSES: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD-010</td>
<td>Basic Arc Welding Theory</td>
<td>3</td>
</tr>
<tr>
<td>WELD-011</td>
<td>Basic Arc Welding Practice</td>
<td>3</td>
</tr>
<tr>
<td>WELD-015</td>
<td>Basic Oxyacetylene Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD-016</td>
<td>Advanced Oxyacetylene Welding</td>
<td>1</td>
</tr>
<tr>
<td>WELD-021</td>
<td>Advanced Arc Welding Practice</td>
<td>3</td>
</tr>
<tr>
<td>WELD-031</td>
<td>TIG, MIG and FCA Welding Practice</td>
<td>3</td>
</tr>
<tr>
<td>WELD-035</td>
<td>Blueprint Reading for Welders</td>
<td>3</td>
</tr>
<tr>
<td>WELD-040</td>
<td>TIG, MIG and FCA Welding Theory</td>
<td>3</td>
</tr>
<tr>
<td>WELD-041</td>
<td>Pipe Welding Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED IN MAJOR COURSES 24

Note: A reading/writing exam option is available for Welding Technology majors to fulfill the reading/writing competency requirement.
Administration of Justice
Program Completion/Learning Outcomes:
1. Be academically prepared to obtain an entry-level or mid-level position within the Criminal Justice System.
2. Apply critical thinking to research, evaluate, analyze and synthesize criminal justice information.
3. Demonstrate the skills and knowledge necessary to take and pass local, state, and federal law enforcement entry level examination or career advancement examinations.
4. Appropriately apply the hands-on and technological skills necessary to succeed in the field of criminal justice.
5. Demonstrate excellent communication skills (oral and/or written) that need to be demonstrated in these carried professions.
6. Demonstrate professional and ethical responsibility in their decisions.

Appliance Service Technology
Program Completion/Learning Outcomes:
1. Be able to diagnose a system problem, determine what type of test equipment to use and make an estimate of what will have to be done to complete the repair.
2. Demonstrate problem solving techniques used in troubleshooting to determine whether you have an electrical or mechanical failure and how to isolate the cause.
3. Using written or oral service directions that are used in the appliance field, be able to demonstrate mechanical knowledge by diagnosing the failure, and locating and replacing the proper component.
4. Be able to locate service materials electronically to diagnose an electrical problem using a schematic diagram and sequence chart.
5. Be able to demonstrate the skills and knowledge necessary to take and pass the federal EPA exam required for employment in the Appliance field.
6. Be prepared for entry level employment in the appliance field by passing an industry employment test (NCEE) and obtaining a job in that field.

Art/Humanities
Program Completion/Learning Outcomes:
1. Identify the integral subjects that comprise the Humanities (philosophy, religion, history, literature, art and music).
2. Define and discuss the characteristics of human culture and the rise and fall of civilizations through history.
3. Discuss the arc of humanity's attempt to understand and explain itself and the cosmos through intellectual history, from the ancient through contemporary worlds.
4. Connect the commonalities and distinguish the differences between divinely revealed religion, human philosophical constructs and science.
5. Explain the connection between the trends and events of history with those of the visual, literary and performing arts.
6. Relate the study of humanities to the development of the skills necessary to create responsible and useful civic participation in the political life of contemporary society.

Art/Fine Arts
Program Completion/Learning Outcomes:
1. Choose appropriate tools and materials for specific needs.
2. Demonstrate safe practices in various two- and three-dimensional media and studios.
3. Demonstrate problem-solving techniques in the process of design and execution.
4. Present, explain and justify their conceptual design solutions in a professional manner.
5. Critique the solutions of others in a positive, constructive manner.
6. Devise their own strategies for solving visual construction problems.
7. Identify and discuss artwork and styles from a wide range of historic eras and geographic locations.
8. Identify and discuss specific artists whose work they respond positively to, and how these works contribute to this positive response.
Art/Graphic Communications

Program Completion/Learning Outcomes:
1. Choose appropriate tools and materials, including hardware, software and media, for specific needs.
2. Use software and hardware in an appropriate and efficient manner.
3. Demonstrate problem-solving techniques, both on the computer and in the process of design and execution.
4. Present, explain and justify their conceptual design solutions in a professional manner.
5. Critique the solutions of others in a positive, constructive manner.
6. Devise their own strategies for solving visual construction problems.
7. Explain the applications of computer-aided art and design for industry uses.

Astronomy

Program Completion/Learning Outcomes:
1. Read critically sections of the text and demonstrate an understanding of the major conceptions of the universe and modern astronomy in class discussions and in writing.
2. Write effectively in text readings, in-class responses, observing assignments, planet reports, and essays to show a grasp of the overall characteristics of the universe as understood by astronomers and the process and mode of inquiry by which the conceptions are derived.
3. Speak effectively in class discussions and in oral reports about planets, astronomical techniques, culture reports, and/or other topics.
4. Apply interdisciplinary connections and approaches from other sciences and/or the humanities to solve problems. Topics explored might be the conflict between the scientific and Biblical accounts of Creation, the search for life in the universe, or astronomical events, such as cosmic rays and asteroid impacts, that affect the evolutionary history of life on Earth.
5. Think critically and creatively to answer questions and solve problems about modern astronomical concepts and the process of scientific inquiry by which they have been derived, including:
   - Patterns and cycles of observational astronomy
   - Structure and motions in the solar system
   - Tools and methods
   - Physical characteristics of solar system
   - The nature and life cycle of stars
   - Galaxies and cosmology
6. Discuss the ethical implications of issues such as spending public money on astronomy, revealing our presence on Earth, cross–planet contamination, terraforming another planet, human vs. robotic space exploration, and the Search for Extraterrestrial Intelligence.
7. Discuss the practice of astronomy and the contributions to astronomy of diverse cultures.

Automotive Technology

Program Completion/Learning Outcomes:
1. Be prepared to enter the automotive repair field at the apprentice level or higher.
2. Have the skills to properly use hand tools, diagnostic equipment, repair manuals and maintenance equipment.
3. Obtain the vocabulary and knowledge to effectively explain the systems and components to customers and other technicians.
4. Apply their training and skills to successfully confirm, diagnose and properly repair failed systems to factory standards.
5. Have the ability to pass the standard ASE (automotive service excellence) tests, also be prepared or have received licensing including the California licensing.

Behavioral Sciences

(Anthropology, Psychology, Sociology)

At the completion of the Los Medanos College general education programs the student will:
1. Understand connections among disciplines and apply interdisciplinary approaches to problem solving.
2. Think critically and creatively.
3. Possess a worldview informed by diverse social, multicultural and global perspectives.

Biological Science

Program Completion/Learning Outcomes:
1. Be able to distinguish a scientific hypothesis from a nonscientific idea.
2. Be aware of the chemical nature of life and apply chemical principles to everyday concepts such as diet and health.
3. Be able to find common ground between the functions of their own bodies and the functions of other life forms on Earth.
4. Be able to use a microscope so they can see that the living world is full of life forms (such as cells and bacteria) that are too small for them to see with their unaided eyes.
5. Be able to describe a few different ways that humans or other living organisms maintain internal homeostasis.
6. Be able to describe the basic relationship between DNA, proteins, and the transmission and evolution of hereditary traits.
Program Student Learning Outcomes

Business
Accounting/Business Administration/Transfer
Program Completion/Learning Outcomes:
1. Be academically prepared to obtain an entry-level position in business
2. Use critical thinking to research, analyze and synthesize information to solve common business problems.
3. Demonstrate strong oral and written skills necessary to effectively collaborate and communicate from a global perspective with diverse groups of people.
4. Apply business communication skills (written and/or oral) by appropriately using terminology and the business language.
5. Demonstrate knowledge of the technological skills required to succeed in the modern office and/or business environments.

Office Administration/Small Business Management/Management & Supervision
Program Completion/Learning Outcomes:
1. Be academically prepared to obtain an entry-level position in business
2. Use critical thinking to research, analyze and synthesize information to solve common business problems.
3. Demonstrate strong oral and written skills necessary to effectively collaborate and communicate from a global perspective with diverse groups of people.
4. Apply business communication skills (written and/or oral) by appropriately using terminology and the business language.
5. Demonstrate knowledge of the technological skills required to succeed in the modern office and/or business environments.

Chemistry
Program Completion/Learning Outcomes:
1. Applied scientific methodology, in all its explicit steps, to either:
   • solve a complex problem posed in the classroom, or
   • complete a significant laboratory analysis, or
   • carry out an extensive study at one of LMC’s field stations.
2. Solved problems concerning the atomic and molecular structure of matter, using the periodic table plus quantum mechanics as the organizing and predictive models for this analysis.
3. Solved stoichiometric problems, including those complicated by the presence of limiting reagents.
4. Correctly predicted the products of standard inorganic, organic, biochemical, or nuclear reactions.
5. Applied the principles of thermodynamics and kinetics to solve problems:
6. Involving energy and entropy changes characteristic of chemical and physical reactions
7. concerning rates and mechanisms of chemical reactions
8. involving the principles of equilibrium
9. Demonstrated an understanding of electromagnetic radiation (i.e., light energy) and its interactions with matter, by carrying out spectroscopic analyses of atoms and compounds.
10. Conducted laboratory or field analyses using modern, professional technologies, selected from colorimetric, titrimetric, gravimetric, electrochemical, spectrometric, and chromatographic equipment and instruments.
11. Engaged in at least one hands-on research or restoration activity at a field site of LMC or a community partner, in order to utilize the distinct opportunity provided by having the California Delta in our backyard, and to appreciate the effort needed to act as good stewards of our local watersheds.

Child Development
Program Completion/Learning Outcomes:
1. Obtain, maintain, and advance in permit licensure and/or prepare for upper division transfer through appropriate academic preparation.
2. Apply critical thinking to research, observe, assess, evaluate, analyze, and synthesize early learning and child development information.
3. Utilize effective written and verbal communication techniques to ensure optimum communication with children, families, and professional colleagues.
4. Select, develop, and/or use educational equipment, curriculum, assessments, materials, technology, and environments that are culturally relevant and developmentally appropriate.
5. Demonstrate the skills and knowledge necessary to obtain employment or advancement in early care and education careers.

Computer Science
Program Completion/Learning Outcomes:
1. Apply their knowledge of general computer hardware and software concepts to the description, configuration and operation of modern microcomputers
2. Demonstrate a professional level of technological proficiency with a broad array of computer applications software
3. Demonstrate the ability to configure a new microcomputer, install operating systems software, and install and configure an array of applications software.
4. Use techniques and skills learned in the program to diagnose, troubleshoot and repair a variety of common microcomputers.
5. Communicate (oral and/or writing) effectively with other Computer personnel, in a multitude of technical environments
6. Demonstrate the ability to analyze problems, and develop effective solutions

7. Apply their knowledge of systems analysis and design to the analysis of requirements for developing computerized systems, and develop action plans for implementing a solution, utilizing an appropriate programming environment

8. Be technologically proficient to obtain entry-level or mid-level positions and pass certification exams in the Information Technology industry

**Cosmetology**

– Currently Being Developed

**Drama**

*Program Completion/Learning Outcomes:*

1. Critically evaluate a film and/or play by writing an essay which synthesizes social and historical events and important themes in the films and plays.

2. Effectively communicate onstage as a performer or direct others in scenes to create a dramatic statement. This is evaluated through clear and projected speech, body fluidity and movement and specific, conscious choices a student makes.

3. Write a short screenplay or play which has at least 2 characters in conflict with one another that deals with interpersonal, social or political issues in a way which shows creativity and innovation. Or critically evaluate a short screenplay or play or a full length screenplay or play in an essay which shows the student understands the essential elements of dramatic writing.

4. Show appreciation for a stage production by writing an essay or critique which reflects on the qualities which make for excellence on the stage and which draws upon historical knowledge and understanding of the entire theatrical process

5. Write, shoot and direct a short documentary film which is coherent and shows creativity of thought and process. Or write an essay or answer questions which shows an appreciation of the documentary film.

6. Observe, monitor and evaluate strengths and weaknesses of oneself, then apply feedback to improve skills and learning

**Electrical/Instrumentation Technology**

*Program Completion/Learning Outcomes:*

1. Gain entry-level or mid-level employment in the electrical or instrumentation field. (ISLO #1)

2. Troubleshoot, analyze, operate, repair, and install electrical systems equipment. (ISLO #2)

3. Communicate the technical status of equipment in writing and verbally; be able to work and communicate with teams. (ISLO #3)

4. Safely use electrical or instrumentation test equipment. (ISLO #4)

5. Demonstrate the operational concepts of equipment and technology used in the electrical or instrumentation field. (ISLO #4)

6. Demonstrate the skills and knowledge necessary to take and pass certification exams for career advancement in electrical or instrumentation fields (ISLO #5)

**Emergency Medical Services**

*Program Completion/Learning Outcomes:*

1. Be academically prepared to obtain an entry-level position in the Emergency Medical Services Industry.

2. Demonstrate the skills and knowledge necessary to take and pass the national Registry EMT exam, as well as entry level exams for Paramedic Programs.

3. Apply critical thinking to research, evaluate, analyze and synthesize EMS related information.

4. Demonstrate excellent communication skills (oral and/or written) as well as excellent manipulative skills in an EMS field related environment.

5. Demonstrate knowledge of EMS industry manipulative skills and equipment, and ability to apply the skills necessary to succeed in the EMS industry

**Engineering**

*Program Completion/Learning Outcomes:*

1. Apply knowledge of math, science, and engineering to identify, formulate, and solve engineering problems.

2. Design and perform experiments, as well as to analyze and interpret data.

3. Design a system, component, or process to meet desired needs.

4. Demonstrate professional ethical responsibility.

5. Communicate effectively and perform on multi-disciplinary teams.

6. Judge the effects of engineering projects on society and the environment.

7. Engage in life-long learning and explain contemporary issues.

8. Use the techniques, skills, and modern engineering tools necessary for engineering practice.
English (Transfer)

Program Completion/Learning Outcomes:
1. Read independently for a variety of purposes in college-level materials
2. Read using a critical thinking, problem-solving approach
3. Respond coherently to text in critical, creative and personal ways
4. Write logical, coherent, developed academic essays
5. Use writing independently as a tool for learning and communicating.
6. Engage in writing as a recursive process.
7. Observe, monitor and evaluate strengths and weaknesses, then apply feedback to improve skills and learning
8. Use college resources to expand learning effectiveness.

Environmental Sciences

Students who have completed the Environmental Science program at LMC will know and have the ability to:
1. Apply the scientific method to the environmental sciences via critical review of pertinent scientific literature, laboratory exercises, field studies, problem sets, and classroom discussions and analysis.
2. Demonstrate comprehension and application of the principles, techniques, methods, practices, skills, and ethics of modern environmental science professionals including (but not limited to):
   • Cycles in mass and energy transfer (e.g. Krebs cycle, hydrologic cycle, nutrient cycles, life cycles, food webs); illustrating that people and nature are intimately interconnected.
   • Natural resource sustainability, preservation, and conservation; why we must learn to sustain our environmental resources.
   • Ecological complexity and biodiversity; how human beings affect the environment of the entire planet.
   • Population growth and human interaction with their environment; why rapid human population growth is a fundamental global environmental issue.
   • Environmental racism and environmental justice; why urban environments need special attention.
   • Weather and climate; why solutions to environmental problems involve making value judgments based on scientific knowledge.
3. Demonstrate critical thinking regarding environmental problems via the design, implementation, and analysis of laboratory experiments, field studies, classroom debates, field journals, notebooks, topical research papers and presentations that teach students how to think through environmental issues so that they can arrive at their own decisions.
4. Engage in hands-on learning experiences via the design of practical and economical laboratory and field studies to gain marketable skills sets and a realistic view of career opportunities within the discipline.
5. Compare and contrast the traditional single discipline approach to scientific inquiry to the interdisciplinary approach of environmental problem solving spanning the entire spectrum of relationships between people and the environment.

English (Developmental)

Program Completion/Learning Outcomes:
1. Read independently for a variety of purposes in college-level materials
2. Read using a critical thinking, problem-solving approach
3. Respond coherently to text in critical, creative and personal ways
4. Write logical, coherent, developed academic essays
5. Use writing independently as a tool for learning and communicating.
6. Engage in writing as a recursive process.
7. Observe, monitor and evaluate strengths and weaknesses, then apply feedback to improve skills and learning
8. Use college resources to increase learning effectiveness.

English-as-a-Second Language

Learners will acquire skills that integrate academic literacy, acculturation, and vocational/professional skills. These courses prepare the non-native speaker for transfer, professional and /or personal development based on the integrated program outcomes as follows:
1. As a learner, students will be able to:
   • Observe, monitor and (self/peer) evaluate strengths and weaknesses, and use feedback to improve learning
   • Independently use college resources to expand learning effectiveness
   • Establish an educational/vocational goal
2. As a speaker/listener, students will be able to:
   • Listen effectively in a variety of academic, personal and vocational situations
   • Produce consistently comprehensible spoken English for a variety of academic, personal and vocational purposes
3. As a reader, students will be able to:
   • Read independently for a variety of purposes
   • Engage in reading using a critical-thinking approach, emphasizing comprehension and study skills
   • Respond fluently to text in critical, creative and personal ways
   • Apply what is learned in readings to practical life skills
6. Articulate and disseminate appreciation of and for the San Francisco Bay-Delta Watershed its past, present, and future within the context other California environs.

7. Trace the origin and fate of the consumptive (e.g., food, fiber, water, mineral, and energy) natural resources that we use in California with specific attention on the San Francisco Bay-Delta region.

8. Differentiate between science and technology by recognizing that technology is not science, but the application of scientific knowledge and that science and technology interact promoting new developments in each other.

Fire Technology/Fire Academy

1. Be academically prepared to obtain an entry-level position as a Firefighter in the Fire Service.

2. Apply critical thinking to research, evaluate, analyze and synthesize Fire Service information.

3. Demonstrate through written and oral communication skills a broad knowledge of Fire History, Fire Chemistry and Behavior, Fire Prevention and Building Construction as it applies to Firefighting.

4. Appropriately apply the Fire Technology based information attained in this degree for success in the Fire Service.

5. Apply the skills and knowledge from this degree towards potential advancement in the Fire Service.

World Languages

1. Communication
   - Manage conversations in a culturally appropriate way
     - Provide and obtain information; express feelings and emotions; exchange opinions
     - Understand interpret the written and spoken language at the cultural or figurative level
     - Present information, concepts, and ideas on a variety of topics, moving from memorized to creative use of language.

2. Cultures
   - Analyze the relationship between the practices: the “what” and perspectives the “why” of the target language culture, and use that understanding to interpret events in the modern world.
   - Examine and analyze their own culture more objectively.

3. Connections
   - Go beyond personal survival or literary topics to further their understanding of other disciplines through the target language.
   - Recognize the distinctive viewpoints that are available only through the target language and its many cultures, thereby becoming better informed citizens of the United States and of the world.

4. Comparisons
   - Compare English and the target language in order to identify and appreciate the unique way language is used to carry out specific tasks and functions, and to deepen their understanding of the structure and vocabulary of English.

5. Communities
   - Use the target language for personal enjoyment and enrichment.

Philosophy

At the completion of a philosophy course students should:

1. Be able to apply theoretical concepts to the world they live in,
2. To identify ethical values and moral implications inherent in course content,
3. To analyze and present arguments clearly in both writing and speech.

Journalism

Program Completion/Learning Outcomes:

1. Be academically prepared to transfer to a journalism program at a four-year university or to obtain an entry-level job in journalism or a related field.

2. Demonstrate the knowledge, attitudes and skills necessary for careers in journalism and related fields.

3. Possess a portfolio of published work suitable for internship/job applications and interviews

Liberal Arts

Students completing one of the three Liberal Arts options will:

1. Read critically and communicate effectively as a writer and speaker.

2. Understand the connections among disciplines and apply interdisciplinary approaches to problem solving.

3. Think critically and creatively.

4. Consider the ethical implications inherent in knowledge, decision-making and action.

5. Possess a worldview informed by diverse social, multicultural and global perspectives.

Management and Supervision

Program Completion/Learning Outcomes:

1. Be academically prepared to obtain an entry-level position in business

2. Use critical thinking to research, analyze and synthesize information to solve common business problems.

3. Demonstrate strong oral and written skills necessary to effectively collaborate and communicate from a global perspective with diverse groups of people.

4. Apply business communication skills (written and/or oral) by appropriately using terminology and the business language.

5. Demonstrate knowledge of the technological skills required to succeed in the modern office and/or business environments.
Mathematics (Transfer)

Students completing transfer-level math courses at LMC will demonstrate:

1. **Preparation and Mathematical Maturity:** Be prepared for the mathematical reasoning required in upper division workin their major, including the ability to generalize mathematical concepts and comprehend increasing levels of mathematical abstraction.

2. **Mathematical Literacy:**
   - Communicate using mathematics:
     - a. Read with comprehension documents having mathematical content and participate cogently in discussions involving mathematics;
     - b. Clearly articulate mathematical information accurately and effectively, using a form, structure and style that suit the purpose (including written and face-to-face presentation).

3. **Problem-Solving Ability:**
   - a. Reason with and apply mathematical concepts, principles and methods to solve problems or analyze scenarios in real-world contexts relevant to their major;
   - b. Use technology effectively to analyze situations and solve problems;
   - c. Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results.

4. **Modeling Ability:**
   - a. Construct and interpret mathematical models using numerical, graphical, symbolic and verbal representations with the help of technology where appropriate in order to draw conclusions or make predictions;
   - b. Recognize and describe the limits of mathematical and statistical methods.

5. **Effective Learning Skills:**
   - a. Independently acquire further mathematical knowledge without guidance, take responsibility for their own learning, and function effectively in different learning environments.
   - b. Succeed in different learning environments, particularly in a group setting of working collaboratively with others.

Music

**Program Completion/Learning Outcomes:**

1. Understand and be able to apply the fundamentals of music theory, aural, and have a working knowledge of harmonic progression, musical forms and structures.
2. Have knowledge and understanding of the historical development of music, its historical periods, genres, instrumentation and composers, within their cultural context.
3. Have practical knowledge of performance practice in their particular ensemble performing styles.
4. Have proficiency of solo repertoire and technical studies in their major instrumental or vocal area of study.
5. Be competent with music technology in its various forms for composition, teaching, and professional pursuits.
6. Be able to work independently on varieties of musical problems by combining their capabilities in performance, aural, verbal and visual analysis, composition, repertoire, knowledge, and music history.
7. Have writing skills with the ability to independently utilize research tools and resources (library, internet, etc.)

Nursing

**Vocational Nursing**

**Program Completion/Learning Outcomes:**

1. Be academically prepared to take and pass the NCLEX-PN examination for licensure as a licensed vocational nurse (LVN).
2. Be academically prepared to secure an entry-level position as a licensed vocational nurse (LVN).
3. Demonstrate theoretical knowledge and application of technical skills to obtain an entry-level position as a licensed vocational nurse (LVN).
4. Apply critical thinking skills in the care of medical/surgical, maternity, pediatric, and/or psychiatric clients in various clinical settings.
5. Utilize therapeutic communication skills (oral and written) in a clinical setting that assist the client and family to cope with and resolve problems.
6. Determine the effects of nursing interventions on the status of clients cared for.

**Registered Nursing**

At the completion of the program, the student should be able to:

1. Be academically and clinically prepared to obtain employment as a neophyte registered nurse.
2. Apply the nursing process to research, evaluate, analyze, and synthesize information.
3. Utilize appropriate written and verbal communication techniques to ensure optimal communication with patients, family members, and other members of the healthcare team.
4. Implement nursing interventions utilizing current technology based upon scientific rationales.
5. Demonstrate skills and knowledge necessary to take and pass the National Council's Licensure Examination (NCLEX-RN).
Physical Education

Program Completion/Learning Outcomes:

1. Be able to apply activities learned in specific fitness modes to improve cardiovascular and muscular endurance, strength and flexibility for life long fitness.

2. Be able to demonstrate knowledge in team sport activities which include rules, skills, etiquette and their application in life long recreational activities.

3. Be able to demonstrate knowledge of dance technique and form its rhythmic application, and gain a greater appreciation of the arts.

Physics

Students who have completed the Physics program will be able to:

1. Explain both the concerns and the main ideas of the major subfields of physics (including Mechanics, Waves and Optics, Electromagnetism, Thermodynamics and Statistical Physics, Quantum Mechanics, and other topics of Modern Physics).

2. Apply critical thinking skills to solve physics problems using theoretical, experimental, and computational techniques.

3. Explain how the ideas of physics apply to everyday situations encountered by individuals (e.g. How a heat engine works) as well as issues facing society (e.g. How does global warming occur?).

4. Show how important physics ideas are represented, derived, and connected to each other through the language of mathematics.

5. Perform both qualitative and quantitative reasoning, along with knowledge of the relative magnitudes of physical quantities, to estimate the magnitude of certain effects upon the situation under study.

6. Design and perform simple experiments, interpret the results, and give estimates of uncertainties.

7. Synthesize multiple ideas of physics to solve problems.

8. Apply the ideas of physics to astronomy, chemistry, medicine, engineering, and/or other disciplines.

Physical Science

There is no official Physical Science program, since Physical Science 5 is the only course offered. The Course Student Learning Outcomes for it are:

1. Understand and give examples of a regularity pattern and a cause and effect for each of the physical sciences.

2. Understand and give examples of scientific laws and examples of scientific models in each of the four disciplines.

3. Define and illustrate, with examples, the fundamental forces in nature, the present model of the atom and nucleus and theories of fundamental particles.

4. Explain how the above concepts apply to stellar evolution.

5. Describe the stages in the life of a star.

6. Explain the concepts of matter, energy, heat and radiation.

7. Understand and apply the four stages of the scientific process to an issue in each of the physical sciences.

8. Research and write a paper or papers on scientific principles from the physical sciences and science and society issues.

9. Explain the nature of molecules, forms of chemical bonding, the periodicity of the periodic table and how it was discovered.

10. Explain the basic mechanisms of plate tectonics and the phenomena of geological change associated with it.

11. Discuss examples of alternate belief systems that exist now or did exist.

12. Describe several examples of scientific developments that have produced a major change in the culture, controversial scientific research and three cultural trends based on present technological progress.

13. Discuss how science relates to society and to religion.

Process Technology

Program Completion/Learning Outcomes:

1. Be academically and experientially prepared to obtain an entry-level position in the chemical, refining, oil and gas production, water, waste management, food, and related manufacturing industries.

2. Apply critical thinking to research, evaluate, analyze and synthesize information to solve problems related to process equipment, instruments, systems, and operations within the chemical, refining, oil and gas production, water, waste management, food, and related manufacturing industries.

3. Demonstrate excellent communications skills (oral and written) to ensure optimal communication with shift co-workers, first line supervisors, maintenance personnel, safety personnel, contractors, and other members of the manufacturing site team.

4. Demonstrate knowledge of the process technology and apply the technical skills necessary to operate complex process equipment and systems such as distillation, fired boiler, refrigeration, cooling tower, reactor, and similar unit operations.
Real Estate
– Currently Being Developed

Recording Arts
Program Completion/Learning Outcomes:
1. Be able to transfer to a 4-year recording industry program, with advanced standing.
2. Be qualified for entry-level positions in the field.
3. Be positioned to begin entrepreneurial freelance work.

Social Sciences
(Economics, History, Political Science)
Program Completion/Learning Outcomes:
1. At the completion of course work in the Social Sciences, the student should be proficient in formulating, analyzing and synthesizing arguments on social, political and economic issues.
2. At the completion of course work in the Social Sciences, the student should be proficient in interpreting information and communicating it effectively in writing and speech.
3. At the completion of course work in the Social Sciences, the student should proficient in evaluating the implications of multi cultural diversity and global interdependence.

Speech
Program Completion/Learning Outcomes:
1. Read critically and communicate effectively as a writer and speaker. Use critical thinking skills to research, organize, and develop a speech that is clear, focused, direct and interesting.
2. Utilize active listening and critical thinking skills by writing critiques of formal and informal communication exchanges.
3. Demonstrate an interdisciplinary approach to problem solving by synthesizing textual resources, source documents, and interdisciplinary research in small groups.
4. Use critical thinking and creativity in developing criteria to make group sessions work and in researching a societal issue. Use introspection as a mode of inquiry for self-analysis.
5. Evaluate elements in persuasive speaking and ethics inherent in evaluating persuasive messages.
6. Be aware of diversity in critical perspective. Gain exposure to the role that culture, race, age, gender etc. play in communication outcomes.

Travel Marketing
Program Completion/Learning Outcomes:
1. Be academically prepared to obtain an entry-level or a mid-level position in the travel industry.
2. Demonstrate the skills and knowledge necessary to take and pass national travel industry certification exams for career advancement in the travel industry.
3. Apply critical thinking to research, evaluate, analyze and synthesize travel-related information.
4. Demonstrate excellent communication skills (oral and/or written) as well as excellent soft-skills in a sales and business environment.
5. Demonstrate knowledge of travel industry technology and apply the technological skills necessary to succeed in the travel industry.

Welding Technology
Program Completion/Learning Outcomes:
1. Be able to know and have an appreciation for the safety knowledge required in the welding trade.
2. Demonstrate the ability and theory to effectively solve problems encountered while welding or cutting as per job requirement.
3. Demonstrate step by step the procedure required to perform at the skill level dictated per job-fab standards.
4. Be able to understand the variables involved at the performance level stage as a welder.
5. Foster the importance of proper training and preparation for today's employment qualification requirements.
6. Be prepared to pass the required National Certification Exam, essential for employment as a welder.
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

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 “P”, “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 (“NP”, “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), or by student choice (SC). If a class is graded by pass/no pass, P/NP 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.

Associate Degree Requirements

Courses may be identified as meeting a General Education requirement or a Graduation and Competency requirement. Courses that fulfill an LMC General Education requirement. These courses will be coded with an “LMC: GE: ” and the appropriate area requirement it meets. If the course fulfills an LMC Graduation and Competency requirement, the course will be coded with “LMC: GCR: ” and the appropriate area requirement it meets. See page 37 for a listing of courses that are required to meet the standard Associate of Arts/Associate of Science path.

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.

Transfer Status Designations

CSU transferable (CSU): Courses identified with the CSU code are transferable to campuses of the CSU system. However, they may only be transferable as an elective. Students should check with their counselor or the Transfer Center for complete information about the transferability of courses toward meeting general education breadth requirements or major requirements.

CSU General Education Breadth Requirements (CSU GE): Courses identified with the CSU GE code are transferable to campuses of the CSU system. These courses meet the general education breadth requirements of the CSU system.

UC transferable (UC): Courses identified with the UC code are transferable to UC campuses. A course must be on the transfer course agreement (TCA) at the time the class is taken to be transferable to UC. The list of UC transferable courses is available at www.assist.org.

IGETC

Intersegmental General Education Transfer Curriculum (IGETC): Courses identified with the IGETC code are part of a comprehensive pattern of courses prospective transfer students from the California Community Colleges may complete to satisfy lower-division General Education requirements at both the University of California and the California State University.
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.

<table>
<thead>
<tr>
<th>Type of Teaching Method and Learning Activity</th>
<th>Expected Hours of Outside Preparation Per Class</th>
<th>Ratio of Units to In-Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture or English Composition or Laboratory or Independent study or PE/Activity or Occupational work experience Field work</td>
<td>Primarily dissemination of information by instructor.</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>Primarily dissemination of information by the instructor to a large or moderate-sized group of students.</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>Hands-on experience by the students with some instruction and with close supervision by an instructor.</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>Contracted independent study with close supervision by an instructor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highly structured physical activities directed and supervised by an instructor.</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Contract and/or paid work with instructor evaluation.</td>
<td>0</td>
</tr>
</tbody>
</table>

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

ADJUS-001  Basic Law Enforcement Academy - Module III
80 total hours lecture, 102 total hours lab  6 Units

Prerequisite: Students are required to: 1) complete an academy application, 2) have a high school diploma or GED, 3) be at least 18 years old, 4) have a valid driver’s license, 5) show proof of vehicle insurance at the first class meeting, 6) supply a statement from a physician indicating his/her ability to engage in strenuous physical activity, 7) obtain clearance with the Department of Justice and, 8) sign a Felony Disclaimer.

Advisory: Eligibility for ENGL-100

The Basic Law Enforcement Academy - Module III is for persons wishing to apply as a Level III Reserve with a participating law enforcement agency or, upon completion of Modules II and I, apply as a full-time regular law enforcement officer with a participating law enforcement agency. The basic course is certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is presented in the extended (evenings and weekends) format. Module III consists of 182 instructional hours. Subject matter includes but is not limited to: professional orientation, community relations, criminal law, laws of evidence, communications, vehicle operations, force and weaponry, traffic enforcement, First Aid/ CPR, criminal investigation, custody, physical fitness, defense techniques and the Arrest and Firearms training requirements specified in Penal Code section PC832. Interested students must contact the Office of the Sheriff, Contra Costa County, Law Enforcement Training Center, 340 Marina Blvd., Pittsburg, CA by calling (925) 427-8238, to register for the Academy. Mandatory materials fee due on first day on instruction. May not be repeated. LR

LMC: DA
Transfer: CSU

ADJUS-002  Basic Law Enforcement Academy - Module II
103 total hours lecture, 168 total hours lab  9 Units

Prerequisite: 1) Successful completion of Module III within the preceding 12 months and 2) current (within the last 3 years) in PC 832 Arrest and Firearms training requirements and 3) passage of the POST-Constructed Comprehensive Module II End-of-Course Proficiency Test within the preceding 12 months. Students are required to: 1) complete an academy application, 2) have a high school diploma or GED, 3) be at least 18 years old, 4), have a valid driver’s license, 5) show proof of vehicle insurance at the first class meeting, 6) supply a statement from a physician indicating his/her ability to engage in strenuous physical activity, 7) obtain clearance with the Department of Justice and, 8) sign a Felony Disclaimer.

Advisory: Eligibility for ENGL-100

The Basic Law Enforcement Academy- Module II is for persons wishing to apply as a Level II Reserve with a participating law enforcement agency or, upon completion of Modules III and I, apply as a full-time regular law enforcement officer with a participating law enforcement agency. The course is certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is presented in the extended (evenings and weekends) format. Module II consists of 271 instructional hours. Subject matter includes but not limited to: property crimes, laws of arrest, community relations, criminal law, investigative report writing, laws of evidence, force and weaponry, traffic enforce-
ficer Standards and Training (P.O.S.T.) and is presented in the intensive full-time format consisting of 1,020 hours of instruction delivered over 26 weeks. Subject matter includes: Leadership, Officer Safety, Use of Force, Legal Authority/Individual Rights, Police Vehicle Operation, Conflict Resolution, Problem Solving/Decision-Making, Communication, Ethics, Stress Tolerance and Emotional Maturity. Upon successful completion the student will receive a Certificate of Completion and is eligible for employment as a peace officer in most California jurisdictions. Interested students must contact the Office of the Sheriff, Contra Costa County, Law Enforcement Training Center, 340 Marina Blvd., Pittsburg, CA by calling (925) 427-8238 to register for the Academy. Mandatory materials fee due on first day of instruction. May not be repeated. P/NP

LMC: DA

ADJUS-042 Introduction to Corrections
54 total hours lecture 3 Units
Prerequisite: ADJUS-120
Advisory: Eligibility for ENGL-090
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. May not be repeated. LR

LMC: DA

ADJUS-043 Parole and Probation
54 total hours lecture 3 Units
Prerequisite: ADJUS-120
Advisory: Eligibility for ENGL-090
This course will study specific processes of rehabilitation and release of inmates into society. The student will learn the applicability of probation along with diversion programs and intermediate sanctions such as community service and restitution. Parole, early release and reentry will be critically analyzed. Preparation of the inmate to reentry into society will be studied and the effect these programs have on communities will be closely examined. Characteristics of parolees will be identified. The course will examine specific issues to parole, early release and reentry as it pertains to the parolee and the communities they affect. May not be repeated. SC

LMC: DA
Transfer: CSU

ADJUS-098 Independent Study in Administration of Justice
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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ADJUS-120 Introduction to the Criminal Justice System
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
This is an integrated, interdisciplinary study of the criminal justice system. Examination will be made of the American system (law enforcement, courts, and corrections) and the various subsystems; roles and role expectations of criminal justice agencies and the interrelationships in society; crime causations, punishment and rehabilitation, ethics, education and training for professionalism in the social system. May not be repeated. SC

LMC: GE: Social Science; DA
Transfer: CSU

ADJUS-121 Criminal Law
54 total hours lecture 3 Units
Prerequisite: ADJUS-120
Advisory: Eligibility for ENGL-100
This course is an in-depth study of the concepts, historical development, and philosophy of criminal law and the substantive criminal law commonly enforced in California. It includes a detailed examination of legal definitions, classifications of laws, corpus delicti, parties to a crime, defenses to crime, and a brief introduction to laws of arrest and judicial procedure. Students will be required to research legal briefs/decisions. May not be repeated. SC

LMC: DA
Transfer: CSU

ADJUS-122 Criminal Procedures
54 total hours lecture 3 Units
Advisory: ADJUS-120; eligibility for ENGL-090
This course involves a comprehensive look at the origin, development, philosophy and legal basis 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. May not be repeated. SC

LMC: DA
Transfer: CSU
ADJUS-130  Cultural Diversity in Criminal Justice
54 total hours lecture  3 Units
Advisory: ADJUS-120; eligibility for ENGL-090
This course is a theoretical and conceptual overview of multicultural concepts and issues, including those relating to culture, racial, gender, age, and sexual orientation and how their applications are put into place in criminal justice disciplines (law enforcement, the court system, and corrections). The identification of problems related to our increasingly diverse population will be examined and strategies analyzed to overcome those problems particularly related to the maintenance of social order. Conflict resolution and problem solving techniques are applied. Criminal justice agency hiring practices are defined and examined. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-150A  Basic Criminal Investigations
54 total hours lecture  3 Units
Prerequisite: ADJUS-121
Advisory: Eligibility for ENGL-100
This course will enable the student to identify proper investigative techniques and determine their appropriate applications. Topics covered in this basic course will be the assessment of crime scenes, search authority, crime scene sketches and mapping, crime scene photography, evidence documentation and chain of evidence, evidence preservation, DNA, trace evidence, fingerprints, and autopsy evidence. From criminal data given to them in investigative scenarios, the student will be able to reconstruct crimes and formulate a hypothesis as to what occurred. Students will correctly demonstrate basic evidence gathering techniques and evidence chain-of-command. This course is the first course of a two-semester series. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-150B  Advanced Criminal Investigations
54 total hours lecture  3 Units
Prerequisite: ADJUS-150A
Advisory: Eligibility for ENGL-100
This course will enable students to identify proper investigative techniques and determine their appropriate applications. Topics to be covered in this course will be blood spatter patterns, firearms, trajectories, arson investigation, explosives, cyber crimes, sexual assault evidence, narcotics investigations, vice investigations and proper courtroom testimony procedures. From criminal data given to them in investigative scenarios, the student will be able to reconstruct crimes and formulate a hypothesis as to what occurred. Students will demonstrate the correct evidence gathering skills. This is the second course a two-course semester series. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-151  Basic Drug Laws and Investigation
54 total hours lecture  3 Units
Advisory: ADJUS-120; eligibility for ENGL-090
The student will be introduced to the evolution of current drug laws. The student will be able to define licit and illicit drugs, and be able to recognize and evaluate the symptoms of people under the influence of drugs and narcotics. Given descriptions of behavior and physical conditions, the student will be able to demonstrate proper under-the-influence testing procedures. After analyzing mock investigation reports, the student will create and evaluate appropriate basic investigative procedures. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-152  Gang Theory, Practice and Suppression
54 total hours lecture  3 Units
Prerequisite: ADJUS-120
Advisory: Eligibility for ENGL-090
This course covers issues dealing directly with gang theory including understanding and explaining the differences between prison and street gangs and the violence related to these disruptive groups. The student will be able to explain gang practices, communications and their structures. The effect that gangs have had on the United States criminal justice system will be analyzed. Finally, the course will explain basic techniques that law enforcement uses to suppress gang violence and investigate unique criminal cases. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-170  Occupational Work Experience Education in Administration of Justice
60-600 total hours  1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU
ADJUS-170A Internship in Administration of Justice
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

ADJUS-221 Introduction to Evidence
54 total hours of lecture 3 Units
Prerequisite: ADJUS-120
Advisory: ADJUS-121; eligibility for ENGL-090
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. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-222 Juvenile Law and Procedures
54 total hours lecture 3 Units
Advisory: ADJUS-120 and ENGL-100
This course will explain the differences between the techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral, and the organization of community services. The specifics of juvenile law and procedures will be taught in depth. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-260 Patrol Procedures
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
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. May not be repeated. SC
LMC: DA
Transfer: CSU

ADJUS-900s Selected Topics in Administration of Justice
DA varies with course content.

Air Conditioning and Refrigeration

ACREF-045 Central Heating and Cooling Troubleshooting
18 total hours lecture, 54 total hours lab 2 Units
Advisory: APPLI-025 or APPLI-026; eligibility for ENGL-090
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. May be repeated twice. SC
LMC: DA
Transfer: CSU

ACREF-073 Commercial Refrigeration Technology
27 total hours lecture, 44 total hours lab 2 Units
Advisory: ETEC-004; MATH-007; eligibility for ENGL-090
An introductory course in commercial refrigeration systems which provides a background in the scientific principles related to heat and temperature, and transfer of heat. This course includes a study of the basic refrigeration cycle, the function of each system component, and interrelationships between components. Applied refrigeration concepts will be covered in demonstrations in the classroom, labs, and computer simulations. May be repeated three times. SC
LMC: DA
Transfer: CSU

ACREF-075 HVAC Technician H1A Heating Technology
27 total hours lecture, 44 total hours lab 2 Units
Advisory: Eligibility for ENGL-090; ETEC-004 (Formerly EETEC-010); MATH-007
An introductory course in residential and small commercial heating technology, including a background into the scientific principles related to heat, temperature, and heat transfer. The course will cover electric and gas systems, as well as newer technologies such as combined hydronics and geothermal heating. The main focus will be on forced air natural gas systems, including theory, operation, and maintenance of such equipment. Properties of fuel gases, gas combustion, furnace operation, pilot and ignition devices, electrical and mechanical systems will be covered along with system and component troubleshooting and maintenance. Concepts will be covered in demonstrations in the classroom and in labs. May be repeated three times. SC
LMC: DA
Transfer: CSU
ACREF-076  HVAC-Residential and Small Commercial Air Conditioning Technology
27 total hours lecture, 44 total hours lab  2 Units
Advisory: ETEC-004; MATH-007; ACREF-073 or equivalent; eligibility for ENGL-090
This is an introductory course in residential and light commercial air conditioning which provides a background on the scientific principles related to heat and temperature, transfer of heat, and air conditioning systems. This covers applied air conditioning concepts through demonstrations in the labs, and computer simulation. It prepares students/technicians for specific HVAC industry competency, licensing and certification examinations. May be repeated three times. SC
LMC: DA
Transfer: CSU

ACREF-077  Air Distribution (Duct) Testing and Repair
27 total hours lecture, 44 total hours lab  2 Units
Advisory: ETEC-004; MATH-007; eligibility for ENGL-090
This introduction to residential and small commercial air handling and duct testing and repair provides a background in the scientific principles related to fluid flow, heat transfer, and air distribution. California Energy Commission and Utility duct testing concepts and techniques will be covered in demonstration in the classroom, in labs, and in actual field environments. Major tools will include duct blasters, door blowers, infrared thermography, and other pressure measurement tools. This course will also introduce building envelope and building science concepts and practices. May be repeated three times. SC
LMC: DA
Transfer: CSU

ACREF-078  HVAC - Load Calculation and Duct Design
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MATH-007; eligibility for ENGL-090
An introduction to residential and light commercial load calculations and duct design, which provides a background in the scientific principles related to residential load calculations and air distribution. The Air Conditioning Contractors of America manual’s J and D methods and concepts will be covered in the classroom. Wrightsoft design software will be used in the labs. May be repeated three times. SC
LMC: DA
Transfer: CSU

ACREF-098  Independent Study in Refrigeration
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ACREF-170  Occupational Work Experience Education in Air Conditioning/Refrigeration
60-600 total hours  1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

ACREF-170A  Internship in Air Conditioning/Refrigeration
60-600 total hours  1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

ACREF-900s  Selected Topics in Refrigeration
DA varies with course content.
Anthropology

ANTHR-005  General Anthropology
54 total hours lecture 3 Units  
Advisory: Eligibility for ENGL-090
An introduction and general overview of the 5 fields of anthropology focusing on the study of human evolution and culture. Topics center on the variety of characteristics which are the product of human existence everywhere. These include: the uniqueness of human learning, evolution of cultural and physical variation, human and non-human primate development, Australopithecus divergence, variations of cultures, human languages and communications, social and family organizations, 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. May not be repeated. SC
LMC: GE: Behavioral Science; DA  
Transfer: UC, CSU Gen. Ed. Area D1, IGETC Area 4A

ANTHR-006  Cultural Anthropology
54 total hours lecture 3 Units  
Advisory: ENGL-100
This course is 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 observations and analysis of cultural traditions, i.e. child-rearing processes, life styles, types and adaptations, social and family organizations, 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. May not be repeated. SC
LMC: GE: Behavioral Science; DA  
Transfer: UC, CSU Gen. Ed. Area D1, IGETC Area 4A

ANTHR-007  Culture Change and Globalization
54 total hours lecture 3 Units  
Advisory: Eligibility for ENGL-100
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. May not be repeated. SC
LMC: GE: Behavioral Science; DA  
Transfer: UC, CSU Gen. Ed. Area D1, E, IGETC Area 4A

ANTHR-098  Independent Study in Anthropology
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ANTHR-900s  Selected Topics in Anthropology  
DA varies with course content.

Appliance Service Tech

APPLI-013  Beginning Electrical Appliances Tech I
72 total hours lecture 3 Units  
Advisory: Concurrent enrollment in APPLI-020, 035 or 036 and ETEC-004; eligibility for ENGL-090
This is an introductory course in electrical appliances for students interested in pursuing a career in Appliance Technology. The student will learn the theory and practice in the diagnosis and repair of major brands of washers, dryers, ranges and dishwashers. The focus will be on understanding the working parts and electrical parts of these appliances, as well as troubleshooting, estimating and proper procedure in making repairs. The latest in computer and electronics technology is applied to home appliances. This is an introductory class in the Appliance Service Technician I Certificate of Achievement (primary an evening program). May not be repeated. SC
LMC: DA  
Transfer: CSU

APPLI-014  Advanced Electrical Appliances Tech I
54 total hours lecture 3 Units  
Advisory: APPLI-013; concurrent enrollment in lab class APPLI-020, 035 or 036; eligibility for ENGL-090
This course is a continuation of APPLI-013 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
**APPLI-015**  Electrical Appliances I  
72 total hours lecture, 18 total hours lab  
**Advisory:** Concurrent enrollment in APPLI-020, 035 or 036; eligibility for ENGL-090  
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 student will learn theory and practice in the diagnosis and repair of major brands of washers, dryers, ranges and dishwashers. The focus will be on understanding the working parts and electrical parts of these appliances, as well as troubleshooting, estimating and proper procedure in making repairs. The latest in computer and electronics technology is applied to home appliances. May not be repeated. SC  
**LMC:** DA  
**Transfer:** CSU

**APPLI-016**  Advanced Electrical Appliances II  
72 total hours lecture, 18 total hours lecture  
**Advisory:** Concurrent enrollment in APPLI-020, 035 or 036; eligibility for ENGL-090  
This is a continuation of APPLI-015 with special attention paid to repairing high efficiency appliances. Emphasis will be on troubleshooting and diagnosing of both gas and electrical/electronic appliances. Servicing techniques will cover the use of computer based information used in the appliance field, wiring diagrams and schematics with application under simulated industry-type conditions. Students will learn theory and practice in the diagnosis and repair of major brands of washers, dryers, ranges and dishwashers. The focus will be on understanding the working parts and electrical parts of these appliances, as well as troubleshooting, estimating and proper procedure in making repairs. The latest in computer and electronics technology is applied to home appliances. Material that is covered will be put into practice in the accompanying lab/shop practice class. May not be repeated. SC  
**LMC:** DA  
**Transfer:** CSU

**APPLI-020**  Electrical Appliance Shop Practice  
54 total hours lab per unit  
**Advisory:** Concurrent enrollment in APPLI-013 or 014 or 015 or 016  
This introductory course in electrical appliances shop practice provides students with the hands-on foundation needed to repair electrical appliances. The course is designed to give a beginning student the shop practice necessary to develop skills in troubleshooting and repairing electrical appliances. The course focuses on practice in the diagnosis and repair of major brands of washers, dryers, ranges, dishwashers and electrical circuit use. The shop provides and atmosphere that simulates conditions in the appliance repair field enabling students to work on various brands of washers, dryers, dishwashers, cooking appliances and shop safety. May be repeated three times. SC  
**LMC:** DA  
**Transfer:** CSU

**APPLI-023**  Basic Refrigeration Tech I  
54 total hours lecture 3 Units  
**Advisory:** Concurrent enrollment in APPLI-020, 035 or 036; eligibility for ENGL-090  
This is an introductory course designed for students in the Appliance Program or anyone wanting to acquire refrigeration theory and diagnosing skills. Basic refrigeration principles and electrical circuits will be covered. This is a basic domestic refrigeration course covering refrigeration principles and theories. The function and operation of each system component and the relationship between those components and electrical circuits will be addressed. Servicing of compressor type refrigeration units and troubleshooting electrical circuits are the major content areas 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/shop practice class. May not be repeated. SC  
**LMC:** DA  
**Transfer:** CSU

**APPLI-024**  Advanced Refrigeration Tech I  
54 total hours lecture 3 Units  
**Advisory:** APPLI-023; concurrent enrollment in APPLI-030, 035 or 036; eligibility for ENGL-090  
This course is a continuation of APPLI-023 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. Emphasis 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. The function and operation of each system component and the relationship between those components and electrical circuits will be addressed. Servicing of standard type compressors systems, variable speed compressors and troubleshooting electrical/electronic circuits are the major content of this course. Material that is covered will be put into practice in the accompanying lab/shop practice class. May not be repeated. SC  
**LMC:** DA  
**Transfer:** CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory Remarks</th>
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<tr>
<td>APPLI-025</td>
<td>Refrigeration I</td>
<td>4</td>
<td>72</td>
<td>Concurrent enrollment in lab class APPLI-020, 035 or 036 and prior or concurrent enrollment in ETEC-004; eligibility for ENGL-090.</td>
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<td>This is a basic refrigeration course covering refrigeration principles and theories. The function and operation of components and electrical circuits will be covered. Servicing of compressor type refrigeration units and troubleshooting of 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. May not be repeated. SC</td>
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<tr>
<td>LMC: DA</td>
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<td>Transfer: CSU</td>
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<tr>
<td>APPLI-026</td>
<td>Advanced Refrigeration II</td>
<td>4</td>
<td>72</td>
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<td>Concurrent enrollment in lab class APPLI-030, 035 or 036; eligibility for ENGL-90.</td>
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<td>This course is a continuation of APPLI-025 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. It will cover the theory and practice in the diagnosis and repair of major brands of refrigerators as well as understanding the operations of mechanical and electrical/electronic components. Servicing of standard type compressor systems, variable speed compressors and troubleshooting electrical/electronic circuits are the major content of this course. Troubleshooting and diagnosing of both mechanical and electrical/electronic 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. May not be repeated. SC</td>
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<tr>
<td>LMC: DA</td>
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<td>Transfer: CSU</td>
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<tr>
<td>APPLI-030</td>
<td>Refrigeration Shop Practice</td>
<td>.5</td>
<td>54</td>
<td>Concurrent enrollment in APPLI-020, 023, 024, or 026.</td>
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<td>This course is designed to give a beginning student the necessary shop skill to make mechanical, system, and electrical repairs on refrigeration units. Troubleshooting is performed in a shop atmosphere simulating conditions in the appliance repair field. Work will include sealed system repairs, brazing equipment, electrical test equipment, proper refrigerant recovery methods, and diagnosis and repair of refrigeration units. Students will work on various brands of refrigerators, freezers, and window air conditioners provided. May be repeated three times. SC</td>
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<tr>
<td>LMC: DA</td>
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<td>Transfer: CSU</td>
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<tr>
<td>APPLI-035</td>
<td>Intermediate Appliance Lab</td>
<td>1-5</td>
<td>54-270</td>
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<td>Concurrent enrollment in APPLI-013, 014, 015 or 016.</td>
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<td>This is an intermediate shop practice course and is a continuation of APPLI-20 and 30 in repairing electrical appliances and domestic refrigeration units. Emphasis will be placed on hands-on applications troubleshooting, diagnosing, estimating and servicing techniques in a simulated industry-type shop environment. The course focuses on practicing the diagnosis and repair of major brands of washers, dryers, ranges, dishwashers and electrical circuits, while emphasizing shop safety. Students in this class will work as group leaders teaching beginning students how to repair appliances in the shop. May be repeated three times. SC</td>
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<tr>
<td>LMC: DA</td>
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<td>Transfer: CSU</td>
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<tr>
<td>APPLI-036</td>
<td>Appliance and Refrigeration Shop Practice Advanced</td>
<td>1-5</td>
<td>54-270</td>
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<td>Concurrent enrollment in APPLI-023, 024, or 026.</td>
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<td>This is a continuation of APPLI-035 and is an advanced shop practice course in repairing electrical appliances, gas appliances and domestic refrigeration units. Students will practice diagnosing and repairing the latest major brands of washers, dryers, ranges, dishwashers, refrigerators and electrical circuits. Emphasis will be placed on developing job skills needed in the appliance field such as troubleshooting, diagnosing, estimating, and providing customer service. Students will learn how to repair brand name washers, dryers, ranges, dishwashers, and refrigeration units. Students will work in a shop atmosphere simulating the conditions found in the appliance repair field. May be repeated three times. SC</td>
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<tr>
<td>LMC: DA</td>
<td></td>
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<td>Transfer: CSU</td>
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<tr>
<td>APPLI-046</td>
<td>Principles and Repair of Microwave Ovens</td>
<td>.5</td>
<td>8</td>
<td>Concurrent enrollment in APPLI-013, 014, or 015.</td>
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<td>This course is designed for students in the appliance program and appliance technicians working in the field. It will cover basic microwave oven concepts, principles of operation, electrical circuitry, electronic controls, high voltage circuits, troubleshooting techniques and safety procedures. Students will learn using the latest models of microwaves and ranges with microwaves integrated into the ovens. Material that is covered in the lecture will be put into practice in the accompanying lab/shop practice class. May be repeated twice. SC</td>
</tr>
<tr>
<td>LMC: DA</td>
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<td></td>
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<td>Transfer: CSU</td>
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APPLI-098  Independent Study in Appliance Service Technology

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

APPLI-170  Occupational Work Experience in Appliance Service Technology

60-600 total hours 1-8 Units

Prerequisite: Approved Application

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA
Transfer: CSU

APPLI-170A  Internship in Appliance Service Technology

60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

APPLI-900s  Selected Topics in Appliance Service Technology

DA varies with course content.

Art

ART-003  Open Studio

72 total hours lab .5-1 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. May be repeated three times. P/NP

LMC: DA

ART-005  The Visual Arts

54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-100

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. May not be repeated. LR

LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A

ART-006  Western Art History I: Art of the Prehistoric and Ancient World (to 350 CE)

54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-100

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from prehistory to 350 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. Includes Egypt and ancient Africa, Mesopotamia and Persia, Greece and the Aegean and Rome. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART-006, 007, 008 or 009) May not be repeated. LR

LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
<th>Advisory</th>
<th>Transfer</th>
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<tr>
<td>ART-007</td>
<td>Western Art History II: Art of the Developing World (350 to 1550)</td>
<td>3 Units</td>
<td>Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 350 to 1550. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Includes Late Roman, Byzantine, Early Medieval, Romanesque, Gothic, Renaissance and Islamic Art. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART-006, 007, 008 or 009). May not be repeated.</td>
<td>Eligibility for ENGL-100</td>
<td>UC, CSU Gen. Ed. Area C1, IGETC Area 3A</td>
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<tr>
<td>ART-008</td>
<td>Western Art History III: Art of the Modern World (1550 A.D. to 1920)</td>
<td>3 Units</td>
<td>Presents art as an aspect of cultures and civilizations from Western Europe and the United States, focusing on the period from 1550 to 1920. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Includes Baroque, Neoclassical, Romantic, Realist, Impressionist, Post-Impressionist and Early Modern Art. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART-006, 007, 008 or 009). May not be repeated.</td>
<td>Eligibility for ENGL-100</td>
<td>UC, CSU Gen. Ed. Area C1, IGETC Area 3A</td>
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<tr>
<td>ART-009</td>
<td>World Art History IV: Modern, Postmodern and Contemporary Art</td>
<td>3 Units</td>
<td>Presents art as an aspect of Western Europe and the United States, focusing on the period from 1920 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/Humanities requirements for general education. Three units of art history are required for all art majors. Students may choose from ART-006, 007, 008 or 009). May not be repeated.</td>
<td>Eligibility for ENGL-100</td>
<td>UC, CSU Gen. Ed. Area C1</td>
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<tr>
<td>ART-010</td>
<td>Introduction to Two-Dimensional Design</td>
<td>3 Units</td>
<td>This is a foundation art course. It presents the processes and discipline of design as applied in two-dimensional forms such as drawing, painting and collage. Focus is placed on the methods, tools, and materials of two-dimensional form presented in theoretical, historical, and cultural contexts. This course is an in-depth exploration of the visual elements, including line, shape, space, texture, value, and color. This foundation course is required for all art majors. &quot;An optional material fee may be applied.&quot; May be repeated three times.</td>
<td>Eligibility for ENGL-090</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>ART-011</td>
<td>Introduction to Three-Dimensional Design</td>
<td>3 Units</td>
<td>An introduction to the visual elements in a three-dimensional design context, including line, mass, volume, color, texture and space. An introduction to the methods and materials of three-dimensional form, including construction in planar materials, both soft and rigid; forming frameworks with wire and other linear materials, modeling, carving, and casting using clay, and using found materials. This is a foundation course, presenting the fundamentals of art upon which all other courses are based, transferable to UC and CSU, and is required for all art majors. &quot;An optional material fee may be applied.&quot; May be repeated three times.</td>
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<td>UC, CSU</td>
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<tr>
<td>ART-012</td>
<td>Design Drawing</td>
<td>3 Units</td>
<td>An art foundation course that introduces drawing as a visualization tool used in the process of design. Focuses on perspective drawing as a means to build the skills necessary for rapid and intuitive, but accurate drawing with application to two or three-dimensional design and problem solving, particular useful for students majoring in product, environmental/architectural and graphic design. Required foundation course for art majors and Certificate of Achievement in Graphic Communications. May be repeated three times.</td>
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<td>UC, CSU</td>
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<tr>
<td>ART-015</td>
<td>Graphic Design</td>
<td>3 Units</td>
<td>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 informational into unified communication concepts. 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. May be repeated three times.</td>
<td></td>
<td>UC, CSU</td>
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</table>
**ART-020 Introduction to Drawing**

36 total hours lecture, 72 total hours lab  
3 Units

**Advisory:** ART-010 or equivalent

This is a studio art course that focuses on basic drawing skills and the conventions of representational, two-dimensional art. Line, shape, value, texture, illusionistic depth, and the figure will be explored using various dry and wet drawing media. Emphasis will be on fundamental skills that the student can use in the development of a personal approach to drawing. Lectures will reflect contemporary and historical uses of drawing and its various applications within the wider field of art. May be repeated three times. LR

LMC: DA
Transfer: UC, CSU

**ART-021 Intermediate Drawing**

36 total hours lecture, 72 total hours lab  
3 Units

**Advisory:** ART-020

This is a studio art course where students begin to use their foundational skills to develop a personal approach to drawing. Line, form, value, texture, and spatial manipulation will be further explored using various dry and wet drawing media, as well as mixed media. Theory and concepts in drawing, such as abstraction, are introduced. Slides and lectures will reflect contemporary and historical uses of drawing as an art form. May not be repeated. LR

LMC: DA
Transfer: UC, CSU

**ART-025 Advertising, Marketing and Publication Design**

36 total hours lecture, 45 total hours lab  
3 Units

**Advisory:** Eligibility for ENGL-090

Studies and practice in the techniques, tools, materials and methodology of layout, including magazines, newspapers, books, brochures and advertisements. Coursework includes the design, layout and publishing of advertising and promotional materials for printed media, with emphasis on the requirements of working with clients, art directors, illustrators, photographers and production artists. Special emphasis is placed on typography and its application, proofreading, and print specification. Instruction is computer-based using industry standard software. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU

**ART-026 Landscape Sketching on Location**

8 total hours lecture, 16 total hours lab  
.5 Unit

**Advisory:** ART-012 or ART-020 or equivalent

Studies and practice in sketching a variety of local landscapes on location, featuring hills/mountains, trees/shrubbery/grass, bodies of water and reflections and atmospheric effects of light, sky, clouds and mist. Students will be prepared for location sketching by lecture/discussion of composition and sketching as processes, appropriate media and techniques, appropriate equipment for travel and outdoor activity and health and safety issues. Students may elect to work in their choice of a variety of media, including pencil, pen, charcoal, pastel or watercolor. May not be repeated. SC

LMC: DA
Transfer: UC, CSU

**ART-027 Introduction to Cartooning**

18 total hours lecture, 54 total hours lab  
3 Units

**Advisory:** ART-012, 020; eligibility for ENGL-090

This introductory course will present and offer practical experience in the basic elements of the cartoon process as it relates to the entertainment industry. Topics include character development, perspective, backgrounds, light and shadow, cartoon anatomy, facial features, emotions, expressions and dynamic movement. Students will also explore the various ways in which cartoons and graphic illustrations are utilized in today's publishing, graphic arts, comic book, toy, and movie industries. May not be repeated. SC

LMC: DA
Transfer: UC, CSU

**ART-028 Intermediate Cartooning**

36 total hours lecture, 54 total hours lab  
3 Units

**Prerequisite:** ART-027

**Advisory:** ART-012, ART-020; eligibility for ENGL-090

Intermediate Cartooning is the second of three courses in the cartooning sequence. This course develops skills presented in the introductory course and focuses on character development. Student work will be directed towards a professional level and can be used to create a portfolio for presentation to publishers in the comic art/illustration field. This course addresses the needs of the current graphic communications industry and students who presently are employed or seek employment in it. Students will continue to explore the various ways in which cartoons and graphic illustrations are utilized in today's publishing, graphic arts, comic book, toy, and movie industries. May be repeated once. SC

LMC: DA
Transfer: UC, CSU

**ART-040 Introduction to Painting**

36 total hours lecture, 72 total hours lab  
3 Units

**Advisory:** ART-010, 012 or 020, ENGL-090

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 a variety of subject matters and styles of painting, which may include still life, landscape, abstraction, fantasy, figure, and portrait studies, as well as the use of applied light and color theory, and composition. Lectures focus on painting from cultural, historical and contemporary perspectives. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU
ART-041 Intermediate Painting
36 total hours lecture, 72 total hours lab 3 Units
Advisory: ART-040
(Formerly ART-045) Continuing studies and practices in tools, materials and techniques of painting in oil, acrylic and watercolor media at the intermediate level. 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. May be repeated twice. SC
LMC: DA
Transfer: CSU

ART-046 Landscape Painting on Location
8 total hours lecture, 40 total hours lab 1 Unit
Advisory: ART-026, ART-040 or equivalent
This course covers the study and practice of 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 use to paint skies, clouds, water, and trees, grasses and shrubbery. Students may use oil or acrylic paint, watercolor, or gouache. May be repeated three times. SC
LMC: DA
Transfer: CSU

ART-047 Color Dynamics in Painting
16 total hours lecture, 20 total hours lab 1 Unit
Studies and practice in color theory, with practical application for oil, acrylic and watercolor 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. May not be repeated. P/NP
LMC: DA
Transfer: CSU

ART-050 Designing with Adobe InDesign
36 total hours lecture, 45 total hours lab 3 units
Advisory: ENGL-090
This course is an exploration of concepts of publishing; with specific application of Adobe InDesign layout software on the Apple-Macintosh computer system. The course will review cover basic operating procedures and will introduce the advanced capabilities of the current version of InDesign. 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. May be repeated three times. SC
LMC: DA
Transfer: CSU

ART-054 Adobe Photoshop
36 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090
An introduction to computer image processing. Studies and practice in the design and execution of photo manipulation, graphics, artwork and illustration using Adobe Photoshop. 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 seek employment in it. May be repeated three times. SC
LMC: DA
Transfer: CSU

ART-057 Designing with Adobe Illustrator
36 total hours lecture, 45 total hours lab 3 Units
Advisory: Eligible for ENGL-090
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 an artistic and technical emphasis, this course addresses the use of vector graphics in both traditional print and the World Wide Web. May be repeated three times. SC
LMC: DA
Transfer: CSU

ART-060 Concepts of Sculpture
36 total hours lecture, 72 total hours lab 3 Units
Advisory: ART-011; eligibility for ENGL-090
This introductory course explores the concepts of sculpture through the use of plaster, metal, wood, and mixed media as expressive and utilitarian mediums. This course will emphasize self expression and development of personal imagery as well as technical aspects of working with these materials. Lab assignments focus on modeling, casting, construction and fabrication techniques. Lectures will highlight the use of these versatile media from contemporary, cultural and historical perspectives. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

ART-063 Raku
54 total hours lab 1 Unit
Advisory: ART-066
This course will focus on the process of Raku firing techniques, both Eastern and Western. Students will design ceramic pieces, glaze and fire their own work, wheel thrown or hand built. May be repeated three times. SC
LMC: DA
Transfer: CSU
ART-066 Introduction to Ceramics
36 total hours lecture, 72 total hours lab 3 Units
Advisory: ART-011; eligibility for ENGL-090
This introductory course that explores the use of clay as an expressive and utilitarian medium. This course will emphasize self expression and development of personal imagery as well as technical aspects of clay. Lab assignments focus on hand building and throwing techniques. Lectures will highlight the use of this versatile medium from contemporary, cultural and historical perspectives. Students will purchase clay and tools; while the price of clay fluctuates, $100.00 will likely be more than adequate to cover costs for the semester. "An optional material fee may be applied." May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

ART-067 Intermediate Ceramics
36 total hours lecture, 72 total hours lab 3 Units
Prerequisite: ART-066 or equivalent course
Advisory: ART-011; eligibility for ENGL-090
This intermediate level course explores the use of clay as an expressive and utilitarian medium. This course will emphasize self expression and development of personal imagery as well as technical aspects of clay. Lab assignments focus on hand building, throwing techniques and glazing. Lectures will highlight the use of the versatile medium from contemporary, cultural and historical perspectives. Students will purchase clay and tools. "An optional material fee may be applied." May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

ART-068 Advanced Ceramics
36 total hours lecture, 72 total hours lab 3 units
Prerequisite: ART-066 or 067 or 069
In this course, students will work with the following techniques to complete two to four assignments: modeling, using the potter's wheel to create multiple vessel forms, slab building, relief and in-the-round carving, and mold-making in plaster and bisque-ware. Based on this experience, students will then complete one to three self-designed assignments in order to create a group of projects that are unified visually, conceptually, or thematically. Students will develop their kiln loading, firing, glazing mixing, and glaze application skills in relation to their own projects and maintain a functional studio setting. In an ongoing self-review process, students discover and develop common themes and concepts that unify their projects into a coherent body of work. May be repeated three times. “An optional material fee may be applied." SC
LMC: DA
Transfer: UC, CSU

ART-069 Ceramic Sculpture
36 total hours lecture, 72 total hours lab 3 Units
Advisory: ART-011; eligibility for ENGL-090
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 students will observe and model the human and animal figure as a way to develop their ceramic technique and artistic expression. Projects will include representational subjects such as studies of the hand, head, and torso, as well as the full figure. Lecture, demonstrations, discussions, and journal writing will cover topics such as anatomy and proportion, historical figure sculptures, and using the figure for personal expression. An optional material fee may be applied. An optional material fee may be applied. May not be repeated. (none) SC
LMC: DA
Transfer: CSU

ART-072 Introduction to Digital Photography
36 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090
This course is a survey of the technical areas of digital photography. This course addresses the use of digital cameras, scanners and computers in capturing high quality photographs. May be repeated once. SC
LMC: DA
Transfer: UC, CSU

ART-074 Photo II: Developing a Personal Vision
36 total hours lecture, 54 total hours lab 3 Units
Prerequisite: ART-072
Advisory: Eligibility for ENGL-090
This course presents a methodical approach to creating high-quality photographs through the advanced study and practice of photography. Coursework includes technical areas of lighting, exposure, and image processing using Photoshop. Additional attention is given developing photographic styles and approaches, and the effect of technology on photographic processes and photography as an artistic medium. May be repeated three times. SC
LMC: DA
Transfer: CSU

ART-085 Introduction to Animation
36 total hours lecture, 72 total hours lab 3 Units
Studies and practice in three-dimensional computer-based animation with emphasis on the definition of, research for, and solutions to animation problems. Includes basic history of animation. Using industry standard routines and analyses, this course develops students’ understanding of motion and visual effects generated in 3D scenes. Special emphasis will be placed on animation styles, production pipelines, and story development. May be repeated three times. SC
LMC: DA
Astronomy

Transfer: UC, CSU

ART-086 Animation and 3D Modeling
36 total hours lecture, 72 total hours lab 3 Units

Studies and practice in three dimensional animations with emphasis on the definition, research, solution to animation and modeling problems. Using industry standard routines and analysis, this course develops students’ understanding of motion and visual effects generated in 3D scenes to develop a demo reel by the end of the course. This course is not about learning "how to" use a specific program but learning the basic 3D modeling and animation concepts to emphasize creativity. Special emphasis will be placed on stylized modeling and animation, production pipelines, and story development. May be repeated three times. SC

LMC: DA
Transfer: CSU

ART-098 Independent Study in Art
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 earned.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ART-170 Occupational Work Experience Education in Art
60-600 total hours 1-8 Units

Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

ART-170A Internship in Art
60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

ASTRO-010 Introduction to Astronomy
54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-100

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 aim 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. May not be repeated. LR

LMC: GE: Physical Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B1 & B3, IGETC Area 5A

ASTRO-011 Astronomy Laboratory
54 total hours lab 1 Unit

Prerequisite: Prior or concurrent enrollment in ASTRO-010
Advisory: Eligibility for ENGL-100

This course provides laboratory experience in astronomical observation. It involves the study of fundamental concepts of astronomy, including investigations of the moon, sun, planets and stars and offers practical experience in the use of telescopes and other tools. ASTRO-010 and ASTRO-011, if both completed, meet the CSU lab science requirement. May not be repeated. LR

LMC: DA
Transfer: UC, CSU Gen. Ed. Area B3, IGETC Area 5A

ASTRO-098 Independent Study in Astronomy
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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ASTRO-900s Selected Topics in Astronomy
DA varies with course content.

Athletics / Physical Education

ATH-006 Fitness for Athletic Competition
54-108 total hours activity 1-2 Units
Advisory: High school athletic experience.
This course is 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

LMC: DA
Transfer: UC, CSU

ATH-008 Strength and Weight Training for Athletes
54 total hours activity 1 Unit
Advisory: High school athletic experience.
This course includes instruction in all elements of weight training for student athletes. It includes weight training 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

LMC: DA
Transfer: UC, CSU

ATH-014 Advanced Volleyball Skills for Athletes
108 total hours activity 2 Units
Advisory: High school volleyball or club experience recommended
This course is designed to prepare the student for competition in the California Community College Volleyball season and upon completion be able to transfer to a 4 year university. Intercollegiate volleyball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU

ATH-026 Advanced Soccer Skills for Athletes
108 total hours activity 2 Units
Advisory: High school soccer or club experience recommended
This course is designed to prepare the student for competition in the California Community College Soccer season and upon completion be able to transfer to a 4 year university. Advanced skills in kicks, dribbles and passes as well as offensive and defensive strategies will be emphasized to prepare the student to excel. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU

ATH-027 Offensive Football Skills and Conditioning
108 total hours activity 2 Units
Advisory: Designed for intercollegiate football participants.
This course is an introduction to fundamentals, techniques and procedures of intercollegiate football with a focus on offensive philosophies. Skill area such as blocking, catching, passing, and route running. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU

ATH-028 Defensive Football Skills and Conditioning
108 total hours activity 2 Units
Advisory: Designed for intercollegiate football participants.
This course is an introduction to fundamentals, techniques and procedures of intercollegiate football with a focus on defensive philosophies. Skill area such as block destruction, turnovers, tackling, and techniques specific to a defensive position will be covered. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU

ATH-046 Advanced Basketball Skills for Athletes
108 total hours activity 2 Units
Advisory: High school basketball or club experience recommended
This course is designed to prepare the student for competition in the California Community College Basketball season and upon completion be able to transfer to a 4 year university. Intercollegiate basketball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated three times. SC

LMC: DA
Transfer: UC, CSU
ATH-062       Advanced Baseball Skills for Athletes
108 total hours activity  2 Units
Advisory: High school baseball or club experience recommended
This course is designed to prepare the student for competition in the California Community College Baseball season and upon completion be able to transfer to a 4 year university. Advanced skills in hitting for power, batting hit-and-run, bunting, fielding, throwing, pitching, catching, and base running will be emphasized to prepare the student to excel. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

ATH-066       Advanced Softball Skills for Athletes
108 total hours activity  2 Units
This course is designed to prepare the student for competition in the California Community College Softball season. Advanced skills in hitting for power, batting hit-and-run, slapping, bunting, fielding, throwing, pitching, catching, and base running will be emphasized to prepare the student to excel. May be repeated three times. SC
LMC: DA
Transfer: CSU, UC

ATH-067       Introduction to Sports Medicine & Athletic Training
36 total hours lecture, 54 total hours lab  3 Units
Advisory: BIOSC-030 or equivalent
This class is 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. This is designed for the prospective coach, athletic trainer, physical therapist, and health and physical educator. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

ATH-076       Intercollegiate Volleyball
180 total hours activity  3 Units
Advisory: High school volleyball or club experience recommended
Intercollegiate volleyball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU

ATH-077       Intercollegiate Football
180 total hours activity  3 Units
Advisory: ATH-006, 008, 027 or 028; High school football experience
Intercollegiate Football provides the opportunity for competition as a member of an LMC team in conference play which includes championship playoffs. May be repeated once. LR
LMC: DA
Transfer: UC, CSU

ATH-079       Intercollegiate Basketball for Men
180 total hours activity  3 Units
Advisory: High school basketball or club experience recommended
Intercollegiate basketball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU

ATH-081       Intercollegiate Baseball
180 total hours activity  3 Units
Advisory: High school baseball or club experience recommended
Intercollegiate baseball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU

ATH-089       Intercollegiate Soccer
180 total hours activity  3 Units
Advisory: High school soccer or club experience recommended
Intercollegiate soccer provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU

ATH-090       Intercollegiate Basketball for Women
180 total hours activity  3 Units
Advisory: High school basketball or club experience recommended
Intercollegiate Women’s Basketball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU
ATH-092  Intercollegiate Softball
180 total hours activity  3 Units
Advisory: High school softball experience recommended
Intercollegiate softball provides the opportunity for competition as a member of an LMC team in conference play, which includes a state championship playoff. Students are eligible to participate for 2 seasons at the community college level. May be repeated twice. SC
LMC: DA
Transfer: UC, CSU

ATH-098  Independent Study in Athletics
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ATH-170  Occupational Work Experience Education in Athletics
60-600 total hours 1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: UC, CSU

ATH-170A  Internship in Athletics
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: UC, CSU

ATH-900s  Selected Topics in Athletics
DA varies with course content.

Automotive Technology

AUTO-035  Automotive Fundamentals
54 total hours lecture, 72 total hours lab  4 Units
Advisory: Eligibility for ENGL-090
The course is designed to give both theory and practical hands-on training for rebuilding and diagnosing four stroke engines. The skills taught include machining, engine rebuilding, and their service and repair. This course is a good foundation for automotive technicians. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-037  Automotive Engine Machining
18 total hours lecture, 90 total hours lab  2.5 Units
Advisory: Eligibility for ENGL-090
The course teaches students how to diagnose, rebuild and machine a modern automotive engine. This course is designed for students seeking a career as an automotive technician. It prepares students for the A.S.E. M1, M2 and M3 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-040  Automotive Engine Diagnosis I
36 total hours lecture, 108 total hours lab  4 Units
Advisory: Eligibility for ENGL-090
This course provides a practical background in the theory, operation, and testing of automotive engine systems and emission control components. This is the first of two courses (AUTO-040 and AUTO-041) designed to familiarize the student with engine systems. It will prepare students for the ASE A-6 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU
AUTO-041 Automotive Engine Diagnosis II
36 total hours lecture, 108 total hours lab 4 Units
Advisory: AUTO-040; eligibility for ENGL-090
This advanced course is the second of two courses on tune-ups and diagnostics. The course is designed to give students the ability to gain and refine the skills necessary to perform engine tune-ups and diagnostic techniques on late model vehicles. The course places emphasis on manufacturer’s standards and procedures required to keep the automobile engine performing within state and federal specifications. It course prepares students for the ASE A-8 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-042 Automotive Brakes
54 total hours lecture, 108 total hours lab 3-4 Units
This course is designed to give students knowledge, and practical skills necessary to troubleshoot, diagnose and repair modern automotive brake and ABS systems. The course places emphasis on manufacturers’ standards, and procedures required to keep the brakes performing within state and federal specifications. This course will prepare the student for the State of California Brake Installer’s License exam and ASE A-5 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-043 Automotive Suspension and Steering
54 total hours lecture, 108 total hours lab 3-4 Units
The course is designed for students to gain and refine the skills necessary to diagnose and repair wheels, tires, shocks, steering, suspension systems and alignment procedures. The course places emphasis on the manufacturers’ standards and procedures. This course will prepare students for the ASE A-4 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-045 Automotive Laboratory Practice
72 total hours lab 1.5 Units
This course is designed for students who want to improve their existing skills. More lab time is very valuable in improving skills to gain employment in the automotive field. Projects will vary depending on the student’s need. Work can include electrical and mechanical diagnosis and repair. Students must be able to perform repairs based on their current knowledge of the repair, with supervision from the instructor. May be repeated three times. P/NP
LMC: DA
Transfer: CSU

AUTO-046 Automotive Electricity and Electronics
36 total hours lecture, 108 total hours lab 4 Units
Advisory: Eligibility for ENGL-090
The course covers automotive electrical principles including reading wiring diagrams, diagnosing electronic components, and using meters/lab scopes. This course is designed for the student seeking a career as an automotive technician as well as the existing technicians who want to expand their knowledge. This course will prepare students to take the California Automotive Lamp Installer’s license and the ASE A-6 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-047 Automotive Heating and Air Conditioning
36 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090
This course is designed to provide students with the knowledge and skills needed to succeed in the field of automotive heating and air conditioning; and retrofitting R12 to R134a systems. This course will prepare students to take the federal exam for a refrigerant handling license and the ASE A-7 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-048 Automatic Transmission and Transaxles
36 total hours lecture, 96 total hours lab 4 Units
This course is designed to provide students with the knowledge and skills to maintain and repair automotive transmission and transaxles, and prepare students for ASE A-2 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-049 Manual Transmission and Differential
36 total hours lecture, 108 total hours lab 4 Units
Advisory: Eligibility for ENGL-090
The course is designed to provide students with the knowledge and ability to diagnose and rebuild a manual transmission, clutch, transaxle, driveshaft and differential. Students will gain knowledge and skill in the theory, operation and inspection of manual transmission and transaxle systems. Students will learn diagnostic skills necessary to trouble shoot, repair and adjust most modern manual transmission and transaxle systems. It will prepare students for the ASE A-5 Examination. May be repeated three times. SC
LMC: DA
Transfer: CSU
AUTO-055 Clean Air Car Course + OBD II
36 total hours lecture, 54 total hours lab 3 Units
Advisory: AUTO-040 and 041
This course is designed for the student seeking a career as a smog technician. Instruction will include troubleshooting, diagnostics, and adjustment of automobile emissions systems 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. It may be repeated three times. SC
LMC: DA

AUTO-056 Advanced Level Smog Training
14 total hours lecture, 22 total hours lab 1 Unit
Advisory: AUTO-055; eligibility for ENGL-090
This course is required by the State of California Bureau of Automotive Repair (B.A.R.) for automotive technicians to complete their education requirements for the state smog license certification. This course provides a practical background in the theory, operation, and testing of automotive engine systems and emission control components. May be repeated three times. SC
LMC: DA
Transfer: CSU

AUTO-057 Smog Update
8 total hours lecture, 12 total hours lab .5 Units
Advisory: AUTO-055; eligibility for ENGL-090
The State of California mandates that all smog technicians renew their licenses every two years. This course is the latest update offered by the California Bureau of Automotive Repair for smog technicians who need to renew their license. May be repeated three times. P/NP
LMC: DA

AUTO-098 Independent Study in Automotive Technology
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

AUTO-170 Occupational Work Experience Education in Automotive Technology
60-600 total hours 1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area E1

BIOSC-005 Health Biology
54 total hours lecture, 18 total hours lab 3 Units
This is an introductory course that covers the biological concepts and principles underlying human health and fitness. The course content includes the basic functions of the human cardiovascular, respiratory, nervous, digestive, immune, and reproductive systems, and the effects of diet, exercise, certain drugs, and stress on these systems. The course includes up-to-date information on biological and medical discoveries related to human health. Issues related to mental health, addiction, and sexually transmitted diseases will also be emphasized. Hands-on mini-lab assignments will serve to demonstrate the alive, exciting concepts. May not be repeated. LR
LMC: GCR: Health Education; DA
Transfer: UC, CSU Gen. Ed. Area E1
BIOSC-007 Environmental Biology
54 total hours lecture, 54 total hours lab  4 Units
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. This course meets the General Education Requirement for Science. May not be repeated. LR
LMC: GE: Biological Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-010 General Biology
54 total hours lecture, 72 total hours lab  4 Units
Advisory: Eligibility for ENGL-090 or higher; MATH-015 or higher
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. 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. This course meets the General Education Requirement for Science. May not be repeated. LR
LMC: GE: Biological Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-020 Principles of Biology: Cellular Processes
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: MATH-030 or equivalent course
Advisory: High School biology, chemistry, BIOSC-010 and/or BIOSC-021
This is an integrated study of the fundamental concepts of biology. Using laboratory methods and techniques, the principles and laws underlying plant and animal life processes are addressed on the molecular and cellular levels. An interdisciplinary approach will be used to treat cytology, biochemical cycles, proteomics, genomics, reproduction, and embryonic development. The critical and creative process of scientific inquiry and the implications of scientific knowledge will be emphasized. Skills in critical thinking, problem solving, and effective learning will be employed throughout the course. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-021 Principles of Biology: Organismal
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: MATH-030 or equivalent course
Advisory: High School biology, chemistry, BIOSC-010 and/or BIOSC-020
This is an integrated study of the vast array of organisms on this planet. It focuses on biological processes and principles that lead to increasing higher levels of organization. The course is centered on three major areas of study: Evolutionary principles, Unity and Diversity of Life and Ecology. Major topics will include: Origin of Life, evolutionary mechanisms, evidence of evolution, speciation, diversity of life; plant form and function; population and community ecology; ecosystems and environmental concerns. Skills in critical thinking, problem solving and effective learning will be presented throughout the course. Laboratory methods, techniques and field work will be included with all major topics. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-030 Introduction to Anatomy and Physiology
54 total hours lecture, 54 total 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. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-040 Human Anatomy
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: BIOSC-030 or equivalent course
Advisory: BIOSC-030 or equivalent course
A comprehensive exploration of gross and microscopic anatomy: from cellular to systems that presents the human body as an integrated organism. Extensive dissections of human cadavers and preserved animal organs will constitute the bulk of the lab. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B

BIOSC-045 Human Physiology
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: BIOSC-040 and CHEM-007 (or another college-level chemistry course)
Advisory: BIOSC-040 and CHEM-007 (or another college-level chemistry course)
A comprehensive exploration of general human physiology beginning with a discussion of the molecular and cellular basis of physiology, followed by an analysis of molecular, cellular, and tissue functions as they relate to each of the systems of the body and the total human organism. Critical and quantitative thinking and problem solving will be emphasized, and modern physiological recording instruments will be utilized extensively to analyze human physiological function. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B2, B3, IGETC Area 5B
BUS-003  Business Math
54 total hours lecture, 18 total hours lab  3 Units
Business Math covers the basic math concepts and applications
needed to succeed in business and to support further business
study. The class is designed to prepare students to develop the
fundamental mathematical problem-solving and critical thinking
skills they will need in their personal and professional lives.
Course covers operations with whole numbers, exponents, in-
tegers/signed numbers, common fractions, decimals, percents,
writing/solving basic algebraic equations, and order of opera-
tions. Using business applications, students will use the math
concepts they learn to solve business problems involving mort-
gages, consumer credit, simple/compound interest, future/
present value of money, annuities and sinking funds, trade and
cash discounts, markup/markdown, payroll, and business statis-
tics. May not be repeated. SC
LMC: DA

BUS-018  Microsoft Excel
54 total hours lecture, 18 total hours lab  3 Units
Advisory: BUS-003 or MATH-012; eligibility for ENGL-090
This is a hands-on computer spreadsheet course that covers funda-
mental to intermediate level MS Excel features and functions
in the Windows environment; Students will produce business
reports, financial statements, budgets, payroll, graphs, etc.) The
class emphasizes spreadsheet design, data analysis, and the use
of Excel as a problem-solving tool for a variety of business ap-
plications in various industries. Students will learn to create pro-
fessional spreadsheets, will develop their problem-solving and
decision-making skills and will increase their MS Windows file
management proficiency. This course prepares students to use
Excel in a variety of college-level courses as well as prepares
them for entry-level employment opportunities. BUS-018 satis-
fies the college’s computer literacy requirement. May not be
repeated. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

BUS-027  Small Business Management
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
This course combines theory with the practical "real world"
aspects of the organization, planning, operation, and manage-
ment of small business in the American free enterprise system.
The course is designed for students who (1) have an idea for
a new venture and have assessed its feasibility or, (2) are now
involved in managing a small business and would like to ex-
and the business or, (3) are involved in managing a depart-
ment/division of an existing medium to large sized enterprise.
In this course, emphasis is placed on managing a business or
department through careful planning. Students will write a busi-
ness plan, and learn how to implement the plan. May not be
repeated. SC
LMC: DA
Transfer: CSU

BUS-029  QuickBooks
27 total hours lecture, 27 total hours lab  2 Units
Advisory: BUS-181 or BUS-186, BUS-185, and BUS-018; eligibil-
ity for ENGL-090
This two-unit course introduces QuickBooks accounting soft-
ware. QuickBooks is an easy-to-use commercial accounting sys-
tem for small to medium size businesses. Topics include how to
invoice customers for services and merchandise; how to order
and track products; how to enter and pay vendors’ bills; how to
make deposits and reconcile bank accounts; how to generate
company reports and graphs; and how to set up a new company
or to computerize an existing company. May be repeated three
times. SC
LMC: DA
Transfer: CSU
### Business Courses

#### BUS-035  Microsoft Office
- **54 total hours lecture, 18 total hour lab**
- **3 Units**
- **Advisor:** Eligibility for ENGL-090
- This course is a skills/performance-based class. Students learn the basic and intermediate features of spreadsheet, graphic presentation software to solve common business problems, and to create common business and personal documents. The Microsoft Office Suite includes Word, Excel, and PowerPoint. May not be repeated. SC
- **LMC:** GCR: Computer Literacy; DA
- **Transfer:** CSU

#### BUS-035A  Microsoft Word
- **18 total hours lecture, 27 total hours lab**
- **1.5 Units**
- **Advisor:** Eligibility for ENGL-090
- This course is a skills/performance-based class. Students learn the basic and intermediate features of Word processing programs - Microsoft Word. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-035B  Microsoft Excel
- **18 total hours lecture, 27 total hours lab**
- **1.5 Units**
- **Advisor:** COMSC-060, or prior microcomputer applications experience
- A Specialized microcomputer applications course in electronic spreadsheet using Microsoft Excel. May be repeated three times. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-035C  Microsoft Powerpoint
- **18 total hours lecture, 27 total hours lab**
- **1.5 Units**
- **Advisor:** Eligibility for ENGL-090
- This course focuses on creating common business and personal presentations. Students learn how to create and edit slide shows; enhance slides with sound, graphics, and animation; create and use custom templates, and prepare presentations for various types of delivery. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-045  Office Accounting Essentials
- **54 total hours lecture, 18 total hours lab**
- **3 Units**
- **Advisor:** Completion of other courses in the Certificate- BUS-018, BUS-080 & BUS-181; BUS-003; eligibility for ENGL-090
- This course focuses on the Payables, billing and payroll cycles: purchase order creation, receiving, vendor invoice verification, coding, and payment; customer billing, credit, and collections; preparation of gross payroll, deductions, net pay, employer's taxes, journal entries, and tax deposits; preparation of monthly, quarterly and annual tax statements/reports; corrections to tax statements; electronic tax deposits; and compliance record keeping. Both federal and California compliance topics are covered, alone with the accompanying forms. Some industry specific issues are also addressed; prevailing wage, union fringe benefits, tips, and self-employment. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-047  Office Procedures
- **54 total hours lecture**
- **3 Units**
- **Advisor:** Prior or concurrent enrollment in BUS-051
- This course covers basic procedures: time management, organizational skills, telephone etiquette, business correspondence, job search techniques, resume writing and job interviews. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-051  Computer Keyboarding
- **9 total hours lecture, 18 total hours lab**
- **1 Unit**
- This course enables the student to develop the skills necessary to operate the computer keyboard with ease and by "touch," and to develop a net typing speed of up to 30 gross words per minute. May be repeated three times. SC
- **LMC:** DA
- **Transfer:** CSU

#### BUS-055  Typing Speed/Accuracy Development
- **9 total hours lecture, 18 total hours lab**
- **1 Unit**
- **Advisor:** Demonstrated keyboarding speed of 30 GWAM (gross words a minute)
- This course is designed to improve typing skills (keyboard proficiency, typing speed and accuracy) through individualized skill analysis and drills designed to correct keyboarding weaknesses. The course also includes numerous five minute timed writings to prepare student for “pre-employment” testing. May be repeated three times. SC
- **LMC:** DA
BUS-058  Business English
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
This course emphasizes 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 and by analyzing business e-mail, memos, letters, and other types of routine business correspondence. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-059  Business Communications
54 total hours lecture  3 Units
Advisory: Prior or concurrent enrollment in BUS-058 or equivalent; eligibility for ENGL-090
Presents theory and practical application of effective written and oral communications; students learn to compose e-mail, letters, memos, and reports; learn to network and identify other successful job search strategies, prepare resumes and improve interviewing skills, learn to be a successful and productive team member and leader. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-065  Introduction to Word Processing
54 total hours lecture, 18 total hours lab  3 Units
Advisory: BUS-051 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. May not be repeated. Satisfies Computer Literacy requirement. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

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-081 and BUS-082. May be repeated three times. P/NP
LMC: DA
Transfer: CSU

BUS-081  Office Accounting Essentials - Accounts Receivable / Accounts Payable
54 total hours lecture, 18 total hours lab  3 Units
Advisory: This class should be taken after completing the other courses in the certificate. BUS-018, BUS-080, BUS-181 and BUS-003
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. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-082  Payroll I
54 total hours lecture, 18 total hours lab  3 Units
Advisory: This class should be taken after completing the other courses in the certificate. BUS-018 & BUS-080, BUS-181 and BUS-003
This course enables 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. The 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. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-083  Basic CPT and ICD-9CM Coding
54 total hours lecture, 18 total hours lab  3 Units
Advisory: BUS-086; eligibility for ENGL-090
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. May not be repeated. SC
LMC: DA
Transfer: CSU
BUS-084 Medical Office Procedures/Records Management
27 total hours lecture, 27 total 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 to prepare them for a career in the medical office. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-086 Medical Terminology
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
This course focuses on analysis of medical terms by body system incorporating structure, system, and basic anatomy, physiology, and disease processes. Emphasis is placed on spelling, usage, and pronunciation of medical terms. May not be repeated. LR
LMC: DA
Transfer: CSU

BUS-087 Medical Transcription I
36 total hours lecture, 54 total hours lab 3 Units
Advisory: BUS-086; eligibility for ENGL-090; word processing at 40 wpm
This course is an introduction to the practice of medical transcription. Students learn to apply special formatting and learn additional medical terminology while transcribing dictation for a variety of medical specialties. Using industry-standard tools and reference materials, students learn to type, proofread, and edit medical reports for accuracy. HIPAA regulations and the confidentiality of medical documents are emphasized. May be repeated three times. SC
LMC: DA
Transfer: CSU

BUS-088 Patient Billing/Accounting
36 total hours lecture, 18 total hours lab 2 Units
Advisory: Eligibility for ENGL-090
This course prepares students to work in a health care practice. Students learn how to 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 not be repeated. SC
LMC: DA
Transfer: CSU

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 ethical concepts and their application to a variety of medical settings. The course introduces the complex legal, moral, and ethical issues facing medical office workers. Topics include an introduction to law and ethics, medical record legalities, workplace legalities, bioethical issues, and interpersonal relationships in the health care field. Upon completion, students should be able to meet the legal and ethical responsibilities of a skilled healthcare professional. May not be repeated. SC
LMC: DA
Transfer: CSU

BUS-090 Advanced Patient Billing
36 total hours lecture, 18 total hours lab 2 Units
Advisory: Eligibility for ENGL-090
Students will receive enhanced training in medical office procedures using a Patient Management System (i.e. MediSoft) preparing them 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. May not be repeated. SC
LMC: DA
Transfer: CSU

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 workplace. May not be repeated. P/NP
LMC: DA
Transfer: CSU

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. May not be repeated. P/NP
LMC: DA
Transfer: CSU

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,
BUS-095  Developing Customer Service Satisfaction  
8 total hours lecture  
.Advisory: Eligibility for ENGL-090  
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. May not be repeated. P/NP  
LMC: DA  
Transfer: CSU  

BUS-096  Time Management and Goal Setting  
8 total hours lecture  
.Advisory: Eligibility for ENGL-090  
This eight-hour course is designed to teach the basic elements of goal setting and time management through discussion and practical application of managing an individual’s personal and professional time. May not be repeated. P/NP  
LMC: DA  
Transfer: CSU  

BUS-098  Independent Study in Business  
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.) May be repeated three times. SC  
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  

BUS-109  Introduction to Business  
54 total hours lecture  
.Advisory: Eligibility for ENGL-090  
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. May not be repeated. SC  
LMC: DA  
Transfer: UC, CSU  

BUS-160  Personal Finance  
54 total hours lecture, 18 total hours lab  
3 Units  
.Advisory: BUS-003 or MATH-015; eligibility for ENGL-090  
This is an introductory personal finance course designed to help students become financially literate and to teach decision making strategies integral in controlling one’s financial destiny. The course covers the following topics: steps in building a personal financial plan; goal setting; budgeting; evaluating financial institutions’ services; consumer credit; life’s major purchases; insurance types, needs and products; investing basics, equity and debt vehicles; income tax strategies; and retirement and estate planning. May not be repeated. SC  
LMC: DA  
Transfer: CSU  

BUS-170  Occupational Work Experience Education in Business  
60-600 total hours  
1-8 Units  
Prerequisite: Approved Application  
.Advisory: Eligibility for ENGL-090  
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC  
LMC: DA  
Transfer: CSU  

BUS-170A  Internship in Business  
60-600 total hours  
1-8 Units  
Prerequisite: Approved application and meet program guidelines  
.Advisory: Eligibility for ENGL-090  
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC  
LMC: DA  
Transfer: CSU
### Business

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS-181</td>
<td>Accounting: Applied Principles</td>
<td>54</td>
<td>3</td>
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<tr>
<td></td>
<td>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. May not be repeated.</td>
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<td>Advisory: BUS-003; eligibility for ENGL-090</td>
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<tr>
<td>BUS-185</td>
<td>Computer Assisted Accounting</td>
<td>36</td>
<td>3</td>
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<td>A hands-on, 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. May be repeated three times.</td>
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<td>Advisory: BUS-018; BUS-181 or BUS-186; eligibility for ENGL-100</td>
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<tr>
<td>BUS-186</td>
<td>Financial Accounting</td>
<td>72</td>
<td>4</td>
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<td>This course explores financial accounting, its importance and use by investors and creditors to make decisions. It covers the accounting information system and the recording and reporting of business transactions focusing on the accounting cycle, the application of generally accepted accounting principles, classified financial statements, and statement analysis. Issues related to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal control and ethics are included. May not be repeated.</td>
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<td>Advisory: BUS-181, MATH-012 or BUS-003; eligibility for ENGL-090</td>
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<tr>
<td>BUS-187</td>
<td>Managerial Accounting</td>
<td>72</td>
<td>4</td>
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<td>This course continues the study of accounting theory with special emphasis on the types of accounting information used by managers, sources of information, and how managers use this information to make business decisions. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, capital budgeting, and statement analysis. May not be repeated.</td>
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<td>Prerequisite: BUS-186</td>
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<td>Advisory: MATH-012 or BUS-003; eligibility for ENGL-090</td>
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<td>BUS-285</td>
<td>Tax Accounting</td>
<td>54</td>
<td>3</td>
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<td>A course in income tax preparation and the Internal Revenue Code. Designed for the individual interested in the preparation of basic income tax returns for individuals, partnerships, and corporations, as well as those seeking an understanding of the Internal Revenue Code for use in business. May not be repeated.</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<tr>
<td>BUS-294</td>
<td>Business Law</td>
<td>54</td>
<td>3</td>
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<td>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. May not be repeated.</td>
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<td>Advisory: BUS-109; eligibility for ENGL-100</td>
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<tr>
<td>BUS-900s</td>
<td>Selected Topics in Business</td>
<td>DA</td>
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<td></td>
<td>DA varies with course content.</td>
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</table>

### Chemistry

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM-006</td>
<td>Introduction to Inorganic and Physical Chemistry</td>
<td>54</td>
<td>4</td>
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<tr>
<td></td>
<td>An introduction to inorganic chemistry and physical concepts relevant to chemistry, focused toward the understanding of structure and properties of matter. Topics include scientific measurements, metric units, unit conversions, atomic structure, naming chemical compounds, types of chemical reactions, chemical formulas, mole, stoichiometry, chemical bonding, gases, solutions and acid-base chemistry. May not be repeated.</td>
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<td></td>
<td>Prerequisite: MATH-025 or one year high school algebra</td>
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<td>LMC: DA</td>
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<td>Transfer: UC, CSU</td>
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<tr>
<td>CHEM-007</td>
<td>Introduction to General, Organic and Biochemistry</td>
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<td>4</td>
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<td>This course is a one-semester survey of the principles of general, organic, and biochemistry. Satisfies the chemistry prerequisite of health career programs requiring only one semester of chemistry, including most nursing programs at CSUs and four-year colleges. It is one option to fulfill the chemistry prerequisite for LMC Microbiology (BIOSC-050). May not be repeated.</td>
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<td></td>
<td>Prerequisite: MATH-025 or its equivalent or one year of high school algebra</td>
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<td>LMC: DA</td>
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<td></td>
<td>Transfer: CSU Gen. Ed. Area B1, B3, IGETC Area 5A</td>
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</tbody>
</table>
CHEM-008  Introduction to Organic and Biological Chemistry
54 total hours lecture, 72 total hours lab  4 Units
Prerequisite: CHEM-006
CHEM-008 provides a focused introduction to the chemistry of living things. Organic chemistry (the study of carbon compounds) is linked to biochemistry (the chemical basis of life) through the relationship of molecular structure and function. This course will survey the physical and chemical properties of organic compounds and discuss the structure and function of cellular components such as proteins, carbohydrates, lipids, nucleic acids, and other biomolecules. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. area B1, B3, IGETC Area 5A

CHEM-025  General College Chemistry
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: High school chemistry or CHEM-006, MATH-030.
CHEM-025 is the first semester of a one year course and fulfills the general chemistry requirement for students in chemistry, engineering, life science, physics, pre-dental, and pre-medical programs. Students will gain knowledge in the foundations of atomic and molecular structure, nomenclature, physical and chemical changes of matter, fundamentals of chemical reactivity, chemical bonding, and the properties of gases. Throughout the course, skills in critical thinking, problem-solving, and effective learning will be developed. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. area B1, B3, IGETC Area 5A

CHEM-026  General College Chemistry
54 total hours lecture, 126 total hours lab  5 Units
Prerequisite: CHEM-025 or equivalent
CHEM-026 is the second semester of a one year course and fulfills the general chemistry requirement for students in chemistry, engineering, life science, physics, pre-dental, and pre-medical programs. Topics include solutions, equilibrium, acids and bases, kinetics, thermodynamics, electrochemistry, coordination chemistry, nuclear, organic and biological chemistry. Laboratory emphasizes quantitative techniques, including instrumentation, and qualitative analysis. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. area B1, B3, IGETC Area 5A

CHEM-028  Organic Chemistry
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: CHEM-026
CHEM-028 is a study of the physical and chemical properties of organic compounds. The principles and practice of common synthetic and analytical procedures will be introduced. This is the first semester of a two-semester Organic Chemistry sequence. CHEM-028 explores the chemistry of alkanes, alkenes, alkynes, and alkyl halides, along with stereochemistry and modern techniques of spectroscopy. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. area B1, B3, IGETC Area 5A

CHEM-029  Organic Chemistry
54 total hours lecture, 108 total hours lab  5 Units
Prerequisite: CHEM-028
CHEM-029 is a study of the physical and chemical properties of organic compounds. The principles and practice of common synthetic and analytical procedures will be introduced. This is the second semester of a two-semester Organic Chemistry sequence. CHEM-029 explores the chemistry of aromatics, alcohols, ethers, aldehydes, ketones, carboxylic acids & derivatives, carbonyl substitution & condensation reactions, and selected biomolecules. The techniques of instrumental analysis that were introduced in CHEM-028 will be further explored in the context of these new organic families. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

CHEM-098  Independent Study in Chemistry
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

CHEM-900s  Selected Topics in Chemistry
DA varies with course content.
Child Development

CHDEV-001  Introduction to the Study of Early Childhood Education
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
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. Components of quality early education programs such as environments, appropriate practices and family partnerships will be addressed. Students will also compare types and models of early childhood programs. Required for Child Development Majors. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-010  Child Growth and Development
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors while studying developmental theories and research methodologies. Students will observe children, evaluate individual differences and analyze characteristics of development at various stages. May not be repeated. SC
LMC: GE: Behavioral Sciences; DA
Transfer: UC, CSU Gen. Ed. Area D7, E, IGETC Area 4G

CHDEV-011  Observation and Assessment
54 total hours lecture 3 Units
Prerequisite: CHDEV-010
Advisory: Eligibility for ENGL-100
This course focuses on the role of observation to support children's growth and development in early childhood programs. Various observation methods are used to complete assessments (including an individual child’s DRDP-R and a classroom assessment), create individual children’s learning plans, develop a classroom improvement plan and provide written family feedback. Appropriate use of assessments and rating systems, the value of portfolios and children's authentic work samples, successful observation strategies, observing learning through plan, working in partnership with families, supporting children with special needs, supporting a child’s culture and home language, and confidentiality are values that underpin all discussions and class assignments. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-012  Parenting Seminar A
36 total hours lecture, 27 total hours lab 2.5 Units
Advisory: Eligibility for ENGL-090
This course is a parenting course that covers relationship-based discipline strategies, basic childhood nutrition, early math, language, literacy development and strategies, as well as a range of resources that parents can use to support their child and family. Students are required to have a TB clearance. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-013  Parenting Seminar B
36 total hours lecture; 27 total hours lab 2.5 Units
Advisory: Eligibility for ENGL-090
This course is one of two courses designed specifically for parents and families. Parenting Seminar B covers interaction strategies for supporting children’s self-esteem, creating a vision for family and developing parenting goals, the process of parenting, and current research on child development including the importance of play, family relationships, positive discipline and other current issues related to parenting. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-020  Child, Family and Community
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This course examines the development of a psycho-social understanding of the child as a member of the family and as part of the community; patterns of family living in contemporary society; roles and interrelationships; diversity in both the family, community and the issues that go along with it. Required for CHDEV majors. Satisfies Dept. of Social Services Category II. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area D7

CHDEV-022  Relationship-Based Discipline Strategies for Children
36 total hours lecture 2 Units
Advisory: Eligibility for ENGL-090
The course is designed for students who work with or interact with children in a classroom or family setting. Students will learn how to differentiate between compliance and relationship-based discipline methods, implement relationship-based discipline strategies, and identify children’s needs based on Maslow’s Hierarchy of Needs. Other topics covered include brain development, rewards and praise, and conflict resolution. May not be repeated. SC
LMC: DA
Transfer: CSU
CHDEV-023  Positive Discipline for the Young Child
18 total hours lecture 1 Unit
Advisory: Eligibility for ENGL-090
This course focuses on positive discipline approaches for early childhood programs. Age appropriate strategies that promote children's self control and self esteem will be covered. The difference between punishment and discipline will be explored. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-025  Creative Art for Young Children
36 total hours lecture 2 Units
Advisory: Eligibility for ENGL-090
Focus is on the young child and the creative art process. This course will include the study of stages of art development, the domains of development related to creative art, creativity and artistic expression, appropriate art materials, the role of the environment, and creative art's role in an integrated curriculum. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-027  Art and the Creative Process for Young Children
36 total hours lecture 2 Units
Advisory: Eligibility for ENGL-090
This course ties together the foundations of the creative process, information about the fine arts and applications for creative teaching. A consideration of the role of multiple intelligences and creativity will be explored. Through observational case study, collaborative projects, and hands-on art experiences and demonstrations, students will gain experience in integrating creativity into all aspects of teaching young children. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-028  Learning Environments that Support Art and the Creative Process
36 total hours lecture 2 Units
Advisory: Eligibility for ENGL-090
This class will look closely at the impact of the classroom environment (indoors and outdoors) on children's creativity and learning. The course looks at how to build an environment that is conducive to experimentation with fine arts while promoting integrated learning across the curriculum. Further study will look at how to provoke wonder, curiosity, and critical thinking skills through environmental design and context. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-032  Caring for and Educating School Age Children
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
This course covers the social, emotional, physical and cognitive development of the school age child ages five through twelve. A focus on culturally relevant differentiated curriculum and environmental design to meet the needs of all children, including those with special needs will incorporated. Students will develop strategies to guide and support children's behavior based on individual needs. Careers working with school age children will also be explored. This course meets the requirement of a School age course for the Child Development Permit Matrix with School Age Emphasis. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-033  Developmentally and Culturally Appropriate Practice for the School Age Child
54 total hours lecture 3 Units
Advisory: Concurrent enrollment in CHDEV-170A
This course is an exploration of program design and curriculum planning for school-age child care programs. In depth topics of study are developmentally and culturally appropriate practice related to routines; the classroom environment; curriculum planning; family partnerships; and health, safety and nutrition. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-040  Infant and Toddler Care and Development
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
This is one of two courses to meet the Infant Toddler Specialization for the Child Development Permit. This course covers growth and developmental milestones of infants and toddlers. Components of providing quality group care for the very young, including developmentally appropriate practices, the design of effective environments, staff characteristics, and activities which encourage development are included. Satisfies Department of Social Services category IV. May not be repeated. SC
LMC: DA
Transfer: CSU

CHDEV-041  Developmentally Appropriate Practices for Infants and Toddlers
54 total hours lecture 3 Units
Advisory: CHDEV-040; eligibility for ENGL-090
This is one of two courses to meet the Infant Toddler Specialization for the Child Development Permit. This course covers quality infant and toddler care components including daily caregiving routines, primary care-giving, developmentally appropriate environments, Program for Infant Toddler Caregivers (PITC) and Resources for Infant Educators (RIE) curriculum models as well as establishing partnerships with families through culturally responsive interactions. This course satisfies the Department of Social Services (DSS) category IV. May not be repeated. SC
LMC: DA
Transfer: CSU
CHDEV-050  Teaching in a Diverse Society  
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-100
Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms, and teaching. Various inclusive classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias and multicultural approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. May not be repeated.  SC
LMC: DA
Transfer: CSU

CHDEV-055  Introduction to Children with Special Needs  
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
This is one of two courses to meet the Children with Special Needs Specialization for the Child Development Permit. The course focuses on learning about young children with developmental disabilities and those who are at risk. It will include discussions of the following: special education laws, special education terminology, typical and atypical patterns of development, specialized services and contemporary issues and challenges. Several class sessions will be devoted to the understanding of developmental delays and specific disabilities, such as, autism, sensory impairments, and the effects of pre-natal substance exposure. May not be repeated.  SC
LMC: DA
Transfer: CSU

CHDEV-057  Developmentally Appropriate Practices for Children with Special Needs  
54 total hours lecture  3 Units
Advisory: CHDEV-055; eligibility for ENGL-090
This is one of two courses to meet the Children with Special Needs Specialization for the Child Development "Permit". The course focuses on learning to work with children with disabilities in inclusive, early childhood and special education settings. It will include discussions of the following: assessments and curriculum; teaching methods, techniques and instructional strategies; adapting materials and activities for children with disabilities; managing challenging behaviors; adapting the physical environment; and working with parents, therapists and specialists. May not be repeated.  SC
LMC: DA
Transfer: CSU

CHDEV-062  Curriculum Foundations for the Young Child  
54 total hours lecture  3 Units
Advisory: CHDEV-001 or CHDEV-010; eligibility for ENGL-100
This course examines the role of curriculum in early childhood settings. Students will learn about different curriculum models and how to plan, implement and document curriculum that is developmentally appropriate. Students will plan and implement learning experiences in the areas of art, math, science and language arts as well as practicing group times. Key components include principles of curriculum development, environment design, play, family involvement, observation and documentation. May not be repeated.  SC
LMC: DA
Transfer: CSU

CHDEV-065  Heath, Safety, and Nutrition in Early Childhood Programs  
54 total hours lecture  3 Units
Prerequisite: CHDEV-001
Advisory: Eligibility for ENGL-090
This course provides an introduction to the laws, standards, policies, procedures, and curriculum related to child health safety and nutrition in educational settings. The key components that ensure physical health, mental health, and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. There is a focus on integrating the concepts into everyday planning and practices in programs for young children. May not be repeated.  SC
LMC: DA
Transfer: CSU

CHDEV-076  Introduction to Foster Parenting  
27 total hours lecture  1.5 Units
Advisory: Eligibility for ENGL-090
This course is designed for those who are interested in becoming foster/adoptive parents or working with foster youth from birth through eighteen years. This class covers the role of Children and Family Services with foster and adoptive youth placement, the domains of child development, and the impact of abuse and neglect on attachment and bonding. Additional issues covered are working with the birth parents of the foster child, the changes of family dynamics when a child enters the family and working with foster children in early childhood programs. This course is required by Children and Family Services to become a foster or adoptive parent in Contra Costa County. May not be repeated.  P/NP
LMC: DA
Transfer: CSU
### CHDEV-077  Working with Drug-Exposed Children
**Birth to 5 Years Old**

36 total hours lecture  
2 Units

**Advisory:** Eligible for ENGL-090

This class is intended for those who are parenting, interested in, or are currently working with drug exposed children ages birth through 5. Covers normal infant development, as well as problems to be aware of when working with children at risk. Some of the issues covered include working with the Foster Care system, understanding the addiction and recovery process, HIV in mothers and babies, effects of drugs and alcohol on the developing fetus, sudden infant death, infant massage, and infant nutrition. May not be repeated. P/NP

LMC: DA  
Transfer: CSU

### CHDEV-081  Parents as Partners in Early Childhood Education

27-54 total hours lab  
.5-1 Unit

**Advisory:** CHDEV-012 and/or CHDEV-013

This course supports parents as being active partners in their child's education. Students will learn strategies to support their child's cognitive, language, physical, social, emotional and literacy development in an educational setting. May be repeated three times. P/NP

LMC: DA  
Transfer: CSU

### CHDEV-083  Field Experience in Early Childhood Programs

54-162 total hours lab  
1-3 Units

**Advisory:** CHDEV-001 and 010 strongly recommended; eligibility for ENGL-090

This course is designed for students needing to complete experience requirements for the State of California Child Development Permit and California Community Care Licensing. Students will receive guidance and supervision from qualified mentor teachers in licensed early childhood programs as they gain direct hands-on experience guiding and teaching children from infancy to 12 years of age. This course meets the Child Development Permit requirement for supervised college teaching and is required for the Certificate of Achievement and the A.S. degree in Child Development. May be repeated three times. SC

LMC: DA  
Transfer: CSU

### CHDEV-090  Student Teaching Practicum in Early Childhood Education

36 total hours lecture, 108 total hours lab  
4 Units

**Prerequisite:** CHDEV-001, 010, 011, 020, 050, 062, and 083.

**Advisory:** Eligibility for ENGL-100

Students will engage in a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences with young children to make connections between theory and practice, to develop professional behaviors, and to build comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching/learning/assessment; and knowledge of developmentally appropriate and culturally relevant curriculum content will be emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children. May not be repeated. LR

LMC: DA  
Transfer: CSU

### CHDEV-092  Adult Supervision / Mentor Teacher Training

36 total hours lecture  
2 Units

**Prerequisite:** CHDEV-010

**Advisory:** Eligibility for ENGL-100

This course meets the two-unit requirement for adult supervision under the California Child Development Permit Matrix for the Master Teacher or Site Supervisor or Program Director. It is also required for teachers who want to become community-based mentors for LMC students in field placement coursework. Students will learn principles of and effective strategies to mentor and coach teachers and aides in the early childhood workforce. May not be repeated. SC

LMC: DA  
Transfer: CSU

### CHDEV-095  Administration of Early Childhood Programs

54 total hours lecture  
3 Units

**Prerequisite:** CHDEV-001

**Advisory:** Eligibility for ENGL-100

This course covers the basic principles and practices of administering an early childhood program. Major topics include types of programs, nutrition and menu planning, budgeting, staffing, Federal and State regulations and requirements and creating safe learning environments. This course is required for the Children’s Center Supervision Permit from the State of California and satisfies the Department of Social Services Category UI requirement. May not be repeated. SC

LMC: DA  
Transfer: CSU

### CHDEV-096  Staff Development and Leadership in Early Childhood Programs

54 total hours lecture  
3 Units

**Prerequisite:** CHDEV-010

**Advisory:** Eligibility for ENGL-100

This course is one of a two part series covering the administration and supervision components of directing an early childhood program. This course covers effective practices to supervise, manage and lead and early childhood program. Topics include consensus building, shared decision making, mission and vision statements, supervisory styles, time management, delegation, motivation, communication, and conflict. CHDEV-096 satisfies the Department of Social Services Category IV requirement and is one of the courses needed for the California Commission on Teacher Credentialing Children’s Center Supervision Permit. May not be repeated. SC

LMC: DA  
Transfer: CSU
CHDEV-098  Independent Study in Child Development

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

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

CHDEV-170 Occupational Work Experience Education in Child Development

60-600 total hours  1-8 Units

Prerequisite: Approved Application

Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA

Transfer: CSU

CHDEV-170A  Internship in Child Development

60-600 total hours  1-8 Units

Prerequisite: Approved Application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready for on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA

Transfer: CSU

CHDEV-900s  Selected Topics in Child Development

DA varies with course content.

Chinese

CHIN-030  Elementary Chinese I

90 total hours lecture  5 Units

Advisory: Eligibility for ENGL-090

This course is the first semester of Mandarin Chinese. It covers a visual/oral/aural approach to understanding, speaking, reading and writing Chinese with a focus on pronunciation of the four tones. The content which includes greetings, counting, telling time, names for family members is infused with the rich Chinese culture. This course is equivalent to two years of high school Chinese. May not be repeated. SC

LMC: DA

Transfer: UC, CSU, IGETC Area 6, CSU GE Area C2

CHIN-040  Elementary Chinese II

90 total hours lecture  5 Units

Prerequisite: CHIN-030 (or two years high school Chinese)

Advisory: Eligibility for ENGL-090

This course is the second semester of Mandarin Chinese. It covers a visual/oral/aural approach to understanding, speaking, reading and writing Chinese with a focus on the Pinyin System of pronunciation. The content which includes expressing preferences, negations, affirmations, and sports vocabulary is infused with the rich Chinese culture. This course is equivalent to two years of high school Chinese. May not be repeated. SC

LMC: DA

Transfer: UC, CSU GE Area C2, IGETC Area 6

CHIN-098  Independent Study in Chinese

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.) May be repeated for three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

CHIN-900s  Selected Topics in Chinese

DA varies with course content.
COMSC-010 Introduction to Computer Networking
27 total hours lecture, 36 total hours lab 2 Units
Advisory: Eligibility for ENGL-100
Introduction to Computer Networking is intended for students considering careers in the networking field and individuals looking to understand and apply networking concepts in business or home environment. By solving "real world" problems, students will develop an understanding of networking standards and protocols while being guided step-by-step through software and hardware configurations. No previous networking experience is necessary; however students should have knowledge of basic computer practices. May be repeated twice. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

COMSC-012 Introduction to Network Security
27 total hours lecture, 36 total hours lab 2 Units
Advisory: Eligibility for ENGL-100
This course is an introduction to the security issues of today's computer networks, specifically the Internet. Concepts covered in the course (including TCP/IP, encryption, worms, viruses, hacking, and denial of service attacks) can be applied to home networking as well as large-scale enterprise networking. Student learning includes real-world activities. May be repeated twice. SC
LMC: DA
Transfer: CSU

COMSC-030 Web Site Development-Part I
27 total hours lecture 1.5 Units
Advisory: Eligible for ENGL-090
This course will teach students how to program web pages for the Internet using HTML and XHTML, and other web software programs. Understanding the structure of HTML and XHTML is essential to edit and troubleshoot web sites. The course also includes web site design and layout, how Internet web sites perform, and how to create a web site for a business, eBay, educational, a nonprofit organization, or personal use. May not be repeated. SC
LMC: DA
Transfer: CSU

COMSC-031 Web Site Development - Part II
27 total hours lecture 1.5 Units
Advisory: COMSC-030 or have experience with the Internet or experience with web-development
This course is an introduction to different web designing software programs used to design a web site. It covers the layout and organizing of content, photos, video, sounds and graphics on a web page, selecting a domain name, finding a web host, and how to upload web pages to the Internet. Students will design a web site for their business, educational, non-profit, or personal use. May not be repeated. SC
LMC: DA
Transfer: CSU

COMSC-032 Web Site Development-Dreamweaver/Flash
54 total hours lecture 3 Units
Advisory: COMSC-030 and 031 or experience with web development; eligibility for ENGL-090
This course teaches students how to design a professional-looking website integrating two web designing software computer programs- Dreamweaver and Flash- which are ideal web tools for Web Site Development. This software is used to create Web Sites with the most advanced designs possible on the Web. Flash is the professional standard for producing high-impact Web experiences. Students will use both programs to make their own web site and upload the web site to the Internet. May not be repeated. SC
LMC: DA
Transfer: CSU

COMSC-037 Customer Technical Support Help Desk
18 total hours lecture, 27 total hours lab 1.5 Units
Advisory: COMSC-040, eligibility for ENGL-090
A foundation course in the skills and tools required for entry level IT support positions. This includes how to analyze computer related problems and formulate action plans, best practices in working with end users, the use of diagnostics tools, and use of IT support tracking software. May be repeated three times. SC
LMC: DA
Transfer: CSU

COMSC-040 Introduction to Computers
54 total hours lecture, 36 total hours lab 4 Units
Advisory: Eligibility for ENGL-090
This introductory course in computer information systems with a foundation for computer science that includes basic concepts, terminology, and the operation of computers and related technologies. Also included is practical experience with common computer applications and the fundamentals of computer programming using QBasic May not be repeated. SC
LMC: GCR: Computer Literacy; DA
Transfer: UC, CSU

COMSC-041 Programming with Visual Basic.Net (VB.NET)
54 total hours lecture 3 Units
Advisory: COMSC-040 or COMSC-060
This is an introductory programming course using Microsoft Visual Basic.Net (VB.NET). It introduces students to the development of graphically oriented, event driven programs. Students will learn fundamental programming structures, as well as the use of the language of develop web based applications. May not be repeated. SC
LMC: DA
Transfer: UC, CSU
COMSC-044  Introduction to C++ Programming Part I
54 total hours lecture 3 Units
Advisory: COMSC-040 or 041; eligibility for ENGL-090
This course is designed to be an introduction to the C programming language. We use a C++ text because C++ is a subset 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. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

COMSC-048  Introduction to C++ Programming Part II
54 total hours lecture 3 Units
Prerequisite: COMSC-044 or equivalent
A continuation to the Introduction to C++ Programming Part I. The course includes 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. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

COMSC-049  Computer Literacy
27 total hours lecture, 9 total hours lab 1.5 Units
Advisory: Eligibility for ENGL-090
An introductory course in computer information systems surveying basic concepts, terminology, and the operation of computers and related technologies. Also included is practical experience with common computer applications. May not be repeated. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

COMSC-056  Programming Logic and Design
54 total hours lecture 3 Units
Advisory: COMSC-040 or equivalent; eligibility for ENGL-090
This course will provide the beginning programmer with a guide to developing structured programming logic including decision structures, repetition, functions, arrays, sorting and searching arrays, and recursion. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

COMSC-060  Microcomputer Applications and Emerging Technologies
54 total hours lecture, 54 total hours lab 4 Units
Advisory: COMSC-040; eligibility for ENGL-090
This course presents a survey of the contemporary microcomputer technology tools and applications essential to fully participate in the contemporary electronic workplace. Students will be introduced to fundamental microcomputer concepts and the basic applications of word processing, electronic worksheets and database management, which are part of the Microsoft Office Professional suite of applications. In addition, students will develop skills with other contemporary workplace equipment including: Personal Digital Assistants (PDAs), Digital Cameras, Sound and Video processing, GPS and mapping devices, to name a few. All technologies and applications will be integrated using wireless network. May be repeated three times. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

COMSC-061  Advanced Microcomputer Applications
54 total hours lecture, 18 total hours lab 3 Units
Advisory: COMSC-060; eligibility for ENGL-090
Advanced Microcomputer Applications is designed to focus primarily on the graphics aspects of a number of popular software applications. Students learn desktop publishing aspects, font management, line drawing, how to deal with graphic elements, and creating page layout. Instruction focuses on creating graphics, text effects, and the integration of images and data from several different popular applications. May not be repeated. SC
LMC: DA
Transfer: CSU

COMSC-080  A Survey of Operating Systems
36 total hours lecture, 72 total hours lab 3 Units
Advisory: COMSC-040
This class is a comprehensive survey of operating systems. Coverage includes the fundamentals of operating systems: what they are, what they do, how they function, how they can be evaluated, and how they compare to one another. Students will learn the basic structure and operating procedures of different operating systems necessary to control a contemporary microcomputer. In addition students will develop skills in hardware configuration, startup customization, resource management, performance tracking and optimization, software and hardware troubleshooting, and the manipulation of audio and visual media. Students will be exposed to alternative operating systems, such as UNIX and LINUX. Course will always be taught using the current version of popular operating systems. May be repeated three times. SC
LMC: DA
Transfer: CSU
COMSC-090  PC Repair - Hardware (A+ Certification)
36 total hours lecture, 36 total hours lab  3 Units
Advisory: COMSC-040, or working knowledge of PC Systems and Operating Systems; eligibility for ENGL-090
The first of three courses (COMSC-090, 091, and 092) designed to prepare students for the Comp TIA A+ Certification exam. Mastering the craft of the PC Technician requires students to learn many details about a number of operating systems, drivers, and configurations. With A+ approved coursework, students will learn how to troubleshoot, upgrade, install, and perform preventive maintenance on Personal Computers (PC) operating systems in both Corporate and Home environments. The course includes the theory, history, best practice routines and hands on experience required of A+ certified technicians or to manage home / office systems more efficiently. May be repeated three times. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

COMSC-091  PC Repair - Software (A+ Certification)
36 total hours lecture, 36 total hours lab  3 Units
Advisory: COMSC-090, or working knowledge of PC systems and operating systems; eligibility for ENGL-090
The second of three courses (COMSC-090, 091, and 092) designed to prepare students for the Comp TIA A+ Certification exams. Mastering the craft of the PC Technician requires the students to learn about a number of operating systems, drivers, and configurations. With A+ approved coursework, students will learn how to troubleshoot, upgrade, install, backup, restore and perform preventive maintenance on Personal Computers (PC) operating systems in both corporate and home environments. The course includes the theory, history, best practice routines and hands on experience required of A+ certified technicians or to manage home / office systems more efficiently. May be repeated three times. SC
LMC: GCR: Computer Literacy; DA
Transfer: CSU

COMSC-092  PC Repair - A+ Prep (A+ Certification)
18 total hours lecture, 18 total hours lab  1.5 Units
Advisory: COMSC-090 and 091, or working knowledge of PC systems and operating systems; eligibility for ENGL-090
The third of three courses (COMSC-090, 091, and 092) designed to prepare students for the Comp TIA A+ Certification Exams. Mastering the craft of the PC Technician requires students to learn many details about a number of operating systems, drivers, and configurations. With A+ approved coursework, students will learn how to troubleshoot, upgrade, install, backup, restore and perform preventive maintenance on Personal Computers (PC) operating systems in both Corporate and Home environments. The course includes the theory, history, best practice routines and hands on experience required of A+ certified technicians or to manage home / office systems more efficiently. May be repeated three times. SC
LMC: DA
Transfer: CSU

COMSC-098  Independent Study in Computer Science
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

COMSC-110  Gaming: An Introduction
54 total hours lecture, 18 total hour lab  3 Units
Advisory: COMSC-040; eligibility for ENGL-090
An introduction to electronic game development with an emphasis on computer animation and programming. Computer animation will introduce the student to an overview of character modeling, rendering, animation illustrations, storyboarding, and game design. An overview of computer programming will introduce the student to gaming structures, animation techniques, design fundamentals and programming options. Both of these concepts are very important for students entering the Gaming Industry. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

COMSC-111  Gaming: Beginning Illustration and Storyboarding
54 total hours lecture, 18 total hours lab  3 Units
Advisory: COMSC-040; eligibility for ENGL-090
An introduction to the array of graphics required for the conceptual stage of game development. Students will learn that creating graphics for a game is like creating a virtual world. Topics include basic game design, game charts, thumbnail sketches, storyboards, level layouts, environmental illustrations, character designs, and the designing of graphical user interfaces. May not be repeated. SC
LMC: DA
Transfer: CSU

COMSC-112  Gaming: Beginning Game Design
54 total hours lecture, 18 total hours lab  3 Units
Advisory: COMSC-040; eligibility for ENGL-090
Beginning Game Design opens the door to a fascinating world of creative possibilities for students interested in breaking into the gaming industry. Students will investigate how illustrations are developed and used in games, then create their own game objects while gaining a better understanding of 3D game development. Topics include basic techniques and methods for creating simple game objects. May not be repeated. SC
LMC: DA
Transfer: CSU
COMSC-120  Computer Forensics
36 total hours lecture, 72 total hours lab 3 Units
Advisory: COMSC-040; eligibility for ENGL-090
A foundation course in the theory, skills, and tools of computer forensics. Students will learn techniques on preventing intrusions into network systems and quickly assess any damage that may occur. How to initiate and manage various types of investigations and prepare a comprehensive response plan. May be repeated three times. SC
LMC: DA
Transfer: CSU

COMSC-121  Computer Forensics Investigations and Analysis
36 total hours lecture, 72 total hours lab 3 Units
Advisory: COMSC-120; COMSC-040; eligibility for ENGL-090
This course will emphasize in-depth analysis of forensics tools, methods, and procedures used for conducting an investigation of computers and mobile devices. Learning techniques of acquiring digital evidence, acquisition collection, securing and recording evidence is critical to prevent data contamination. File systems analysis includes file signature and hash analysis ensuring specialized diagnostic software to retrieve data. This course prepares students for the industry standard certification EnCase (EnCE) Certified Examiner which is required for many Computer Forensic positions. May be repeated three times. SC
LMC: DA
Transfer: CSU

COMSC-170  Occupational Work Experience Education in Computer Science
60-600 total hours 1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

COMSC-170A  Internship in Computer Science
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

COMSC-900s  Selected Topics in Computer Science
DA varies with course content.

COMSC-160  General Work Experience Education
60-450 total hours 1-6 units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is not related to their major. General Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of general work experience during community college attendance which may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

COOP-160  General Work Experience Education
60-450 total hours 1-6 units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is not related to their major. General Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may repeat for a maximum of 16 units of general work experience during community college attendance which may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU
COOP-170  Occupational Work Experience Education
60-600 total hours 1-8 units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

COOP-170A  Occupational Work Experience Internship
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

Cosmetology

COSME-010  Beginning Cosmetology
120 total hours lecture, 410 total hours lab .5-14 Units
Advisory: Prior approval from Cosmetology School
Beginning Cosmetology is the first in a series of three courses that, taken in total, constitute the sixteen hundred (1,600) hours of technical instruction and practical training covering all practices of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Instruction consists of theory, reception desk work, and an introduction into 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 primarily lecture with some demonstration and assessment. "An optional material fee may be applied." May be repeated three times. LR
LMC: NDA

COSME-011  Intermediate Cosmetology
120 total hours lecture, 410 total hours lab .5-14 Units
Prerequisite: COSME-010
Advisory: Prior approval from Cosmetology School
Intermediate Cosmetology is the second in a series of three courses that, taken in total, constitute the sixteen hundred (1,600) hours of technical instruction and practical training covering all practices of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Instruction consists of theory, reception desk work, and application of instruction in 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 primarily practical training with some lecture and assessment. "An optional material fee may be applied." May be repeated three times. LR
LMC: NDA

COSME-012  Advanced Cosmetology
120 total hours lecture, 420 total hours lab .5-14 Units
Prerequisite: COSME-011
Advisory: Prior approval from Cosmetology School
Advanced Cosmetology is the third in a series of three courses that, taken in total, constitute the sixteen hundred (1,600) hours of technical instruction and practical training covering all practices of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Instruction consists of practical instruction, practice and assessment in advanced 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 primarily demonstration with an emphasis on assessment. "An optional materials fee may be applied." May be repeated three times. LR
LMC: NDA

COSME-070  Manicuring and Pedicuring
110 total hours lecture, 290 total hours lab .5-11 Units
Advisory: Prior approval from Cosmetology School
This course consists of 400 hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist pursuant to The Barbering and Cosmetology Act. Technical instructions include practical operations include the actual performances by the student in all phases of manicuring and pedicuring, artificial nail placement, disinfection, sanitation, business development and retail product knowledge to enhance the technical service. "An optional materials fee may be applied." May be repeated three times. LR
LMC: NDA
Counseling

COSME-080  Cosmetician/Esthetician Training
207 total lecture hours, 393 total lab hours  .5-19 Units

Advisory: Prior approval from Cosmetology School

This course consists of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction consists of demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. "An optional materials fee may be applied." May be repeated three times. LR

LMC: NDA

COSME-098  Independent Study in Cosmetology
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

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

COSME-170A  Internship in Cosmetology
60-600 total hours  1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA

Transfer: CSU

COSME-170  Occupational Work Experience
Education in Cosmetology
60-600 total hours  1-8 Units

Prerequisite: Approved application

Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA

Transfer: CSU

COSME-900s  Selected Topics in Cosmetology
DA varies with course content.

Counseling

COUNS-030  Orientation to College
18 total hours lecture  1 Unit

Advisory: Completion of the LMC Assessment Test or equivalent

This course is an orientation to Los Medanos College’s academic policies, resources, academic programs and services; introduction to the California system of higher education; formation of an educational plan. The course covers topics including: use of student services, LMC certificates, associate degrees, and four-year schools’ requirements for transfer. May not be repeated. P/NP

LMC: NDA

COUNS-032  Career Development
9 total hours lecture, 18 total lab hours  1 Unit

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. May not be repeated. P/NP

LMC: DA

Transfer: CSU
COUNS-033 Transfer Planning
18 total hours lecture 1 Unit
Advisory: Eligibility for ENGL-090
This course enables students to become active participants in planning their continuing education by providing students with information necessary to evaluate universities, plan required coursework, explore housing, financial aid, and to familiarize themselves with programs and services offered at universities. May not be repeated. P/NP
LMC: DA
Transfer: CSU

COUNS-034 College Success
18 total hours lecture 1 Unit
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. May not be repeated. P/NP
LMC: DA
Transfer: CSU

COUNS-098 Independent Study in Counseling
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

COUNS-900s Selected Topics in Counseling
DA varies with course content.

Dramatic Arts

DRAMA-015 Multicultural Perspectives within Theatre
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This is an interdisciplinary course that focuses on 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. This course also explores dramatic art as a cultural force in combination with visual arts, music and other art forms in relationship to the plays studied and includes analysis of both the individual and collaborative contributions of the playwright, director, actors and designers as they relate to live theatre productions. May not be repeated. SC
LMC: GE: Creative Arts; GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A

DRAMA-016 Theatre Appreciation: from Greek Myth through Shakespeare to Def Jam
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090
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. Meets the Creative Arts General Education requirement. May not be repeated. SC
LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A

DRAMA-020 Principles of Acting I
36 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090
This course is an introduction to the history and basic acting techniques of the actor. Emphasis will be given to basic Stanislavski technique, given circumstances, objectives, actions, tactics, relaxation and breathing techniques, imagination development, and dramatic play. Also covered are literary characteristics such as play structure, plot structure and the vocabulary of theatre. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-021 Principles of Acting II
36 total hours lecture, 54 total hours lab 3 Units
Advisory: DRAMA-020; eligibility for ENGL-090
This course expands on Stanislavski technique by including acting techniques by Meisner, Brook, Adler, Mamet, Hagen, Lewis, and Chekhov. Students will explore and apply these acting techniques and styles to scene and monologue work. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-022 Principles of Voice and Dialects
36 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090
This course provides principles, experiences, and foundations of voice for the stage; exploring and understanding the anatomy of the vocal mechanism; relaxation exercises used to release tension and free the voice; a detailed warm up; as well as vocal and breath development; and textual exploration exercises constructed by Kristin Linklater, Patsy Rodneburg, and Cicely Berry. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU
DRAMA-023  Principles of Improvisation and Movement
36 total hours lecture, 54 total hours lab  3 Units
Advisory: Eligibility for ENGL-090
(Formerly DRAMA-031) This course provides foundations, principles, and exercises designed to aid the actor’s creative process for the stage. Actors will work with body alignment in order to create a neutral palate for the actor’s work to begin. Control over the body as a whole as well as over specific parts will be explored and work shopped through the use of pantomime, mask, stage combat, clowning, and dramatic play. Techniques explored will range from Viewpoints and undulations to stage combat, mime, and psycho-physical acting. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-030  Chicano/a Mexican American Cinema: A Critical Analysis
54 total hours lecture  3 Units
Advisory: ENGL-100
DRAMA-030 is a critical approach to the study of Chicano/a cinema. It utilizes film screenings, lectures, classroom discussions, and readings to facilitate the study of film as both an artistic form as well as an expression of Chicano/a historical, political and social movements in the United States and to explore the ethical values examined and expressed in Chicano/a movies. May not be repeated. SC
LMC: GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B.

DRAMA-040  Theatrical Stagecraft
6-18 total hours lecture, 36-108 total hours lab  1-3 Units
Advisory: Eligibility for ENGL-090
This course is an introduction and in depth immersion into the art of scenic design and construction. Students will explore various techniques and styles used in popular scenic design, become proficient in the use of scene shop tools and construction, develop basic techniques used in scene painting, and use them to design a production model as well as build a working set for a production. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-041  Theatrical Design
6-18 total hours lecture, 36-108 total hours lab  1-3 Units
Advisory: Eligibility for ENGL-090
This course is an introduction and in depth immersion into the art of light, costume, and make-up design. Students will explore and develop skills used by scenic, light, costume, and make-up designers and apply them to the construction and design of a working production as well as budget and design proposals. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-042  Directing and Collaborative Performance
18 total hours lecture, 108 total hours lab  3 Units
Advisory: Prior or concurrent enrollment in either DRAMA-040 or DRAMA-041; eligibility for ENGL-090,
This course is a hands on course where students work with intermediate level acting techniques that include Meisner, Adler, Brook, Hagen, Lewis, Chekhov, movement and team building used for character development. Students will be immersed in all aspects of the rehearsal process in order to take part in a full theatrical production at an intermediate acting level. May be repeated once. SC
LMC: DA
Transfer: CSU

DRAMA-050  Theatrical Production I: Acting for Performance
54-162 total hours lab  1-3 Units
Advisory: DRAMA-040 or DRAMA-041; eligibility for ENGL-090
This course is a hands on course where students work with Stanislavski techniques, personal techniques, theatre vocabulary, and taking direction. Students will be immersed in all aspects of the rehearsal process in order to take part in a full theatrical production at a beginning acting level. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

DRAMA-051  Theatrical Production II: Intermediate Acting for Performance
54-162 total hours lab  1-3 Units
Advisory: Prior or concurrent enrollment in either DRAMA-040 or DRAMA-041; eligibility for ENGL-090,
This course is a hands on course where students work with intermediate level acting techniques that include Meisner, Adler, Brook, Hagen, Lewis, Chekhov, movement and team building used for character development. Students will be immersed in all aspects of the rehearsal process in order to take part in a full theatrical production at an intermediate acting level. May be repeated once. SC
LMC: DA
Transfer: CSU

DRAMA-052  Film as an International Art Form
54 total hours lecture, 36 total hours lab  3 Units
Advisory: Eligibility for ENGL-100
DRAMA-052 is a critical approach to the study of film that integrates both the technical elements of filmmaking with aesthetic and thematic elements through the exploration of various genres which may include but are not limited to suspense and mystery, science fiction/fantasy, survival and adventure, romance and comedies and/or Westerns. The class encompasses films from the early 20th century through the present time and may include films from the Americas, Europe, Australia and/or Asia as it explores the cultural and artistic concerns of a variety of cultures as reflected in motion pictures. Related disciplines such as editing, music scoring, screenwriting, acting for the camera are also discussed in relationship to the films being studied. May not be repeated. LR
LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A
**DRAMA-098  Independent Study in Dramatic Arts**  
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.) May be repeated three times. SC  
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  

**ECON-900s  Selected Topics in Economics**  
DA varies with course content.

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**ECON-005  Economic History of the United States**  
54 total hours lecture  
3 Units  
Advisory: Eligibility for ENGL-100  
ECON-005 provides an examination of the origin and development of the American Economy from the colonial Era to the present time. Topics studied include the following: colonial policies, land and resource use, industrial and economic growth, role of immigration and ethnic/cultural groups, the transport revolution, the development of money, banking and trade patterns, as well as the role of the government. This course applies the economic context in which the American society, culture and political institutions evolved during the agricultural and extractive era, the industrial era and the current era. May not be repeated. SC  
LMC: GE: Social Science; DA  
Transfer: UC, CSU Gen. Ed. Area D6, IGETC Area 4F

**ECON-010  Principles of Microeconomics**  
54 total hours lecture  
3 Units  
Prerequisite: MATH-030 or equivalent  
Advisory: ENGL-100  
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. May not be repeated. SC  
LMC: GE: Social Science; DA  
Transfer: UC, CSU Gen. Ed. Area D2, IGETC Area 4B

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**ECON-011  Principles of Macroeconomics**  
54 total hours lecture  
3 Units  
Prerequisite: MATH-030 or equivalent  
Advisory: ECON-010  
This course is an examination of macroeconomic factors including unemployment, inflation, business cycles, fiscal policy and monetary policy. May not be repeated. SC  
LMC: GE: Social Science; DA  
Transfer: UC, CSU Gen. Ed. Area D2, IGETC Area 4B

**ECON-098  Independent Study in Economics**  
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.) May be repeated three times. SC  
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.  

**ECON-900s  Selected Topics in Economics**  
DA varies with course content.

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**EDUC-010  AVID I (Advancement Via Individual Determination)**  
54 total hours lecture  
3 Units  
Advisory: ENGL-090  
EDUC-010 assists students in developing a strong sense of academic purpose and identity with a focus on building leadership capacity through social justice. Students will construct education plans based on personality and interest inventories. There will be an emphasis on the development of academic writing, inquiry and collaboration focused on social justice dilemmas from various academic disciplines that engage students to improve their capacity to succeed at the highest academic levels. May not be repeated. LR  
LMC: DA  
Transfer: CSU Gen. Ed. Area E
### COURSE DESCRIPTIONS

#### Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC-015</td>
<td>AVID II (Advancement Via Individual Determination)</td>
<td>3</td>
<td>Provides students an opportunity to develop marketable skills in preparation for employment or advancement within their current job. Students, with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation.</td>
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<td><strong>Prerequisite:</strong> Approved application and meet program guidelines. The placement of mini-internship is designed for maximum student exposure to the teaching profession. This course satisfies the fieldwork experience for Liberal Studies majors. May be repeated three times. SC</td>
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<td><strong>LMC:</strong> DA* *Transfer:** CSU</td>
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<tr>
<td>EDUC-040</td>
<td>Teaching as a Profession</td>
<td>3</td>
<td>This course is specifically designed to introduce students to the professional role and responsibilities of teachers and to explore some of the critical issues in American education. The foundations of teaching will focus on the multi-racial, multi-ethnic, and multi-cultural history and philosophies of American education. Students are required to complete a minimum of 3 hours per week in a classroom under the supervision of a credentialed teacher. The fieldwork placement of mini-internship is designed for maximum student exposure to the teaching profession. This course satisfies the fieldwork experience for Liberal Studies majors. May be repeated once. SC</td>
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<td></td>
<td><strong>LMC:</strong> DA* *Transfer:** UC, CSU</td>
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<tr>
<td>EDUC-098</td>
<td>Independent Study in Education</td>
<td>3</td>
<td>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.) May be repeated three times. SC</td>
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</tr>
<tr>
<td>EDUC-170</td>
<td>Occupational Work Experience Education in Education</td>
<td>1-8</td>
<td>This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC</td>
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<td><strong>Prerequisite:</strong> Approved application and meet program guidelines. The placement of mini-internship is designed for maximum student exposure to the teaching profession. This course satisfies the fieldwork experience for Liberal Studies majors. May be repeated once. SC</td>
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<td><strong>LMC:</strong> DA* *Transfer:** CSU</td>
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<tr>
<td>EDUC-170A</td>
<td>Internship in Education</td>
<td>1-8</td>
<td>This course is for students who have declared a major, have taken classes in the major, and are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC</td>
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<td><strong>LMC:</strong> DA* *Transfer:** CSU</td>
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<tr>
<td>EDUC-900s</td>
<td>Selected Topics in Education</td>
<td></td>
<td>DA varies with course content. Educational opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. 12 units are transferable to CSU. SC</td>
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### Electrical / Instrumentation Technology

<table>
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<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ETEC-004</td>
<td>Introduction to Electrical Technology</td>
<td>3</td>
<td>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, Recording Arts 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. May be repeated three times. SC</td>
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<tr>
<td></td>
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<td><strong>Advisory:</strong> MATH-012 or equivalent; eligibility for ENGL-100 *Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC</td>
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<td><strong>LMC:</strong> DA* *Transfer:** CSU</td>
</tr>
</tbody>
</table>

#### MATH-012

- **Title:** Introduction to Electrical Technology
- **Units:** 3
- **Description:** 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, Recording Arts 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. May be repeated three times. SC
- **Advisory:** MATH-012 or equivalent; eligibility for ENGL-100
- **LMC:** DA\* \*Transfer:** CSU

#### ENGL-090

- **Title:** Determination
- **Units:** Not applicable
- **Description:** Eligibility for ENGL-090
- **Advisory:** Eligibility for ENGL-090
- **LMC:** DA\* \*Transfer:** CSU
ETEC-006  Introduction to Electronics Technology  
36 total hours lecture, 54 total hours lab  
**Advisory:** MATH-012 or equivalent; eligibility for ENGL-100  
An introduction to the elementary concepts and principles of 
Electronics Technology. This course is designed to meet the 
needs of students in related technologies such as: Appliance 
Service Technology, Recording Arts and Automotive Technology 
programs, as well as provide a general knowledge of electronic 
technology 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 exer­
cises. May be repeated three times.  SC  
LMC: DA  
Transfer: CSU

ETEC-010  Direct Current Circuits  
54 total hours lecture, 54 total hours lab  
**Advisory:** MATH-012 or equivalent; eligibility for ENGL-100  
This is the first semester course in the fundamentals of electric­
ity 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. Students 
will learn how electricity interacts with passive components. 
Emphasis will be placed upon the calculation, construction, and 
measurement of direct current circuits. The coordinated labora­
tory 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 three times.  SC  
LMC: DA  
Transfer: CSU

ETEC-012  Alternating Current Circuits  
54 total hours lecture, 54 total hours lab  
**Advisory:** ETEC-010; MATH-012 or equivalent; eligibility for 
ENGL-100  
This course will address 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 cov­
ered. The coordinated lab will provide a thorough understand­
ing of the concept by way of experimentation and troubleshoot­
ing using laboratory test equipment. May be repeated three 
times.  SC  
LMC: DA  
Transfer: CSU

ETEC-020  Electric Motor Control  
36 total hours lecture, 72 total hours lab  
**Advisory:** ETEC-010, 012; MATH-012 or equivalent; eligibility for 
ENGL-100  
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 sche­
matic diagram. Systematic trouble shooting techniques will be 
emphasized. The addressing, programming, and connection of 
Programmable Logic Controllers will be introduced. May be 
repeated three times.  SC  
LMC: DA  
Transfer: CSU

ETEC-022  Semiconductor Devices  
18 total hours lecture, 54 total hours lab  
**Advisory:** ETEC-010, 012; MATH-012; eligibility for ENGL-100  
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 coor­
dinated laboratory projects to help reinforce the theoretical and 
practical understanding of active semiconductors circuits. May 
be repeated three times.  SC  
LMC: DA  
Transfer: CSU

ETEC-024  Digital Devices  
18 total hours lecture, 54 total hours lab  
**Advisory:** ETEC-010, 012; MATH-012; eligibility for ENGL-100  
This course of study will provide the student with the concepts 
of digital devices and circuitry commonly used in modern elec­
tronic circuits. The student will understand sequential logic cir­
cuits binary and hexadecimal numbering systems, binary math 
and the application of these subjects in industrial control sys­
tems. May be repeated three times.  SC  
LMC: DA  
Transfer: CSU

ETEC-028  National Electric Code Changes  
54 total hours lecture  
**Advisory:** ETEC-010, 012; MATH-012 or equivalent; eligibility 
for ENGL-100  
A study of the extensive changes that occur every three years in 
the National Electric Code. These changes are dictated by new 
developments in design, application, materials, and methods in 
the electrical industry, as well as public demand for energy 
efficiency and protection for the environment. The California 
Department of Apprenticeship Standards requires all workers 
in the electrical industry to be certified as a journeymen or DAS 
registered trainees. This course is approved for journeyman cer­
tification or recertification or trainee registration. May not be 
repeated.  SC  
LMC: DA  
Transfer: CSU
ETEC-030 Programmable Logic Controllers
54 total hours lecture, 54 total hours lab 4 Units
Advisory: ETEC-010, 012, 020, or equivalent motor control courses or employment in the electrical or electronic industry; MATH-012; eligibility for ENGL-100
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
LMC: DA
Transfer: CSU

ETEC-032 Instrumentation - Process Measurement
54 total hours lecture 3 Units
Co-requisite: ETEC-034
Advisory: ETEC-010, 012, 030, PHYS-015; MATH-012; eligibility for ENGL-100
This is a course in the fundamentals of instrumentation measurement which leads to process control. The student will learn the characteristics of Temperature, Pressure, Level and Flow as well as Analytical properties. Emphasis will be on the theoretical operation and practical application of each transmitter and transducer used in the sensing of these process variables. May not be repeated. SC
LMC: DA
Transfer: CSU

ETEC-034 Instrument Calibration Lab
54 total hours lab 1 Unit
Co-requisite: ETEC-032
Advisory: ETEC-010, 012, 032, PHYS-015; MATH-012; eligibility for ENGL-100
This is a lab course which provides hands on experience to enhance the fundamentals of instrumentation measurement of process control covered in ETEC-032. The student will learn to use test and calibration equipment commonly used in industry to measure Temperature, Pressure, Level and Flow as well as Analytical properties. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-040 National Electric Code
54 total hours lecture 3 Units
Co-requisite: ETEC-042
Advisory: ETEC-010, 012; MATH-012 or equivalent; eligibility for ENGL-100
A study of electrical wiring methods as they apply to residential, commercial, and industrial wiring. This course stresses the application of the regulations of the National Electrical Code. Students learn the theory behind the design and safe installation of complex electrical systems. Students successfully completing this course will have covered the information necessary to pass the Department of Apprentice Standards Electrical Certification Exam for the State of California. May not be repeated. SC
LMC: DA
Transfer: CSU

ETEC-042 Electrical Wiring Methods and Code Application
54 total hours lecture, 54 total hours lab 1 Unit
Co-requisite: ETEC-040
Advisory: ETEC-010, 012, MATH-012; eligibility for ENGL-100
This course provides hands on skill development in the use of tools, materials, and methods demanded by employers in the electrical industry to install electrical wiring systems to code specifications in residential, commercial, and industrial settings. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-044 Transformers and Power Distribution
36 total hours lecture, 54 total hours lab 3 Units
Advisory: ETEC-010, 012, MATH-025 or equivalent; eligibility for ENGL-100
A comprehensive study of poly-phase systems and how they are used today for power distribution. The understanding of poly-phase 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 will be emphasized to enable the student to understand single and poly-phase system voltages and currents. In the coordinated laboratory, students will have the opportunity to calculate, connect, measure, and evaluate each type of transformer and poly phase circuit connection. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-046 DC & AC Motors and Generators
36 total hours lecture, 72 total hours lab 3 Units
Advisory: ETEC-010, 012; MATH-012; eligibility for ENGL-100
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 poly-phase 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 three times. SC
LMC: DA
Transfer: CSU

ETEC-050 Instrumentation - Process Control
54 total hours lecture 3 Units
Co-requisite: ETEC-052
Advisory: ETEC-010, 012, 032, 034; PHYS-015; eligibility for ENGL-100
A course of study of the theory and application of Process Control. Process Variables are measured, analyzed to control an Industrial Process. Students will learn theory of process control and the various types of Final Control Elements and how they
ETEC-058 Analytical Instrumentation
18 total hours lecture, 54 total hours lab 2 Units
Advisory: ETEC-010, 012, 032, 034, 050, PHYS-015; MATH-012; eligibility for ENGL-100
This is a course in the fundamentals of analytical instrumentation which are necessary skills for process control in refineries, chemical plants and environmental protection. The student will learn to measure and control analytical properties such as, Ph, oxygen, conductivity, hydrocarbon and toxic gas. Emphasis will be on the operation of analytical test equipment and proper sampling techniques. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-059 System Integration and Troubleshooting
18 total hours lecture, 54 total hours lab 2 Units
Advisory: ETEC-020, 030, 032, 050, MATH-025; eligibility for ENGL-100
This course is designed to tie together all the information covered in all the other ETEC courses. The student will design and build motor control circuits, write PLC programs, design, build and tune instrumentation measurement and control systems and tie them all together using the "trainers" in the lab. Proper safety, documentation, wiring and troubleshooting techniques will be emphasized. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-060 Codes for Instrument Application
18 total hours lecture 1 Unit
Co-requisite: ETEC-050
Advisory: ETEC-010, 012, 032, 034, 050, PHYS-015; MATH-012; eligibility for ENGL-100
This course is a Laboratory designed to give the student hands on experience with transducers and transmitters used to measure process variables and transmit proportional signals to a PLC, Loop controller or DCS I/O. Students will configure pneumatic, electronic and digital transmitters and connect them in measurement loops. They will calibrate the transmitters for use in pressure, level, temperature, pH and flow processes then check for accuracy, precision and linearity. Student will learn to use ISA standards and techniques to accurately prepare a transmitter for use in the field. The course is designed to be taken concurrently with ETEC-050 and provide the practical experience necessary to understand the fundamentals of process measurement. May be repeated three times. SC
LMC: DA
Transfer: CSU

ETEC-070 Occupational Work Experience Education in Electrical / Instrumentation Technology
60-600 total hours 1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

ETEC-098 Independent Study in Electrical / Electronic Technology
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 contracted work for each unit of credit.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ETEC-170 System Integration and Troubleshooting
18 total hours lecture, 54 total hours lab 2 Units
Advisory: ETEC-020, 030, 032, 050, MATH-025; eligibility for ENGL-100
This course is designed to tie together all the information covered in all the other ETEC courses. The student will design and build motor control circuits, write PLC programs, design, build and tune instrumentation measurement and control systems and tie them all together using the "trainers" in the lab. Proper safety, documentation, wiring and troubleshooting techniques will be emphasized. May be repeated three times. SC
LMC: DA
Transfer: CSU
**ETEC-170A Internship in Electrical / Instrumentation Technology**

60-600 total hours 1-8 Units

**Prerequisite:** Approved application and meet program guidelines

**Advisory:** Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA

Transfer: CSU

**ETEC-900s Selected Topics in Electrical / Instrumentation**

DA varies with course content.

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**Emergency Medical Services**

**EMS-010 Emergency Medical Technician I**

54 total hours lecture, 162 total hours lab 6 Units

**Co-requisite:** EMS-170

**Advisory:** Eligibility for ENGL-090

Presents the major topics of Patient Assessment (Medical and Trauma), Spinal Immobilization (Spine and Seated), Bleeding Control/Shock Management, Airway Management, and Musculoskeletal Injury Management. Prepares students for certification as an Emergency Medical Technician with the state of California. “Material lab fee of $50 required.” EMT Certification is the minimum requirement for ambulance attendants and is a prerequisite for most entry level firefighter positions. May be repeated once. LR

LMC: DA

Transfer: CSU

**EMS-011 Emergency Medical Technician I Recertification**

12 total hours lecture, 12 total hours lab 1 Unit

**Prerequisite:** EMT-Basic Certification

**Advisory:** Eligibility for ENGL-100

Provides training and knowledge required for Recertification for Emergency Medical Technician I as outlined by the State of California. Presents review of (1) basic life-support measures; (2) cardiopulmonary resuscitation; and (3) use of emergency medical equipment and supplies. Twenty-four hours of continuing education for EMT-B. May be repeated three times. SC

LMC: NDA

**EMS-017 Introduction to EKG Arrhythmias**

18 total hours lecture, 6 total hours lab 1 Unit

**Advisory:** Eligibility for ENGL-100

This course provides the skills and knowledge necessary to correctly interpret basic readings from and EKG, ECG, or cardiac monitor. It includes a study of cardiac anatomy and physiology as well as essential medical terminology. Approved for BRN credit (00209). May not be repeated. SC

LMC: DA

**EMS-098 Independent Study in Emergency Medical Services**

12 total hours lecture, 12 total hours lab 1 Unit

**Prerequisite:** EMT-Basic Certification

**Advisory:** Eligibility for ENGL-100

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**EMS-170 Occupational Work Experience Education in Emergency Medical Services**

60-600 total hours 1-8 Units

**Prerequisite:** Approved application

**Advisory:** Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Engineering

ENGIN-010  Introduction to Engineering
54 total hours lecture, 18 total hours lab  3 Units
Prerequisite: MATH-040 or equivalent
Advisory: Eligibility for ENGL-100
This course introduces the engineering profession. It includes the worldwide history of engineering and its influences on society and reviews the major engineering disciplines and the requirements for becoming an engineer. The course also introduces engineering reports, graphics, and presentations. Engineering calculations and a design project are an integral part of the course. Engineering ethics and the need for lifelong learning are also discussed. "An optional materials fee may be required." May not be repeated. LR
LMC: GE: Physical Science; DA
Transfer: UC, CSU

ENGIN-020  Programming with C++ for Engineers and Scientists
54 total hours lecture, 54 total hours lab  4 Units
Prerequisite: MATH-050
Advisory: Eligibility for ENGL-100
This course teaches computer programming using the C++ programming language’s syntax, control, and data structures. It includes object oriented programming techniques, introduces numerical techniques for scientific and engineering applications, and emphasizes optimal programming practices. Various aspects of the software life-cycle, including design, documentation, implementation, debugging, testing, and maintenance are introduced. Case studies and software projects are significant parts of the course. May not be repeated. LR
LMC: DA
Transfer: UC, CSU

ENGIN-022  Programming with MATLAB for Engineers and Scientists
54 total hours lecture, 54 total hours lab  4 Units
Co-requisite: MATH-060
Advisory: Eligibility for ENGL-100
This course teaches computer programming using the MATLAB’s syntax, control, and data structures. It includes object oriented programming techniques, introduces numerical techniques for scientific and engineering applications, and emphasizes optimal programming practices. Various aspects of the software life-cycle, including design, documentation, implementation, debugging, testing, and maintenance are introduced. Case studies and software projects are significant parts of the course. May not be repeated. LR
LMC: DA
Transfer: UC, CSU

ENGIN-025  Engineering Graphics
36 total hours lecture, 72 total hours lab  3 Units
Advisory: ENGIN-010; eligibility for ENGL-100
This course introduces descriptive geometry and engineering graphics techniques. Techniques include freehand and instrument drawing, while the primary emphasis is on computer aided drafting. Applications of descriptive geometry include orthographic drawings, sectional views, and auxiliary views. Axonometric, oblique, and perspective drawings are also covered. Other topics include revolutions, tolerances, dimensions, fasteners, springs, detail drawings, and assembly drawings. May not be repeated. LR
LMC: DA
Transfer: UC, CSU

ENGIN-030  Materials Science
54 total hours lecture, 54 total hours lab  4 Units
Prerequisite: CHEM-025 and PHYS-040
Advisory: Eligibility for ENGL-100
This is a lecture and lab course that investigates the relationships between microscopic structures and the macroscopic properties of engineering materials--including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic, and optical properties are also examined. Processes for producing and strengthening various materials are introduced. Certain failure mechanisms are also studied. An optional materials fee may be applied. May not be repeated. LR
LMC: DA
Transfer: UC, CSU
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGIN-036</td>
<td>Engineering Statics</td>
<td>54</td>
<td>18</td>
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<td>Prerequisite: PHYS-040</td>
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<td>Advisory: Eligibility for ENGL-100</td>
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<td>This course is an introduction to the application of</td>
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<td>the concept of mechanical equilibrium to engineering</td>
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<td>problems. This course covers force systems in the</td>
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<td>context of supports, two force members and multi-</td>
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<td>force members, cables, truss structures, frames,</td>
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<td>and machines; geometrical properties, such as</td>
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<td>centroids and moments of inertia; friction, the</td>
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<td>method of virtual work, and sketching shear and</td>
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<td>bending moment diagrams. Problem solving</td>
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<td>methods include analytical, graphical, and computer</td>
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<td>techniques. &quot;An optional materials fee may be applied.</td>
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<td>May not be repeated.</td>
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<td>LMC: DA</td>
<td>Transfer: UC, CSU</td>
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<td>ENGIN-038</td>
<td>Manufacturing Processes</td>
<td>36</td>
<td>54</td>
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<td>Prerequisite: ENGIN-025</td>
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<td>Co-requisite: Prior or concurrent enrollment in</td>
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<td>ENGIN-030</td>
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<td>Advisory: Eligibility for ENGL-100</td>
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<td>This course is an introduction to manufacturing</td>
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<td>processes, including: CNC machining, casting,</td>
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<td>forcible deformation processes, sintering,</td>
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<td>microfabrication, injection molding, and joining</td>
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<td>processes. Economic, environmental, and workability</td>
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<td>issues are examined to determine optimal manufacturing</td>
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<td>processes. &quot;An optional materials fee may be applied&quot;</td>
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<td>May not be repeated.</td>
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<td>LMC: DA</td>
<td>Transfer: UC, CSU</td>
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<td>ENGIN-045</td>
<td>Engineering Circuit Analysis</td>
<td>54</td>
<td>18</td>
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<td>Prerequisite: PHYS-041</td>
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<td>Co-requisite: Prior or concurrent enrollment in</td>
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<td>MATH-080</td>
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<td>Advisory: Eligibility for ENGL-100</td>
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<td>This is an introduction to electrical circuit analysis.</td>
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<td>It starts with passive d.c. circuits, includes</td>
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<td>controlled sources, and progresses to network</td>
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<td>analysis, including superposition, Thevenin and</td>
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<td>Norton equivalents, node and mesh analysis</td>
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<td>techniques. The course also includes analysis of</td>
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<td>circuits with energy storage elements, along with</td>
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<td>transient responses that are described by first- and</td>
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<td>second-order differential equations. The ideal op-amp</td>
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<td>model is introduced. Alternating current circuit</td>
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<td>analysis is developed, including the use of phasors,</td>
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<td>and applications are made to transformers, single</td>
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<td>phase, and three phase circuits. The course includes</td>
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<td>computer modeling of circuits. &quot;An optional materials</td>
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<td>fee may be applied&quot;. May not be repeated. LR</td>
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<td>LMC: DA</td>
<td>Transfer: UC, CSU</td>
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<td>ENGIN-046</td>
<td>Engineering Dynamics</td>
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<td>Prerequisite: ENGIN-036</td>
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<td>Advisory: Eligibility for ENGL-100</td>
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<td>This course covers dynamics for engineering</td>
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<td>applications. It includes the kinematics and</td>
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<td>dynamics of particles, systems of particles, and</td>
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<td>rigid bodies in two and three dimensions. Also</td>
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<td>included are orbital motion, vibrations, Euler</td>
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<td>angles, and variable mass systems. May not be</td>
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<td>repeated.</td>
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<td>LMC: DA</td>
<td>Transfer: UC, CSU</td>
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<td>ENGIN-098</td>
<td>Independent Study in Engineering</td>
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<td>Provides students an opportunity to design and</td>
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<td>pursue their own interests within a particular area.</td>
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<td>Projects reflecting cultural diversity and/or societal</td>
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<td>issues will be greatly encouraged. A contract must</td>
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<td>be drawn between the student and the instructor</td>
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<td>stipulating the goals of the independent study, the</td>
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<td>content, the method of approach, the estimated time</td>
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<td>involved, and the periodic evaluation to be used.</td>
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<td>This course may be repeated for credit. (Minimum</td>
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<td>1 hour per week with instructor plus 54 hours of</td>
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<td>contracted work for each unit of credit.) May be</td>
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<td>repeated three times.</td>
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<td>LMC:</td>
<td>Independent Study courses may be DA or transferable</td>
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<td>depending on specific course. See your counselor.</td>
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<td>Transfer:</td>
<td>Independent Study courses may be DA or transferable</td>
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<td>depending on specific course. See your counselor.</td>
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<tr>
<td>ENGIN-170</td>
<td>Occupational Work Experience</td>
<td>60-600</td>
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<td></td>
<td>Education in Engineering</td>
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<td>Prerequisite: Approved application</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course is for students whose work is related to</td>
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<td>their major. Occupational Work Experience Education</td>
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<td>provides students with opportunities to develop</td>
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<td>marketable skills in preparation for employment or</td>
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<td>advancement within their current job. To participate</td>
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<td>in cooperative work experience education, students</td>
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<td>must be employed or formally volunteer and undertake</td>
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<td>new or expanded responsibilities. Students, with</td>
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<td>faculty and employer approval, will develop and</td>
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<td>successfully complete one learning objective for</td>
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<td>each unit of credit in which they enroll. Additional­</td>
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<td>ly, students must work 75 paid hours or 60 non-paid</td>
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<td>hours for each unit of credit earned. Students may</td>
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<td>earn up to 8 units per semester and may repeat for</td>
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<td>a maximum of 16 units of occupational work experience</td>
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<td>during community college attendance which may be</td>
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<td>applied as electives toward graduation.</td>
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<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<td>LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.</td>
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ENGL-003 Investigating the Middle East
54 total hours lecture 3 Units
Prerequisite: ENGL-100
This course investigates the varying peoples, cultures, and nations of the Middle East and the United States’ involvement in and foreign policies towards them, focusing on the ethical implications of U.S. actions. The politics of oil, the key to understanding U.S.’ involvement in the region will be specifically examined. As language has maintained fervent power in the Middle East, its ability to turn peoples’ narratives into historical and political actions will also be studied, as will the consequences of acting on these narratives. This course fulfills the ethical inquiry graduation requirement. May not be repeated. LR
LMC: GE: Humanities; GCR: Ethical Inquiry; DA
Transfer: UC, CSU Gen. Ed. Area D8, IGETC Area 4H

ENGL-050 Fundamentals of English for Non-Native Speakers
18 total hours lecture, 18 total hours lab, 72 total hours composition 5 Units
Advisory: ESL-014, 024, 034 and 044; or take the placement exam.
This course provides a bridge for students transitioning from ESL courses to English courses. Using an integrative approach, students learn strategies to build reading comprehension, develop writing and editing skills, and improve speaking and listening in small and large group situations. May not be repeated. SC
LMC: NDA

ENGL-060 Basic Reading and Writing Skills
18 total hours lecture, 18 total hours lab, 72 total hours composition 5 Units
Advisory: Take English assessment test in the Assessment Center
This course prepares students for ENGL-070. 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. May not be repeated. SC
LMC: NDA

ENGL-070 Fundamentals of English: Reading, Writing and Thinking
18 total hours lecture, 18 total hours lab, 72 total hours composition 5 Units
ENGL-070 is an integrated reading, writing, and critical thinking course which leads to English-090 and ultimately, English 100, College Composition. This course uses a theme-based approach to help students acquire the skills and abilities they need as readers, writers, critical thinkers and effective students in a college environment. Students learn to read actively and critically, and to write clear, focused and comprehensible academic paragraphs and essays. They also learn how to enhance their learning in a classroom setting and how to use college resources to support their educational and occupational goals. May not be repeated. SC
LMC: NDA

ENGL-082 Building a College Vocabulary
54 total hours lecture 3 Units
This course focuses on helping students learn new words in a variety of contexts including short articles and essays. Students will improve skills in using a dictionary and thesaurus, using context clues, understanding connotation and denotation, and recognizing word parts and idioms. May not be repeated. SC
LMC: NDA

ENGL-083 Sentence Skills for College Writing
54 total hours composition 3 Units
Advisory: Eligibility for ENGL-090
This course provides students with the knowledge and skills necessary to understand sentence structure and create grammatically correct, syntactically mature sentences in their written work. Instruction emphasizes sentence mechanics, sentence style, and sentence creation, using sentence-combining techniques and proofreading exercises. Students learn to write sentences with proper punctuation, capitalization, homonym usage, and other sentence-level skills in the writing projects they complete for the class. This course is appropriate for students wanting an introduction to college-level sentence skills or for students enrolled in other English courses who want or need extra sentence-level support. May not be repeated. SC
LMC: DA
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours (lecture, lab, composition)</th>
<th>Prerequisite</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL-090</td>
<td>Integrated Reading, Writing and Critical Thinking</td>
<td>5</td>
<td>18 lecture, 18 lab, 72 composition</td>
<td>ENGL-070, 071 or 070B or assessment</td>
<td>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 academic, thesis-driven essays. This course uses the whole language, metacognitive approach for improving reading, critical thinking and writing skills which students need to succeed in college. May not be repeated. SC</td>
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<td>ENGL-100</td>
<td>College Composition</td>
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<td>54</td>
<td>ENGL-090 or assessment process</td>
<td>ENGL-100 is a college-level course designed to help students develop critical reading, thinking and writing skills. Students read essays and articles dealing with multi-cultural issues and current events, and write effective thesis-driven academic essays which synthesize the readings. Students will produce at least 8,000-10,000 words of formal writing that draws upon the assigned readings as well as articles that students have researched on their own. They will also read, analyze and write about one book-length work. May not be repeated. LR</td>
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<td>ENGL-098</td>
<td>Independent Study in English</td>
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<td>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</td>
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<td>ENGL-105</td>
<td>College Composition</td>
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<td>ENGL-105: WRITING THE RESEARCH PAPER is designed to help students develop an effective process for researching and writing a successful transfer level essay. Students will learn time management, task scheduling, library and Internet research strategies, essay building skills and MLA citation format, which they will apply to writing one transfer level research essay from &quot;start to finish&quot;. May not be repeated. SC</td>
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<td>ENGL-111</td>
<td>Creative Writing</td>
<td>3</td>
<td>54</td>
<td>ENGL-100; ENGL-230</td>
<td>ENGL-111 is an intermediate Creative Writing class which encourages writers to focus on a long creative work in one genre: a novel, a novella, a short story collection, a book or poetry, a three act play, a screenplay. Students are advised to take English-111 before they take English-112. Students will be encouraged to submit their work to agents, contests, and publishers. May not be repeated. SC</td>
</tr>
<tr>
<td>ENGL-127</td>
<td>The Mythology and Literature of Ethnic Americans</td>
<td>3</td>
<td>54</td>
<td>ENGL-100</td>
<td>This course focuses on the mythological themes, folk tales/oral literature, fiction and essays produced by African Americans, Indigenous Peoples of the United States (American Indians), Latino/Chicano and European Americans. Emphasis will be on the similarities and differences in the literature of these ethnic groups and the ways in which the respective literatures reflect each group’s unique American experience. May not be repeated. SC</td>
</tr>
<tr>
<td>ENGL-115</td>
<td>Writing the Research Paper</td>
<td>3</td>
<td>54</td>
<td>ENGL-100</td>
<td>ENGL-115: WRITING THE RESEARCH PAPER is designed to help students develop an effective process for researching and writing a successful transfer level essay. Students will learn time management, task scheduling, library and Internet research strategies, essay building skills and MLA citation format, which they will apply to writing one transfer level research essay from &quot;start to finish&quot;. May not be repeated. SC</td>
</tr>
<tr>
<td>ENGL-128</td>
<td>Introduction to Asian-American Literature</td>
<td>3</td>
<td>54</td>
<td>ENGL-100</td>
<td>ENGL-128: INTRODUCTION TO ASIAN-AMERICAN LITERATURE analyzes works of Asian American literature including writings by Chinese Americans, Japanese Americans, Filipinos, South Asian Americans, and Vietnamese Americans. Students will explore close readings of short stories, novels and other works which concern such as building self-identity, forming relationships, resolving family conflicts and experiencing cultural problems. Satisfies LMC’s Ethnic/Multicultural Studies Graduation Requirement. May not be repeated. SC</td>
</tr>
</tbody>
</table>

Advisory: LMC: DA

Transfer: CSU, UC, CSU Gen. Ed. Area A2, IGETC Area 1A

Advisory: Eligibility for ENGL-100

Advisory: Eligibility for ENGL-100

Advisory: Eligibility for ENGL-100
ENGL-129  Introduction to Contemporary African-American Literature

54 total hours lecture  3 Units

Advisory: Eligibility for ENGL-090

This course is designed to offer students the opportunity to read widely and deeply in a selection of contemporary African American authors, beginning with the slave narrative, to the Harlem Renaissance, to the Civil Rights Movement, and ultimately to the cultural explosion of African-American Hip Hop Poets and artists of today. Students will be introduced to standard techniques of literary analysis as well as to the unique history and power of African American fiction, poetry, and plays. May not be repeated. SC

LMC: GE: Humanities; GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B

ENGL-132  Literature of Imagination: Myths, Tales, the Short Story, and the Novel

54 total hours lecture  3 Units

Advisory: ENGL-100

Selected listening and reading from the myths, tales, stories and novels of imaginative literature to broaden familiarization and to stimulate interests; some analysis of the art form as a metaphor to describe the human condition with links to sociological, historical and psychological perspectives. Genres explored are classical mythology, fantasy, and Gothic/horror. May not be repeated. LR

LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B

ENGL-133  Reflections: Representations of Race, Ethnicity and Gender in Hollywood Films and Popular Fiction

54 total hours lecture  3 Units

Advisory: Eligibility for ENGL-090

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. Meets the Ethnic Studies and Humanities graduation requirement. May not be repeated. SC

LMC: GE: Humanities; GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B. Also satisfies American Cultures Requirement at UCB

ENGL-205  California Literature

54 total hours lecture  3 Units

Prerequisite: ENGL-100

This course presents literature written by Californians or that is about California, as a state and before. Students will read, discuss, and analyze the literature from a variety of genres: fiction and non-fiction, novels, short stories, diaries, poetry, drama, and film. The course and these genres will be taught from historical, social, economic, political, and ethnic perspectives. This is a transfer-level course that demands students maintain a high level of critical thinking (literal, interpretative, synthesis, and evaluation) while learning about the canon of California literature. May not be repeated. LR

LMC: GE: Humanities, DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B

ENGL-220  Critical Inquiry and Analysis

54 total hours lecture  3 Units

Prerequisite: ENGL-100

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. May not be repeated. SC

LMC: GE: Communication/Critical Thinking; DA
Transfer: UC, CSU Gen. Ed. Area A3, IGETC Area 1B

ENGL-221  Advanced Composition and Critical Thinking

54 total hours composition  3 Units

Prerequisite: ENGL-100

This course is designed to provide advanced composition and critical thinking instruction beyond the 100 (1A) level. Instruction in critical thinking will include argument construction and evaluation, issue analysis, formal and informal fallacies, logical reasoning. Instruction in advanced composition will include advanced prose style, linear organization of essays, syntax analysis exploring the relations of language to meaning. Multicultural and global 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. May not be repeated. LR

LMC: GE: Communication/Critical Thinking; DA
Transfer: UC, CSU Gen. Ed. Area A3, IGETC Area 1B

ENGL-230  Thinking and Writing Critically about Literature

54 total hours composition  3 Units

Prerequisite: ENGL-100

This course continues the development of students’ college-level skills in reading, critical thinking, writing, and research which begins in English 100, focusing on the literary genres of poetry, drama, the short story, and the novel. May not be repeated. SC

LMC: GE: Humanities; DA
Transfer: UC, CSU Gen. Ed. Area C2

ENGL-231  Mystery and Detective Literature

54 total hours lecture  3 Units

Advisory: Eligibility for ENGL-100

Mystery and Detective Literature course leads students in reading, discussing, and writing about mystery and detective stories and novels from a variety of historical periods, nations, and cultures. The history and development of the sub-genres will also be examined as well as the contributions of the mystery and detective novel to the evolution of literature in general. Since mys-
English As A Second Language (ESL)

ESL-011  Vocabulary Development I
54 total hours lecture, 18 total hours lab 3 Units
Advisory: ESL-011, or a level one placement on the ESL Placement Test
(Formerly ESL-019) This course is the first level in a sequence that focuses on helping ESL students to develop their reading skills and to develop a useful and personally relevant vocabulary base. Students will learn how to use the dictionary, how to use context clues in reading and to recognize word parts. Students will also learn how to use new vocabulary to help them identify the main ideas in text and to use new vocabulary in writing. May not be repeated. SC
LMC: NDA

ESL-012  Vocabulary and Reading II
54 total hours lecture, 18 total hours lab 3 Units
Advisory: ESL-011, or a level two placement on the ESL Placement Test
This course is the second level in a sequence that focuses on helping ESL students to increase their vocabulary base and build their reading skills. Students will continue to use context clues in reading and to recognize word parts. Students will also build their reading skills to become active, thoughtful and confident readers of English. May not be repeated. SC
LMC: NDA

ESL-019  ESL Vocabulary Development
54 total hours lecture, 18 total hours 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. May not be repeated. LR
LMC: NDA

ESL-021  Grammar for Communication I
72 total hours lecture 4 Units
Advisory: One year of formal English as a Second Language instruction, or a level one placement on the ESL Placement Test
(Formerly ESL-020) ESL-021 is a grammar course for English language learners at a novice/basic level of English language proficiency. ESL-021 uses a dual integrated skills and communicative approach to teach a selection of level-appropriate grammatical structures. Students learn grammar through listening, reading, speaking, and writing activities that offer opportunities to discover, analyze, practice, and produce a variety of grammar points. Grammar content is taught via social and situational themes and contexts that are relevant to adult students' everyday lives and a variety of interests. The course focuses on developing novice/basic students' language ability through extensive exposure and practice that mainly includes focused and controlled exercises and some progressively more personalized and creative interactions. May not be repeated. SC
LMC: NDA

ESL-022  Grammar for Communication II
72 total hours lecture 4 Units
Advisory: ESL-021 or a level two placement on the ESL Placement Test
(Formerly ESL-021) ESL-022 is a grammar course for English language learners at a high beginning level of English language proficiency. ESL-022 uses a dual integrated skills and communicative approach to teach a selection of level-appropriate grammatical structures. Students learn grammar through listening, reading, speaking, and writing activities that offer opportunities to discover, analyze, practice, and produce a variety of grammar points. Grammar content is taught via social and situational themes and contexts that are relevant to adult students' everyday lives and a variety of interests. The course focuses on developing high-beginning students' language ability through extensive exposure and practice that mainly includes focused and controlled exercises and some progressively more personalized and creative interactions. May not be repeated. SC
LMC: NDA

ESL-023  Grammar for Communication III
72 total hours lecture 4 Units
Advisory: ESL-022, or level three placement on the ESL Placement Test
(Formerly ESL-022) ESL-023 is a grammar course for English language learners at an intermediate level of proficiency. ESL-023 uses a dual integrated skills and communicative approach to teach a selection of level-appropriate grammatical structures. Students learn grammar through listening, reading, speaking, and writing activities that offer opportunities to discover, analyze, practice, and produce a variety of grammar points. Grammar content is taught via social and situational themes and contexts that are relevant to adult students' everyday lives and a variety of interests. The course focuses on developing intermediate students' language ability through extensive exposure and practice that includes focused and controlled exercises to progressively more personalized and creative interactions. May not be repeated. SC
LMC: NDA

A course to build ESL students' English vocabulary and develop ability to use dictionaries effectively to learn and use English words appropriately. May not be repeated. LR
LMC: NDA
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL-024</td>
<td>Grammar for Communication IV</td>
<td>4</td>
<td>One year of formal English as a Second Language instruction, or a level one placement on the ESL Placement Test. SC</td>
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<td>LMC: NDA</td>
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<tr>
<td>ESL-031</td>
<td>Conversation/Pronunciation I</td>
<td>3</td>
<td>Formerly ESL-030. This is the first of a series of courses which introduces English pronunciation, and conversation for college communication. Emphasis is placed on English sound system and pronunciation improvement, accent reduction and oral communication skills. May not be repeated. SC</td>
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<td>LMC: NDA</td>
</tr>
<tr>
<td>ESL-032</td>
<td>Conversation/Pronunciation II</td>
<td>3</td>
<td>Formerly ESL-031. This is the second of a series of courses which introduces English pronunciation, and conversation for college communication. Emphasis is placed on further pronunciation development and more advanced oral communication skills. May not be repeated. SC</td>
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<td>LMC: NDA</td>
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<tr>
<td>ESL-033</td>
<td>Intermediate Oral Skills</td>
<td>3</td>
<td>ESL-022 and ESL-032, or a level three placement on the ESL Placement Test. SC</td>
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<td>LMC: NDA</td>
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<tr>
<td>ESL-041</td>
<td>Writing and Reading I</td>
<td>4</td>
<td>ESL-041, or a level two placement on the ESL Placement Test. SC</td>
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<td>LMC: NDA</td>
</tr>
<tr>
<td>ESL-042</td>
<td>Writing and Reading II</td>
<td>4</td>
<td>ESL-042, or a level three placement on the ESL Placement Test. SC</td>
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<td></td>
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<td>LMC: NDA</td>
</tr>
<tr>
<td>ESL-043</td>
<td>Writing and Reading III</td>
<td>4</td>
<td>ESL-042, or a level three placement on the ESL Placement Test. SC</td>
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<td>LMC: NDA</td>
</tr>
</tbody>
</table>
Environmental Science

ESL-044 Writing and Reading IV
72 total hours lecture 4 Units
Advisory: ESL-043, or a level four placement on the ESL Placement Test

ESL-044 is a writing and reading course for students of English as a second language who currently find themselves at a high intermediate/advanced level of English development. Through readings which are predominantly expository, including argumentative, research-based, and abstract ideas, students are taught to write expository essays which reference outside sources, including non-fiction, using a variety of rhetorical strategies (500-750 words). May not be repeated. SC

LMC: NDA

ESL-098 Independent Study in English as a Second Language

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ESL-900s Selected Topics in English as a Second Language
DA varies with course content.

Environmental Science

ENVSCI-001 Environmental Sciences Freshman Seminar
18 total hour lecture, 54 total hours lab 2 Units

Advisory: Eligibility for ENGL-100

This course provides students entering the Environmental Science program with an up-to-date overview of the fields within the discipline as well as potential career path opportunities. Using current research literature, students will learn how to prepare and present topical lectures on important regional environmental issues. Students will also complete a rotation of site visits with local employers during which students will interact with a broad range of environmental professionals on-the-job. May not be repeated. LR

LMC: DA
Transfer: CSU

ENVSCI-006 Bay-Delta Environmental Sciences Practicum
54 total hours lecture, 54 total hours lab 4 Units

Advisory: Eligibility for ENGL-100

This course is designed for Environmental Science majors as well as pre-and in-service secondary science teachers interested in teaching a course in environmental science, or who would like to use the environment as an integrating context for study in another scientific discipline (e.g., biology, chemistry, physics). This course is project-based and hands-on. Students will learn how to utilize local environs (e.g., creeks, wetlands, forests, brown fields) as outdoor laboratories for real-time environmental sampling and monitoring, resource conservation studies, and habitat restoration. The significance of the Bay-Delta system to the environmental health of California will be emphasized. Students who successfully complete this course will have access to field equipment, instrumentation, and curriculum materials for use in their own classrooms. May not be repeated. LR

LMC: DA
Transfer: CSU

ENVSCI-010 Introduction to the Environmental Sciences
54 total hours lecture, 54 total hours lab 4 Units

Advisory: Eligibility for ENGL-100

This course provides an interdisciplinary introduction to the environmental sciences—a group of sciences that seek to explain how life on Earth is sustained, what causes environmental problems, and how these problems can be solved. The course also provides students with the opportunity to work hands-on a problem of regional environmental significance using the techniques and technologies employed by environmental professionals. May not be repeated. LR

LMC: GE: Physical Sciences, DA
Transfer: UC, Gen. Ed. Area B1, B3, IGETC Area 5A

ENVSCI-098 Independent Study in Environmental Science

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

ENVSCI-900s Selected Topics in Environmental Science
DA varies with course content.


### Filipino

**FILIP-060 Elementary Filipino I**

- **90 total hours lecture**
- **5 Units**
- **Advisory:** Eligibility for ENGL-090
- A visual/oral/aural approach to understanding, speaking, reading, and writing Filipino as it is used by Filipinos world-wide. The content used in learning the language is drawn from the rich Filipino culture. May not be repeated. SC
- **LMC:** DA
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 6A

**FILIP-061 Elementary Filipino II**

- **90 total hours lecture**
- **5 Units**
- **Prerequisite:** FILIP-060 or two years of high school Filipino
- **Advisory:** Eligibility for ENGL-090
- A visual/oral/aural approach to understanding, speaking, reading, and writing Filipino as it is used in the Philippine Islands. The content used in learning the language is drawn from the rich Filipino culture. May not be repeated. SC
- **LMC:** DA
- **Transfer:** UC, CSU Gen. Ed. Area C2

**FILIP-098 Independent Study in Filipino**

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.) May be repeated three times. SC
- **LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**FILIP-900s Selected Topics in Filipino**

DA varies with course content.

### Fire Technology

**FIRE-098 Independent Study in Fire Technology**

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.) May be repeated three times. SC
- **LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

### Fire Protection Organization

**FIRE-101**

- **54 total hours lecture**
- **3 Units**
- **Advisory:** Eligibility for ENGL-090
- Survey of career opportunities in California Fire and Emergency Management Services and related fields. This is the basic core class within the fire technology program. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

### Fire Behavior and Combustion

**FIRE-102**

- **54 total hours lecture**
- **3 Units**
- **Advisory:** FIRE-101; eligibility for ENGL-090
- Fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques of all types of fires. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

### Fire Protection Equipment and Systems

**FIRE-103**

- **54 total hours lecture**
- **3 Units**
- **Advisory:** FIRE-101 and FIRE-102; eligibility for ENGL-090
- An overview of fire protection equipment and systems includes portable fire extinguishing equipment; protection systems; special hazards, sprinkler systems and fire detection systems. Fire Protection systems are continually changing due to technology and different types of occupancies need different types of fire protection. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

### Building Construction Related to the Fire Service

**FIRE-104**

- **54 total hours lecture**
- **3 Units**
- **Advisory:** FIRE-101 and FIRE-102; eligibility for ENGL-090
- This course covers fundamentals of building construction as it relates to fire protection. Classification of occupancy and types of construction with an emphasis on fire protection features including building equipment, facilities, and fire resistant materials. This course is required for Public Safety majors at CSUs. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU

### Fundamentals of Fire Prevention

**FIRE-105**

- **54 total hours lecture**
- **3 Units**
- **Advisory:** FIRE-101 and FIRE-102; eligibility for ENGL-090
- An overview of the history, organization and functions of fire prevention efforts includes inspection; fire investigation; recognizing and solving fire and life hazards; enforcing solutions and public relations. May not be repeated. SC
- **LMC:** DA
- **Transfer:** CSU
FIRE-106 Physical Fitness for Public Safety Personnel

27-54 total hours of activity .5-1 Unit
This course prepares students for the physical demands of a public safety career and prepares them for the entry level physical agility exam. Students are introduced to the tools and proper procedures for the physical requirements public safety positions require including carrying, lifting, climbing, and pulling equipment as well as proper physical rescue techniques. Also included are aerobic workouts designed to improve cardiovascular endurance, strength training and flexibility. May be repeated three times. SC
LMC: GCR: Physical Education; DA
Transfer: CSU

FIRE-120 Basic Fire Academy

228 total hours lecture, 132 total hours lab 15 Units
Prerequisite: A total of 9 units from FIRE-101, 102, 103, 104, 105, or 106; Satisfactory score on the Candidate Physical Ability Test (CPAT) or equivalent; meet NFPA 1582 medical assessment; current EMT certification
California State Board of Fire Services / Firefighter I approved. The Basic Academy Firefighter I prepares students for entry-level jobs in firefighting and for the California State Firefighter I certification. The California State Firefighter I curriculum, guidelines and assessments are followed throughout the program. Standards of performance in written exams and skill demonstrations are established by the International Fire Service Association (IFSTA) and local fire agencies. This academy is approximately 18 weeks in length and uses an evening and weekend schedule. “Mandatory and optional material fees may be applied.” May not be repeated. P/NP
LMC: DA
Transfer: CSU

FIRE-130 Advanced Fire Academy

198 total hours lecture, 442 total hours lab 19 Units
Prerequisite: Employment as a firefighter in a Contra Costa County Fire District or a total of 9 units from FIRE-101, 102, 103, 104, 105, or 106; satisfactory score on the Candidate Physical Agility Test (CPAT) or equivalent; meet National Fire Protection Association (NFPA) 1582 medical assessment; current Emergency Medical Technician (EMT) certification.
The Advanced Firefighter I Academy prepares students for entry-level jobs in firefighting and for California State Firefighter I certification. The California State Firefighter I curriculum, guidelines and assessments are followed throughout the program. Standards of performance in written exams and skill demonstrations are established by the International Fire Service Training Association (IFSTA) and local fire agencies. This academy is approximately 16 weeks in length and uses a Monday-Friday, 40 hour per week schedule. Accredited by the Office of the California State Fire Marshal. May not be repeated. P/NP
LMC: DA

FIRE-140 Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations

18 total hours lecture, 22 total hours lab 1.5 Units
Prerequisite: California Drivers License, Class B, fire fighter restricted (minimum).
Advisory: Fire Fighter I training recommended.
This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions. Optional State Fire Marshal certification fee applies. May be repeated three times. P/NP
LMC: DA
Transfer: CSU

FIRE-141 Fire Apparatus Driver/Operator 1B: Pump Operations

18 total hours lecture, 22 total hours lab 1.5 Units
Prerequisite: Drivers License, Class B, fire fighter restricted (minimum).
Advisory: Fire Fighter I training recommended.
This course provides the student with information on pump construction and theory of pump operations. Topics include: methods for performing basic hydraulics and techniques of basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions. Optional State Fire Marshal certification fee applies. May be repeated three times. P/NP
LMC: DA
Transfer: CSU

FIRE-170 Occupational Work Experience Education in Fire Technology

60-600 total hours 1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU
COURSE DESCRIPTIONS

Food Services

FIRE-170A Internship in Fire Technology
60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

FIRE-900s Selected Topics in Fire Technology
DA varies with course content.

FOOD-001 Introduction to Food Services Technology
54-216 total hours lab 1-4 Units

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 three times. SC

LMC: NDA

FOOD-002 Food Services Technology
54-216 total hours lab 1-4 Units

Prerequisite: FOOD-001

This course will prepare a cook who already has basic cooking techniques for work as a short-order/simple cookery cook (broiler, deep-fryer, griddle, salad, sandwich, sauté stations) to prepare more complex meals and to understand food orders both orally and in writing. May be repeated three times. SC

LMC: NDA

FOOD-098 Independent Study in Food Services Technology

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

FOOD-170 Occupational Work Experience Education in Food Services
60-600 total hours 1-8 Units

Prerequisite: Approved application

Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA
Transfer: CSU

FOOD-170A Internship in Food Services
60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

FOOD-900s Selected Topics in Food Services Technology

DA varies with course content.
French

FRNCH-060  Elementary French I
90 total hours lecture  5 Units
Advisory: Eligibility for ENGL-090
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. This course is equivalent to two years of high school French. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6

FRNCH-061  Elementary French II
90 total hours lecture  5 Units
Prerequisite: FRNCH-060
Advisory: Eligibility for ENGL-090
Continuation of the visual/oral/aural approach to understanding, speaking, reading, and writing French. This is the second course of a four semester sequence. Course material emphasizes the cultures of France and Francophone countries such as Belgium, Switzerland, Monaco, and Canada as well as the various French-influenced cultures of North Africa, Haiti, and Tahiti. It is highly recommended that upon successful completion of FRNCH-060, the section course FRNCH-061 be taken the following semester. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6

FRNCH-062  Intermediate French I
90 total hours lecture  5 Units
Prerequisite: FRNCH-061; or 3 years of high school French; or attend first class for Instructor assessment that demonstrates student’s fluency in reading and writing French
Advisory: Eligibility for ENGL-090
This course utilizes the communicative approach in the acquisition of French. Students will gain skills in listening and understanding conversation at the intermediate level, writing, and reading. It is the third in a series of four semesters of college level French and emphasizes the literature and culture of France and Francophone countries such as Belgium, Switzerland and Canada as well as the various French-influenced cultures of North Africa, Haiti, and Tahiti. French 62 continues the visual/oral/aural approach to understanding, speaking, reading, and writing French that was undertaken in French 60 and French 61. May not be repeated. SC
LMC: DA
Transfer: CSU

FRNCH-098  Independent Study in French
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

FRNCH-900s  Selected Topics in French
DA varies with course content.

Geography

GEOG-015  Physical Geography
54 total hours lecture, 54 total hours lab  4 Units
Advisory: Eligibility for ENGL-100
This course provides an introduction to physical geography including: our atmosphere and hydrosphere (weather and climate, oceans), lithosphere (landforms, earth processes), and biosphere (plants and animals, primarily), and emphasizes the fundamental relationships between these spheres. The interactions between the processes at the Earth’s surface and human activities will also be examined. May not be repeated. LR
LMC: GE: Physical Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

GEOG-098  Independent Study in Physical Geography
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

GEOG-900s  Selected Topics in Physical Geography
DA varies with course content.
**Geology**

**GEOL-020**  
**Physical Geology**  
54 total hours lecture, 54 total hours lab  
4 Units  
**Advisory:** Eligibility for ENGL-100  
This is an introductory course in physical geology exposing students to connections between earth processes and human systems. Topics covered will include geologic time, movement in the earth’s crust, the flow of mass and energy (e.g. water, heat, and rock), natural hazards like earthquakes and tsunamis, weathering, and climate change. Field trips will provide the opportunity to experience the geology of the San Francisco Bay Area first hand. May not be repeated. LR  
**LMC:** GE: Physical Sciences; DA  
**Transfer:** CSU Gen. Ed. Area B1, B3, IGETC Area 5A

**GEOL-098**  
**Independent Study in Physical Geology**  
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.) May be repeated three times. SC  
**LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
**Transfer:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**GEOL-900s**  
**Selected Topics in Physical Geology**  
DA varies with course content.

**History**

**HIST-029**  
**The American World Until 1865: Creating a “New World” America**  
54 total hours lecture  
3 Units  
**Advisory:** Eligibility for ENGL-100  
An introduction to the early history of America as a developmental, trans-hemispheric emergence of diverse peoples and cultures globally situated. Students will consider the gradually evolving “First New Nation” status of the U.S., attending to patterns, periods and topical themes prominent in its “nationalizing” experience as conditioned by regional and international realities. The American Story has been epochal in its making—epochal in human promise and peril, including the stock of societies recreated and destroyed. The “United States”, as a nation now familiar, has historically been cause, consequence, and principal legatee of this transformative dynamic. May not be repeated. SC  
**LMC:** GE: Social Science; DA  
**Transfer:** CSU Gen. Ed. Area D6

**HIST-030**  
**The American World From 1865: Creating a Modern World Hegemony**  
54 total hours lecture  
3 Units  
**Advisory:** Eligibility for ENGL-100  
An examination of the modern day history of the United States and its hemispheric neighbors as globally situated. The course acknowledges that continuous with the Jeffersonian-Napoleonic Era, all American polities alike experience a wellspring of systemic violence and “frenzied naturalism” generated by the quest for sovereign government, citizens’ rights, and “peoples” democracy. The course will examine the “great disruption” in socioeconomic circumstance apparent in our now common expectation of perpetual “free market” capitalism and its ever-expanding urban-industrial order. Observing and explaining how the United States has become a world preeminent embodiment of this order—at once the most envied and feared “super-power” of the 21st century—will be the culminating learning goal of this course. May not be repeated. SC  
**LMC:** GE: Social Science; DA  
**Transfer:** CSU Gen. Ed. Area D6

**HIST-031**  
**California History**  
54 total hours lecture  
3 Units  
**Advisory:** Eligibility for ENGL-100  
This survey course covers the history of California from its Native California origins to the present (Native California, Spanish, Mexican, and American Periods) with a focus on the unique geography of California, and how that shaped its history. Particular focus will be on the contributions that ethnic and cultural minorities and women have made to the political, social, cultural, and economic development and history of California. May not be repeated. SC  
**LMC:** GE: Social Science; DA  
**Transfer:** UC, CSU Gen. Ed. Area D6, IGETC Area 4F

**HIST-033**  
**Historians: Their Worlds & Their Craft**  
54 total hours lecture  
3 Units  
**Advisory:** Eligibility for ENGL-100  
An introduction to the idea and practice of history as a distinctive mode of constructed knowledge. The course will study historians who have contributed significantly to the 2500 year old tradition of human self-understanding. May not be repeated. SC  
**LMC:** GE: Social Science; DA  
**Transfer:** CSU Gen. Ed. Area D6

**HIST-034**  
**Our Western Inheritance in Global Perspective: Ancient World History**  
54 total hours lecture  
3 Units  
**Advisory:** Eligibility for ENGL-100  
Students will examine the historical evolution of western 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. May not be repeated. SC  
**LMC:** GE: Social Science; DA  
**Transfer:** UC, CSU Gen. Ed. Area D6, IGETC Area 4F
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>ASSIGNMENTS</th>
</tr>
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<tbody>
<tr>
<td>HIST-035</td>
<td>Western Inheritance in Global Perspective: Modern World History</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>This course covers major events and cultural trends in the historical evolution of Western Civilization from the 16th century to the 21st century. It analyzes historical events from the perspective of the people in power as well as those on the periphery. Analysis of revolutions, wars, and social movements will be a point of emphasis. Topics will include, but are not limited to: French, Russian, Scientific, and Industrial Revolution; the Protestant Reformation and the Wars of Religion; French Absolutism, English Constitutionalism, War Trade and Empire; Nationalism, Imperial Rivalry, and the World Wars; the fall of communism and modern Europe. May not be repeated. SC</td>
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<td>Important details about the course, eligibility, and requirements.</td>
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<td><strong>LMC:</strong> GE: Social Science; DA</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area D6, IGETC Area 4F</td>
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<tr>
<td>HIST-036</td>
<td>U.S. History: Origins to Civil War</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>This course examines the colonial and early national history of the United States from a socially inclusive, trans-hemispheric perspective. Its main theme, &quot;Peopling America,&quot; refers to the epochal story of dynamic ethnic, racial and cross-cultural encounter, which, framed by clashing European imperial powers, laid the bedrock of our national life. The course will address recurrent problems of shifting ethnic identities and societal reformulation; racial and racists cultural construction; class and gender inequality; religious and ideological conflict; economic development and dislocation; and, above all, the elusive, if persistent, quest to build a common polity of republican form and democratic spirit. This course will use an interdisciplinary, intercultural and comparative methodology which is compatible with the intrinsically analytical and intuitive nature of late-modern historical study. May not be repeated. SC</td>
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<tr>
<td>HIST-037</td>
<td>U.S. History: Civil War to Present Era</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>Students will examine the later 19th &amp; 20th century history of the United States from a socially inclusive, trans-cultural, trans-national perspective. Its main theme, &quot;Peopling America,&quot; refers to the unfinished story of the struggle for meaningful national belonging amidst dynamic ethnic, &quot;racial&quot; &amp; cross-cultural encounter, which framed by a global market and newly emergent &quot;world order&quot; challenges conventional notions of the American way-of-life. The course will address recurrent problems of shifting ethnic identities and societal reformulation; racial and racist cultural construction; class and gender inequality; religious and ideological conflict; economic development and dislocation; and, above all, the elusive, if persistent quest to build a common polity of republican form and democratic spirit. The course will use an interdisciplinary, intercultural and comparative methodology which is compatible with the intrinsically analytical and interpretive nature of late-modern historical study. May not be repeated. SC</td>
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<tr>
<td>HIST-038</td>
<td>U. S. History Since World War II</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>Students will examine contemporary U.S. History from a socially inclusive, trans-cultural and trans-national perspective. Students will be asked to evaluate critically the historical implications involved in the broad acknowledgment that since World War II, the U.S.A. has achieved both cultural hegemony and imperial pre-eminence over other world nations and peoples. Granting this acknowledgment, the course will address problems as follows: With reference to our national past, to what extent is our current hegemony continuous or discontinuous with the &quot;nationalism&quot; of earlier generations? Since contemporary American ideology claims a special role for the &quot;American System&quot; in the building of a universal order of &quot;liberal-capitalist democracy&quot; to what extent is this claim compatible with or inimical to the real prospects for world democracy in the 21st century? &quot;Culture Wars&quot;, &quot;Global Warming&quot;, &quot;Terrorist Rivalries&quot; and Extreme Material Inequity are the signature issues of late-modernity. How and in what way are the cultural resources of us Americans sufficient/insufficient in the attempt to engage these issues? This course will use an interdisciplinary, intercultural and comparative methodology which is compatible with the intrinsically analytical and interpretive nature of late-modern historical study. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area D6, IGETC Area 4F</td>
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<td>HIST-039</td>
<td>Ancient World History: People and their Governance until 1500 C.E.</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>This course is comprehensive introduction to the ancient history of world peoples, beginning with nature's ancestry in a &quot;Big Bang&quot; universe and extending to the fateful era of &quot;Columbian Exchange&quot; (1500 C.E) This course covers periods and patterns of human life as it develops from conditions of resource foraging (Paleolithic Cultures); toward resource cultivation (Agrarian Cultures); and culminating with intensified resource extraction sufficient for sustaining an interlinked &quot;CIVILIZATIONAL&quot; way-of-life (Modern Urban-Market Cultures). May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area D6, IGETC Area 4F</td>
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<tr>
<td>HIST-040</td>
<td>Modern World History: People and Their Governance From 1500 C.E.</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-100</td>
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<td>An introduction to the modern history of world peoples as it develops from multiple transcontinental and transoceanic encounters between ethnic strangers, and pointing toward the emergence of a global &quot;Culture-of-humanity&quot;. The course will proceed chronologically, comparatively, typologically and critically. At appropriate intervals contrasting and variable forms of human governance will be considered--effective governance regarded as crucial to human resilience when adapting to changing planetary realities. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area D6</td>
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</table>
HIST-046  History and Cultures of Native Americans in North America (from Pre-European Contact Through 1838)
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This survey course covers the history of Native American peoples from their origins to the period of removal 1838 by the United States government. The focus of this course will be on the diversity of Native American cultures, socially, geographically, politically, economically, architecturally, and spiritually. Particular focus will be on cultural and religious conversion of Native Americans, often times willingly as a means of survival, but most often forced upon them by European newcomers; Colonization by the Spanish, French and English; autonomy; diplomacy and warfare; trade and exchange networks; the ethical impact of U.S. policy removal, and Native American response and resistance movements; and the historical perspective of the "savage" stereotype and efforts to "Christianize and Civilize" Native Americans. May not be repeated. SC
LMC: GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area D3, IGETC Area 4C

HIST-047  History and Cultures of Native Americans in North America (from 1830 to the Present)
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This survey course covers the history of Native American Indians with a brief introduction of the removal period and beginning with their fight for western lands in the 1830s to the end of the Twentieth Century and their fight for rights and resources. The focus of this course will be on the continuous struggle and fight for sovereignty by Native American cultures. Particular focus will be on the fight for western lands; adapting to a changing world; civilizing Native Americans through Americanization and the educational assault; the survival and endurance of social, political, cultural, and religious traditions; modern Indian warfare through critical analysis of the second Wounded Knee and the takeover of Alcatraz Island, and the rise of Indian militancy and civil rights with particular attention to AIM; Native American struggle for rights and natural resources; and the challenge of reservation life, poverty, violence, unemployment, and alcohol dependency. May not be repeated. SC
LMC: GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area D3, D6, IGETC Area 4C

HIST-052  Mexican American History (1900 to Present)
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
This survey course covers the history of Mexican Americans from 1900 to the present. This course will cover social, cultural, political, economic, and gender issues. There will be a specific focus on the Great Migration and the impact of immigration, labor and union organization, and repatriation; Mexican American women in the labor force and their struggle to balance and challenge patriarchal and cultural traditions; the formation of early Mexican and Mexican American civil rights organizations known as mutualistas; cultural disintegration through Americanization programs; Mexican American Patriotism and nativist sentiments; the formation of Mexican American civil rights organizations such as League of United Latin American Citizens and Mexican American

Legal Defense and Education Fund; the Chicano movement; and the fight in the fields - Huelga! May not be repeated. SC
LMC: GCR: Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area D3, IGETC Area 4G

HIST-098  Independent Study in History
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

HIST-900s  Selected Topics in History
DA varies with course content.

Human Services

HMSRV-045  Student Leadership and Governance
18 total hours lecture, 54 total hours lab 2 Units
This course is designed to help student leaders develop the fundamentals of leadership and group interaction in a student governance setting at Los Medanos College. The course content will cover the Los Medanos College governance structure, Robert's Rules of Order (parliamentary procedure) and Brown Act, policies and procedures related to student organizations, as well as skills for running successful organizations and events. May be repeated three times. SC
LMC: DA
Transfer: CSU

HMSRV-048  Leadership for Change
36 total hours lecture 2 Units
Advisory: Eligibility for ENGL-090
This course is an introductory class to student leadership topics and strategies for social change. This course is designed to support students in their current and future leadership roles by increasing their ability to identify challenges and issues in their organizations and world, and to work in groups to develop strategies for change and improvement. Students will engage in multiple styles of learning (ie. lecture, discussion, activities) to develop an understanding of a variety of leadership models and skill. The course will culminate in the creation of student designed Social Change Projects. May not be repeated. SC
LMC: DA
Transfer: CSU

Human Services
HMSRV-098 Independent Study in Human Services
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

HMSRV-100 Educational Services and Strategies
18 total hours lecture, 36 total 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. May be repeated once. P/NP
LMC: NDA
Transfer: CSU

HMSRV-110 Academy for College Excellence Foundation Course
9 total hours lecture, 54 total hours lab 1.5 Units
Advisory: Eligibility for ENGL-090
This is an introductory course to the Academy for College Excellence that helps students develop professional behaviors that lead to academic and "knowledge work" career success such as developing self-discipline, leading self-managed teams, and creating effective teams composed of individuals with different working styles. May not be repeated. SC
LMC: DA

HMSRV-111 Academy for College Excellence Team Self-Management Course
36 total hours lab .5 Unit
Prerequisite: HMSRV-110 (may be taken concurrently)
Advisory: Eligibility for ENGL-090
Introduces the theory and practice of team self-management and its application in work organizations: exploring the connections between one's purpose and intentions and one's behaviors, and develops the self-management skills to successfully attain one's goals. May be repeated three times. SC
LMC: DA

HMSRV-112 Academy for College Excellence Survey Research on Community Issues
27 total hours lecture, 54 total hours lab 2.5 Units
Prerequisite: HMSRV-110 (may be taken concurrently)
Co-requisite: HMSRV-111
Advisory: Eligibility for ENGL-090
Explores fundamental topics related to knowledge work: conducting survey research of a community issues; leading and working on a self-managing work team; developing project management skills; and identifying and analyzing opportunities that lead to proposals and business plans. Additional topics include: defining knowledge work cultures, solving a social justice problem through utilizing discovery-based research methodology, history of survey research, problems of cross-cultural research, criticisms of survey research, and marketing new ideas. May be repeated once. SC
LMC: DA

HMSRV-170 Occupational Work Experience Education in Human Services
60-600 total hours 1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

HMSRV-170A Internship in Human Services
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU
### Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>HUMAN-019</td>
<td>Ancient Humanities</td>
<td>3</td>
<td>54 total hours lecture</td>
</tr>
<tr>
<td>HUMAN-020</td>
<td>Medieval and Renaissance Humanities</td>
<td>3</td>
<td>54 total hours lecture</td>
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<tr>
<td>HUMAN-021</td>
<td>Modern Humanities</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td>HUMAN-022</td>
<td>American Humanities</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td>HUMAN-024</td>
<td>Shakespeare’s English Kings: History, Literature and Drama</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td>HUMAN-030</td>
<td>Modernist Paris: Artists and Intellectuals (1890-1950)</td>
<td>3</td>
<td>54 total hours lecture</td>
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<td>HUMAN-040</td>
<td>Opera: The Human Experience in Music, Voice and Drama</td>
<td>3</td>
<td>54 total hours lecture</td>
</tr>
<tr>
<td>HUMAN-098</td>
<td>Independent Study in Humanities</td>
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<td></td>
</tr>
</tbody>
</table>

### Additional Information

- **Eligibility for ENGL-100**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities; DA
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B
- **54 total hours lecture**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities; DA
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B
- **54 total hours lecture**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities; DA
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B
- **54 total hours lecture**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities, DA
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B
- **54 total hours lecture**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities, DA
- **Transfer:** UC, CSU Gen. Ed. Area C1, IGETC Area 3A
- **54 total hours lecture**
- **Advisory:** Eligibility for ENGL-100
- **LMC:** GE: Humanities
- **Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B

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**HUMAN-098 Independent Study in Humanities**

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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

HUMAN-900s  Selected Topics in Humanities
DA varies with course content.

Italian

ITAL-060  Elementary Italian I
90 total hours lecture 5 Units
Advisory: Eligibility for ENGL-090
A visual/oral/aural approach to understanding, speaking, reading, and writing Italian. The content used in learning the language is drawn from the rich varied culture of Italy. This course is equivalent to two years of high school Italian. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6

ITAL-061  Elementary Italian II
90 total hours lecture 5 Units
Prerequisite: ITAL-060 or two years of high school Italian
Advisory: Eligibility for ENGL-090
This is the second course of a two semester sequence and a continuation of the visual/oral/aural approach to understanding, speaking, reading, and writing Italian. The content used in learning the language is drawn from the rich varied culture of Italy. Course material emphasizes the cultures of Italy, and Italian speaking regions throughout the world. This course is equivalent to two years of high school Italian. It is highly recommended that upon successful completion of ITAL-060, the section course ITAL-061 be taken as soon as possible. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6

ITAL-098  Independent Study in Italian
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Units</th>
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<tbody>
<tr>
<td>JOURN-016A</td>
<td>Visual Storytelling Practicum I</td>
<td>18</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>Advisory:</strong> JOURN-010</td>
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<td></td>
<td>An applied course in which students practice and refine beginning visual storytelling skills by working as staff members on the college newspaper and other print and online student publications. The focus of study is on photo stories and essays, in-depth informational graphics and video news reports, and persuasive illustrations. May not be repeated. SC</td>
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<td><strong>LMC:</strong> DA</td>
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<td><strong>Transfer:</strong> CSU</td>
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<tr>
<td>JOURN-016B</td>
<td>Visual Storytelling Practicum II</td>
<td>18</td>
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<td></td>
<td><strong>Prerequisite:</strong> JOURN-016A</td>
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<td><strong>Advisory:</strong> JOURN-010</td>
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<td>An applied course in which students practice and refine intermediate visual storytelling skills by working as staff members on the college newspaper and other print and online student publications. The focus of study is on photo stories and essays, in-depth informational graphics and video news reports, and persuasive illustrations. May not be repeated. SC</td>
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<td><strong>LMC:</strong> DA</td>
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<td><strong>Transfer:</strong> CSU</td>
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<tr>
<td>JOURN-016C</td>
<td>Visual Storytelling Practicum III</td>
<td>18</td>
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<td><strong>Prerequisite:</strong> JOURN-015B</td>
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<td><strong>Advisory:</strong> JOURN-010</td>
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<td>An applied course in which students practice and refine advanced visual storytelling skills by working as staff members on the college newspaper and other print and online student publications. The focus of study is on digital photo slide shows and photo illustrations, informational graphics integrated with full-page layouts, and enterprise video reports. May not be repeated. SC</td>
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<td><strong>LMC:</strong> DA</td>
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<td><strong>Transfer:</strong> CSU</td>
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<tr>
<td>JOURN-020</td>
<td>Publication Production I: Editing and Page Design</td>
<td>18</td>
<td>3</td>
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<td><strong>Advisory:</strong> JOURN-010</td>
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<td>Basic publication production for students planning careers in the news and information media, and other related fields such as advertising and public relations. The course also addresses communications law and ethics, and requires extensive laboratory work on the college newspaper, online news site, and/or magazine. May be repeated three times. SC</td>
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<td><strong>LMC:</strong> DA</td>
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<td><strong>Transfer:</strong> CSU</td>
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<tr>
<td>JOURN-030</td>
<td>Publication Production II: Editorial Leadership</td>
<td>18</td>
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<td><strong>Advisory:</strong> JOURN-010 and 020</td>
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<td>Advanced publication production and editorial leadership for students planning careers in the news and information media, and other related fields such as advertising and public relations. The course also addresses communications law and ethics, and requires extensive laboratory work on the college newspaper, online news site, and/or magazine. May be repeated three times. SC</td>
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<td><strong>LMC:</strong> DA</td>
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<td><strong>Transfer:</strong> CSU</td>
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<tr>
<td>JOURN-035</td>
<td>Mass Communication</td>
<td>54</td>
<td>3</td>
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<td><strong>Advisory:</strong> ENGL-090 or eligibility for ENGL-100</td>
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<td>A survey of mass communication in the information age. This course examines the origins, development, role and impact of the major mass media in society - books, newspapers, magazines, radio, television, film and recordings - as well as the influence of the Internet and its connection to convergence. It analyzes the main categories of media messages within the cultural landscape: entertainment, journalism, advertising and public relations. It also explores current and future trends in mass communication, and issues, laws and ethics involved with the mass media and related industries. May not be repeated. SC</td>
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<td><strong>LMC:</strong> GE: Humanities; DA</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area D7, IGETC Area 4G</td>
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<tr>
<td>JOURN-098</td>
<td>Independent Study in Journalism</td>
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<td>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.) May be repeated three times. SC</td>
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<tr>
<td>JOURN-170</td>
<td>Occupational Work Experience Education in Journalism</td>
<td>60-600</td>
<td>1-8</td>
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<td></td>
<td><strong>Prerequisite:</strong> Approved application</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer</td>
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Learning Skills

LRNSK-040 Learning Skills Eligibility Assessment
8 total hours lecture, 5 total hours lab .5 Unit
Advisory: Meet with the Disabled Students Program and/or Counselor
This course provides students with assessment for learning disabilities services eligibility. In addition to group and individual testing, students will receive instruction in study skills, academic accommodations, and learning styles. Through both assessment and class exercises, an individual learning profile including learning strengths and weaknesses and recommended compensating strategies will be developed. An optional materials fee may be applied. May not be repeated. P/NP
LMC: NDA

LRNSK-050 Multimodal Strategies for Reading and Spelling
54 total hours lecture, 18 total hours lab 3 Units
This course is the first in a two-semester sequence of courses and is designed for students with learning disabilities and those who need to improve their basic skills in reading, spelling, writing sentences, paragraphs. The focus is on learning strategies to develop the fundamental skills of reading and spelling. Instruction is based on a multimodal approach. May not be repeated. SC
LMC: NDA

LRNSK-051 Applications: Reading, Spelling and Writing Strategies
54 total hours lecture, 18 total hours lab 3 Units
Advisory: LRNSK-050
This is the second course in a two-semester sequence designed for students with learning disabilities and those who need to improve their basic skills in reading, spelling, writing paragraphs, and essays. This course focuses on the application of strategies to improve learning. May not be repeated. SC
LMC: NDA

LRNSK-070 Adaptive Computer Technology
36 total hours lecture, 54 total hours lab 3 Units
Computers and technology have allowed students with disabilities greater access to information and allow for increased communication. This is a beginning course that introduces students with disabilities to adaptive software and hardware. This course is appropriate for students with a basic knowledge of computers. As students progress throughout the course, they will reinforce computer skills learned and explore how the adaptive computer technology can be integrated with those skills. May be repeated three times. SC
LMC: NDA

LRNSK-081 Learning Skills Math Reasoning and Strategies I
27 total hours lecture, 27 total hours lab 2 units
This self-paced math strategies course is designed for students with disabilities which impact math learning and retention. Each student will be assessed at the beginning of the course and will be provided specialized math instruction and individualized strategies based on the results of the assessment. The topics of learning styles, strategies to maximize your personal learning strengths, strategies for learning basic math concepts including whole number skills, addition, subtraction, multiplication, division, and context based arithmetic problems are covered. Students will develop individualized strategies for learning basic math concepts. Learning Skills 81 is the first of two self-paced courses designed for students with disabilities that impacts math learning. May be repeated three times. SC
LMC: NDA

JOURN-170A Internship in Journalism
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready for on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience during community college attendance. Credit may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

JOURN-900s Selected Topics in Journalism
DA varies with course content.
Library Studies

LRNSK-082 Learning Skills Math Reasoning and Strategies II
27 total hours lecture, 27 total hours lab 2 Units
Advisory: LRNSK-081 and/or knowledge of place value, multiplication, and division skills and strategies
This self-paced math strategies course is designed for students with disabilities which impact math learning and retention. Each student will be assessed at the beginning of the course and will be provided specialized math instruction and individualized strategies based on the results of the assessment. The topics of learning styles, strategies to maximize your personal learning strengths, strategies for learning basic math concepts including fractions, decimals, percents, estimating, and context based arithmetic problems are covered. Students will develop individualized strategies for learning basic math concepts. Learning Skills 82 is the second of two self-paced courses designed for students with disabilities which impact math learning. May be repeated three times. SC
LMC: NDA

LRNSK-098 Independent Study in Learning Skills
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

LRNSK-900s Selected Topics in Learning Skills
DA varies with course content.

Library Research and Information Literacy Skills
18 total hours lecture 1 Unit
Advisory: Eligibility for ENGL-090
This course teaches the research strategies and skills for successfully locating, retrieving, evaluating, synthesizing and using information in various formats. It combines library skills, research methods and information technology literacy. Coursework includes the ethical and legal aspects of information use and the critical thinking skills necessary for successful college research. May not be repeated. SC
LMC: DA
Transfer: CSU

LIBST-017 Introduction to Internet Information Resources
13.5 total hours lecture, 13.5 total hours lab 1 Unit
Advisory: Eligibility ENGL-090
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. May be repeated twice. SC
LMC: DA
Transfer: CSU

LIBST-018 Internet Information Resources - Advanced Search Techniques and Strategies
9 total hours lecture, 27 total hours lab 1 Unit
Advisory: Eligibility for ENGL-090
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. May be repeated three times. SC
LMC: DA
Transfer: CSU

LIBST-098 Independent Study in Library Studies
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
LIBST-170  Occupational Work Experience Education in Library Studies

60-600 total hours 1-8 Units

Prerequisite: Approved application

Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA
Transfer: CSU

LIBST-170A  Internship in Library Studies

60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

LIBST-900s  Selected Topics in Library Studies

DA varies with course content.

Management and Supervision

MANGT-050  Introduction to Supervision

54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-090

(Formerly MANGT 50A, 50B, 50C) This course presents a practical overview of supervision and management concepts, processes, and techniques covering the role of the front-line manager in complying with human resource issues, obtaining successful employee relations and staff productivity, and contributing to the overall success to the organization. May not be repeated. SC

LMC: DA
Transfer: CSU

MANGT-060  Making Effective Decisions

54 total hours lecture 3 Units

Advisory: MANGT-050 (Formerly MANGT-050A, 050B, 050C); eligibility for ENGL-100

(Formerly MANGT-060A, 060B, 060C) This course encompasses three skill areas of decision-making/problem-solving and their impact: Skills for effective and timely decision-making, skills for obtaining buy-in to implement change, and skills for ensuring organizational performance accountability. Each of these skill areas is approached practically. May not be repeated.

LMC: DA
Transfer: CSU

MANGT-065  Mastering Management's Essential Tools

54 total hours lecture 3 Units

Advisory: MANGT-050 (MANGT-050A, 050B, 050C); eligibility for ENGL-090

(Formerly MANGT-065A, 065B, 065C) This course focuses on three distinct aspects of management tools essential in the workplace: Organizational Planning, Total Quality Management, and Time Management. 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. An introduction to the concepts surrounding Total Quality Management including, contrasting traditional management concepts with that of Total Quality Management; Work Teams and the techniques and processes utilized—communication, response, adaptation and coordination in teams. 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 and stress reduction. May not be repeated. SC

LMC: DA
Transfer: CSU

MANGT-070  Relating in Human Terms

54 total hours lecture 3 Units

Advisory: MANGT-050 (formerly MANGT 50A, 50B, 50C); eligibility for ENGL-100

This course analyzes aspects of Human Relations in supervisory positions: Conflict, Team Development, Cultural Diversity, Leadership Development, and Etiquette in the modern workplace. Local and global perspectives are discussed as they relate to the business environment. May not be repeated. SC

LMC: DA
Transfer: CSU

MANGT-075  Managing Human Resources

54 total hours lecture 3 Units

Advisory: MANGT-050 (Formerly MANGT-050A, 050B, 050C); Eligibility for ENGL-090

(Formerly MANGT-075A, 075B, 075C) This course encompasses three separate areas of human resources: Federal and California
State employment laws relating to discrimination and equal employment, recruiting and interviewing job candidates; and hiring and dismissing employees. Each of these subjects is approached from a practical perspective. May not be repeated. SC
LMC: DA
Transfer: CSU

MANGT-098 Independent Study in Management and Supervision
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

MANGT-170 Occupational Work Experience Education in Management And Supervision
60-600 total hours 1-8 Units
Prerequisite: Approved Application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

MANGT-170A Internship in Management And Supervision
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

MANGT-900s Selected Topics in Management and Supervision
DA varies with course content.

Mathematics

MATH-004 Basic Math and Study Skills
36 total hours lecture, 72 total hours lab 3 Units
MATH-004 is designed to teach basic arithmetic and improve mathematical thinking. The course will also prepare students for the next level math courses, build study skills and gain math confidence. Math topics include whole numbers, estimation, fractions, decimals, percents and proportions. Study skills topics and effective learning techniques may include reading the math textbook, note making, studying, taking tests, and appropriate use of a basic calculator, interpreting and creating tables, graphs and charts and utilizing a math binder. Additionally, students will develop proficient skills in communication of mathematics and problem solving techniques. MATH-004 is appropriate for all students who desire a review of basic math and is for students with learning disabilities. MATH-004 is part of the LMC Developmental Math Program. May be repeated once. SC
LMC: NDA

MATH-007 Self-Paced Arithmetic Skills
9-63 total hours lecture, 3-27 total hours lab .5-3.5 Units
MATH-007 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 basic skills review, with applications, of whole numbers, fractions, decimals, proportions, percent, basic geometric and statistical ideas, graphs and charts, and measurement. An introduction to prealgebra is also available. This course is repeatable up to three times or a maximum of 3.5 units earned. SC
LMC: NDA

MATH-009 Arithmetic Skills with Applications
72 total hours lecture, 36 total hours lab 4 Units
MATH-009 is a four-unit lecture / lab course designed to meet the math requirements for the LMC Certificate of Achievement. Students will demonstrate mastery of arithmetic with whole numbers, fractions, decimals, and basic proportions and percents. Students will become proficient in the application and use of technology, estimation, arithmetic, proportional reasoning and percents, as well as multi-pronged representations including use of formulas, charts, and graphs. Applications will include topics from geometry, such as measurement, the metric system, perimeter, area and volume, as well as topics from personal finance such as calculating interest, sales tax, finance charges, balancing a checkbook, and budgeting. Students will develop proficient skills in communication of mathematics, problem-solving, use of multiple representations, and effective learning skills. MATH-009 is part of the LMC Developmental Math Program. May not be repeated. SC
LMC: NDA
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<th>Course Title</th>
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<th>Units</th>
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**Course Descriptions**

**MATH-011 Bridge to Prealgebra**
27 total hours lecture, 9 total hours lab 1.5 Units
MATH-011 is designed to support students who are enrolled in a learning community for the fall semester. Students study mathematical reasoning and problem solving strategies in an applied arithmetic context, as well as review arithmetic skills. Students learn about contributions to mathematics from multiple cultures. Methods and strategies are presented for reading math texts and taking efficient and complete notes on lectures and texts. Successful students will develop proficient arithmetic skills, strategies for problem-solving, effective learning skills, and a diverse perspective of mathematics. MATH-011 is part of the LMC Developmental Math Program. May not be repeated. P/NP

LMC: DA

**MATH-012 Prealgebra**
54 total hours lecture, 54 total hours lab 4 Units
MATH-012 is a four-unit lecture/lab prealgebra course designed to provide students with the background skills and knowledge in preparation for the study of elementary algebra. In MATH-012 students will demonstrate mastery with arithmetic involving integers, signed fractions, and signed decimals, with basic proportions and percents, as well as the order of operations, exponents and solving linear equations. Students will become proficient in the application and use of technology, estimation, arithmetic, proportional reasoning and percents, as well as multi-pronged representations including use of equations, tables, and graphs. Applications will include introductory topics from algebra, geometry, and descriptive statistics. Students will develop proficient skills in communication of mathematics, problem-solving, use of multiple representations, and effective learning skills (such as self-assessment, goal-setting, and using resources). MATH-012 is part of the LMC Developmental Math Program and satisfies the math requirements for the LMC Certificate of Achievements. May not be repeated. SC

LMC: NDA

**MATH-024 Elementary Algebra Student Support**
27 total hours lecture, 9 total hours lab 1.5 Units
Prerequisite: Completion of MATH-012 with a grade of "C" or better, or completion of coursework at another college that is comparable to MATH-012 with a grade of "C" or better, or demonstration of equivalent prealgebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college.

Co-requisite: Enrollment in Math 25.
MATH-024 is designed to support students enrolled in an intensive version of Elementary Algebra. Methods and strategies are presented for reading algebra texts, taking efficient and complete notes on lectures and texts, and creating study guides for quizzes, tests and exams; metacognitive skills, problem-solving strategies, and writing skills in algebra are developed. Time management, study habits, homework strategies, and educational planning are also covered. Successful students will develop proficient skills in oral and written communication of mathematics, algebra problem-solving and effective learning skills. MATH-024 is part of the LMC Developmental Math Program. May not be repeated. P/NP

**MATH-025 Elementary Algebra**
72 total hours lecture, 54 total hours lab 5 Units
Prerequisite: Completion of Math 12 with a grade of "C" or better, or completion of coursework at another college that is comparable to Math 12 with a grade of "C" or better, or demonstration of equivalent prealgebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college.

A five-unit introductory algebra course that focuses on the study of linear equations, systems of linear equations, and quadratic equations. Linear equations and systems of linear equations are constructed from information given in tabular, graphical and symbolic forms in real-world settings and these models are used to make decisions or predictions. Quadratic equations are solved using symbolic methods, such as factoring or the quadratic formula, as well as tables and graphs. The following topics are also covered: arithmetic and order of operations with real numbers; laws of exponents with integer exponents; one variable inequalities, proportional reasoning, the Pythagorean Theorem, unit analysis, perimeter, area and volume. Successful students will develop proficient skills in communication of mathematics, problem-solving, use of multiple representations, and effective learning skills. Math 25 is part of the LMC Developmental Math Program. May not be repeated. SC

LMC: GCR: Mathematics; DA

**MATH-026 Plane Geometry**
54 total hours lecture, 36 total hours lab 3 Units
Prerequisite: MATH-025 or equivalent course
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. May not be repeated. SC

LMC: GCR: Mathematics; DA

**MATH-028 Intermediate Algebra Student Support**
27 total hours lecture, 9 total hours lab 1.5 Units
Prerequisite: Completion of MATH-025 (or MATH-025AX and BX, or MATH-025A and B) with a grade of "C" or better, or completion of coursework at another college that is comparable to MATH-025 with a grade of "C" or better, or demonstration of equivalent elementary algebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college, or successful completion of high school Algebra II within the past two years.

Co-requisite: MATH-030
MATH-028 is designed to support students enrolled in an intensive version of Intermediate Algebra. Methods and strategies are presented for reading intermediate algebra texts, taking efficient and complete notes on lectures and texts, and creating study guides for quizzes, tests and exams; metacognitive skills and problem-solving strategies are developed, as well writing skills in intermediate algebra with a focus on mathematical reasoning and justification. Time management, study habits, homework strategies, and educational planning
are also covered. Successful students will develop proficient skills in oral and written communication of mathematics, algebra problem-solving, and effective learning skills, towards preparedness for transfer level math courses. MATH-028 is part of the LMC Developmental Math Program. May not be repeated. P/NP

LMC: DA

**MATH-030 Intermediate Algebra**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-025 (or MATH-025AX and BX, or MATH-025A and B), or completion of coursework at another college that is comparable to MATH-025, or demonstration of equivalent elementary algebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college, or successful completion of Algebra II within the past two years.

An intermediate algebra course that focuses on linear, quadratic, exponential, and logarithmic functions. Each family of functions will be investigated from multiple perspectives that include tabular, graphical, symbolic, and verbal forms. Successful students will develop proficient skills in communication of mathematics, problem-solving, use of multiple representations, and effective learning skills. Meets requirements for an LMC Certificate of Achievement and the LMC Associate Degree. May not be repeated. SC

LMC: GCR: Mathematics; DA

**MATH-034 Introduction to Statistics**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-030, MATH-909 or equivalent course

A first course in statistics with an introduction to descriptive statistics (measures of central tendency, dispersion, and correlation connected to standard graphical representations of data distributions), sampling design for reliable data production via experiments and surveys, tests of significance and confidence intervals, probability as it relates to inference. Use of a statistical software package or graphing calculator required. May not be repeated. SC

LMC: GCR: Mathematics; DA

**MATH-035 Finite Mathematics**
54 total hours lecture, 36 total hours lab 3 Units

**Prerequisite:** MATH-030 or equivalent course

**Advisory:** Eligibility for ENGL-100

An introduction to finite mathematical models used in solving applied problems in business, social science and related fields. Topics include: linear models; matrices; linear programming; probability; Markov chains; decision theory; math of finance. May not be repeated. SC

LMC: GCR: Mathematics; DA

**MATH-037 Applied Calculus**
72 total hours lecture, 18 total hours lab 4 Units

**Prerequisite:** MATH-030 or equivalent course

An introduction to the theory of calculus with applications to problems in business, economics, biology, 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; exponential and logarithmic functions; and an introduction to the concepts of integration. Use of a mathematical software package or graphing calculator required. May not be repeated. SC

LMC: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-040 Precalculus**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-026 and 030 or equivalent

MATH-040 is an in depth look at functions and their usefulness in mathematical modeling. Functions are approached numerically, graphically, symbolically, and verbally. Families of functions studied include: linear, quadratic, exponential, logarithmic, trigonometric, power, polynomial, and rational. Additional function topics: rate of change, concavity, domain/range, function transformation/combination, inverse functions, and asymptotic behavior of functions. Algebraic skills are further developed. This course is primarily intended to prepare students for calculus but may also serve as an advanced course for students not intending to continue with calculus. May not be repeated. SC

LMC: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-050 Calculus and Analytic Geometry**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-040 or equivalent course

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. May not be repeated. SC

LMC: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-060 Calculus and Analytic Geometry**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-050 or equivalent course

**Advisory:** Eligibility for ENGL-090

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. May not be repeated. SC

LMC: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-070 Calculus and Analytic Geometry**
72 total hours lecture, 36 total hours lab 4 Units

**Prerequisite:** MATH-060 or equivalent course

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. May not be repeated. SC

LMC: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2
### Music

**MUSIC-001 Music I**
27 total 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. P/NP  
LMC: DA  
Transfer: CSU

**MUSIC-002 Music II**
27 total 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. P/NP  
LMC: DA  
Transfer: CSU

**MUSIC-003 Music III**
27 total 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. P/NP  
LMC: DA  
Transfer: CSU

**MUSIC-005 Recital Class**
54 total hours lab 1 Unit  
*Advisory: MUSIC-008; or arrangement with a private music instructor*  
This course is designed to be taken in conjunction with MUSIC-008 or with private instruction from a qualified off-campus instructor. The student will learn appropriate performance decorum, techniques for concentration, "stage fright" control, performance preparation skills as well as organization and presentation skills for public performance. There will be many opportunities to perform prepared solos in various venues with differing levels of formality. Two semesters of MUSIC-005 are required for music majors. May be repeated three times. LR  
LMC: DA  
Transfer: UC, CSU

**MUSIC-006 Sophomore Recital Preparation**
54 total hours lab 1 Unit  
*Advisory: MUSIC-008; or arrangement for lessons with a private music instructor*  
This course is designed to prepare the music major to successfully perform a Sophomore Recital upon graduating from LMC with an associate degree in music, or upon transferring to a four year school as a music major. The Sophomore Recital is defined as an individual solo recital representing the student's mastery of technical and artistic skills commensurate with upper division entry level expertise, including but not limited to; ability to perform a solo program of at least 30 minutes of playing time; demonstrated performance expertise in music of diverse compositional styles; demonstrated expertise in the technical and interpretive skills required for a high level of performance on that student's instrument or voice; demonstrated mastery of proper stage deportment for varying levels of formality. It is assumed that the student will be taking regular private lessons

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**MATH-075 Linear Algebra**
54 total hours lecture, 36 total hours lab 3 Units  
*Prerequisite: MATH-070*  
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 supply problem-solving methods for many other fields. May not be repeated. SC  
LMC: GCR: Mathematics; DA  
Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-080 Differential Equations**
54 total hours lecture, 36 total hours lab 3 Units  
*Prerequisite: MATH-070 or equivalent course*  
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. May not be repeated. SC  
LMC: GCR: Mathematics; DA  
Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

**MATH-098 Independent Study in Mathematics**
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 three times. May be repeated three times. P/NP  
LMC: DA  
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**MATH-070 or equivalent course**
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. May not be repeated. SC  
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**MATH-900s Selected Topics in Mathematics**
DA varies with course content.

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**MUSIC-001 Music I**
27 total 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. P/NP  
LMC: DA  
Transfer: CSU

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**MUSIC-008; or arrangement with a private music instructor**
This course is designed to be taken in conjunction with MUSIC-008 or with private instruction from a qualified off-campus instructor. The student will learn appropriate performance decorum, techniques for concentration, "stage fright" control, performance preparation skills as well as organization and presentation skills for public performance. There will be many opportunities to perform prepared solos in various venues with differing levels of formality. Two semesters of MUSIC-005 are required for music majors. May be repeated three times. LR  
LMC: DA  
Transfer: UC, CSU

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**MUSIC-005 and placement audition**
This course is designed to prepare the music major to successfully perform a Sophomore Recital upon graduating from LMC with an associate degree in music, or upon transferring to a four year school as a music major. The Sophomore Recital is defined as an individual solo recital representing the student's mastery of technical and artistic skills commensurate with upper division entry level expertise, including but not limited to; ability to perform a solo program of at least 30 minutes of playing time; demonstrated performance expertise in music of diverse compositional styles; demonstrated expertise in the technical and interpretive skills required for a high level of performance on that student's instrument or voice; demonstrated mastery of proper stage deportment for varying levels of formality. It is assumed that the student will be taking regular private lessons
MUSIC-013  Musicianship I
27 total hours lecture, 36 total hours lab 2 Units
Advisory: MUSIC-030, concurrent enrollment in MUSIC-016, previous or concurrent enrollment in MUSIC-031

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-016. May be repeated once. LR

LMC: DA
Transfer: UC, CSU

MUSIC-014  Musicianship II
27 total hours lecture, 36 total hours lab 2 Units
Advisory: MUSIC-013; MUSIC-016 and 031, concurrent enrollment in MUSIC-017, previous or concurrent enrollment in MUSIC-032

Continuation of the content of MUSIC-013. May be repeated once. LR

LMC: DA
Transfer: UC, CSU

MUSIC-015  Basic Music
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090

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. May not be repeated. SC

LMC: GE: Creative Arts; DA
Transfer: UC (UC transferable, but may not be combined with MUSIC-013) CSU Gen. Ed. Area C1, IGETC Area 3A

MUSIC-016  Music Theory I
54 total hours lecture 3 Units
Advisory: MUSIC-015 and MUSIC-030; prior or concurrent enrollment in MUSIC-013, 031 or 032

MUSIC-016 is the study of musical notation, scales, keys, intervals, rhythm, musical structure, transposition and harmonization. This course is required for music majors. May not be repeated. LR

LMC: DA
Transfer: UC, CSU

MUSIC-008  Private Lessons Practicum
90 total hours lab 1.5 Units
Prerequisite: Audition
Advisory: Prior or concurrent enrollment in MUSIC-005, 006, or in major performance medium; MUSIC-030, 031, 032, 033a or 033b; music theory course at appropriate level (MUSIC-015, 016, 017, 018 or 081); and chamber ensembles (MUSIC-050-056). Pianists, vocalists, and guitarists may substitute alternative music courses to satisfy chamber ensemble requirement.

This course is designed for the music major or minor students who will study their performance medium with a private instructor. 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 hours during the semester. Each student must pass an audition. It is strongly recommended that the student be concurrently enrolled in Piano (30, 31 or 32), Recital Class (5, 6, or 7), a music theory course at the student’s appropriate level (15, 16, 17, 18 or 81), enrollment in any major performance group or Chamber Ensembles (any section between 50-56). Any exception to this list must have instructor’s approval. May be repeated three times. P/NP

LMC: DA
Transfer: UC, CSU

MUSIC-010  Music Literature
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090

This is 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 form this art form. The course will allow the opportunity for creative problem-solving through critical skills thought attendance at and evaluation of contemporary exhibits and performances. May not be repeated. SC

LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1, IGETC Area 3A

MUSIC-012  Popular Musics in American Culture
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-090

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. This course meets the General Education requirement for Creative Arts. May not be repeated. LR

LMC: GE: Creative Arts; DA
Transfer: UC, CSU Gen. Ed. Area C1. Also satisfies American Cultures Requirement at UCB

with an instructor/coach through MUSIC-008 or MUSIC-009 or from a qualified off-campus instructor. May be repeated three times. LR

LMC: DA
Transfer: UC, CSU
MUSIC-017  Music Theory II: Tonal Harmony
54 total hours lecture, 54 total hours lab  4 Units
Advisory: MUSIC-016, 031 and 013; prior or concurrent enrollment in MUSIC-014, 032 or 033A.
MUSIC-017 is the study of common practice harmony. The focus is on tonal harmony including the realization of figured bass lines, harmonization of melodies and the harmonic and structural analysis of examples of Baroque, Classical and Romantic musical literature. First and second species counterpoint will be introduced. This course is required for music majors and should be taken concurrently with MUSIC-014. May be repeated once.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-018  Music Theory III: Chromatic Harmony and Later Styles
54 total hours lecture, 54 total hours lab  4 Units
Advisory: MUSIC-017, 032, 014; prior or concurrent enrollment in MUSIC-033a or 033b.
MUSIC-018 is the study common practice chromatic harmony as well as styles of the 20th and 21st centuries. Elements of modal and tonal counterpoint will also be covered. Activities will include the realization of chromatic and modulating figured bass lines, harmonization of melodies and the harmonic and structural analysis of examples primarily of Romantic musical literature. The later part of the semester will be devoted to analysis and imitation exercises of Impressionism, Twelve Tone and other 20th and 21st century styles. May be repeated once.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-030  Basic Keyboard Skills
18 total hours lecture, 36 total hours lab  1.5 Units
This course is designed to develop reading skills in basic music notation in relation to the keyboard. Study of piano technique, ensemble and solo playing, easy repertoire preparation and interpretation will be covered. Does not fulfill piano requirement for music major, however this class provides fundamental skills and a solid foundation for anyone beginning their music study. May not be repeated.  LR
LMC: DA
Transfer: UC, CSU

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 though the summer. May not be repeated.  LR
LMC: DA

MUSIC-031  Piano I
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: Ability to read music at elementary level
This course includes basic keyboard techniques, easy piano repertoire, major and minor scales, diatonic chord progressions, simple transposition and sight reading skills. Course may be repeated one time. This is the first of the required semesters of piano for music majors. May be repeated three times.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-032  Piano II
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MUSIC-031 or equivalent
This course furthers basic keyboard techniques, including second level beginning piano repertoire, major and minor scales, diatonic chord progressions, transposition, and sight reading skills. This is the second of the required semesters of piano for music majors. May be repeated once.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-033A  Intermediate Piano
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MUSIC-032 or placement audition.
Piano study with an emphasis on stylistic interpretation, preparation, and performance of intermediate level keyboard literature from all historical periods. Ensemble and accompaniment skills will be covered as well as keyboard theory and technical aspect of piano playing. May be repeated three times.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-033B  Advanced Piano
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MUSIC-033A or placement audition.
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 aspect of piano playing. May be repeated three times.  LR
LMC: DA
Transfer: UC, CSU

MUSIC-034  Jazz/Rock Keyboard
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: Some basic piano experience.
Investigation of fundamental keyboard skills necessary to perform contemporary jazz and rock music. Improvisatory keyboard styles will be discussed, with emphasis on today’s keyboard demands. Content includes the function and voicing of chords, melodic harmonization of tunes, and basic improvisational theory. May be repeated three times.  LR
LMC: DA
Transfer: UC, CSU
MUSIC-035  Introduction to the Guitar
18 total hours lab, 36 total hours lab  1.5 Units
This course is designed for the student with little or no background in playing the guitar. Course content covers basic guitar strums, chords, tuning, and song accompaniments. Students must supply their own guitar. May be repeated three times. LR
LMC: DA
Transfer: UC, CSU

MUSIC-036  Intermediate Guitar
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MUSIC-035
Continuing the content of MUSIC-035, students will study with an emphasis on stylistic interpretation, preparation and performance of intermediate level guitar literature from a variety of historical periods and styles. Both ensemble and solo playing will be investigated along with technique and music theory. May not be repeated. LR
LMC: DA
Transfer: UC, CSU

MUSIC-036A  Intermediate Guitar-The Music of the Beatles
18 total hours lecture, 36 total hours lab  1 Unit
Advisory: MUSIC-035
Continuing the content of MUSIC-035, students will study with an emphasis on stylistic interpretation, preparation and performance of intermediate level music of the Beatles. Both ensemble and solo playing will be investigated along with technique and music theory. May not be repeated. LR
LMC: DA
Transfer: CSU

MUSIC-036B  Intermediate Guitar-Lead Guitar
18 total hours lecture, 36 total hours lab  1 Unit
Advisory: MUSIC-035
Continuing the content of MUSIC-035, students will study with an emphasis on stylistic interpretation, preparation and performance for playing lead guitar. Both ensemble and solo playing will be investigated along with technique and music theory. May not be repeated. LR
LMC: DA
Transfer: CSU

MUSIC-037  Advanced Guitar
18 total hours lecture, 36 total hours lab  1.5 Units
Advisory: MUSIC-036
Continuing the content of MUSIC-036, students will study with an emphasis on stylistic interpretation, preparation and performance of advanced level guitar literature from a variety of historical periods and styles. Both ensemble and solo playing will be investigated along with technique and music theory. May not be repeated. LR
LMC: DA
Transfer: UC, CSU

MUSIC-040  Concert Band
108 total hours lab  2 Units
Prerequisite: Fundamental skill on a band instrument; assessed by audition
Advisory: Eligibility for ENGL-090
Introduction to collegiate level concert band, involving basic studies in musical interpretation, advanced performance concepts, critical sight reading, and extended technical exercises; extensive practice and frequent public performance. May be repeated three times. LR
LMC: DA
Transfer: UC, CSU

MUSIC-050  Chamber Ensembles: Emphasis - Brass and Percussion I
90 total hours lab  1.5 Units
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
LMC: DA
Transfer: UC, CSU

MUSIC-052  Chamber Ensembles: Emphasis Strings I
54 total hours lab  1 Unit
Advisory: Fundamental skill on a string instrument
This class investigates basic choral group fundamentals. Development of basic vocal techniques through large group activities; extensive practice and frequent public performances. May be repeated three times. LR
LMC: DA
Transfer: UC, CSU

MUSIC-054  Chamber Ensembles: Emphasis - Woodwinds and Vocal I
90 total hours lab  1.5 Units
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
LMC: DA
Transfer: UC, CSU

MUSIC-060  College Chorus I
108 total hours lab  2 Units
Advisory: Eligibility for ENGL-090
This class investigates basic choral group fundamentals. Development of basic vocal techniques through large group activities; extensive practice and frequent public performances. May be repeated three times. LR
LMC: DA
Transfer: UC, CSU
MUSIC-065  Class Voice  
54 total hours lab  
1 Unit  
Advisory: Eligibility for ENGL-090  
This course is an investigation of vocal techniques such as breathing, dictation, vowel production, and tone quality; care of the voice; music reading and vocal interpretation. Singing and basic repertoire include an introductory to foreign language dictation 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  
LMC: DA  
Transfer: UC, CSU  

MUSIC-066  Gospel Choir  
90 total hours lab  
1.5 Units  
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 an understanding and skill in complex rhythm structure, phrasing and vocal production and intonation needed for singing Gospel Music. May be repeated three times. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-067  Jazz and Vocal Popular Techniques  
54 total hours lab  
1 Unit  
Advisory: Eligibility for ENGL-090  
This course is designed for anyone who wants to learn more about singing popular forms of music such as blues, jazz, gospel and musical theatre selections. Classroom emphasis will be on various stylistic concepts to achieve the modern vocal sound. May not be repeated. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-070  Jazz Ensemble styles of Duke Ellington and Miles Davis  
108 total hours lab  
2 Units  
Advisory: 3 or more years on a jazz band instrument  
A course for student musicians with some experience playing in a large jazz ensemble wishing to investigate diverse material in the jazz canon in the styles of Duke Ellington and Miles Davis. There are several public performances per semester. May not be repeated. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-071  Large Jazz Ensemble styles of Count Basie and John Coltrane  
108 total hours lab  
2 Units  
Advisory: 3 or more years on a jazz band instrument  
A course for student musicians with some experience playing in a large jazz ensemble wishing to investigate diverse material in the jazz canon in the styles of Count Basie and John Coltrane. There are several public performances per semester. May be repeated three times. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-072  Large Jazz Ensemble styles of Gil Evans and Dizzy Gillespie  
108 total hours lab  
2 Units  
Advisory: 3 or more years on a jazz band instrument  
A course for student musicians with some experience playing in a large jazz ensemble wishing to investigate diverse material in the jazz canon in the styles of Gil Evans and Dizzy Gillespie. There are several public performances per semester. May not be repeated. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-073  Large Jazz Ensemble styles of Thad Jones and Maria Schneider  
108 total hours lab  
2 Units  
Advisory: 3 or more years on a jazz band instrument  
A course for student musicians with some experience playing in a large jazz ensemble wishing to investigate diverse material in the jazz canon in the styles of Thad Jones and Maria Schneider. There are several public performances per semester. May not be repeated. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-074  Jazz Studio - from Basie through Coltrane  
108 total hours lab  
2 Units  
Advisory: Fundamental skill on a jazz band instrument and placement audition by professor  
A course for student musicians of basic to intermediate level. Student musician must have fundamental skill on a jazz band instrument playing in a large jazz ensemble. For the student musician wishing to investigate basic jazz band material in the jazz canon in the styles of Duke Ellington, Count Basie, Charlie Parker, Miles Davis, Thad Jones, Slide Hampton and John Coltrane. There are several public performances per semester. May be repeated three times. LR  
LMC: DA  
Transfer: UC, CSU  

MUSIC-077  Chamber Chorale  
108 total hours lab  
2 Units  
This course is 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  
LMC: DA  
Transfer: UC, CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC-081</td>
<td>Introduction to Improvisation</td>
<td>90</td>
<td>1.5</td>
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<tr>
<td></td>
<td><strong>Advisory:</strong> MUSIC-015 or MUSIC-015 placement exam</td>
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<td>This course is designed to introduce the student to various techniques for improvisation. Included in this will be the improvised and aural traditions comprising the bulk of the music of the Western and non-Western world. The stylistic areas covered will include jazz, funk, blues, rock, African and approaches to improvising. May be repeated three times. LR</td>
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<td>LMC: DA</td>
<td>Transfer: UC, CSU</td>
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<tr>
<td>MUSIC-082</td>
<td>Intermediate Improvisation Jazz Workshop</td>
<td>108</td>
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<td><strong>Advisory:</strong> 3 or more years on a jazz band instrument</td>
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<td>A course for student musicians with some experience playing and improvising wishing to explore the many styles and varieties of small group jazz playing, from swing to bebop to modal to free to modern mainstream There are several public performances per semester. May be repeated three times. LR</td>
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<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<tr>
<td>MUSIC-089</td>
<td>Music Business Management</td>
<td>36</td>
<td>2</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>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 once. LR</td>
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<tr>
<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<tr>
<td>MUSIC-091</td>
<td>Music Technology for Music Majors</td>
<td>90</td>
<td>1</td>
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<td><strong>Advisory:</strong> Prior or concurrent enrollment in MUSIC-015</td>
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<td>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. 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 equipment (synthesizers, computers, drum machines, effects, modules, multi-track recorders) for musical compositions and performance. May not be repeated. SC</td>
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<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<tr>
<td>MUSIC-093</td>
<td>Studio Music Production I</td>
<td>18</td>
<td>2</td>
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<td><strong>Advisory:</strong> MUSIC-015; concurrent enrollment in MUSIC-016 or MUSIC-028.</td>
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<td>For students wanting to produce music using professional music studio equipment. With this lecture/demonstration and hands-on class, students will be able to build music studio and learn the basic operation of electronic musical equipment. The pieces of electronic musical equipment include MIDI synthesizer, music workstations, computer workstations, groove boxes, drum machines, soft-synthesizers, sequencers, and new products as the industry advances. This is an introductory course and is intended to build a strong foundation in understanding studio music operation, whether the student is interested in composing, making beats and/or being a producer. May be repeated three times. P/NP</td>
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<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<tr>
<td>MUSIC-094</td>
<td>Studio Music Production II</td>
<td>18</td>
<td>2</td>
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<td><strong>Advisory:</strong> MUSIC-015; concurrent enrollment in MUSIC-016 or MUSIC-028.</td>
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<td>For students wanting to produce music using professional music studio equipment. Students will be able to learn various styles of music production. Music styles to be explored include Rap, Jazz, Classical, Rock, Metal, Popular, R&amp;B, and new styles as they emerge. With this lecture/demonstration and hands-on class, students will also be able to learn intermediate level operation of electronic musical equipment. The pieces of electronic musical equipment include MIDI synthesizer, music workstations, Digital Audio workstations, samplers, groove boxes, drum machines, soft-synthesizers, sequencers, and new products as the industry advances. This is an intermediate level course and it is intended to improve upon the strong foundation in understanding studio music operation. The course is aimed at students who are interested in composing, making beats and/or being a producer. May be repeated three times. P/NP</td>
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<tr>
<td>LMC: DA</td>
<td>Transfer: CSU</td>
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<tr>
<td>MUSIC-095</td>
<td>Studio Music Production III</td>
<td>18</td>
<td>2</td>
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<td><strong>Advisory:</strong> Prior or concurrent enrollment in MUSIC-015</td>
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<td>For students wanting more advanced production of music using professional music studio equipment. Students will learn various styles of music production in depth. Music styles to be discussed include Rap, Jazz, Classical, Rock, Metal, Popular, R&amp;B, and new styles as they emerge. With this lecture/demonstration and hands-on class, students will also be able to learn advanced level operation of electronic musical equipment. The pieces of electronic musical equipment include MIDI synthesizer, music workstations, Digital Audio Workstations, multi-track recorders, samplers, groove boxes, drum machines, soft-synthesizers, sequencers, and new products as the industry advances. This is an advanced level course and it is intended to further improve upon the foundation in operating studio music equipment. The course is aimed at students who are further interested in composing, making beats and/or being a producer. May be repeated three times. P/NP</td>
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<td>LMC: DA</td>
<td>Transfer: CSU</td>
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Nursing - Allied Health

MUSIC-098  Independent Study in Music
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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

MUSIC-100  Hip Hop and the Music Industry (Exploring the Formula for Success in Popular Music)
54 total hours lecture  3 Units
This course is designed to give students an academic look at perspectives in popular music, particularly Hip Hop. Beginning with an historical component, in an effort to relate successes of the past to those of today. Hip Hop and the Music Industry will seek to discover the attributes that tend to lead to financial security for those with careers in one of America's most popular music, Hip Hop. Moreover, the course will offer practical implementation strategies to help students with short and long term goals. May not be repeated. SC

LMC: DA
Transfer: CSU

MUSIC-250  Night Jazz Band
90 total hours lab  1.5 Units
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 in the styles of Duke Ellington, Don Redman, Dizzy Gillespie, Joe Henderson, Charles Mingus, Kenny Wheeler and John Fedchock. There are frequent public performances. May be repeated three times. P/NP

LMC: DA
Transfer: UC, CSU

MUSIC-900s  Selected Topics in Music
DA varies with course content.

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. Advised for students who are interested in the Registered Nursing program offered at LMC. Required for students who are interested in the Vocational Nursing program at LMC. May not be repeated. P/NP

LMC: NDA

RNURS-008  First Aid of Infants and Children
14 total hours lecture, 2 total hours lab  1 Unit
Advisory: Eligibility for ENGL-090
This course meets requirement for Core Content for Child Care Health and Safety Training/Education on Preventive Health Practices for the Department of Social Services Community Care Licensing (Health and Safety Code Section 1596.866) and includes pediatric cardiopulmonary resuscitation, pediatric first aid, recognition, management and prevention of infectious diseases, including immunizations, prevention of childhood injuries and implementing universal precautions in child care programs. May not be repeated. P/NP

LMC: NDA

RNURS-014  Healthcare Provider CPR
4 total hours lecture, 4 total hours lab  .3 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. May be repeated three times. P/NP

LMC: NDA

RNURS-020  Transition to the RN Program
18 total hours lecture  1 Unit
Prerequisite: Accepted to the RN Transition Program
This RN Transition course is required of nursing students who meet the admission criteria to be accepted into the third semester of the Registered Nursing program as Licensed Vocational Nurses (LVN) or advanced placement students. Emphasis is on RN scope of practice, care of the high risk maternity client, orientation to the Registered Nursing program curriculum plan and expectations, competency in the performance of selected skills, competency in math calculations, and use of campus resources. May not be repeated. P/NP

LMC: NDA
Transfer: CSU

RNURS-004  Introduction to Standard First Aid/CPR
6 total hours lecture, 9 total hours lab  .5 Unit
Advisory: Eligibility for ENGL-090
This course is designed to give students the knowledge and skills necessary to maintain oxygenation and blood circulation in an adult, child, or infant who is demonstrating the signs of cardiac arrest. It includes basic first aid care and useful information about common medical and environmental injuries and illnesses. It meets the American Heart Association standards for "Heartsaver" certification. An optional materials fee may be applied. May be repeated three times. P/NP

LMC: NDA
 RNURS-022  Fundamentals of Nursing Practice
72 total hours lecture, 315 total hours lab  9.5 Units
Prerequisite: Must be admitted to the Registered Nursing Program.
Co-requisite: Concurrent enrollment in RNURS-023 and 024
Concepts that provide the foundation upon which homeostasis is maintained in adults and/or children are covered. Common threads integrated throughout the program are nursing process, nutrition, developmental levels, cultural diversity, therapeutic communication, and the professional role of the Registered Nurse. Concurrent practice in the nursing laboratory and in clinical facilities in the community is included. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-023  Nursing Skills Simulation I
54 total hours lab  1 Unit
Prerequisite: Must be admitted to the Registered Nursing Program.
Co-requisite: RNURS-022 and 024
This course includes instructor demonstration and student return demonstration of nursing skills related to Foundations of Nursing Practice. The simulation of patient care situations provide for development of proficiency in preparation for actual patient care in the clinical setting. Basic calculation of drug dosages is also initiated. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-024  Pharmacology for the RN Program I
18 total hours lecture  1 Unit
Prerequisite: Must be admitted to the Registered Nursing Program.
Co-requisite: Concurrent enrollment in RNURS-022 and 023
This course is designed to introduce beginning nursing students to their role and responsibilities in the safe administration of medications in the clinical setting. Basic principles of medication administration such as the Six Rights (Right patient, Right Drug, Right Dose, Right Time, Right Route, Right Documentation). Pharmacodynamics of drug absorption, metabolism and distribution through various routes along with other basic principles of pharmacology are introduced. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-026  Nursing in Health and Illness I
72 total hours lecture, 315 total hours lab  9.5 Units
Prerequisite: Must have been admitted to the RN Program; RNURS-022, 023 and 024 or equivalent satisfactorily.
Co-requisite: Concurrent enrollment in RNURS-027 and 028.
This course expands upon the concepts presented in RNURS-022. This semester includes Medical-Surgical, Peri-Operative, Maternity and New Born Nursing Care. Concepts include principles of care to maintain and restore homeostatic mechanisms in patients of all ages with an emphasis on Patient and Family Teaching, Disease Prevention and Health Promotion. Concurrent practice in the college laboratory and clinical experience in community facilities is provided. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-027  Nursing Skills Simulation II
54 total hours lab  1 Unit
Prerequisite: Admission to the RN program and RNURS-022, 023, & 024 or equivalent
Co-requisite: RNURS-026 and RNURS-028
This course includes professor demonstration and student return demonstration of higher level nursing concepts related to diabetic medical-surgical nursing care, parenteral medication administration, nasogastric tube placement and care, ostomy care, peri-operative assessment and care, maternity, and new born nursing care. Simulation of patient care situations provide for development of proficiency in preparation for actual patient care in the clinical setting. Drug dosage calculation practice is continued. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-028  Pharmacology for RN Program II
18 total hours lecture  1 Unit
Prerequisite: Admitted to the RN program; RNURS-022, 023 and 024 or equivalent
Co-requisite: Concurrently enrolled in RNURS-026 and 027
This second semester of pharmacology expands upon the principles and drug administration techniques introduced in the first semester. Specific drug classifications covered include oral contraceptives, tocolytics, uterine stimulants, newborn medications, anesthetics, antibiotics, diuretics, insulin, oral hypoglycemics, anti-anginals, anti hypertensives, prescriptives for the gastrointestinal system and prescriptives used to improve respiratory function. May not be repeated. LR
LMC: DA
Transfer: CSU

 RNURS-030  Leadership/Management and Professionalism in Nursing
18 total hours lecture  1 Unit
Prerequisite: Must have been admitted to the Registered Nursing Program.
Co-requisite: Concurrent enrollment in RNURS-036, 038 and 039.
This course introduces the students to the professional role of the registered nurse in the healthcare setting. Topics covered include, but are not limited to, nursing practice and the law; ethics and ethical principles; dealing with problems and conflicts; organizational structures in healthcare; delegation of client care; scope of practice and management of client care. Leadership and management principles are applied to the healthcare field. May not be repeated. LR
LMC: DA
Transfer: CSU
RNURS-031 Nursing in Health and Illness II
72 total hours lecture, 315 total hours lab 9.5 Units
**Prerequisite:** Must have been admitted to the Registered Nursing Program; RNURS-026, 027, and 028 or equivalent satisfactorily.
**Co-requisite:** Concurrent enrollment in RNURS-033 and 034.
Expands upon the concepts presented in RNURS-022 and 026 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 facilities. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-033 Nursing Skills Simulation III
54 total hours lab 1 Unit
**Prerequisite:** Admission to the RN program and RNURS-026, 027, & 028 or equivalent
**Co-requisite:** RNURS-031 and RNURS-034
This course includes professor demonstration and student return demonstration of higher level nursing concepts related to suctioning and tracheostomy care, chest tube management, IV management, epidural and patient controlled analgesia, and laboratory values. The simulation of client care situations provide for development of proficiency in preparation for actual client care in the clinical setting. Drug dosage calculations are continued with introduction of IV calculations. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-034 Pharmacology for RN Program III
18 total hours lecture 1 Unit
**Prerequisite:** Must have been admitted to the Registered Nursing Program; RNURS-026, 027, and 028 or equivalent satisfactorily.
**Co-requisite:** Concurrent enrollment in RNURS-031 and 033.
This third semester of pharmacology principles expands upon the principles and drug administration techniques introduced in the previous two semesters. Specific drug classifications covered include but are not limited to Cardiac Glycosides, Anticoagulants, Antifungal, Antiviral, Pain, Anti-Diabetic Medications. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-036 Nursing in Health and Illness III
72 total hours lecture, 315 total hours lab 9.5 Units
**Prerequisite:** Must have been admitted to the RN program; RNURS-031, 033, and 034 or equivalent satisfactorily.
**Co-requisite:** Concurrent enrollment in RNURS-030, 038 and 039.
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. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-038 Nursing Skills Simulation IV
54 total hours lab 1 Unit
**Prerequisite:** Must have been admitted to the RN program; RNURS-031, 033 and 034 or equivalent satisfactorily.
**Co-requisite:** Concurrent enrollment in RNURS-036 and 039
Instructor demonstration and student return demonstration of higher level nursing concepts including but not limited to blood draws, central lines and ostomy care. Simulation of patient care situations provide for development of proficiency in preparation for actual patient care in the clinical setting. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-039 Pharmacology for RN Program IV
18 total hours lecture 1 Unit
**Prerequisite:** Must have been admitted to the RN program; RNURS-031, 033 and 034 or equivalent satisfactorily.
**Co-requisite:** Concurrent enrollment in RNURS-036 and 038.
This fourth semester of pharmacology expands upon the principles and drug administration techniques introduced in the previous three semesters. Specific drug classifications covered include, but are not limited to anti-anxiety agents, anti-depressives, anti-psychotics, sedative-hypnotics, and drugs to control cardiac dysrhythmia and seizures. May not be repeated. LR
LMC: DA
Transfer: CSU

RNURS-098 Independent Study in Registered Nursing
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

RNURS-170 Occupational Work Experience Education in Registered Nursing
60-600 total hours 1-8 Units
**Prerequisite:** Approved application
**Advisory:** Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To
participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

RNURS-170A Internship in Registered Nursing
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

RNURS-900s Selected Topics in Registered Nursing
DA varies with course content.

Nursing - Vocational

VONUR-004 Introductory Concepts to Clinical Pharmacology
18 total hours lecture 1 Unit
Prerequisite: Admission to Vocational Nursing Program
Co-requisite: Concurrent enrollment in VONUR-005, 006, and 007
This course will present introductory core concepts of pharmacology including drug regulations, pharmacokinetic actions of drugs, effects of medications on older adults and drug dosage calculations. May not be repeated. LR
LMC: DA

VONUR-005 Fundamentals of Vocational Nursing
108 total hours lecture 6 Units
Prerequisite: Admission to the Vocational Nursing Program.
Co-requisite: Concurrent enrollment in VONUR-004, 006, and 007
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. May not be repeated. LR
LMC: DA

VONUR-006 Fundamentals of Vocational Nursing Practice
342 total hours lab 5.5 Units
Prerequisite: Admission to the Vocational Nursing Program.
Co-requisite: Concurrent enrollment in VONUR-004, 005, and 007
Supervised clinical instruction in the implementation of basic fundamental nursing skills introduced in VONUR-005. Concurrent supervised practice in college lab with collaborative peer study groups and instructor. May not be repeated. LR
LMC: DA

VONUR-007 Vocational Nursing Role Relationships
18 total hours lecture 1 Unit
Prerequisite: Admission to the Vocational Nursing Program.
Co-requisite: Concurrent enrollment in VONUR-004, 005, and 006
Introduces the student to role-relationships, and the ethical and legal responsibilities of the student nurse. Explores the evolution of the Vocational Nursing practice roles. May not be repeated. LR
LMC: DA

VONUR-008 Medical Terminology for Healthcare Occupations
18 total hours lecture 1 Unit
Advisory: Eligibility for ENGL-090
This course provides an integrated approach to learning and using medical terminology for the person interested in becoming a healthcare professional or one who works in a healthcare occupation. May not be repeated. LR
LMC: DA

VONUR-010 Intermediate Concepts to Clinical Pharmacology
18 total hours lecture 1 Unit
Prerequisite: Admission to Vocational Nursing Program.
Completion of VONUR-004, 005, 006, and 007 or equivalent.
Co-requisite: Concurrent enrollment in VONUR-011 and 012
Presents intermediate medical / surgical core concepts of clinical pharmacology which includes major body systems, diseases / disorders, and methods drugs are used therapeutically to treat them. May not be repeated. LR
LMC: DA
### VONUR-011 Medical Surgical Nursing

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**Prerequisite:** VONUR-004, 005, 006, and 007 or equivalent  
**Co-requisite:** Concurrent enrollment in VONUR-010, 012  

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. May not be repeated. LR  
**LMC:** DA

### VONUR-012 Medical-Surgical Nursing Practice

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**Prerequisite:** VONUR-004, 005, 006, and 007 or equivalent  
**Co-requisite:** Concurrent enrollment in VONUR-010 and 011  

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. May not be repeated. LR  
**LMC:** DA

### VONUR-015 Advanced Concepts to Clinical Pharmacology

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>1</td>
</tr>
</tbody>
</table>

**Prerequisite:** Admission to Vocational Nursing Program; VONUR-004, 005, 006, 007, 010, 011, and 012 or equivalent.  
**Co-requisite:** Concurrent enrollment in VONUR-016, 017, and 018  

Presents advanced core concepts of clinical pharmacology which includes medications used in the treatment of maternity, newborn, pediatric and psychiatric clients. May not be repeated. LR  
**LMC:** DA

### VONUR-016 Family Centered Nursing

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>108</td>
<td>6</td>
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</tbody>
</table>

**Prerequisite:** VONUR-004, 005, 006, 007, 010, 011, and 012 or equivalent  
**Co-requisite:** Concurrent enrollment in VONUR-015, 017, and 018  

Introduces the concept of family centered nursing practice. Instruction includes principles of nursing to maintain and/or restore homeostasis in clients with common disease conditions and health needs seen in pregnancy, infancy, childhood, and the adult client with psychiatric disorders. In addition the effects of illness on the family unit and on individual development. May not be repeated. LR  
**LMC:** DA

### VONUR-017 Family Centered Nursing Practice

<table>
<thead>
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<th>Total Hours</th>
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<tr>
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</tbody>
</table>

**Prerequisite:** VONUR-004, 005, 006, 007, 010, 011, and 012 or equivalent  
**Co-requisite:** Concurrent enrollment in VONUR-015, 016, and 018  

Family centered clinical practice of the family including pregnancy, infancy, childhood, and the adult psychiatric client. Concurrent supervised practice in college lab with collaborative peer study groups and instructor. May not be repeated. LR  
**LMC:** DA

### VONUR-018 Professional Issues in Vocational Nursing

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>1</td>
</tr>
</tbody>
</table>

**Prerequisite:** VONUR-004, 005, 006, 007, 010, 011, and 012 or equivalent  
**Co-requisite:** Concurrent enrollment in VONUR-015, 016, and 017.  

Introduces the student to the role, responsibilities and the changes in society affecting nursing education and practice. May not be repeated. LR  
**LMC:** DA

### VONUR-098 Independent Study in Vocational Nursing

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.) May be repeated three times. SC  
**LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
**Transfer:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

### VONUR-170 Occupational Work Experience Education in Vocational Nursing

<table>
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<th>Total Hours</th>
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<tbody>
<tr>
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<td>1-8</td>
</tr>
</tbody>
</table>

**Prerequisite:** Approved application  
**Advisory:** Eligibility for ENGL-090  

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC  
**LMC:** DA  
**Transfer:** CSU
**VONUR-170A**  Internship in Vocational Nursing  
60-600 total hours  
**Prerequisite:** Approved application and meet program guidelines  
**Advisory:** Eligibility for ENGL-090  
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC  
**LMC:** DA  
**Transfer:** CSU  

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**VONUR-900s**  Selected Topics in Vocational Nursing  
DA varies with course content.  

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**Nutrition**  

**NUTRI-055**  Introduction to Nutrition  
54 total hours lecture  
**Advisory:** ENGL-090  
A study of the basic principles to be utilized for personal and family needs. Topics covered include the significance of food in the life; 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. May not be repeated. LR  
**LMC:** DA  
**Transfer:** UC, CSU  

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**NUTRI-098**  Independent Study in Nutrition  
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  
**LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.  
**Transfer:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.  

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**NUTRI-900s**  Selected Topics in Nutrition  
DA varies with course content.  

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**Philosophy**  

**PHIL-002**  Contemporary Ethical Issues  
54 total hours lecture  
**Prerequisite:** ENGL-100  
This course is an introduction to ethics that focuses on classical ethical theories and their application to selected contemporary ethical issues such as environmental protection, reproductive rights, genetic engineering, and globalization. This course meets the General Education requirement for Ethical Inquiry. May not be repeated. LR  
**LMC:** GE: Communications/Critical Thinking; GCR: Ethical Inquiry; DA  
**Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B  

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**PHIL-033**  A History of Political Thought: The Problem Of Democracy  
54 total hours lecture  
**Advisory:** Eligibility for ENGL-100  
Same as POLSC-033. A history to the history & development of a 2,500 year old tradition of political thought & statecraft. Originating in a condition of Athenian democratic dysfunction, this tradition has intermittently reanimated itself with the concern to understand the fragility of Republican-Democratic political systems. While a comparative attempt to study certain non-democratic ideas & practices will be made, the primary goal of this course is to introduce students to the difficulties inherent in sustaining any viable democratic regime, including, notably, the American system of which they are a living part. The course will proceed with an interdisciplinary, cross-cultural & comparative approach which is compatible with the discursive, interpretive nature of the study of primary texts & their authors in historical context. POLSC/PHEL 33 meets Social Science and Humanities requirements. May not be repeated. SC  
**LMC:** GE: Humanities; DA  
**Transfer:** UC, CSU Gen. Ed. Area C2, D8, IGETC Area 3B, 4H  

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**PHIL-040**  Introduction to Philosophy  
54 total hours lecture  
**Advisory:** Eligibility for ENGL-100  
This course introduces the student to philosophy in both the Western and non western traditions. Treatment of the Western tradition emphasizes 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. May not be repeated. SC  
**LMC:** GE: Humanities; DA  
**Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 3B
PHIL-041  Critical Thinking
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-100
The purpose of this critical thinking course is to develop skills for constructing sound arguments and evaluating the arguments of others. It provides a sensitivity to the formal components in language and to the requirements of clear and effective communication. Attending to the flaws and fallacies of persuasive arguments, critical thinking provides a defense against irrationality, prejudice, and deceptions, large and small. Utilizing methods of self-reflection the student learns to view his relationship to the world within a broad unifying perspective. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

PHIL-042  Comparative Religion
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-100
Comparison of the world’s religions in terms of the way they conceptualize and relate to a supernatural order. Comparisons are drawn from Christianity, Judaism, Islam, Hinduism, Buddhism, mystical and shamanistic traditions. Each is shown to provide for the organization of a social world as well as a means of personal transcendence. May not be repeated. SC
LMC: GE: Humanities; DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 3B

PHIL-098  Independent Study in Philosophy
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

PHIL-900s  Selected Topics in Philosophy
DA varies with course content.

Physical Education

PE-002  Beginning Step Aerobics
27-54 total hours activity .5-1 Unit
This class is an introduction to step aerobics, designed especially for beginning students, but open to those with experience. This is a high energy, low impact class that will provide a complete cardiovascular fitness workout including warm-up, cool-down and stretching exercises. Basic step principles as well as circuit and interval training will be used to improve and maintain cardio fitness levels. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-004  Pilates and More
27-54 total hours activity .5-1 Unit
This class will teach basic mat pilates exercises developed by Joseph Pilates. There will be an emphasis placed on safety precautions, technique and methodology, and application to life long fitness. This class will also teach basis physical fitness principles and their application to total health and fitness. May be repeated three times. P/NP
LMC: DA
Transfer: CSU

PE-006  Physical Fitness
27-54 total hours activity .5-1 Unit
Physical Fitness is an aerobic workout designed to improve cardiovascular endurance, muscular endurance, flexibility and strength. Students will learn dynamic stretch and warm up routines, proper body mechanics when using weight exercise machines and free weights. Cardiovascular training may include walking, jogging, cycling, step, circuit and interval training. Students will learn how to attain, monitor and control their target heart rate during exercise. This course helps attain and maintain wellness. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-008  Weight Training
54 total hours activity  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
LMC: DA
Transfer: UC, CSU

PE-010  Circuit Training
27-54 total hours activity .5-1 Unit
Circuit training is an aerobic workout designed to improve cardiovascular endurance, muscular endurance, flexibility and strength. Students will learn dynamic stretch and warm up routines, proper body mechanics when using weight exercise machines and the major muscle groups used. Proper mechanics and the use of stationary bikes will be taught. Students will learn how to attain, monitor and control their target heart rate during exercise. This course helps attain and maintain wellness. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU
**PE-011**  **Super Shape-Up**  
27-54 total hours activity  \(.5-1\) Unit  
Super shape-up provides a total fitness exercise program for the individual interested in developing cardiovascular fitness, muscular strength, endurance, flexibility; nutrition and weight control; and stress management. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-012**  **Power Stretch and Tone**  
27-54 total hours activity  \(.5-1\) Unit  
A cardiovascular exercise class intended to provide a complete fitness program without impact. The class is designed for all levels of fitness regardless of age or ability. The level of activity is based on individual needs. An emphasis will be placed on lifelong fitness and developing flexibility, cardiovascular fitness, muscular toning and weight control. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-014**  **Volleyball**  
27-54 total hours activity  \(.5-1\) Unit  
This course provides students with instruction in the fundamentals of volleyball including serving, blocking, digging, setting and spiking. Emphasis will be placed on knowledge of rules and team strategy. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-016**  **Beginning Swimming**  
27-54 total hours activity  \(.5-1\) Unit  
Beginning Swimming provides students with the opportunity to learn basic water safety skills and sufficient knowledge to make them reasonably safe in a aquatic environment. It introduces students to all of the parts of the freestyle (crawl) stroke, including breathing techniques, backstroke, breaststroke, elementary backstroke and sidestroke. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-017**  **Lap Swimming**  
27-54 total hours activity  \(.5-1\) Unit  
Lap Swimming provides students with the opportunity to complete distance workouts, build cardiovascular endurance, work on stroke technique and learn proper lane etiquette. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-018**  **Water Fitness**  
54 total hours activity  \(1\) Unit  
This class will utilize the basic principles of buoyancy and resistance in water to improve overall fitness levels. Included will be strength, flexibility and cardiovascular exercises. This class will also teach basic physical fitness principles for life long fitness. May be repeated three times.  P/NP  
LMC: DA  
Transfer: CSU

**PE-020**  **Exerjazz for Fitness**  
27-54 total hours activity  \(.5-1\) Unit  
This course is designed for the beginner as an exciting low to high impact aerobic activity that combines exercise and aerobic dance steps to promote lifelong fitness. This course is course is appropriate for the student with little experience in rhythmic exercise of dance. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-022**  **Beginning Bowling**  
27-54 total hours activity  \(.5-1\) 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  
LMC: DA  
Transfer: UC, CSU

**PE-026**  **Soccer-Coed**  
27-54 total hours activity  \(.5-1\) Unit  
This course is designed to introduce students to all the basic elements of the sport of soccer. This course will engage the students in the practice of all the basic skills through individual and group drills and by passing 11 v 11 games. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-030**  **Tennis**  
27-54 total hours activity  \(.5-1\) Unit  
This course is provides students with instruction in the fundamental strokes 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. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU

**PE-033**  **Cardio Kickboxing**  
27-54 total 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. This course designed for all fitness levels. May be repeated three times.  SC  
LMC: DA  
Transfer: UC, CSU
PE-042 Golf
27-54 total hours activity  .5-1 Unit
This course includes instruction in all aspects of the game of golf. It will emphasize golf stance, grip, swing, chipping, putting, etiquette, scoring, and strategy. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-046 Basketball
27-54 total hours activity  .5-1 Unit
This course is designed to introduce the student to all the basic elements of the sport of basketball. The intent of the course will engage the students in the practice of all the basic skills through individual and group drills. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-048 Adaptive Physical Education
27-54 total hours activity  .5-1 Unit
Advisory: Medical Release Form
Adaptive P.E. is designed to meet the needs of the physically limited student. This course will provide activities in three major areas: 1) general strengthening/conditioning; 2) hydrotherapy/swim; 3) cardiovascular conditioning. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-049 Total Body Sculpting
27-54 total hours activity  .5-1 Unit
Designed for total body toning through use of hand weights, resistance bands, Pilates exercises for core strength, cardiovascular fitness, and flexibility for lifelong fitness. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-053 Beginning Jazz Dance
27-54 total 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 to enhance strength, flexibility and form. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-055 Advanced Jazz Dance
27-54 total hours activity  .5-1 Unit
Advisory: Beginning/Intermediate Jazz Dance is recommended
Designed for the student with training in Ballet or Jazz, Modern, Afro, Hip-Hop, or trend styles of dance; this course teaches students advanced dance technique and choreography. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-056 Dance Production Workshop
27-54 total hours activity  .5-1 Unit
Advisory: Students should have taken classes in jazz dance, or ballet, modern or hip hop dance.
Dance Production Workshop provides an opportunity for the student that has taken jazz dance, ballet, modern, afro, or hip hop dance to learn to choreograph and perform dances refined in class. This course is designed to transform dance composition into a performance experience. Students may audition for performance and use Dance 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
LMC: DA
Transfer: UC, CSU

PE-057 Yoga for Health and Fitness
27-81 total hours activity  .5-1.5 Units
Introduces the student to basic yoga poses to enhance strength, flexibility, muscle control, mental concentration, alertness. Breathing and relaxation techniques will help student reduce stress and tension. May be repeated three times. SC
LMC: DA
Transfer: UC, CSU

PE-059 Flow Yoga
81-108 total hours activity  1.5-2 Units
This course teaches a series of yoga pose flows and emphasizes a mind-body connection from pose to pose. Designed to introduce students to the flow elements of Yoga, including postures, breathing, flexibility, strength, relaxation and mindfulness. May be repeated three times. SC
LMC: DA
Transfer: CSU

PE-098 Independent Study in Physical Education
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 period of 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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

PE-170 Occupational Work Experience Education in Physical Education
60-600 total hours 1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA
Transfer: CSU

PE-170A Internship in Physical Education
60-600 total hours 1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

PE-900s Selected Topics in Physical Education
DA varies with course content.

Physics

PHYS-015 Introduction to Physics
54 total hours lecture, 54 total hours lab 4 Units
Prerequisite: One year high school algebra, MATH-025 or the equivalent
Advisory: Eligibility for ENGL-100

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, thermal physics, electromagnetism, wave phenomena, and modern physics. 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. May not be repeated. LR

LMC: GE: Physical Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

PHYS-095 General Physics
54 total hours lecture, 54 total hours lab 3 Units
Advisory: Eligibility for ENGL-090

An introduction to the physical sciences. An interdisciplinary 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. This course meets the General Education Requirement for Science. May not be repeated. LR

LMC: GE: Physical Sciences; DA
Transfer: UC, CSU Gen. Ed. Area B1, IGETC Area 5A

PHYS-098 Independent Study in Physical Science
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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

PHYS-900s Selected Topics in Physical Science
DA varies with course content.
Political Science

PHYS-035  General College Physics I
54 total hours lecture, 72 total 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 interdisciplinary 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 oscillations. 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-long course in general college physics. This course is offered in the fall only. This course meets the General Education requirement for Science. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1 and B3, IGETC Area 5A

PHYS-036  General College Physics II
54 total hours lecture, 72 total hours lab 4 Units
Prerequisite: PHYS-035 or equivalent
A continuation of PHYS-035, covering the areas of electricity and magnetism, geometrical and physical optics, fluids, sound, quantum physics, relativity, and nuclear physics. This course is offered in the spring only. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

PHYS-040  Physics for Scientists and Engineers I
54 total hours lecture, 72 total hours lab 4 Units
Prerequisite: Prior or concurrent enrollment in MATH-060
This is an introduction to Newtonian mechanics. Topics will include vectors, rectilinear and planar motion, Newton’s Laws, work and energy, linear and angular momentum, rotational kinematics and dynamics, equilibrium, oscillations, and gravitation. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1 and B3, IGETC Area 5A

PHYS-041  Physics for Scientists and Engineers II
54 total hours lecture, 72 total hours lab 4 Units
Prerequisite: PHYS-040 and prior or concurrent enrollment in MATH-070
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, Faraday’s Law, electric oscillations, electromagnetic waves, Maxwell’s equations and AC circuits. This course is offered in the fall only. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

PHYS-042  Physics for Scientists and Engineers III
54 total hours lecture, 72 total hours lab 4 Units
Prerequisite: PHYS-040 and prior or concurrent enrollment in MATH-070
An introduction to fluids, waves, sound, heat and thermodynamics, geometrical and physical optics and quantum physics. This course is offered in the spring only. May not be repeated. LR
LMC: DA
Transfer: UC, CSU Gen. Ed. Area B1, B3, IGETC Area 5A

PHYS-098  Independent Study in Physics
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

PHYS-900s  Selected Topics in Physics
DA varies with course content.

Political Science

POLSC-010  Introduction to American Government: Institutions and Ideals
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
A comprehensive introduction to the issues, institutions and ideals of American government, with special emphasis on the constitutions of the United States and the State of California. The historic development of national, state and local government since the eighteenth century will be emphasized. Special attention will be paid to the rights and obligations of citizenship and our heritage of social and ethnic diversity. The completion of Political Science POLSC-010 partially satisfies the American History and Institutions CSU transfer requirement. May not be repeated. SC
LMC: GE: American Institutions & Ideals; DA
Transfer: UC, CSU Gen. Ed. Area D8, IGETC Area 4H

POLSC-020  Introduction to Politics: Institutions and Ideals
54 total hours lecture 3 Units
Advisory: ENGL-100
A comprehensive introduction to the issues, institutions and ideals of modern politics, with emphasis on the constitutional systems of the United States and the State of California. This course offers a thorough, fundamental survey of the basic methods, concepts and theories of political science, and the ways
in which they can foster a deeper understanding of our local, national and global communities. Special attention will be paid to the rights and obligations of citizenship and the political effects of social diversity. The completion of Political Science POLSC-020 partially satisfies the American History and Institutions CSU transfer requirement. May not be repeated. SC

POLSC-033 A History of Political Thought: The Problem Of Democracy
54 total hours lecture 3 Units
Advisory: Eligibility for ENGL-100
Same as PHIL-033. An introduction to the history & development of a 2,500 year old tradition of political thought & statecraft. Originating in a condition of Athenian democratic dysfunction, this tradition has intermittently reanimated itself with the concern to understand the fragility of Republican-Democratic political systems. While a comparative attempt to study certain non-democratic ideas & practices will be made, the primary goal of this course is to introduce students to the difficulties inherent in sustaining any viable democratic regime, including, notably, the American system of which they are a living part. The course will proceed with an interdisciplinary, cross-cultural & comparative approach which is compatible with the discursive, interpretive nature of the study of primary texts & their authors in historical context. POLSC/PHIL 33 meets Social Science and Humanities requirements. May not be repeated. SC

POLSC-043 International Relations
54 total hours lecture 3 Units
Advisory: POLSC-010 and ENGL-100
This course introduces students to the study of political, economic and cultural relations among states, international organizations and nonstate actors, focusing on the interdependence of nations and cultures in the modern world. The course features an interdisciplinary perspective, with contributions from geography, history, sociology and economics. Emphasis will be placed on the links between local and international communities in an era of economic and cultural globalization. This general education course satisfies LMC graduation requirements and is fully transferable to CSU and UC institutions. May not be repeated. SC

POLSC-098 Independent Study in Political Science
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.) May be repeated three times. SC

POLSC-900s Selected Topics in Political Science
DA varies with course content.

Process Technology

PTEC-004 Process Technology (PTEC) Career Exploration
36 total hours lecture 2 Units
This career exploration course provides students with a clear overview of the everyday activities of a petrochemical process technician, also called a plant operator. The course is designed to help students decide if a career as a plant operator is right for them. The students will learn what an operator does on a day to day basis and many of the terms used by operators. The essential abilities to work well with teams of diverse people, to foster a good work attitude, and to balance work life with home life will be explored. In addition, students will gain valuable information that will help them to write a high impact resume specific for the petrochemical and related industries, to prepare for typical pre-employment tests, and to gain skills for an employment interview. May not be repeated. SC

LMC: DA
Transfer: CSU

PTEC-010 Introduction to Process Technology
54 total hours lecture 3 Units
Prerequisite: MATH-025 or equivalent course or may be taken as a co-requisite.
Advisory: Eligibility for ENGL-100
This introductory course will provide a clear overview of the everyday life in the Process Technology industry. The student will learn about and experience first hand the variety of equipment they will work with, the safety measures that will help them to write a high impact resume specific for the petrochemical and related industries, to prepare for typical pre-employment tests, and to gain skills for an employment interview. May not be repeated. SC

LMC: DA

PTEC-012 Petrochemical Safety, Health, and Environment
36 total hours lecture 2 Units
Advisory: PTEC-010; eligibility for ENGL-100
This course provides an in-depth view of how important safety and environmental considerations are in petrochemical industry. Covers the various government regulatory groups that oversee this industry and explains why the use of planning, protection, and preventative procedures enable the petrochemical industries to provide occupations that are interesting, rewarding and safe. May not be repeated. SC

LMC: DA
**COURSE DESCRIPTIONS**

**Process Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Advisory</th>
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<tr>
<td>PTEC-024</td>
<td>Process Instrumentation</td>
<td>3 Units</td>
<td>CHEM-006 or CHEM-007</td>
<td>Eligibility for ENGL-100</td>
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<td>PTEC-025</td>
<td>Process Technology I - Equipment</td>
<td>3 Units</td>
<td>MATH-030, PTEC-010, 012, eligibility for ENGL-100</td>
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<tr>
<td>PTEC-027</td>
<td>Applied Instrument Analysis</td>
<td>1 Unit</td>
<td>CHEM-006 or CHEM-007</td>
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<tr>
<td>PTEC-035</td>
<td>Process Technology II - Systems</td>
<td>3 Units</td>
<td>CHEM-006 or CHEM-007</td>
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<td>PTEC-044</td>
<td>Petrochemical Simulation Laboratory</td>
<td>1 Unit</td>
<td>PTEC-035</td>
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<td>PTEC-045</td>
<td>Process Technology III - Operations</td>
<td>3 Units</td>
<td>PTEC-035</td>
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<td>PTEC-048</td>
<td>Process Troubleshooting</td>
<td>3 Units</td>
<td>PTEC-035</td>
<td>Eligibility for ENGL-100</td>
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<td>PTEC-098</td>
<td>Independent Study in Process Technology</td>
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</table>

**Transfer:**

**CSU**

**LMC:** DA

**Eligibility:**

Courses may be DA or transferable depending on specific course. See your counselor.

**Transfer:**

Independent Study courses may be DA or transferable depending on specific course. See your counselor.
PTEC-170  **Occupational Work Experience Education in Process Technology**

60-600 total hours  
1-8 Units

**Prerequisite:** Approved application  
**Advisory:** Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA  
Transfer: CSU

PTEC-170A  **Internship in Process Technology**

60-600 total hours  
1-8 Units

**Prerequisite:** Approved application and meet program guidelines  
**Advisory:** Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA  
Transfer: CSU

PTEC-900s  **Selected Topics in Process Technology**

DA varies with course content.

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**Psychology**

PSYCH-010  **Individual and Social Processes**

54 total hours lecture  
3 Units

**Advisory:** Eligibility for ENGL-090

This 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. Meets the Graduation Requirement for General Education for Behavioral Sciences. May not be repeated. SC

LMC: GE: Behavioral Science; DA  
Transfer: UC, CSU Gen. Ed. Area D9, IGETC Area 4I

PSYCH-011  **General Psychology**

54 total hours lecture  
3 Units

**Advisory:** Eligibility for ENGL-090

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. May not be repeated. SC

LMC: GE: Behavioral Science; DA  
Transfer: UC, CSU Gen. Ed. Area D9, IGETC Area 4I

PSYCH-012  **Family Crisis and Growth**

54 total hours lecture  
3 Units

**Advisory:** Eligibility for ENGL-090

This class is designed to help students better understand family system dynamics and appreciate the variety and diversity among families today. Students will be introduced to: the components of functional and dysfunctional family systems, theoretical perspectives pertaining to family stress and crises, family violence, and factors that can help families meet crises creatively and effectively. May not be repeated. SC

LMC: DA  
Transfer: CSU Gen. Ed. Area E
Real Estate

PSYCH-014  Psychology of Human Sexuality
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
This class is designed to help students better understand the subject of human sexuality as it relates to sexual intimacy from both an emotional and physical point of view. The subject of sexuality will be addressed from the disciplines of psychology, sociology, biology and physiology. The practical application of the course material will have an emphasis on the cognitive /behavioral approach to intimacy. The major focus of the class will be on the topic of intimacy, which will include self, emotional and sexual. Other topics that will be examined include sexual anatomy and physiology, gender issues, sexual orientation, sexual minorities, sexual assault, domestic violence, and sexually transmitted infections. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area D4, D9, E, IGETC Area 4D, 4I

PSYCH-098  Independent Study in Psychology
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

PSYCH-170  Occupational Work Experience Education in Psychology
60-600 total hours  1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

PSYCH-170A  Internship in Psychology
60-600 total hours  1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

PSYCH-900s  Selected Topics in Psychology
DA varies with course content.

Real Estate

REAL-005  Real Estate Principles
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-100
This course is designed for students preparing to enter the real estate business. It is the basic foundation course which includes an overview of real and personal property, acquisition & ownership and estates in real property. The student will be introduced to finance and appraisal concepts, learn about ethics, agency, fair housing issues and mandatory disclosures, study taxation, zoning and escrow procedures and understand the requirements needed to obtain a real estate license. May not be repeated. SC
LMC: DA
Transfer: CSU

REAL-020  Real Estate Practice
54 total hours lecture  3 Units
Advisory: REAL-005; eligibility for ENGL-100
This course is designed for students preparing to enter the real estate business. It will prepare the student to select a broker-employer, develop his/her business plan, understand the importance of ethics and the fiduciary relationship, prospect for clients, show and market property and prepare listing and sales agreements. The student will also learn the mandatory disclosures, fair housing laws and government taxation of real property. The course is required by the California Department of Real Estate to obtain the 4-year salesperson’s license. May not be repeated. LR
LMC: DA
Transfer: CSU
REAL-025  Real Estate Finance
54 total hours lecture  3 Units
Advisory: REAL-005; eligibility for ENGL-100
This course is designed for students preparing to enter or are currently employed in the real estate business and related fields. The course qualifies as one of several electives necessary to obtain the State of California salesperson’s license and is mandatory to obtain the state’s broker’s license. It is an advanced course which includes a history of finance, types of financing, the factors influencing the real estate cycle, lending regulations, consumer protection, an explanation of the load process, qualifying for a loan, and real estate math. May not be repeated. LR

LMC: DA
Transfer: CSU

REAL-098  Independent Study in Real Estate
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

REAL-170  Occupational Work Experience Education in Real Estate
60-600 total hours  1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC
LMC: DA
Transfer: CSU

REAL-170A  Internship in Real Estate
60-600 total hours  1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC
LMC: DA
Transfer: CSU

REAL-900s  Selected Topics in Real Estate
DA varies with course content.

Recording Arts

RA-010  Recording Arts I
36 total hours lecture, 72 total 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. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated once. LR
LMC: DA
Transfer: CSU

RA-012  Sound Reinforcement
36 total hours lecture, 54 total hours lab  3 Units
Advisory: Eligibility for ENGL-090
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. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated once. LR
LMC: DA
Transfer: CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite/Advisory</th>
<th>Transfer</th>
<th>CSU Transfer</th>
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<tr>
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<td>Music Fundamentals for Audio Professionals</td>
<td>3</td>
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<tr>
<td>RA-020</td>
<td>Recording Arts II</td>
<td>3</td>
<td>RA-010</td>
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<td>RA-021</td>
<td>The Role of the Producer</td>
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<td>RA-010</td>
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<td>RA-025</td>
<td>Basic Tracking Sessions</td>
<td>3</td>
<td>Prior or concurrent enrollment in RA-010</td>
<td>LMC: DA</td>
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<td>RA-030</td>
<td>Recording Arts III</td>
<td>3</td>
<td>RA-020</td>
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<td>RA-032</td>
<td>Recording Arts Workshop</td>
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<td>RA-010 and 020; eligibility for ENGL-090</td>
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<td>RA-033</td>
<td>Summer Recording Workshop</td>
<td>2.5</td>
<td>Prior or concurrent enrollment in RA-020</td>
<td>LMC: DA</td>
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**Recording Arts**

**RA-015 Music Fundamentals for Audio Professionals**

54 total hours lecture 3 Units  
Advisory: ENGL-090  
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. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May not be repeated. LR  
LMC: DA  
Transfer: CSU

**RA-020 Recording Arts II**

36 total hours lecture, 72 total hours lab 3 Units  
Prerequisite: RA-010  
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, system interconnection, microphones and microphone technique and mixing consoles. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated once. LR  
LMC: DA  
Transfer: CSU

**RA-021 The Role of the Producer**

36 total hours lecture, 36 total 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. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in the spring only. May be repeated twice. LR  
LMC: DA  
Transfer: CSU

**RA-025 Basic Tracking Sessions**

36 total hours lecture, 54 total hours lab 3 Units  
Prerequisite: Prior or concurrent enrollment in RA-010.  
Advisory: ENGL-090  
Techniques for producing multi-track and overdub sessions for demos and commercial projects. Course meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated twice. SC  
LMC: DA  
Transfer: CSU

**RA-030 Recording Arts III**

36 total hours lecture, 72 total hours lab 3 Units  
Prerequisite: RA-020  
Advisory: Eligibility for ENGL-090  
Offered Fall only. Third semester course in the Recording Arts sequence. Course begins with a detailed discussion of establishing a career in the recording industry. The course includes an in-depth study of the history of recording from acoustic recording to present-day digital audio technology. The fundamentals of digital audio theory are covered. Additionally, an overview of issues related to computer-based recording systems, that includes information on configuring hardware, operating systems and application software is presented. Material related to configuring DAW hardware focuses on the Digidesign Pro Tools|HD Accel 3 digital recording system. May be repeated once. LR  
LMC: DA  
Transfer: CSU

**RA-032 Recording Arts Workshop**

54 total hours lab 1 Unit  
Advisory: RA-010 and 020; eligibility for ENGL-090  
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, mix-downs, basic console and deck maintenance, and on-location recording. Second year R.A. students will be teamed up with instructor-selected first year students to work as engineering teams to simulate professional recording studio procedures. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated three times. LR  
LMC: DA  
Transfer: CSU

**RA-033 Summer Recording Workshop**

36 total hours lecture, 36 total hours lab 2.5 Units  
Prerequisite: Prior or concurrent enrollment in RA-020  
This course is designed for advanced students. Students will receive detailed training in the use of LMC’s high-end recording equipment and gain hands-on experience through involvement in recording sessions. Students will work in teams based on their skill level. The most advanced students will work on recording sessions, while other students receive further training on specific recording equipment and studio procedures. The initial focus of the course is a review of system interconnection and the primary components of the recording system. Topics include: working with clients, recording formats, documentation, session setup, microphone technique, signal flow through the console, console automation, linear and non-linear digital recording systems, analog multitrack recording with Dolby SR noise reduction, hardware and software signal processors, time code and synchronized recording systems, automated mixing, digital editing, and preparing the final product. May be repeated three times. SC  
LMC: DA  
Transfer: CSU
### RA-035 Protools Production and Editing

| 54 total hours lecture | 3 Units |

**Advisory:** RA-010 and 020

Audio Production for radio, television and compact disc release utilizing the ProTools systems. Course meets the LMC Recording Arts Associate Degree requirements. May not be repeated. SC

**LMC:** DA

**Transfer:** CSU

### RA-040 Recording Arts IV

| 36 total hours lecture, 72 total hours lab | 3 Units |

**Prerequisite:** RA-030

**Advisory:** Eligibility for ENGL-090

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. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in Spring only. May be repeated once. LR

**LMC:** DA

**Transfer:** CSU

### RA-098 Independent Study in Recording Arts

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.) May be repeated three times. SC

**LMC:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

**Transfer:** Independent Study courses may be DA or transferable depending on specific course. See your counselor.

### RA-170 Occupational Work Experience Education in Recording Arts

| 60-600 total hours | 1-8 Units |

**Prerequisite:** Approved application

**Advisory:** Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

**LMC:** DA

**Transfer:** CSU

### RA-170A Internship in Recording Arts

| 60-600 total hours | 1-8 Units |

**Prerequisite:** Approved application and meet program guidelines

**Advisory:** Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

**LMC:** DA

**Transfer:** CSU

### RA-900s Selected Topics in Recording Arts

DA varies with course content.

### Sign Language

#### SIGN-065 American Sign Language I

| 54 total hours lecture | 3 Units |

**Advisory:** Eligibility for ENGL-090

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. May not be repeated. SC

**LMC:** DA

**Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 6

#### SIGN-066 American Sign Language II

| 54 total hours lecture | 3 Units |

**Prerequisite:** SIGN-065

**Advisory:** Eligibility for ENGL-090

This intensive course is designed for persons wanting to learn communication skills in American Sign Language at Level II. This is a more advanced course from ASL Level I and focuses on recognizing expanding the depth of meanings of the different signs for both receptive and expressive communication. Understanding deaf culture is integrated throughout the course. May not be repeated. SC

**LMC:** DA

**Transfer:** UC, CSU Gen. Ed. Area C2, IGETC Area 6
SIGN-067    American Sign Language III
54 total hours lecture  3 Units
Prerequisite: SIGN-066
Advisory: Eligibility for ENGL-090
This intensive course is designed for persons wanting to focus on teaching and practice in expressive skills. ASL III is a continuation of ASL II, with increased emphasis on students' expressive skills, idiomatic expression nuance. Deeper of cultural and historical awareness within the Deaf community through appropriate cultural contexts is the premise of classroom exercises and fieldwork. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6

SIGN-068    American Sign Language IV
54 total hours lecture  3 Units
Prerequisite: SIGN-067
Advisory: Eligibility for ENGL-090
An intensive course designed for persons wanting to focus on teaching and practicing in expressive skills. ASL IV is a continuation of ASL III, with emphasis on grammatical accuracy, literacy interpretation, intensive idiomatic expression, and storytelling techniques. Depth of cultural awareness within the Deaf community through appropriate cultural contexts is the premise of classroom exercises and fieldwork. May not be repeated. SC
LMC: DA
Transfer: CSU

SIGN-070    Fingerspelling I
9 total hours lecture, 9 total hours lab .5 Unit
Prerequisite: SIGN-065 or equivalent
Advisory: Eligibility for ENGL-090
This course provides an introduction to the concentrated instruction in the expressive and receptive practice of beginning fingerspelling. This course is a requirement for the completion of a college skills certificate in American Sign Language. May be repeated once. SC
LMC: DA
Transfer: CSU

SIGN-071    Fingerspelling II
9 total hours lecture, 9 total hours lab .5 Unit
Prerequisite: SIGN-070
Advisory: Eligibility for ENGL-090
This course is a continuation of the concentrated instruction in the expressive and receptive practice of advanced fingerspelling. This course is a requirement for the completion of a college skills certificate in American Sign Language. May be repeated once. SC
LMC: DA
Transfer: CSU

SIGN-072    Deaf Culture
54 total hours lecture  3 Units
Prerequisite: SIGN-066 or equivalent
Advisory: Eligibility for ENGL-090
This course provides an introduction to the deaf culture as it applies to the historical, cultural and social experiences of our deaf community. Course will introduce issues directly related to the deaf including education and assimilation in bilingual/bicultural settings. Course taught in American Sign Language. May not be repeated. SC
LMC: DA
Transfer: UC, CSU

SIGN-098    Independent Study in Sign Language
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.) May be repeated three times. SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

SIGN-900s    Selected Topics in Sign Language
DA varies with course content.

Social Science

SOCSC-045    Issues Facing African Americans
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-100
This course will examine the experience of African Americans from a socially inclusive, transcultural & interdisciplinary perspective. Students will be asked to acknowledge, properly define, & critically engage those issues and concerts most resonant, historically and currently, within ethnic memory. The ultimate goal of our study together is to gain deeper understanding of the unique heritage Blacks possess also to appreciate the pivotal role Blacks have played in founding and sustaining the American sense of becoming a “democratic” nation. May not be repeated. SC
LMC: GE: Social Science; GCR Ethnic/Multicultural Studies; DA
Transfer: UC, CSU Gen. Ed. Area D3
SOCSC-098 Independent Study in Social Science
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.) May be repeated three times. SC

Prerequisite: Approved application
Advisory: Eligibility for ENGL-090

SOCSC-170 Occupational Work Experience Education in Social Science
60-600 total hours 1-8 Units

Prerequisite: Approved application
Advisory: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA
Transfer: CSU

SOCSC-170A Internship in Social Science
60-600 total hours 1-8 Units

Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA
Transfer: CSU

SOCIO-015 Introduction to Sociology
54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-090

Introduction to the principles and theoretical perspectives of sociology. Topics will include sociological research methods, culture, groups, socialization, collective behavior, race, and gender inequality, stratification, and urbanization. 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. May not be repeated. SC

LMC: GE: Behavioral Science; DA
Transfer: UC, CSU Gen. Ed. Area D10, IGETC Area 4J

SOCIO-016 Introduction to Social Problems
54 total hours lecture 3 Units

Advisory: Eligibility for ENGL-090

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. May not be repeated. SC

LMC: GE: Behavioral Science; DA
Transfer: UC, CSU Gen. Ed. Area D10, IGETC Area 4J

SOCIO-098 Independent Study in Sociology
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.) May be repeated three times. SC

LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

SOCIO-900s Selected Topics in Sociology
DA varies with course content.
Spanish

SPAN-040  Spanish for Health Services I
18 total hours lecture  1 Unit
Advisory: Eligibility for ENGL-090
(Formerly SPAN-047) This course is one of three part series that trains students in the use of Spanish in the health care field. Grammar and vocabulary related to parts of the body, common illnesses and food and nutrition will be covered. Students will also learn grammatical structures necessary for asking and answering questions relevant to the patient’s medical situation. May not be repeated. SC
LMC: DA
Transfer: CSU

SPAN-041  Spanish for Health Services II
18 total hours lecture  1 Unit
Advisory: SPAN-040; eligibility for ENGL-090
This course is one of three courses that trains students in the use of Spanish in the health care field. Grammar and vocabulary related to hospital terms, emergency situations, drugs and alcohol and pregnancy will be covered. Students will also learn grammatical structures necessary to give simple commands, and engage the patient and dialogue about their health and needs. May not be repeated. SC
LMC: DA
Transfer: CSU

SPAN-042  Spanish for Health Services III
18 total hours lecture  1 Unit
Advisory: SPAN-040 or 041; eligibility for ENGL-090
This course is one of three courses that trains students in the use of Spanish in the health care field. Grammar and vocabulary related to pediatrics, cancer, dentistry and optometry will be covered. Students will also learn grammatical structures necessary to explain medical procedures, follow up out-patient instructions, and logistical details for future visits as necessary. May not be repeated. SC
LMC: DA
Transfer: CSU

SPAN-044  Conversational Spanish I
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
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. May not be repeated. SC
LMC: DA
Transfer: CSU

SPAN-045  Conversational Spanish II
54 total hours lecture  3 Units
Advisory: SPAN-044; eligibility for ENGL-090
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. Conversational Spanish II is a continuation of conversational Spanish I (SPAN-044S) with more emphasis on students’ expressive skills. The content used in learning the language is drawn from the rich Mexican, Chicano and Latino cultures. May not be repeated. SC
LMC: DA
Transfer: CSU

SPAN-049  Conversational Latino Cinema
54 total hours lecture  3 Units
Prerequisite: SPAN-051; or 3 years of high school Spanish; or native fluency in reading and writing of Spanish; or WEB CAPE Placement Test Score of 403 and above
Advisory: Eligibility for ENGL-090
This course uses conversational Spanish to explore classic and contemporary Latin American film that examines a wide variety of themes, genres and cultural experiences. Students analyze Spanish films that explore how culture has changed in Spanish speaking countries and in the United States and how globalization has influenced that change. Students screen film works from the United States, Mexico, the Caribbean, Central and South America and Spain. Films in Spanish with/without English Subtitles. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2

SPAN-050  Elementary Spanish I
90 total hours lecture  5 Units
Advisory: Eligibility for ENGL-090
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. This course is equivalent to two years of high school Spanish. May not be repeated. SC
LMC: DA
Transfer: UC, CSU Gen. Ed. Area C2, IGETC Area 6
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>54 total hours lecture</th>
<th>3 Units</th>
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<td>SPAN-051</td>
<td>Elementary Spanish II</td>
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<td><strong>Prerequisite:</strong> SPAN-050 or 2 years of high school Spanish; or WEB CAPE Placement test score of 281-345</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>Continuation of the visual/oral/aural approach to understanding, speaking, reading, and writing Spanish. This is the second of a four semester sequence. Course material emphasizes the cultures of Mexico, Central/South America, the Caribbean, Spain, and the Chicano of the Southwestern United States. It is highly recommended that upon successful completion of SPAN-050, the second course SPAN-051 be taken the following semester. This course is equivalent to two years of high school Spanish. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area C2, IGETC Area 3B, 6A</td>
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<tr>
<td>SPAN-052</td>
<td>Intermediate Spanish I</td>
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<td></td>
<td><strong>Prerequisite:</strong> SPAN-051 or 3 years high school Spanish; or native fluency in reading and writing of Spanish; or WEB CAPE Placement Test score of 346-403</td>
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<td>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. May not be repeated. SC</td>
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<tr>
<td>SPAN-053</td>
<td>Intermediate Spanish II</td>
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<td></td>
<td><strong>Prerequisite:</strong> SPAN-052 or 4 years high school Spanish or native fluency in reading and writing of Spanish; or WEB CAPE Placement Test score of 403 and above</td>
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<td>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 fourth in a series of four semesters of college level Spanish emphasizes the literature and culture of Latin America and Spain. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area C2, IGETC Area 3B, 6A</td>
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<td>SPAN-057</td>
<td>Spanish for Spanish Speakers I</td>
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<td><strong>Prerequisite:</strong> SPAN-053; or WEB CAPE placement test score of 403 and above; or attend first class for teacher assessment that demonstrates student’s fluency in reading and writing Spanish.</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>A communicative course designed for native speakers of Spanish who wish to improve their skills in reading and writing Spanish, but open to other linguistically qualified students. Writing will be the main focus of class, but grammar, spelling, speaking and a variety of Spanish reading selections will also be included; as well as exposure to local and international Mexican, Chicano, and Latino cultures as a meaning system common heritage of the U.S. This course meets the UC foreign language Transfer Requirement. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> CSU</td>
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<td>SPAN-060</td>
<td>Exploring Latino Cinema: A Critical Analysis</td>
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<td><strong>Prerequisite:</strong> SPAN-052 or if you do not meet the prerequisite, and are a fluent speaker, ask for a prerequisite challenge in Admissions</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>This course uses Intermediate Spanish to explore classic and contemporary Latin American film that examines a wide variety of themes, genres and cultural experiences. Students analyze Spanish films (both with and without subtitles) that explore how culture has changed in Spanish speaking countries and in the United States and how memory and oblivion, marginalization of individuals and groups, immigration and globalization have influenced that change. Students screen film works from the United States, Mexico, the Caribbean, Central and South America and Spain and provide both oral and written analysis in Spanish of the films. May not be repeated. SC</td>
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<td><strong>Transfer:</strong> UC, CSU Gen. Ed. Area C1</td>
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<td>SPAN-080</td>
<td>Elementary Spanish Grammar I</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>A course in basic Spanish grammar and syntax designed for bilingual and non-native speakers of Spanish. This course will enhance and improve existing skills in the understanding and application of practical and useful grammatical structures at the elementary level. May not be repeated. SC</td>
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<tr>
<td>SPAN-081</td>
<td>Elementary Spanish Grammar II</td>
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<td><strong>Advisory:</strong> Eligibility for ENGL-090</td>
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<td>A course in intermediate Spanish grammar and syntax designed for bilingual and non-native speakers of Spanish. This course will enhance and improve existing skills in the understanding and application of practical and useful grammatical structures at the elementary level. May not be repeated. SC</td>
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<td><strong>LMC:</strong> DA</td>
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</table>
SPAN-082  Elementary Spanish Grammar III
27 total hours lecture  1.5 Units
Advisory: Eligibility for ENGL-090
A course in advanced Spanish grammar and syntax designed for bilingual and non-native speakers of Spanish. This course will enhance and improve existing skills in the understanding and application of practical and useful grammatical structures at the elementary level. May not be repeated.  SC
LMC: DA

SPAN-098  Independent Study in Spanish
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.) May be repeated three times.  SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

SPAN-900s  Selected Topics in Spanish
DA varies with course content.

Speech

SPCH-038  Interpersonal Communication
54 total hours lecture, 18 total hours lab  3 Units
Advisory: Eligibility for ENGL-090
This course provided the student an opportunity to learn and apply, in daily life, practical principles of interpersonal communication. Content will stress psychological, social, and cultural factors which affect human interaction. It is designed to assist students in improving their own interpersonal communication skills. Attention will be given to perception, interpersonal dynamics, listening, conflict resolution, relationship development and stages, and verbal and nonverbal communication. May not be repeated.  SC
LMC: DA
Transfer: CSU

SPCH-040  Oral Communication
54 total hours lecture, 18 total hours lab  3 Units
Advisory: Eligibility for ENGL-090
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. This course meets the General Education Requirement for Communication / Critical Thinking. May not be repeated. LR
LMC: GE: Communication/Critical Thinking; DA
Transfer: UC, CSU Gen. Ed. Area A1, IGETC Area 1C

SPCH-098  Independent Study in Speech
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.) May be repeated three times.  SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

SPCH-900s  Selected Topics in Speech
DA varies with course content.

Travel

TRAVL-072  Introduction to Travel
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
An introductory course designed to give students an overview of the travel industry and its various components. This course familiarizes students with terminology and basic concepts of each component of the travel industry, which includes the airline industry, the ground transportation industry, the hotel industry, the cruise industry and the tour industry. It will also provide the basic online skills needed to research basic travel questions. May not be repeated.  SC
LMC: DA
Transfer: CSU

TRAVL-074  North American Destination Specialist
54 total hours lecture  3 Units
Advisory: Eligibility for ENGL-090
A course on travel geography and tourism within North America, including familiarization with places of tourist interest, itinerary planning, tour companies and sources of reference. Includes a study of each of the 50 states and all Canadian provinces. May not be repeated.  SC
LMC: DA
Transfer: CSU
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
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<td>TRAVL-075</td>
<td>Europe Destination Specialist</td>
<td>54</td>
<td>3</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course will provide an overview of the geography, sightseeing options, activities, resort areas and accommodations for each major region of Europe. This knowledge will be applied to traveler scenarios. Internet resources for more in-depth information will also be studied. May not be repeated. SC</td>
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<td>LMC: DA</td>
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<tr>
<td>TRAVL-076</td>
<td>Travel Sales and Marketing</td>
<td>54</td>
<td>3</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course will help the travel and tourism student prepare for a successful career selling travel. It will introduce the student to effective techniques and skills for service-oriented sales to succeed in the competitive environment of the travel industry. In an increasingly competitive marketplace, travel professionals will need an understanding of the broader sales environment. This course will incorporate coverage of basic marketing principles and discuss customer service as an integral part of the selling process. May not be repeated. SC</td>
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<td>LMC: DA</td>
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<td>Transfer: CSU</td>
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<tr>
<td>TRAVL-077</td>
<td>Customized Vacation Planning</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course will introduce students to the process of creating and customizing tours for individual travelers or for groups. Particular emphasis will be placed on how to plan and design an itinerary, select the vendor/s, finalize the tour arrangements, and market the tour. Learning to research travel industry print and electronic references is an indispensable component of creating customized vacations. May not be repeated. SC</td>
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<td>Transfer: CSU</td>
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<tr>
<td>TRAVL-082</td>
<td>All About Cruising</td>
<td>54</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>An introduction to cruising as a vacation alternative. The course will acquaint students with the cruise industry, cruise lines and their ships, the different &quot;personalities&quot; 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. May not be repeated. SC</td>
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<td>TRAVL-083</td>
<td>Hawaii Destination Specialist</td>
<td>27</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course includes a discussion of geography, tourist attractions and activities, resort areas and accommodations for each of the major islands of Hawaii. Particular emphasis on each island’s unique appeal. Resources for more in-depth research are also covered. May not be repeated. SC</td>
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<td>Caribbean Destination Specialist</td>
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<td>Advisory: Eligibility for ENGL-090</td>
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<td>This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for all of the major islands/destinations throughout the Caribbean region. Particular emphasis will be placed on the diversity within the region and on each island’s unique appeal for a visitor. Resources for more in-depth research, including the Internet, will also be covered. May not be repeated. SC</td>
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<td>The course covers the South Pacific region, including: Australia, New Zealand, and Pacific Islands (Melanesia, Micronesia, and Polynesia). Valuable information for the traveler is presented and discussed; including geography and cultural background, getting there and getting around, sightseeing highlights and popular activities, as well as the types of accommodations available. A key element of the course will be how to match a particular client to a destination and how to sell the destination. May not be repeated. SC</td>
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<td>Overview of geography, sightseeing options, activities, resort areas and accommodations for each major region of Mexico. Application of knowledge to traveler scenarios will be emphasized. Internet resources for more in-depth information will also be explored. May not be repeated. SC</td>
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TRAVL-095   Advanced Travel Concepts
54 total hours lecture  3 Units
Advisory: TRAVL-072; eligibility for ENGL-100
This course is intended for students who already have a solid
foundation regarding travel terms and concepts. Students will
explore currently available tools for researching and booking all
components of a travel itinerary. This course will give students
the opportunity to deepen their skills and increase their knowl­
dge as they research air travel, evaluate tour companies and
accommodations, interpret terms and conditions, and prepare
themselves for a professional travel career. Emphasis is placed
on practical application of knowledge and skills. May not be re­
peated. SC
LMC: DA
Transfer: CSU

TRAVL-096     Alaska Destination Specialist
27 total hours lecture  1.5 Units
Advisory: Eligibility for ENGL-090
This course will provide an overview of the geography, sight­
seeing options, activities, resort areas and accommodations for
each major region of Alaska. This knowledge will be applied to
traveler scenarios. Internet resources for more in-depth informa­
tion will also be studied. May not be repeated. SC
LMC: DA
Transfer: CSU

TRAVL-098   Independent Study in Travel Merchandising
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 instruc­
tor 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.) May be repeated
three times. SC
LMC: Independent Study courses may be DA or transferable
depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable
depending on specific course. See your counselor.

TRAVL-101     Home-Based Travel: Is It for You?
9 total hours lecture   .5 Unit
This course will offer an insight into what it takes to run a suc­
cessful home-based travel business. It will provide information
about the various types of home-based business set-ups and
typed of travel agencies that will host a home-based business.
May not be repeated. SC
LMC: DA
Transfer: CSU

TRAVL-102   Establishing a Home-Based Travel Business
9 total hours lecture   .5 Unit
Advisory: Eligibility for ENGL-090
This course covers the components to establishing a new home­
based travel business including name selection, professional im­
age, niche specialties and the use of technology. A focus will be
on how to create and successfully market a new travel business.
May not be repeated. SC
LMC: DA
Transfer: CSU

TRAVL-103   Marketing and Promoting a Home-Based Travel Business
9 total hours lecture   .5 Unit
Advisory: Eligibility for ENGL-090
Students will develop, budget and implement a marketing plan
for a home-based business. Students will determine which mar­
keting approach would work best for their business. This step­
by-step course teaches students how to grow a business by at­
tracting the right clients and spending advertising dollars wisely.
May not be repeated. SC
LMC: DA
Transfer: CSU

TRAVL-104   Resources for the Home-Based Travel Professional
9 total hours lecture   .5 Unit
Advisory: Eligibility for ENGL-090
Students will learn about the various resources available to the
travel professional. They will develop a preferred supplier list
for a home-based business. They will determine which tour and
cruise companies would be most suited to their business. They
will learn how to select companies that will best support their
business niche. May not be repeated. SC
LMC: DA
Transfer: CSU

TRAVL-105   Business and Financial Plans for Home-Based Travel
9 total hours lecture   .5 Unit
Advisory: Eligibility for ENGL-090
Many people have difficulty running a successful travel business,
because they lack a proper business plan and end up spend­
ing too much money and time pursuing revenues not consistent
with their objectives. By developing a business plan, starting and
maintaining a business will be relatively easy. Equally important is
the second step, which is to finance the strategy and then man­
age the money, earned by the business. This class will enable stu­
dents to determine their objectives and write a formal business
plan. May not be repeated. SC
LMC: DA
Transfer: CSU
TRAVL-106  Home-Based Travel and the Law  
9 total hours lecture  .5 Unit

Advisor: Eligibility for ENGL-090

Students will learn about the legal responsibilities of the travel professional. Every successful travel counselor must recognize the legal issues that must be addressed in a home-based travel business. This course introduces the student to various legal concerns and what to be aware of when creating a home-based business. The course will discuss errors and omissions insurance, general liability insurance, the California Seller of Travel law and Restitution Fund, and the independent contractor agreement. May not be repeated. SC

LMC: DA  
Transfer: CSU

TRAVL-114  Group Travel Management  
54 total hours lecture  1.5 Units  

Advisor: TRAVL-072; eligibility for ENGL-100

Students will learn about all aspects of group travel- prospecting, promoting, planning, pricing and escorting. In this course the student will explore and identify various types of groups and where to find them. Students will evaluate costing practices and profit analysis for specific group operations. Students will apply planning strategies and prepare a professional group travel proposal, which will help prepare them for a career in travel. Emphasis is placed on practical application of knowledge and skills. May not be repeated. SC

LMC: DA

TRAVL-170  Occupational Work Experience Education in Travel

60-600 total hours  1-8 Units

Prerequisite: Approved application

Advisor: Eligibility for ENGL-090

This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and may repeat for a maximum of 16 units of occupational work experience during community college attendance which may be applied as electives toward graduation. SC

LMC: DA  
Transfer: CSU

TRAVL-170A  Internship in Travel

60-600 total hours  1-8 Units

Prerequisite: Approved application and meet program guidelines

Advisor: Eligibility for ENGL-090

This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU. SC

LMC: DA  
Transfer: CSU

TRAVL-900s  Selected Topics in Travel Merchandising

DA varies with course content.

Tutoring

SPTUT-020  Supervised Tutoring

May vary  N/A

Advisor: Student must be referred by a counselor or instructor per Title 5, 58170(e).

Individualized tutoring designed to assist students to increase their success in college. Content varies depending on course subject matter and may include assistance with course work, homework, exam preparation or grade improvement. This is a free, noncredit, zero-unit course where tutoring is provided by college staff or student tutors under faculty supervision. May be repeated 9 times. P/NP

LMC: Non-Credit  
Transfer: NC
## Welding

### WELD-010 Basic Arc Welding Theory
54 total hours lecture 3 Units
**Advisory:** Concurrent enrollment in WELD-011
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: American Iron and Steel Institute (AISI), American Society for Testing and Materials (ASTM), Society of Automotive Engineers (SAE) classification, flame cutting, welding symbols, control of distortion, and welding application. May not be repeated. SC
LMC: DA
Transfer: CSU

### WELD-011 Basic Shielded Arc Welding Practice
54-162 total hours lab 1-3 Units
**Advisory:** WELD-010 or concurrent enrollment; eligibility for ENGL-090
This lab course is required for all beginning arc welding students. Students will practice plate welding in all positions as well as flame cutting, gouging and arc air gouging to cover the minimum welding test requirements. May be repeated three times. SC
LMC: DA
Transfer: CSU

### WELD-015 Basic Oxyacetylene Welding
18 total hours lecture, 54 total hours lab 2 Units
**Advisory:** Eligibility for ENGL-090
This course covers oxy-fuel gas welding of steel sheet, tubes and pipes in all positions; braze welding of steel and cast iron, silver brazing of ferrous and non-ferrous metals, and fusion welding of cast iron. It also includes safe operating and proper welding procedures, filler rod selection, various fuel gasses, fluxes and control of distortion. May be repeated three times. SC
LMC: DA
Transfer: CSU

### WELD-016 Advanced Oxyacetylene Welding
54 total hours lab 1 Unit
**Prerequisite:** WELD-015
In this course students will learn advanced welding procedures required in the metal work industry. The oxyacetylene welding process will be used to weld both ferrous and non-ferrous metals, plates, sheet metal, tube and pipe. Students will gain additional proficiency in flame cutting operations using manual and machine torches. May be repeated three times. SC
LMC: DA
Transfer: CSU

### WELD-021 Advanced Arc Welding Practice
54-162 total hours lab 1-3 Units
**Advisory:** WELD-010 and WELD-011; concurrent enrollment in WELD-040 or previous welding experience; eligibility for ENGL-090
This course is designed for intermediate to advanced welding students. This course covers layout, fitting tacking, and welding in all positions for place welding on a vee-grove configuration with a back-up bar, which will pass the visual inspection and the bend or x-ray test. May be repeated three times. SC
LMC: DA
Transfer: CSU

### WELD-031 TIG, MIG and FCA Welding Practice
54-162 total hours lab 1-3 Units
**Advisory:** WELD-010 or concurrent enrollment; eligibility of ENGL-090
This course is designed to develop welding skills using the GRAW, GMAW and FCAW processes required for entry into the trade. It includes welding steel, stainless steel, and aluminum in light gauge metals in all positions. This course will cover setting up, calibrating, adjusting, operating and shutting down the equipment. May be repeated three times. SC
LMC: DA
Transfer: CSU

### WELD-035 Blueprint Reading for Welders
54 total hours lecture 3 Units
**Advisory:** WELD-010, MATH-007; eligibility for ENGL-090
This course is designed for both beginning welding students or experienced welders who need blueprint reading skill. It covers basic orthographic principles of three-view projections, dimensioning, sections, and 2nd freehand sketching. Emphasis placed on plate and structural fabrication, print reading, interpretation of the American Welding Society (AWS) Welding Symbols, and cost estimating of materials for fabrication. May not be repeated. SC
LMC: DA
Transfer: CSU

### WELD-040 TIG, MIG and FCA Welding Theory
54 total hours lecture 3 Units
**Advisory:** WELD-010; eligibility for ENGL-090
This course covers welding processes on gas tungsten arc, gas metal arc, and flux cored processes. Also included is a content about filler wires, gases for ferrous and non-ferrous metals, hard facing, welding design, welding codes, nondestructive, and how to make up a resume for employment in the welding trade. May not be repeated. SC
LMC: DA
Transfer: CSU
WELD-041  Pipe Welding Practice
54-162 total hours lab  1-3 Units
Advisory: WELD-011 or concurrent enrollment; WELD-021 and WELD-031 or welding experience; eligibility or ENGL-090
This is an advanced welding course that includes plate welding in all positions (flat, horizontal, vertical, skew with 45 degree angle, and overhead). Students use the 1G, 2G, 5G, 6G, and 6GR positions. Students will focus on one process of welding per semester of SMAW, GMAW, GTAW, and FCAW. May be repeated three times.  SC
LMC: DA
Transfer: CSU

WELD-098  Independent Study in Welding Technology
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.) May be repeated three times.  SC
LMC: Independent Study courses may be DA or transferable depending on specific course. See your counselor.
Transfer: Independent Study courses may be DA or transferable depending on specific course. See your counselor.

WELD-170  Occupational Work Experience Education in Welding
60-600 total hours  1-8 Units
Prerequisite: Approved application
Advisory: Eligibility for ENGL-090
This course is for students whose work is related to their major. Occupational Work Experience Education provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. To participate in cooperative work experience education, students must be employed or formally volunteer and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete one learning objective for each unit of credit in which they enroll. Additionally, students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. 12 units are transferable to CSU.  SC
LMC: DA
Transfer: CSU

WELD-170A  Internship in Welding
60-600 total hours  1-8 Units
Prerequisite: Approved application and meet program guidelines
Advisory: Eligibility for ENGL-090
This course is for students who have declared a major, have taken classes in the major, are ready to on-the-job experience in a paid or unpaid position and meet program-level minimum qualifications. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or field of interest. Students, with faculty and employer approval, will apply college-acquired knowledge, skills and abilities as well as acquire new learning to prepare for a career in their chosen field. Students must work 75 paid hours or 60 non-paid hours for each unit of credit earned. Students may earn up to 8 units per semester and repeat for a maximum of 16 units of occupational work experience internship during community college attendance. Credit may be applied as electives toward graduation. Credit may be applied as electives toward graduation. 12 units are transferable to CSU.  SC
LMC: DA
Transfer: CSU

WELD-900s  Selected Topics in Welding Technology
DA varies with course content.
Directions to Los Medanos College

Los Medanos College
2700 East Leland Road
Pittsburg, California
(925) 439-2181

Brentwood Center
101A Sand Creek Road
Brentwood, California
(925) 513-1625

Visit us online at www.losmedanos.edu
## Los Medanos Administrators Emeriti

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<tr>
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<th>Department</th>
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<tbody>
<tr>
<td>Alatorre, Arthur</td>
<td>Director of Student Services</td>
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<tr>
<td>Carhart, John</td>
<td>President</td>
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<tr>
<td>Case, Chester H.</td>
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<tr>
<td>Chin, Stanley H.</td>
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<tr>
<td>Collins, Charles</td>
<td>Dean of Humanistic Studies</td>
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<tr>
<td>Cromer, Lyla</td>
<td>Assistant Dean of Health Sciences</td>
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<tr>
<td>Custodio, Vince</td>
<td>Dean of Behavioral Science</td>
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<td>Donatelli, A. Don</td>
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<tr>
<td>Henry, Daniel</td>
<td>Vice President</td>
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<tr>
<td>Johnson, Thayer</td>
<td>Director of Admissions &amp; Records</td>
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<td>Kester, William</td>
<td>Vice President of Academic and Student Affairs</td>
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<td>Knott, Veronica</td>
<td>Senior Dean of Occupational Education</td>
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<td>McDonald, Diana</td>
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<td>McKeown, Joseph</td>
<td>Assistant Dean of Administration of Justice</td>
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<td>McNulty, James</td>
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<td>Medlinsky, David</td>
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<td>Skapura, Robert</td>
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<td>Skeen, Esther</td>
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<td>Torres, Felipe</td>
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<td>Williams, Carlton</td>
<td>Dean of Social and Economic Studies</td>
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<td>Arenivar, Olga</td>
<td>Speech</td>
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<td>Strain, Tom</td>
<td>Physical Education</td>
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<td>Sysum, Robert L.</td>
<td>Welding</td>
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<td>Thomas, Gary (Skip)</td>
<td>Physical Education</td>
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<td>Trapp, G. Louis</td>
<td>Drafting</td>
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<td>Tsuji, Muriel</td>
<td>Nursing</td>
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<td>Willett, Kathleen</td>
<td>Biology</td>
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<td>Yeoman, Eric B.</td>
<td>Natural Science</td>
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<td>Zipkin, Naomi</td>
<td>Child Development</td>
</tr>
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</table>
Los Medanos Full-Time Faculty / Administrators / Supervisors

Adkins, Theodora .................................................................................................................. .Business
B.A., Cal State Univ, East Bay

Alexander, Kenneth ............................................................................................................ .Art
B.A., M.A., Cal State Univ, Sacramento

Aliotti, Robin ........................................................................................................................ .Business
A.A., Los Medanos College; B.A., Univ Cal, Davis; M.B.A., Cal State Univ, East Bay

Armendariz, Rosa .................................................................................................................. Humanistic Studies
B.A., Stanford Univ

Armour, Robin ...................................................................................................................... .Director of Admissions and Records
B.A., M.S., National Univ

Austin, Barbara ..................................................................................................................... English
B.A., Loyola Marymount Univ; M.A., Cal State Univ, San Francisco

Bachmann, Nancy .................................................................................................................. Music
B.A., M.A., Cal State Univ, San Francisco

Bank, Judith ............................................................................................................................ English
B.A., Albany State Univ; M.A. Suffolk Univ

Baskin, Shirley ....................................................................................................................... Counseling
A.A., Reedley College; B.A., M.A., Cal State Univ, East Bay

Beal, Tawny ............................................................................................................................ Senior Academic/Student Services Manager
B.S., Univ Cal, Berkeley; M.S., Univ Oxford; Ed.D., St. Mary’s College

Becker, Michael ..................................................................................................................... Technology Systems Manager
B.A., Occidental College; B.S., California Institute of Technology; M.S., Univ of Cal, Berkeley

Belman, David ......................................................................................................................... Student Life Coordinator
B.A., M.A., Univ of the Pacific

Benford, Jeffrey ....................................................................................................................... Academic/Student Services Manager-EOPS
B.A., Morehouse College; M. Div., Interdenominational Theological Center

Bent, Joanne ............................................................................................................................. Nursing
B.A., Univ of New Mexico; M.S.N. Cal State Univ, San Francisco

Biles, Lorraine Leith .................................................................................................................. Physical Education
B.A., Cal State Univ, Sonoma; M.A., Goddard College

Bonner, Jeanne ....................................................................................................................... .Physics
B.S., Univ Cal, Davis

Boschetti, Van ........................................................................................................................ Physical Education
B.A., Cal State Univ, San Francisco; M.A., St. Mary’s College

Brown, Brendan ....................................................................................................................... Mathematics
B.S., Univ Cal, Davis; M.A., Cal State Univ, San Jose

Cabrals, Scott ............................................................................................................................ Astronomy
B.A., Univ Cal, Berkeley; M.S., Cal State Univ, San Francisco

Caldwell, Tselane .................................................................................................................... English
B.A., M.A., Univ Cal, Berkeley

Canto-Williams, Loretta ......................................................................................................... Director of Financial Aid
B.A., Cal State Univ, East Bay

Castillo, Sandra ....................................................................................................................... Nursing
B.S.N., Cal State Univ, L.A.; M.A., Holy Names College; Ed.D., NOVA Southeastern Univ

Cea, Jorge ................................................................................................................................. Academic/Student Services Manager-Outreach
B.A., Cal State Univ, San Francisco

Cella, Barbara ........................................................................................................................ Director of Marketing & Media Design
B.S., Univ of Minnesota; M.A. John F. Kennedy Univ

Chuah, Cheong ........................................................................................................................ .Music
B.A., Berklee College of Music, Boston; M.A., Ph.D., Univ of Miami

Clarke, Milton ............................................................................................................................ Political Science
B.A., State Univ of New York at Stony Brook; M.A., Cal State Univ, San Francisco

Cohen, James ............................................................................................................................ Mathematics
B.A., Univ Cal, Berkeley; M.A., Washington Univ

Collins, Linda ............................................................................................................................ Philosophy
B.A., Univ of Colorado; M.A., Univ Cal, Berkeley

Corlew, Curtis ........................................................................................................................ Art/Journalism
A.A., Diablo Valley College; B.A., Cal State Univ, San Francisco

Crowder, Kurt ............................................................................................................................ Engineering/Physics
B.S., Massachusetts Institute of Technology (MIT); M.S., Ph.D, Univ Cal, San Diego

Cruz, William ............................................................................................................................ Process Technology
B.E., The Cooper Union School of Engineering; M.E., University of Virginia

Cutler, Bruce ............................................................................................................................ Vice President, Administrative Services
B.A., M.B.A., Univ of Cal, Berkeley

Davi, Estelle ............................................................................................................................... Psychology
B.A., M.A., Cal State Univ, San Francisco

Dearman, Jason ....................................................................................................................... Automotive
A.S., Los Medanos College

2010 – 2011 Los Medanos College
Faculty and Staff

Debro, Karl .......................................................... AVID
  B.S., Cal State Univ, San Francisco; M.S., Cal State Univ, East Bay
DeStefano, Jill ....................................................... Mathematics
  B.S., M.S., Cal Poly State Univ, San Luis Obispo
Domenichelli, Derek ............................................... Physical Education
  B.S., Cal State Univ, East Bay; M.S.S., US Sports Academy
Doob, Peter .......................................................... Mathematics
  B.A, Knox College; M.S., Northwestern Univ
Dorritie, Frank ..................................................... Recording Arts
  B.A., Manhattan College
Estrada, Robert ..................................................... Bookstore Manager
  B.A., Univ Cal, Berkeley
Fithian, Christine ................................................ Senior Executive Assistant
  A.A., College of the Redwoods; B.A., Cal State Univ, Humboldt
Francisco, William ............................................... Counselor
  A.A., Contra Costa College; B.A., M.S.W., Cal State Univ, San Francisco
Garcia, Nicholau .................................................... Drama
  B.A., Adams State College; M.F.A., Univ of Iowa
Garcia, Peter ....................................................... President
  B.A., St. Albert's College; B.A., Cal State Univ, Chico; M.Div., Dominican School of Philosophy & Theology
Godinez, Marco ..................................................... Counselor/Puente
  A.A., Los Medanos College; B.A., Cal State Univ, East Bay; M.A., John F. Kennedy Univ
Goff, Christina ..................................................... Librarian, Instructional
  B.A., Cal State Univ, Sonoma; M.S., Simmons College
Goodin, Ruth ....................................................... Senior Foundation Director
  B.A., Univ of Bridgeport, Connecticut; M.A., St. Mary's College
Gottlieb, Phillip .................................................... Counselor
  B.A., M.S., Cal State Univ, San Francisco
Gravert, Dennis .................................................... Chemistry
  B.S., Santa Clara Univ; Ph.D., Stanford Univ
Grillo, A. Michael ................................................ Fire Technology
  B.S., Cal State Univ, Long Beach
Guerrero, Blas ..................................................... Dean of Student Development
  B.A., UC San Diego; M.A., Ph.D., Univ of Cal, Berkeley
Gutierrez, Ana ..................................................... English
  B.A., Univ Cal, Berkeley; M.S., National University
Henderson, Silvester ............................................... Music
  B.A., M.A., Cal State Univ, San Francisco
Hernandez, Carol ................................................ MESA Program Director
  B.A., Emory University; M.N.S., University of Idaho
Hilbrand, Joellen ................................................ English
  B.A. Univ of Colorado; M.A., Univ Cal, Berkeley
Hobbs, Joann ...................................................... English
  A.A., Los Medanos College; B.A., Cal State Univ, Chico; M.A., Cal State Univ, San Francisco
Holtmann, Eric .................................................... Mathematics
  B.S., M.S., Ph.D., Univ Cal, Berkeley
Hsieh, Durwynne .................................................. Biological Science
  B.S., Mass Institute of Technology; Ph.D., Univ Cal, Berkeley
Huffman, Laurie .................................................... Spanish
  B.A., Cal State Univ, Sacramento; M.S., Cal State Univ, East Bay; M.A., Cal State Univ, Sacramento; Ph.D., Capella Univ
Johnson, Linda .................................................... Nursing
  B.S,N, Cal State Univ, East Bay; M.S.N., Univ of Phoenix
Johnson, Scott .................................................... Mathematics
  B.A., Univ of Washington
Jones, Erlinda ..................................................... Child Development
  B.A., Stanford Univ; M.A., Cal State Univ, San Francisco
Kaiper, Donald .................................................... History
  B.A., Colgate Univ; M.A., Univ of Hawaii; M.Div., Andover Newton Theol. School; Ph.D., Univ Cal, Santa Cruz
Kamath, Kiran ..................................................... Dean
  B.A., St. Francis College, Osmania; M.A., Simon Fraser Univ
Karp, Marie ....................................................... Occupational Education Counseling
  B.A., New York Univ; M.A., Cal State Univ, East Bay
Kishi, Thais ........................................................ Brentwood Center Coordinator
  B.A., Univ of the Pacific; M.A., Cal State Univ, San Jose; Ph.D., Univ of Texas at Austin
Landers, Mara ..................................................... Mathematics
  B.A., Swarthmore College; M.A., Ph.D., Univ Cal, Berkeley
Lewis, Mark ........................................................ Biological Science
  B.A., Ph.D., Univ Cal, Berkeley

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Li-Bugg, Cherry ................................................................. Librarian
B.A., Shanghai International Studies Univ; M.A., M.I.S., Univ of Texas

B.A., Stanford Univ; M.A., Univ of the Pacific

A.A., Sierra College; B.A., Stanford Univ; M.A., Univ of the Pacific

Lugani, Shalini ................................................................. Economics

B.A., M.A., Univ of Delhi; M.A., Jawaharlal Nehru Univ; Ph.D., Univ of Georgia

Martin, Kirsten ............................................................... Nursing
B.S., Univ Cal, Berkeley; M.S., Univ Cal, San Francisco

McCaughey, Cathy ........................................................... Nursing
A.A., College of San Mateo; B.S., Cal State Univ, Dominguez Hills; M.S., Univ of San Francisco

McDowell, Colin ............................................................. Nursing
A.A., Contra Costa College; B.S.N., Merritt College; M.S., Holy Names College

McGrath, Cynthia ............................................................. Journalism
A.A., Univ of Massachusetts; M.S., San Jose State Univ

Mitchell, Jeffrey L ............................................................. English
B.A., M.A., Cal State Univ, San Francisco

Moore, A’kilah ................................................................. Mathematics
B.S., Spellman College, Georgia; M.S., Howard Univ, Washington, D.C.

Moriel, Daniel ................................................................. Philosophy
A.A., Southwestern College; B.A., Cal State Univ, San Diego; M.A., Ph.D., Univ Cal, San Diego

Moy, Frances ................................................................. High Technology Center Specialist
B.A., M.A., Cal State Univ, San Francisco

Nakaji, Karen ................................................................. English
B.A., Cal State Univ, East Bay; M.A., Holy Names College

Nash, Bradford ............................................................... Business
B.A., Cal State Univ, Fresno; M.S., Cal State Univ, Long Beach

Newman, Gill ................................................................. Senior Dean, Student Services
A.A., Fullerton College; B.A., Cal State Univ, Long Beach; M.P.A. Cal State Univ, East Bay

Nielsen, Kathryn ............................................................ Director of Early Childhood Lab School
B.A., Cal State Univ, Long Beach

Norris, Michael ............................................................. Mathematics
B.S., US Air Force Academy; M.S., Univ of Arizona; M.A., Graduate Theological Union

Ortiz, Earl ................................................................. Automotive
A.S., Los Medanos College

Padilla-Wilson, Liana ..................................................... Anthropology
B.A., St. Mary’s College; M.A., Arizona State University

Pearman, Elizabeth .......................................................... Business
B.S., State College at Framingham, Massachusetts

Pedersen, Ryan ................................................................. Mathematics
B.A./B.S., Univ of the Pacific; M.S., Univ of Colorado

Perfumo, Pamela ............................................................. Child Development
B.A., Cal State Univ, East Bay; M.S., Univ of Oregon

Perry, Josephine ............................................................. English/Drama
B.A., Univ of Massachusetts; M.A., Cal State Univ, Long Beach; M.F.A., Ohio Univ

Poku, Kwadwo ................................................................. Mathematics
B.S., Univ of Science & Technology, Kumasi; M.A., Univ Cal, Berkeley

Price, Leonard C ............................................................... Appliance Service Technology
B.S., Univ of the Pacific; M.S., Univ of Oregon

Puente, Giovanna ............................................................. Physical Education
A.S., Contra Costa College; Vocational Credential
B.S., Cal State Univ, San Francisco; M.S., Cal State Univ, East Bay

Ramirez, Sophia ............................................................. Counselor
B.A., M.S., Cal State Univ, San Francisco; Ed.D. University of San Francisco

Richards, Virginia ......................................................... Learning Disabilities Specialist
B.A. Univ Cal Irvine; M.A., Chapman Univ

Rickman, Jancy ............................................................... Biological Science
B.S., Emerson College; M.A., Cal State Univ, San Francisco

Rodriguez, Gil ................................................................. Dean, Liberal Arts and Sciences
B.A., Univ Cal, Berkeley; M.S., Cal State Univ, East Bay

Rust, Tue ................................................................. Mathematics
B.A., Univ Cal, Berkeley; M.S., Cal State Univ, San Jose

Saito, Jennifer ............................................................... Mathematics
B.A., M.A., Univ Cal, Berkeley

Sample III, Alexander ....................................................... Sociology
B.A., Ohio State Univ; M.A., Cal State Univ, San Francisco

Schweickert, Mitch .......................................................... Chemistry
B.A., Univ Cal, Santa Barbara; M.S., Univ Cal, Davis

Shrieve, Elizabeth .......................................................... Nursing
B.F.A., Tufts Univ; B.S.N., Univ San Francisco; M.S., Univ Cal, San Francisco

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Faculty and Staff

Smith, Clayton ........................................ Computer Science
B.A., Univ Cal, Berkeley

Smith, Erma ........................................ Articulation Officer/Psychology
B.A., Cal State Univ, San Jose; M.A., Cal State Univ, San Francisco

Snell, Myra ........................................ Mathematics
B.A., Univ Texas-Austin; M.A., Univ Cal, Berkeley

Snow, Lucy ........................................... Art
B.S., Tufts Univ; M.F.A. Univ Cal, Berkeley

Speer, Denise ........................................ Biological Science
B.S., Cal Poly State Univ, San Luis Obispo; D.V.M., Univ Cal, Davis

Stein, Jeannine ...................................... Mathematics
B.A., Cal State Univ, San Jose; M.A., Univ of Santa Clara

Sterling, Alex ........................................ English
B.A., M.A., Purdue Univ; M.A., Cal State Univ, East Bay

Subia, Laura ........................................ Counselor/EOP&S
B.A., Univ Cal, Berkeley; M.S., Cal State Univ, San Francisco

Toruno, Sara .......................................... English
B.A., Cal State Univ, San Marcos; M.F.A., Univ of Cal, Riverside

Townsend, Janice ................................... Child Development
B.A., M.A., Univ Cal, Santa Barbara

Truesdell, Sean ...................................... Nursing
B.S.N., San Francisco Univ; M.S., Cal State Univ, Dominguez Hills

Tuttle, Maria ........................................ English/Puente
B.F.A. Art Academy of Cincinnati; M.A., Univ of Cincinnati; M.F.A., Univ of Texas

Valenzuela, Eileen ................................. Office of Instruction Supervisor
A.A. Los Medanos College, B.S., M.P.A., Cal State Univ, East Bay

Villegas, Richard .................................... Physical Education
B.S., Cal State Univ, San Bernardino

von Bergen, Julie ................................. Mathematics
B.A., Univ Cal San Diego

Wagener, J. Pat ...................................... Mathematics
B.S., St. Edward's Univ; M.S., Univ of Wisconsin-Superior

Wehrmeister, Chad ................................. Police Services Lieutenant
B.A., Cal State Univ, Humboldt

Wellbrook, Sharon ................................. Biological Science
B.A., Univ Cal, Santa Cruz; D.C., Palmer College of Chiropractic

Wentworth, Kimberly ............................ Librarian, Electronic/Technical Services
B.S., Clemson Univ; M.L.S., Cal State Univ, San Jose

Wethington, Katalina ............................. English
B.A., Univ of San Diego; M.F.A., St. Mary's College

Whitman, Nancy ................................... Spanish
B.A., Cal State Univ, Chico; M.A., Cal State Univ, Sacramento; Ed.D., Univ So Cal

Wilson, Glenn ....................................... Custodial Manager
Yamashita, Lois .................................... Mathematics
B.S., Pepperdine Univ; M.A., Cal State Northridge

Ybarra, Nancy ....................................... English
B.S., Indiana Univ of Pennsylvania; M.Ed., St. Mary's College

Yeong, Michael ..................................... Reading
B.A., St. Francis College; M.A., Antioch College

Zhu, Yongmin ...................................... English/ESL
B.A., Hangzhou Univ - China; M.A., Univ of Utah; Ed.D., St Mary's College

Zilber, Michael .................................... Music
B.A., New England Conservatory of Music; M.A., Tufts Univ

Zimny, David ....................................... Political Science
B.A., Univ of Chicago; M.A., Ph.D., Yale Univ

Staff
Acevedo, Claudia ................................ Scholarship Program Coordinator
B.A., Cal State Univ, San Francisco

Ahlborn, Diane .................................. Sr. Admissions/Records Assistant
A.A., Los Medanos College

Alves, Stephanie ................................ Lead Admissions/Records Assistant
A.A., Los Medanos College

Amaral, Gilbert .................................. Lead Grounds Worker/Gardener

Amare, Daniel ...................................... Science Laboratory Technician II
B.A. Cal State Univ, Sacramento; M.S., Cal State Univ, East Bay

Archaga, Teresa ................................ Career Development Services Coordinator
A.A., Los Medanos College; B.A. Cal State University, East Bay; M.A., John F. Kennedy Univ

Asher, Don ......................................... Laboratory Equipment Technician II
A.A., Los Medanos College
Faculty and Staff

Axel, Cynthia ................................................................. Sr. Office Assistant
Benzler, Camme ................................................................................. Senior Administrative Assistant
Benzler, Sylvia ................................................................................. Administrative Assistant
Benzler, Sylvia; A.A.S., Nassau Community College
Betz, Carole ................................................................................. Counselor Assistant
Bridges, John ................................................................................. Custodian II
Brown, Jamila ................................................................................. Financial Aid Assistant II
B.A., Notre Dame de Namur Univ; M.B.A., Holy Names Univ
Butler, Lorie ................................................................................. Senior Library Assistant
Butler, Steven ................................................................................. Custodian II
Carlson, Allison ............................................................................. Math Laboratory Coordinator
A.A., Los Medanos College; B.S., Cal State Univ, East Bay
Carr, Kendra ................................................................................. Student Services & Instructional Support Coordinator
B.S., Santa Clara Univ
Chapman, Eloine ............................................................................. Senior Web Administrator
A.A., Los Medanos College
Chen, San Mei ................................................................................ Custodian II
Cuara, Juan .................................................................................... Inventory & Receiving Clerk
Cullar, Katherine ........................................................................... Administrative Assistant
Cullison, Linda ................................................................................ Instructional Assistant
B.A., Univ Cal, Berkeley; M. Div., Pacific School of Religion/Instructional
Davies, Daniel ................................................................................ Custodian II
A.S., Los Medanos College
DeKelaia, Ronald ........................................................................... Custodian II
Elejalde, Tatiana ............................................................................... Financial Aid Assistant I
A.A., Diablo Valley College
Ellsworth, Ellen ............................................................................. Customer Services Clerk
Ericson, Greg ................................................................................ Grounds Worker/ Gardener II
Fantuzzi, Angela ............................................................................ Family Life Education Specialist
B.A., Pontifical Catholic Univ of Chile
Fay, Jenifer ....................................................................................... Science Laboratory Technician II
B.A., Cal State Univ, Sonoma
Faulk, Neal .................................................................................... Building Maintenance Worker
Ferguson, Diane ............................................................................... Sr. Admissions/Records Assistant
Fields, Cynthia ............................................................................... Sr. Admissions/Records Assistant
B.S., Cal State Univ, San Jose
Flores Zelaya, Reynaldo ................................................................ Custodian II
Fonseca, Catherine ........................................................................ Student Services & Instructional Support Coordinator
B.A., Cal State Univ, San Jose
Garcia, Jennifer ................................................................................ Instructional Assistant
A.A., Los Medanos College
Gonzalez, Gustavo ........................................................................... Campus Facilities Assistant
Gonzalez, Leticia ........................................................................... Instructional Assistant
Gouveia, Lucienne .......................................................................... Instructional Assistant
B.A., Cal State Univ, East Bay
Greene, Letta ..................................................................................... Student Services and Instructional Support Coordinator--CalWorks
B.A., Univ Cal, Riverside
Griffin, Kathleen ............................................................................... College Human Resources Assistant
A.S., Alameda College
Hall, Rikki ........................................................................................ Admissions/Records Assistant I
Hampton, Janelle ........................................................................... Equipment Maintenance Worker
Herrera, Rhodora ........................................................................... Customer Services Clerk
A.A., Diablo Valley College
Herstein, Margaret .......................................................................... Administrative Assistant
A.A., Los Medanos College
Holiday, Melissa ............................................................................. Custodian II
Horron, Michael ............................................................................... Senior Parking Services Officer
Islam, Raheema ................................................................................ Financial Aid Assistant II
A.A., Diablo Valley College
Jackson, Melissa ............................................................................. Student Services & Instructional Support Coordinator
A.S., Cerro Coso Community College; B.A., Pacific Oaks College
Jamil, Ahmad .................................................................................. Computer & Network Technician
B.A., Baruch College
Knowles, Denise ............................................................................ Web Application Specialist
B.S., Univ Cal, Riverside
Kohler, Linda ................................................................................... Senior Accountant
A.A., Diablo Valley College
<table>
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<tr>
<th>Name</th>
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<td>Macias, Antonio</td>
<td>Student Services &amp; Instructional Support Coordinator</td>
<td>A.A., Los Medanos College</td>
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<td>Maniscalco, Linda</td>
<td>Admissions/Records Assistant I</td>
<td>A.A., Los Medanos College; B.A., Saigon National Univ of Pedagogy, Viet Nam</td>
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<td>Martin, Analicia</td>
<td>Athletic Trainer</td>
<td>A.A., Los Medanos College; B.A., Cal State Unv. East Bay</td>
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<td>Leung, Chunni</td>
<td>Financial Aid Assistant II</td>
<td>A.A., Diablo Valley College; B.A. Cal State Univ, East Bay</td>
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<td>Long, Mary</td>
<td>Administrative Assistant</td>
<td>A.A., Citrus College; B.A., Cal Poly State Univ Pomona</td>
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<td>Love, V. Carol</td>
<td>Math Lab Coordinator - Brentwood</td>
<td>A.A., Calif State Univ East Bay</td>
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<td>Maniscalco, Linda</td>
<td>Building Maintenance Worker</td>
<td>A.A., Los Medanos College</td>
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<td>McEwen, Tennille</td>
<td>PBX Operator-Receptionist</td>
<td>A.A., Los Medanos College</td>
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<td>McLean, Sharen</td>
<td>Satellite Business Services Coordinator - Brentwood</td>
<td>A.A., Los Medanos College</td>
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<td>Mills, Jr., George</td>
<td>EOP&amp;S Assistant</td>
<td>A.A., Los Medanos College</td>
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<td>Mills, Jody</td>
<td>Sr. Computer &amp; Network Specialist</td>
<td>A.A.S., Heald Business College</td>
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<td>O'Malley, Margaret</td>
<td>Instructional Assistant</td>
<td>A.A., Los Medanos College</td>
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<td>Oleski, David</td>
<td>Police Services Officer</td>
<td>A.A., Los Medanos College</td>
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<td>Oleson, Mary</td>
<td>Sr. Administrative Secretary</td>
<td>A.A., Los Medanos College</td>
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<td>Olgin, Anthony</td>
<td>Custodian II</td>
<td>A.A., Los Medanos College</td>
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<td>Oranje, Tammy</td>
<td>Instructional Assistant</td>
<td>A.S., Los Medanos College</td>
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<td>Ornelas, Janine</td>
<td>Police Services Assistant/Dispatcher</td>
<td>A.S., Los Medanos College</td>
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<td>Ortiz, Elaine</td>
<td>Computer and Network Specialist</td>
<td>A.S., Heald College, School of Technology</td>
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<td>Olszynski, Carmen</td>
<td>Sr. Administrative Secretary</td>
<td>B.A., M.A., Univ of San Francisco</td>
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<td>Palizzolo, Paul</td>
<td>Custodian II</td>
<td>A.A., Diablo Valley College</td>
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<td>Pavich, Joyce</td>
<td>Book Buyer</td>
<td>A.A., Southern Suburban College; B.A., Columbia College Chicago</td>
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<td>Paris, Gene</td>
<td>Sr. Equipment Maintenance Worker</td>
<td>A.A., Los Medanos College</td>
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<td>Parsons, Keith</td>
<td>Music Laboratory Coordinator</td>
<td>A.A., Southern Suburban College; B.A., Columbia College Chicago</td>
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<tr>
<td>Payton, Carl</td>
<td>Police Services Assistant/Dispatcher</td>
<td>A.A., Los Medanos College</td>
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<td>Perry, Vincent</td>
<td>Media Services Specialist II</td>
<td>A.A., Los Medanos College</td>
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<td>Purdy, Susie</td>
<td>Transcript Audit Specialist</td>
<td>A.A., Los Medanos College</td>
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<td>Quezon, Roberto</td>
<td>Inventory &amp; Receiving Clerk</td>
<td>A.S., Heald College</td>
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<tr>
<td>Raumer, Rodney</td>
<td>Computer and Network Specialist</td>
<td>A.A., A.S., Contra Costa College</td>
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<tr>
<td>Robertson, Leetha.</td>
<td>Admissions/Records Assistant I</td>
<td>B.S., Grambling State Univ</td>
</tr>
</tbody>
</table>
Faculty and Staff

Robinson, Sr., Clinton .................................................. Lead Custodian
Rodrigues, Leticia ...................................................... Sr. Administrative Secretary
Rodriguez, Faidra ....................................................... Financial Aid Assistant II
Rock-Brosius, Mary ..................................................... Science Laboratory Coordinator
A.A., Solano Community College; B.S., Univ Cal, Davis
Rogers, Carole .......................................................... Counselor Assistant
A.A., Los Medanos College; B.A., Univ of Cal, Berkeley
Rush, Robert .............................................................. Athletic Equipment Manager II
A.A., Diablo Valley College
Sale, Humberto .......................................................... College Research Coordinator
B.A., M.A., Cal State Univ, San Francisco
Sanchez, Salvador ....................................................... Grounds Worker/Gardener II
Sano, David ............................................................... Police Services Officer
Schall, John .............................................................. Media Design Specialist
B.A., Cal State Univ, San Jose; B.F.A., California College of the Arts
Scheier, Robin ............................................................ PBX Operator-Receptionist
Schmidt, Sandra ......................................................... Senior Administrative Assistant
Shahram, Hamed ......................................................... Science Laboratory Technician II
B.S., Cal State Univ, San Jose
Simmons, Yvette ......................................................... Grounds Worker/Gardener II
Smith, Brandon .......................................................... Fire/EMS Instructional Laboratory Coordinator
A.S., Los Medanos College
Snelling, Jr., John ....................................................... Custodian II
Sobolik, Glenn ............................................................ Lead Maintenance Mechanic
Soto, Annica .............................................................. Admissions/Records Assistant II
B.A., Cal State Univ, San Jose
Spagnol, James .......................................................... Computer Center Technician II
A.A., Los Medanos College
Stanton, Karen .......................................................... Computer Center Technician II
B.S., M.S., Univ of Phoenix
Stanton, Kenneth ........................................................ Media Services Specialist II
A.A., Diablo Valley College; B.A., Cal State Univ, Sonoma
Starkie, Ann ............................................................... Lead Account Clerk
Stewart, Jamila .......................................................... PBX Operator-Receptionist
Terstegge, Ted ............................................................ Police Services Officer
Tiscareno, Spring ........................................................ Lead Custodian
Tolleson, Constance .................................................... Administrative Assistant
A.S., Honolulu Community College, B.S., Cal State Poly Univ
Turner, Reginald .......................................................... Employment Development Services Specialist
A.A. Wilkes Community College
Valdez, Michael .......................................................... Math Laboratory Coordinator
B.S., Univ of San Francisco; M.S., Univ Cal, Irvine
Valencia, Steven .......................................................... Custodian II
Vawter, Glenda .......................................................... Locker Room Attendant
Villegas, Grace .......................................................... Scheduling Specialist
Vu, Johnny ................................................................. Custodian II
Wagner, Gilbert .......................................................... Custodian II
Warthen, Margit .......................................................... Customer Services Clerk
A.A., A.S., Los Medanos College
Weikum, Sherry .......................................................... Sr. Library Assistant
A.A., A.S., Los Medanos College
West, Michael ............................................................ Reprographics Production Coordinator
White, Andre ............................................................. Grounds Worker/Gardener II
Wu, Helen ................................................................. Research Analyst
B.A., Univ of Manitoba, Canada; M.S. Cal State Univ, East Bay
Xavier, Gilberta .......................................................... Custodian II

Catalog Acknowledgement:
Produced by the LMC Department of Marketing & Media Design

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.

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## College Phone Directory

**From Oakley/Brentwood — 754-9011**  
**From Concord — 798-3500 • TDD 439-5709**

### For Information About:  
**Admissions & Records Office**  
**Assessment Center**  
**Athletic Programs**  
**AV/Media Services**  
**Bookstore**  
**Brentwood Center**  
**C.A.R.E. Program**  
**Career Center**  
**Center for Academic Support**  
**Child Study Center**  
**Cosmetology**  
**Counseling Appointments**  
**Disabled Students High-Tech Center**  
**Disabled Support Services • Learning/Physical**  
**Employment Center • Work Experience/Coop Education/On Campus Job Placement**  
**EOP&S Extended Opportunity Programs & Services**  
**Financial Aid**  
**Fire/EMS**  
**Foundation Office**  
**Information Center**  
**Instructional Dean's Offices**  
**Library Services/Learning Resource Center/General Computer Use**  
**Lost and Found**  
**Marketing/Public Relations**  
**Matriculation Services–College Orientations**  
**Nursing Programs/Allied Health (CPR)**  
**Music and Recording Arts**  
**Police Services/Lost and Found**  
**Cashier's Office**  
**Research Office**  
**Scholarship Information**  
**Student Government/Activities**  
**Student Outreach**  
**Transfer Center**  
**Veterans Benefits**

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### Instructional Labs

- **Appliance**  
- **Art**  
- **Biography**  
- **Business**  
- **English-LAB**  
- **ETEC**  
- **Journalism**  
- **MIDI (Music)**  
- **PTEC**

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### Instructional Dean's Offices

- **Liberal Arts & Sciences**  
- **Occupational Education**

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### Student Services Deans

- **Student Development/Matriculation**  
- **Student Services (General)**

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Individual instructors may be contacted at their campus phone extensions.
Glossary of Terms

A.A. Degree
Associate of 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 of 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 11.

CSU (California State University)
California State University system includes 23 campuses statewide. Closest CSU campuses to LMC are East Bay (formerly Hayward), San Francisco, San Jose, Sacramento, and the California Maritime Academy.

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.

Pass/No Pass (P/NP)
Some courses are designated with P/NP, which indicates that students may earn a passing grade (P = satisfactory or better) or no pass (NP = less than satisfactory) grade. No letter grade will be awarded in these courses.

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 “P”, “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 (“NP”, “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 pass/no pass (P/NP) 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 ten campuses statewide: Berkeley (Cal), Davis, Irvine, Los Angeles (UCLA), Merced, Riverside, San Diego, San Francisco, Santa Barbara, 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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