



Los Medanos College

# los medanos college

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Catalog 2004/2005

**Los Medanos College**  
2700 East Leland Road  
Pittsburg, CA 94565  
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Brentwood, CA 94513  
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[www.losmedanos.edu](http://www.losmedanos.edu)

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Catalog 2004/2005



# Los Medanos College Catalog 2004-2005

2700 East Leland Road  
Pittsburg, CA 94565-5197  
(925) 439-2181  
(925) 439-5709 TDD

[www.losmedanos.edu](http://www.losmedanos.edu)



# Contra Costa Community College District



## Governing Board

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Jess H. Reyes	Vice President
Sheila A. Grilli	Secretary
John T. Nejedly	Member
David N. MacDiarmid	Member
Contra Costa College Student	Student Trustee

## District Administration

Charles C. Spence, Chancellor

## Campuses

Los Medanos College, Contra Costa College, Diablo Valley College

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Senior Dean, Occupational Education	Dr. Veronica Knott
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Building and Grounds Manager	Cam Perrotta
Custodial Manager (interim)	Glenn Wilson
EOPS Program Manager	Newin Orante
Police Services Manager	Lieutenant Esther Skeen
Principal Administrative Analyst	Eileen Valenzuela
Principal Administrative Analyst	Ruth Goodin

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# 2004-2005 Catalog and Announcement of Courses

## Accreditation

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

## Approved by

California State Board of Community Colleges

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

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

## Telephone

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

## Mission Statement

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

## Non-Discrimination Policy

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

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

## Alternative Media

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

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# College Calendar

## Summer Intersession

Instruction Begins . . . . .	June 1
Observation of Independence Day—Legal Holiday . . . . .	July 5
End of Summer Intersession . . . . .	Aug 18

## Fall Semester 2004

Begin accepting applications for Fall Semester . . . . .	April 1
Course Enrollment . . . . .	See Fall Schedule of Courses
Instruction Begins . . . . .	Aug 19
Labor Day—Legal Holiday . . . . .	Sept 6
Last day to file drop for semester-length courses to avoid "W" on transcript . . . . .	Sept 17
Last day to petition for credit/no credit option (SC) for semester-length courses . . . . .	Sept 17
Veteran's Day—Legal Holiday . . . . .	Nov 12
Last day to file drop for semester-length courses . . . . .	Nov 19
Thanksgiving—Legal and Board Holiday . . . . .	Nov 25–Nov 28
Last day of instruction and final exams . . . . .	Dec 18

## Spring Semester 2005

Begin accepting applications for Spring Semester . . . . .	Nov 1
Course Enrollment . . . . .	See Spring Schedule of Courses
Martin Luther King Jr.'s Birthday—Board Holiday . . . . .	Jan 17
Instruction Begins . . . . .	Jan 18
Last day to file drop for semester-length courses to avoid "W" on transcript . . . . .	Feb 10
Last day to petition for credit/no credit option (SC) for semester-length courses . . . . .	Feb 10
Lincoln's Birthday—Legal Holiday . . . . .	Feb 11
Washington's Birthday—Legal Holiday . . . . .	Feb 21
Spring Recess . . . . .	March 25–April 1
Last day to file drop for semester-length courses . . . . .	April 30
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 the Center for Higher Education in San Ramon. In the spring semester of 1974, Los Medanos College opened its doors to students from Antioch Unified School district, Liberty Union High School District, Mt. Diablo Unified School District and Pittsburg Unified School District, as well as to adults of all ages from central and eastern Contra Costa County.

### Los Medanos College

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

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

### Mission Statement

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

### Mission Statement Provisions

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

*A learning environment that,*

- presents curricular programs sensitive to the interests, values, and expressed needs of all students, and is responsive to changing socio-economic trends and developments;
- creates a challenging, stimulating, enjoyable learning climate that fosters critical and ethical thinking, freedom of expression, effective communication and independent thought;
- encourages cooperative relationships based on mutual respect for the dignity and worth of each individual;
- fosters the practice of lifelong learning, democratic citizenship, and ecological responsibility;
- promotes mutual appreciation of diverse cultures; and
- prepares students to advance their careers and pursue economic opportunities.

*College programs and services that include,*

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

### Los Medanos College Foundation

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

The Los Medanos College Foundation is a non-profit, (501)(c)(3) charitable organization which is governed by a volunteer board whose main role is to assist in raising money for the college to meet the education needs of East County. The Foundation operates exclusively for charitable and educational purposes. The

college scholarship program is also administered through the Foundation. Gifts to the LMC Foundation are tax deductible to the extent provided by law.

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

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

## Accreditation Review

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

# Admission and Course Enrollment

## Who is Eligible for College Admission

Admission to Los Medanos College is open to the following:

- 1) High school graduates.
- 2) Applicants who are 18 years of age or older.
- 3) Applicants who are under 18 years of age but have passed the GED (General Educational Development) test or the California High School Proficiency Exam.
- 4) Applicants who are concurrently enrolled in the K-12 system, or 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 enrolling in no more than seven units in fall and spring terms and four units during summer sessions.
  - Special admit students are only allowed to enroll in semester-length courses on a space available basis no earlier than the last three days of registration before each fall and spring term begins and no earlier than the last three days of registration before the desired short-term course begins.
  - Special admit students 14-15 years of age or those wishing to appeal the unit limit must attend a special orientation session with their parent or guardian. Dates and times may be found on the college's web site.
  - Special admission students shall conform to all LMC academic policies and regulations, as well as the code of conduct expected of all students.

- Los Medanos College reserves the right to exclude or limit enrollment into impacted programs and in other programs or courses where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for these special admission students.
- **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.

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

## Student Status

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

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

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

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

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

## Resident Status

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

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

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

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

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

## International Students

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

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

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

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

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

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

## Matriculation and Course Enrollment

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

- 1) All students new to Los Medanos College, as well as those who have missed one or more semesters, must submit a completed application to the Admissions Office. Applications for the Fall semester are accepted beginning April 1 and for the Spring semester beginning November 1.
- 2) New students applying to Los Medanos College are strongly advised to take the college assessment tests and attend "New Student Orientation" which includes a counseling component prior to registration. Students choosing not to participate in assessment and orientation must complete a "Matriculation Exemption Request", available at the Admissions window or Information Center. Students who have taken assessment tests at another college must bring results to the Assessment Center, room CC1-121 or the Information Center.
- 3) Registration is set up on a priority system (see Course Enrollment Priority System) 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).
- 5) Auditing or "Sitting-In" classes is prohibited.

## Course Enrollment Priority

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

## Prerequisites/Advisories

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

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

## Duplicate or Conflicting Courses

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

## Course Load

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

## Enrollment in Non-Repeatable Courses

Students who have completed a course with a grade of "C" or better may repeat that course only if the catalog course description indicates that it is repeatable. Note that most courses are **not** repeatable. Students will not be permitted to enroll in a course more than the allowable number of times unless authorized by the Office of Instruction.

Course repetition shall be permitted when such repetition is necessary to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment.

## 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 Unit Limit

By state law, students are only allowed a maximum of 30 units of "remedial" course work. Remedial courses are those labeled non-degree applicable (NDA) in the catalog. The 30-unit limit includes all remedial courses taken at the three colleges within the Contra Costa Community College District. Once a student has reached the 30-unit limit, he/she may appeal for a waiver from the Office of Instruction.

## Day, Evening and Weekend Courses

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

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

## Instructional Materials

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

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

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

## Course Information

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

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

## Cancellation of Courses

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

## Non-Discrimination Policy

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

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

## 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 so 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 the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

## Inquiries Regarding Complaint Procedures

### 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 State Chancellor's Office. 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 State Chancellor's 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 State Chancellor's 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 Senior Dean of Liberal Arts & Sciences/ADA Coordinator, Los Medanos College, 2700 East Leland Rd., Pittsburg, CA 94565, (925) 439-2181, ext.3216, 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 mas de 30 días, después que el Presidente o la persona asignada reciba la notificación de la queja. Se guardará un expediente sobre el acuerdo informal acordado entre las partes interesadas.

### Procedimiento Formal

Si la queja no puede resolverse 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 Del Distrito.

Una vez recibida la queja formalmente, el distrito notificará a la oficina del Canciller Del Estado inmediatamente. Dentro de 10 días después de recibida la queja, el Distrito deberá comenzar una investigación y notificar al estudiante. El Distrito tiene 90 días para investigar la queja y recibir 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.

### 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

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

# Standards of Scholarship

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

## Attendance

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

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

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

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

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

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

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

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

## Grading

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

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

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

## Final Grades

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

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

## Honors Status

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

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

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

## Evaluative Symbols/Grading Scale

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

## Credit/No Credit Grade Option

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

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

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

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

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

## Los Medanos College offers:

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

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

## Non-Evaluative Symbols

- I Incomplete: Incompletes will be given only in the event of an unforeseeable emergency and justifiable reasons at the end of a term; student must be passing course to be eligible for incomplete; student cannot re-enroll in the course to complete pending assignments, projects or exams. A final grade is assigned when the work has been completed or after one year, unless a petition for time extension has been approved by the Director of Admissions and Records and the instructor.
- IP In Progress: The course extends beyond the end of the academic term. The grade and credit is assigned on the student's record for the term in which the course is completed.
- RD Report Delayed: A temporary notation to be replaced by a permanent symbol. This notation is used in the event of a delay in grade reporting at the end of a term.
- W Withdrawal: A withdrawal reported to the Admissions Office during the first four weeks of instruction (or 30 per cent of instruction in summer intersession and short-term classes) is recorded as a "W" but is not printed on the student's official academic record.

A written withdrawal notice filed in the Admissions Office between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or 31-75 per cent of instruction in summer intersession and short-term classes)

is noted on the student's printed academic record as a "W".

The printed academic record of a student who has not officially withdrawn from a class within the time described above must reflect an authorized symbol other than a "W". A student with extenuating circumstances may petition for a "W" after the deadline for withdrawal. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

## Withdrawal and Drop Policy

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

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

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

## Probation and Dismissal

### Definition of Terms

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

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

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 2.00 or higher.

### Progress

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

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.

All students on academic or progress dismissal status must see a counselor prior to registering.

## 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 Director of Enrollment Management 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 V, Sections 55750 and 55752, and Board Policy 4001. The credit by examination process provides an alternate means of receiving credit for designated courses offered at Los Medanos College (LMC). Exams may be taken during the first three weeks of the semester.

#### Eligibility:

- 1) The student must be currently enrolled at LMC.
- 2) The student must have completed a minimum of six units in good standing (overall 2.0 GPA) at LMC.
- 3) The student may make only one attempt of credit by examination, per course.
- 4) The student may be approved for no more than 30 units of credit by examination.
- 5) Courses that may be challenged will only be those that are on the approved credit by examination list, available in the Admissions Office or on the LMC website. An example of a challenge course is Spanish 50S.



### Credit and Grades:

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

### Procedures:

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

### Advanced Placement (AP)

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

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

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

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

### High School Credit

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

### Policies and Procedures for Repeating a Course Taken in the District

#### Approval must be granted prior to enrollment

- I. Substandard grade (D, F, or NC) in non-repeatable courses;
  - A. First repeat (2nd enrollment)
 

Students obtain a form in Admissions Office and petition the Director of Admissions. The form includes restrictions on repeatability.
  - B. Second repeat (3rd enrollment)
 

Students obtain a form in Admissions Office. Students must get signatures from an instructional dean and a counselor indicating completion of an educational intervention plan.
  - C. Third repeat (4th or more enrollment)
 

Students are not allowed to enroll. Students can petition for academic renewal without course repetition. Students may petition an instructional dean after successful completion of at least one year of college-level coursework.
- II. Passing Grade (C or CR or better) in non-repeatable courses;
 

Students obtain a form in Admissions Office and petition an instructional dean. Factors include appropriate lapses in time.
- III. Passing Grade (C or CR or better) in repeatable courses;
 

Students obtain a form in Admissions Office and petition an instructional dean.

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

### Academic Renewal Without Course Repetition

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

The following provisions apply:

- 1) Immediately following the semester/term of course work to be alleviated, the student must have completed at least 20 units with grades of "C" or better at Los Medanos College, or any other accredited college or university;

- 2) There is no time limit for academic renewal;
- 3) The units to be alleviated may not exceed 15 units; and
- 4) The student's transcript will reflect the adjustment for academic renewal by annotation in a manner that shows the complete academic history.

## Transcript Requests

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

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

Transcript request forms for forwarding Los Medanos College academic records are available at the Admissions Office. Signed transcript requests are also acceptable by mail or by fax. A fee of \$5.00 will be charged for each official transcript. 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.

## 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](http://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](http://www.studentclearinghouse.org), Email service: [service@studentclearinghouse.org](mailto: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 \$18 per unit for California residents (effective Fall, 2003).

\* 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 \$147 per unit, in addition to the enrollment fee of \$18 per unit and is payable at time of course registration. The nonresident fee for non-U.S. citizens is \$157 per unit, in addition to the enrollment fee.\*

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

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

### Student Fee Refund Policy

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

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

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

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

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

## Financial Aid Enrollment Fee Deferments

If subsequent to paying enrollment fees, a student becomes eligible for financial aid and receives an enrollment fee waiver, the student will automatically be mailed a full refund check or a credit card 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.

## Enrollment Fee Deferments

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

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

## Parking Fees

Students may purchase a parking permit, valid for one semester. The cost is \$35.00 for automobiles and \$20.00 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. These permits may be purchased from the Cashiers Office or the Admissions & Records Office.

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

Daily parking permits may be purchased from the red ticket machines for \$2.00 (machine accepts eight quarters only). These machines are located in Lot A, Lot 1A, Lot B, Lot C and on the perimeter road, by the softball fields. Lot A yellow box accepts \$1 bills.

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

## Parking Fee Refunds

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

## Returned Check Fee

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

## Veterans' Benefits

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

Only courses which meet requirements for the major and degree objective indicated on the veteran student's record will be certified for payment of benefits. If the educational objective has changed, the student must complete a new evaluation. Los Medanos College is approved to certify for an associate degree or a certificate of achievement, as listed in the catalog, or for transfer majors approved for UC and CSU colleges only. Veterans are cautioned that some courses are less than a semester in length and benefits are paid according to time and load. 12 units = full benefits; 9 through 11 1/2 = 3/4 benefits; 6 through 8 1/2 units = 1/2 benefits. For summer session (6 week courses), unit requirements are as follows: 4 units or more = full benefits; 3 units = 3/4 benefits; 2 units = 1/2 benefits.

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

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

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

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

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

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

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

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

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

## Vocational Rehabilitation

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

## Financial Aid

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

## The Philosophy of Financial Aid

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

## Basic Requirements

To be eligible, you must meet certain requirements:

- Be a U.S. citizen or eligible noncitizen.
- Be enrolled in an eligible program working toward a degree or certificate (an AA degree or transfer program to a 4-year school or a certificate program that meets requirements).
- Have a high school diploma, a GED Certificate or pass a test to show you can benefit from instruction.

- Be enrolled for at least 6 units for certain programs. There's a small amount of money for students in 5 or less units.
- Not be in default on a Federal student loan or owe a repayment on a Federal grant.
- Be registered with Selective Service (if required).
- Complete a Free Application for Federal Student Aid and have "financial need" as determined by federal standards.
- Use a name on your application that exactly matches your name on your official Social Security Card.

## Application Procedure for Financial Aid

- 1) Complete a "Free Application for Federal Student Aid (FAFSA)" either the paper application or log onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete your FAFSA online.
- 2) In 2-3 weeks you will receive a paper or electronic "Student Aid Report (SAR)" from the Federal government.
- 3) If you complete the FAFSA you will also be automatically considered for the "Board of Governor's Grant: (BOGG)" which waives or refunds your enrollment fees (assuming you are a California resident). You do not have to file the separate BOGG application.
- 4) If you want only your fees paid or refunded, you can complete the shorter "Board of Governor's Grant" (BOGG) form. You will still have to verify your information.

## Deadlines

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

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

## Financial Aid Appeals

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

## Refusal of Financial Aid Award

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

## Academic Eligibility for Financial Aid

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

## Satisfactory Academic Progress

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

Satisfactory and measurable academic progress is defined within the District as successfully maintaining a semester and

cumulative GPA (grade point average) of 2.0 (C or greater) and complete 67% (or more) units attempted each and every term. Also, students cannot exceed 150% of units as stated in the student's educational objective.

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

## Changing Majors and Maximum Time Frame

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

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

## Reinstatement of Students for Financial Aid

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

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

## Financial Aid Disbursement

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

## Refund and Repayment

A "**student refund**" is money you receive if you pay fees and then drop out of Los Medanos College before the term is over. All LMC students receive 100% refund of fees in the first two weeks, less a \$10 processing fee. If subsequent to paying enrollment fees the student is eligible for the Board of Governors Fee Waiver, the student will automatically be mailed a full refund check 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 out before the money could have been earned. The Office of Financial Aid will calculate the part of the 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.

## Students' Rights and Responsibilities

### Students Have the Right to Know:

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

## Student Responsibilities

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

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

## Student Services

### Philosophy

LMC recognizes that student services is an integral part of the student's educational experience from the initial recruitment through the attainment of educational goals.

Student success depends on the collaboration and cooperation of instructional areas and student services, which fosters appreciation of the ethical, cultural, and aesthetic heritage of humanity.

## Goals

- Pursue excellence in programs, personnel, and services to students.
- Provide equal opportunity for all individuals in obtaining access to the college, to programs, to services and to employment.
- Help students identify strengths and areas for improvement in order to ensure success. To advocate for students and student interests.

## Objectives

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

## Assessment Center

The Assessment Center offers English and math assessment tests, required for all students who plan to earn an Associate Degree, to transfer to a 4-year college, or to enroll in certain English and math courses. The assessment tests are taken on a computer and are available on an individual drop-in basis during scheduled testing hours. The Assessment Center also offers ability to benefit exams for non-high school graduates applying for federal financial aid. Tests may be taken in an alternate format, if needed, to accommodate the disabled. Contact the Assessment Center or a DSPS counselor for arrangements. The Assessment Center is located in room CC1-121 on Level 1, or call 439-2181, ext. 3252.

## Bulletin Boards

Chartered student clubs and recognized campus organizations may post their materials on campus bulletin boards. The club/sponsoring organization is responsible for removing the posting no later than three business days after the event. Clubs/sponsoring organizations that do not remove the posting will no longer be allowed to post materials without the approval of the Student Activities Office.

All others who wish to post on the LMC campus bulletin boards must bring the poster/notice to the Student Activities Office (room 800A) for approval. The Student Activities Office will post the materials. Anything posted without proper approval will be removed immediately and recycled.

All materials must have a clearly identified organization and contact person, including a working telephone number and/or email address.

## 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., paychecks are available at the switchboard. If the tenth of the month should fall on a Saturday or Sunday, the paychecks will be given out the Friday before.

## Career Center

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

## Child Care Services

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

- **Part-Time Child Care.** Children aged 3-6 may attend the part time child care program in 3-hour scheduled time blocks. The hours for this program are 8:00 AM to 4:00 PM, Monday through Friday.
- **Part-Time Evening Child Care.** Preschool children aged three years through five years, and school age children aged six years through 12 years may enroll in the evening program. Hours for the evening program are 4:00 PM to 7:00 PM, Monday through Thursday.

Enrollment is open to the children of LMC students, LMC employees, and community members. Children must attend the Center on a regular basis – no drop-in care is available. Hours are scheduled in minimum 3-hour time blocks. Highest priority is given to full time LMC student-parents who are continuing their education from semester to semester.

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

Hourly fees for child care services are \$1.75 per hour for LMC students. Families may apply for reduced fees based on income. A one-time non-refundable semester fee for snacks and materials is charged to all parents. For more information, visit the Child Study Center or call extensions 3297 or 3198.

## Counseling Services

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

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

If you would like to Counsel Center for information and/or an appointment with the counselor of your choice at 439-2181, ext.3334, Room CC3-414.

## Disabled Students Program and Services

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

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

## Substitution Policy

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

## Employment Center

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

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

- 2) Cooperative Education Services

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

- 3) Internship Services

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

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

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

(See *Fees, Benefits and Financial Aids Section*).

## Food Service

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

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

There are vending machines available in the vocational-technology area and in the vestibule next to the dining room. Snacks, soft drinks, as well as hot chocolate, tea and coffee are available. Cold beverage vending machines are also located in the PE area. Refund requests can be obtained at the switch-board.

## The Gay and Lesbian Resource Center

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

## Health Services Referral

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

## Housing

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

## Matriculation Services

(See *Admission and Course Enrollment Section*)

## Mustang Corner Bookstore

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

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

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

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



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

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

## Payment For Purchases

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

## Buy-Back Policy

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

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

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

### You are urged to:

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

## Refund Policy

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

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

### Please note:

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

## Parking

All vehicles parked on the campus, whether in a parking lot, dirt lot, or on a perimeter road (Miwok Way) must have a valid parking permit. Be aware that there are designated student parking areas, as well as faculty and staff parking areas. 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 Activities

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

## Clubs

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

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

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

## Student Government

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

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

## Transfer Center

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

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

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

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

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

## Tri-Delta Transit

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

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

## Instructional Services

### Athletics

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

### AVANCE Program

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

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

### Art Lab

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

### Business Department Computer Lab

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

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

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

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

## Computer Science Lab

The Computer Science Lab, located in the 600 area, provides Computer Science students with the opportunity to sharpen their skills in the operation of micro-computers apply theory and complete class assignments. The lab is staffed by para-professionals, student instructional aides, instructors, and peer tutors.

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

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

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

## Cooperative Education Services

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

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

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

## The Experience

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

## Honors Program

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

- **Honors Courses** which involve substantial research, writing and critical thinking and will prepare students for upper division and graduate work. These courses will have smaller class sizes to facilitate more personal attention and discussion.

- **Honors Contracts** which allow students to create and complete independent research projects, in addition to regular course work.
- **Transfer Agreements** with prestigious California universities which will greatly increase students' chances for transfer acceptance and scholarship opportunities.
- **Personalized Counseling** with the Honors Program Counselor.
- **Transcript Designation** of Honors coursework and program completion so that universities or employers can see the Honors work students have done.

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

## Honors Program Admission Requirements

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

- Have completed English 10S with a grade of A or B, OR have completed English 21LS or 30LS with a grade of A, OR have received a score of 4 or 5 on the Advanced Placement English exam. (New students may fulfill the English 10S requirement during their first semester in the program); and
- Have fulfilled at least one of the following requirements:
  - 1) High School GPA of 3.25 or higher; or
  - 2) College GPA of 3.25 or higher with a minimum of 12 degree applicable units; or
  - 3) Have a Letter of Recommendation from a faculty member plus be approved by the Honors Program Board.

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

## Learning Resource Center

### Learning Resource Philosophy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Math Lab**

The Math Labs, located in Rooms CC2-254/255, are 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. Tutorial assistance by a lab coordinator, peer tutors, and instructors is available for all math courses. Computers are also available in Room CC2-256. For more information about the lab, see the Lab Coordinator in Room CC2-255 or call 925-439-2181, ext.3326.

## **Music**

LMC offers a variety of musical activities from beginning level classes through advanced performance opportunities, including an extensive concert schedule. Courses are available for students who are just learning about music, wanting to sharpen skills, or

who are planning a career in the field. Performances by professional artists are included in the campus musical activities. Music and Recording Arts classes are held in a "state of the art" building.

## **The Puente Project**

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

College staff provide three areas of service to students: teaching, counseling, and mentoring. For more information call: 439-2181

## **Reading and Writing Center**

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

## **Science Audio-Tutorial Center**

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

## **Tutoring Services**

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

# **Student Rights and Responsibilities**

## **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 wider society; therefore, everything stated herein must be considered within the limits of the law.

## Freedom of Association

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

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

## Freedom of Inquiry and Expression

- 1) Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the large community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- 2) Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of the campus facilities should not be used as a device of censorship. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the news expressed, either by the sponsoring group or the institution.

## Exercise of Rights of Citizenship

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

## Institutional Authority and Civil Penalties

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

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

## Student Participation in Institutional Government

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

## Student Responsibilities and Educational Goals

- 1) It is the student's responsibility to verify the correctness and completeness of his/her transcript upon transferring to a four-year institution. It is the student's responsibility to pursue any discrepancies that may occur with the acceptance or nonacceptance of his/her transcript.
- 2) Each student has the responsibility as to the completeness and correctness of his/her transcript to receive an A.A. degree, Certificate of Completion or Certificate of Achievement.
- 3) It is the student's responsibility to do the assigned coursework and attend courses regularly.
- 4) It is the student's responsibility to drop courses 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, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

## Progress Evaluation by Faculty

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

## Grievance Process

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

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

## Student Discipline and Suspension

Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The following acts constitute misconduct for which College students are subject to discipline and suspension. Such misconduct, whether committed while on campus or off campus, at functions supervised or sponsored by the College, is subject to disciplinary sanctions 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](http://www.losmedanos.edu). Students may also contact the Office of Student Services, located in the Counseling Center; 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 the college buildings, offices, cafeteria, interior hallways or in those walkways which are open to the air (due to a lack of air circulation). This policy prohibits smoking and other uses of tobacco products within the perimeter of the college walls or any area designated as no smoking by local ordinance, fire safety, or health codes.

## Matriculation Rights and Responsibilities

### Student Responsibilities Under Title 5 Matriculation Regulations

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

- 1) **Educational goal.** All students must state a broad educational goal upon admission to the college, and a specific educational goal no later than upon completion of 12 units of course work.
- 2) **Educational plan.** All new students are expected to complete a first-semester individual educational plan with the assistance of a counselor prior to registering for classes. This is done in "New Student Orientation."
- 3) **Counseling.** All students are expected to schedule an appointment with a counselor or faculty advisor at least once each semester or as needed, to review, update and expand the educational plan. The following students are strongly encouraged to participate in counseling prior to enrollment for the next semester:
  - a) Those on academic or progress dismissal.
  - b) Those enrolled in developmental courses, such as English 7, Math 1 or Math 2.
- 4) **Attendance/completion of classes.** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are expected to maintain regular progress towards their educational goal.

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

### Student Rights Under Title 5 Matriculation Regulations

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

- 1) **Assessment:** Students are allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at LMC, if the assessment instrument is state-approved and correlation with LMC courses can be established. These scores should be submitted to the Assessment Center, Room 119. (Section 55530 (c).)
- 2) **Prerequisites:** A student may challenge a required course prerequisite on the following grounds:
  - a) The prerequisite course is not available. (Section 55534 (a).)
  - b) The prerequisite course is discriminatory or is being applied in a discriminatory manner. (Section 55534 (b), section 58106 (d).)

- c) The prerequisite is not valid because it is not necessary to 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).)

## Waivers, Appeals and Complaints

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

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

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

- 1) The student should contact the Matriculation Manager and complete an "Appeal or Request for Waiver" form or file a complaint regarding matriculation rights. The completed form should be turned in to the Matriculation Manager, or to campus mailbox 34.
- 2) The Matriculation Manager will contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.3) In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

### B. Appeal to the Dean

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

### C. Appeal to the Vice President

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

## Student Record Privacy Law

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.

**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 participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
  2. 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 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 administering 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 Office and/or is available to students upon request.

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

## Address Changes

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

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

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Contra Costa Community College District and Los Medanos College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, 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, 24.3 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 1999 to Spring 2002. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 29.2 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 2000 to Spring 2002.

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# College Transfer Requirements



## Section 2

# Transfer Information

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

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

## California State University (CSU)

### Transfer Admission Requirements

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

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

### Lower Division Transfers

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

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

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

### Upper Division Transfers

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

- 1) Students must have a grade point average of 2.0 (C) or better in all transferable units attempted. Non California residents must have a 2.4 grade point average or better.

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

### Special Note

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

## University of California (UC)

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

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

### Minimum Admission Requirements for Transfer Applicants

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

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

### Eligible from High School

Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject (15 unit pattern of college preparatory subjects), Scholarship (2.8 minimum GPA), and Examination (SAT I & II) Requirements, 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 college coursework.

### Partially Eligible from High School

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

## Not Eligible from High School

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement (minimum GPA and SAT I & II), must:

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

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

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

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

## Special Transfer Admissions Programs and Cooperative Admissions Program

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

## Transfer Admission Agreement (TAA)

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

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

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

## Concurrent Enrollment (UC Berkeley)

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

## Cross Registration (CSU Hayward)

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

## Dual Admissions (CSU Hayward)

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

## Intersegmental General Education (CSU & UC)

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

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

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

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

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

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

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

## Private Colleges and Universities (California and Nationwide)

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

# CSU: California State University

## GENERAL EDUCATION - BREADTH REQUIREMENTS

The CSU General Education-Breadth (GE-Breadth) program allows LMC transfer students to fulfill lower-division general education requirements at any CSU campus prior to transfer. It is important to note that CSU GE-Breadth certification is not an admission requirement, nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 39 semester units of general education to receive the baccalaureate degree. In addition to these 39 units of lower-division general education courses, students must complete 9 units of upper-division work at the CSU for a total of 48 semester units.

Students must have a minimum of 60 transferable semester units to transfer to CSU including general education.

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

*Note: 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.*

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

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

- A1 **Oral Communication** SPCH 40LS . . . . . (3 units)
- A2 **Written Communication** ENGL 10S . . . . . (3 units)
- A3 **Critical Thinking**  
HUMST 41LS or ENGL 20LS, ENGL 21LS . . . (3 units)

### 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.

Discipline(s)	Course(s)
---------------	-----------

- |     |   |
|-----|---|
| D1  | <b>Anthropology &amp; Archeology</b> . . . . ANTHR 5LS, 6LS, 7LS  |
| D2  | <b>Economics</b> . . . . . ECON 10LS, 11LS  |
| D3  | <b>Ethnic Studies</b> . . . . . HIST 46S, 47LS, 48S, 49S, 52LS<br>. . . . . SOSC 45LS, 56S                        |
| D4  | <b>Gender Studies</b> . . . . . HIST 48S  |
| D5  | <b>Geography</b> . . . . . GEOG 21LS  |
| D6  | <b>History</b> . . . . . HIST 31S, 34LS, 35LS, 36LS, 37LS,<br>. . . . . 38LS, 47LS, ECON 5LS                      |
| D7  | <b>Interdisciplinary Social or Behavioral Science</b> JOURN 35LS  |
| D8  | <b>Political Science, Government &amp; Legal Institutions</b><br>HUMST 33LS*, POLSC 5S, 5LS, 6LS, 33LS, 40S, 43LS |
| D9  | <b>Psychology</b> . . . . . PSYCH 10LS, 11LS  |
| D10 | <b>Sociology and Criminology</b> . . . . . SOCIO 15LS, 16LS   |

\*HUMST 33LS same as POLSC 33LS

### Area B Physical Universe and Its Life Forms

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

- B1 **Physical Science:** ASTRO 10LS, CHEM 6S, 8LS, 25LS, PHYS 15LS, 35LS, 40LS, PHYSC 5LS . . . . .(3-6 units)
- B2 **Life Science:** BIOSC 7LS, 10LS, 20LS, 21, 40, 50LS . . . . .(3-6 units)
- B3 **Laboratory Activity:** ASTRO 10LS/11S satisfies this requirement in addition to any courses from B1 and B2 that includes a lab (*courses are bolded*).
- B4 **Mathematics/Quantitative Reasoning:** . . . . . (4 units)  
Satisfactory completion qualifies for exemption from the ELM examination requirements.  
MATH 31S, 33S, 34S, 35S, 37S, 38S, 40S, 50S, 60S, 70S, 75S, 80S

### Area E Lifelong Understanding and Self-Development

Minimum of one course, 3 units.

BIOSC 5S, ANTHR 7LS, PSYCH 12S . . . . . 3 units

### 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:** ART 5LS, 6LS, 7LS, 8LS, 9LS, DRAMA 15LS, 16LS, 70LS, MUSIC 10LS, 12LS, 15LS . . . . .(3-6 units)
- C2 **Humanities:** DRAMA 30S, ENGL 3LS, 27LS, 28LS, 29LS, 30LS, 32S, 33LS, FRNCH 60S, 61S, HUMST 2LS, 3LS, 3LSH, 19LS, 20LS, 20LSH, 21LS, 30S, 33LS\*, 40LS, 42LS, JOURN 35LS, POLSC 33LS, SPAN 50S, 51S, 52S, 53S  
. . . . .(3-6 units)

### U.S. History, Constitution & American Ideals

Requirements have changed. Please consult an LMC Counselor.

\* HUMST 33LS same as POLSC 33LS

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

# IGETC: Intersegmental General Education Transfer Curriculum

## REQUIREMENTS FOR STUDENTS TRANSFERRING TO CSU OR UC

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfer students can use to fulfill lower-division general education requirements at any CSU or University of California campus (Among the exceptions: UC Berkeley – several schools and colleges, including Haas School of Business; UC San Francisco; UC San Diego; Eleanor Roosevelt and Revell Colleges) only. It is important to note that the IGETC is not an admission requirement, nor does completion of IGETC guarantee admission to the campus or program of choice.

The course requirements for all areas of IGETC must be

### 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 10S

**1B Critical Thinking:** – English Composition ENGL 21S

**1C Oral Communication:** (CSU only) SPCH 40LS

### Area 2 Mathematical Concepts and Quantitative Reasoning

One course required (3 semester units minimum).

MATH 34S<sup>+</sup>, 35S, 37S\*, 38S<sup>+</sup>, 40S, 50S\*, 60S, 70S, 75S, 80S

\* Math 37S and 50S combined: credit for one course only. + Math 34S and 38S combined: credit for one course only.

### Area 3 Arts & Humanities

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

**3A Arts** ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 70LS, MUSIC 10LS, 15LS

**3B Humanities** DRAMA 30S\*, ENGL 27LS\*, 28LS, 29LS, 32S, 33LS, HUMST 3LS 19LS, 20LS, 21LS, 33LS\*\*, 40LS, 42LS MUSIC 12LS\*, POLSC 33LS, SPAN 51S, 52S, 53S

\* Drama 30S, ENGL 27LS, MUSIC 12LS satisfies American Cultures

Requirement, UC Berkeley.

\*\* HUMST 33LS same as POLSC 33LS

### Area 4 Social & Behavioral Sciences

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. (9 semester units).

**4A Anthropology and Archaeology:** ANTHR 5LS, 6LS, 7LS

**4B Economics:** ECON 10LS, 11LS

**4C Ethnic Studies:** HIST 46S, SOCSC 45LS, 56S

completed and certified by a California community college to be accepted by 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.

For those students interested in a major that requires extensive lower-division preparation, IGETC may not be suitable. Please see an LMC Counselor.

*Note: 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.*

### Area 4 continued...

**4F History:** HIST 31S, 34LS, 35LS, 36LS, 37LS, 38LS, 49S

**4G Interdisciplinary, Social and Behavioral Sciences:** HIST 47LS, 48S, 52LS, POLSC 43LS, JOURN 35LS

**4H Political Science, Government and Legal Institutions:** HUMST 33LS\*, POLSC 5LS, 33LS\*

**4I Psychology:** PSYCH 10LS, 11LS,

**4J Sociology and Criminology:** SOCIO 15LS, 16LS

\*HUMST 33LS same as POLSC 33LS

### 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. Courses in italics contain a laboratory component. (7-9 semester units.)

**5A Physical Science:** ASTRO 10LS, 11LS (must be taken with ASTRO 10LS), **CHEM:** 6S, 8LS, 25LS, **PHYS:** 15LS, 35LS, 40 **PHYSC:** 5LS

**5B Biological Science:** BIOSC 10LS, 20LS, 50LS, 21, 40

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

*No credit for CHEM 6S if taken after CHEM 25LS.*

*No credit for PHYS 15LS if taken after PHYS 35LS.*

*No credit for PHYSC 5LS 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.

FRNCH 60S, SPAN 50S, SIGN 6S

### U.S. History, Constitution & American Ideals

CSU Requirement only.

**Requirements have changed. Please consult an LMC Counselor.**

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

# Pre-Transfer Majors

## Liberal Arts

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

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

## Education, Teacher

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

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

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

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

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

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

Students should consult with a counselor concerning specific requirements for preparation for transfer into a teacher education program at a four-year college. Information about the teaching profession can be obtained at <http://www.calteach.com/>

## Engineering

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

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

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

\* Optional for some engineering specialties.

## Law

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

## Medical/Dental/Veterinary

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

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

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

\* Optional at some colleges.

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

## Physics, Geology, and Astronomy

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

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

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

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

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

**Students should see an LMC counselor to plan for any transfer major.**

# Graduation Requirements



## Section 3



# Associate Degree and Certificate Requirements

## Preparing for Graduation

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

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

## Catalog Rights

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

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

## Associate Degree Programs and Requirements

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

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

## American Institutions and Ideals Requirement

Beginning with fall, 1983: The American Institutions and Ideals requirement for an associate degree may be cleared by earning a passing grade in POLSC 5LS or POLSC 6LS.

## Ethnic/Multicultural Studies Requirement

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

## Certificate of Achievement Requirements

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

## Locally Approved Certificates

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

## Basic Skills/Competency Requirements

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

## Mathematics Competency Requirement

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

### *Associate Degree*

- 1) Complete Math 15 or Math 18 with grade of "C" or better, or
- 2) Complete Math 25A and Math 25B, both with grade of "C" or better, or
- 3) Complete Math 25AX and Math 25BX, both with grade of "C" or better, or
- 4) Complete Math 25 or higher with grade of "C" or better, or
- 5) Score a grade of 4 or 5 on the AP Calculus Exam, or
- 6) Pass the "Associate Degree Math Competency Exam."

**Certificate of Achievement**

- 1) Complete Math 1 & Math 2, both with grade of "C" or better, or
- 2) Complete Math 15 or Math 18 with grade of "C" or better, or
- 3) Complete Math 25A and Math 25B, both with grade of "C" or better, or
- 4) Complete Math 25AX and Math 25BX, both with grade of "C" or better, or
- 5) Complete Math 25 or higher with grade of "C" or better, or
- 6) Complete Bus 3 with a grade of "C" or better, or
- 7) Score a grade of 4 or 5 on the AP Calculus Exam, or
- 8) Pass the "Certificate of Achievement Math Competency Exam."

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

**Reading and Writing Competency Requirements****Associate Degree**

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

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

Automotive Technology, Child Development, and Welding Technology.

**Computer Literacy Competency Requirement****Associate Degree and Certificate of Achievement**

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

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

## Two Pathways to an Associate Degree at LMC

### Transfer AA/AS Path

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

#### Governing Board Requirements

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

#### LMC Degree Requirements

- Students must complete 60 transferable units, including Governing Board requirements. Of the total units completed, 12 must be at LMC with a cumulative grade point average of 2.0 or higher.
- Students must complete the lower division General Education requirements of a four-year transfer institution. Students planning to transfer to a California public university should follow the California State University General Education model, the University of California specific breadth requirements, or the Intersegmental General Education Transfer Curriculum (IGETC). **Another option is to fulfill all major program requirements and be accepted with junior standing at any accredited baccalaureate institution.** Students planning to transfer to a private or out-of-state university need to consult a counselor.
- Students must show evidence of acceptance for admission by an accredited transfer institution.

### Standard AA/AS Path

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

#### Governing Board Requirements

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

#### LMC Degree Requirements

- Students must complete 60 degree-applicable units, including Governing Board requirements. Of the total units completed, 12 must be at LMC with a cumulative grade point average of 2.0 or higher.
- Students must complete the LMC General Education requirements.
- Students with majors other than liberal arts must complete the specific LMC major requirements (a minimum of 18 units) — 5 listed with the courses of study in the college catalog.

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

# Los Medanos College Associate Degree Requirements

## 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 (if other than Liberal Arts). Of the total units completed, 12 units must be at LMC, with a cumulative grade point average of 2.0 or higher. Completing the required courses in the 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](http://www.losmedanos.edu)*

### General Education Requirements

#### Communication/Critical Thinking 3 Units

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

#### Biological or Physical Science 3-5 Units

*Many of these courses will also satisfy the CSU requirement in Area B*

Complete one of:

Biological: BIOSC 7LS, 10LS, 20LS, 50LS

OR

Physical: ASTRO 10LS, CHEM 8LS, 25LS,  
PHYS 15LS, 35LS, PHYSC 5LS, 5LSH

#### Creative Arts/Humanities 6 Units

Many of these courses will also satisfy the CSU requirement in Area C

Complete two courses: (one from Creative Arts and one from Humanities)

Creative Arts: ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 16LS,  
70LS, 71L, MUSIC 10LS, 12LS, 15LS

Humanities: HUMST 2LS\*, 3LS, 15LS, 19LS, 20LS, 21LS,  
40LS, 42LS, JOURN 35LS, ENGL 3LS, 27LS,  
28LS, 29LS, 30LS, 33LS

\* or completion of Registered Nursing Program

#### Behavioral Science 3 Units

Many of these courses will also satisfy the CSU requirement in Area D

Complete one course:

ANTHR 5LS, 6LS, 7LS, PSYCH 10LS, 11LS, SOCIO 15LS, 16LS

#### Social Science/American Institutions & Ideals 6 Units

*Complete two courses, one from group A and one from group B.*

*Group A:* POLSC 5LS, 6LS

*Group B:* ADJUS 10L, 120L, ECON 5LS, 10LS, 11LS, HIST  
34LS, 35LS, 36LS, 37LS, 38LS, POLSC 43LS, SOCSC  
45LS

Transfer students should consult with an LMC Counselor regarding meeting both the LMC and CSU American Institutions & Ideals requirements.

### Graduation & Competency Requirements

#### Computer Literacy 0-4 Units

Pass proficiency exam

OR

Complete one of: COMSC 40, 49, 60, 83, BUS 18, 35, 65, 66,  
67, 68, CNT 10, 11

#### Ethical Inquiry 3 Units

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

\* or completion of Registered Nursing Program

#### Ethnic/Multicultural Studies 3 Units

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

#### Health Education 0-3 Units

Complete one of: BIOSC 5S, ANTHR 7LS

OR

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

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

#### Mathematics 0-4 Units

Pass proficiency exam

OR

Complete: MATH 15, or 18 or 25 or higher

#### Physical Education 2 Units

Complete two units of *activity* courses or FIRE 106  
(Does not include lecture courses)

#### Reading – Writing 3 Units

This course will also satisfy 3 units of the CSU requirement in Area A

Complete: ENGL 10S

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

# Degrees and Certificates in Major Programs

Program	Certificate	Degree	Program	Certificate	Degree
Administration of Justice . . . . .		X	Commercial Music–Performance . . . . .	X	
Anthropology . . . . .		X	Nursing		
Appliance Service . . . . .	X	X	Registered . . . . .		X
Art			Vocational. . . . .	X	
Fine Arts. . . . .		X	Paramedic/Pre-hospital		
Graphic Communications . . . . .	X	X	Emergency Care. . . . .	X	X
Digital Publishing. . . . .	X		Psychology . . . . .		X
Automotive Technology . . . . .	X	X	Real Estate . . . . .	X	X
Biological Science . . . . .		X	Recording Arts . . . . .	X	X
Business			Sociology. . . . .		X
Accounting. . . . .	X	X	Travel Marketing . . . . .	X	X
Office Administration. . . . .	X	X	Welding Technology . . . . .	X	X
Small Business Operations. . . . .	X	X			
Chemistry . . . . .		X			
Child Development. . . . .	X	X			
Computer Science. . . . .	X				
Cosmetology. . . . .	X				
Electrical/Electronic Technology. . . . .	X	X			
Emergency Medical Services . . . . .	X	X			
Fire Academy . . . . .	X				
Fire Technology. . . . .	X	X			
Journalism . . . . .		X			
Liberal Arts . . . . .		X			
Management and Supervision . . . . .	X	X			
Mathematics . . . . .		X			
Music. . . . .		X			
Commercial Music–Bus Mgmt. . . . .	X				
Commercial Music–Pedagogy . . . . .	X				

## Locally Approved (Departmental) Certificates

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

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

# Administration Of Justice

Degree AS – Administration Of Justice

Administration of Justice Associate Degree

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

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

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

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

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

# Anthropology

Degree AS – Anthropology

Anthropology Associate Degree

<b>Required Courses:</b>		<b>Units</b>
<b>Select a minimum of 2 courses in Anthropology:</b>		
ANTHR 5LS	General Anthropology	3
ANTHR 6LS	Cultural Anthropology	3
ANTHR 7LS	Anthropology of Culture Change	3

**And select:**

PSYCH 10LS*	Psychology: Individual and Social Processes	3
OR		
PSYCH 11LS*	General Psychology	3
SOCIO 15LS*	Introduction to Sociology	3
OR		
SOCIO 16LS*	Introduction to Social Problems	3

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

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

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

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

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

# Appliance Service Technology

Degree AA – Appliance Service Technology

Certificate Appliance Service Technology

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

**Appliance Technician I** (primarily an evening program)

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

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

**Appliance Technician II** (primarily a day program)

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

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

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

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

# Art

Degree AA – Art—Fine Arts  
AA – Graphic Communications  
Certificate Graphic Communications  
Digital Publishing

## Fine Arts Associate Degree

### Required Foundation Courses 18 Units

ART 5LS	The Visual Arts	3
ART 6LS, 7LS, 8LS or 9LS	World Art History I, II, III or IV	3
ART 10	Introduction to Two-Dimensional Design	3
ART 11	Introduction to Three-Dimensional Design	3
ART 20	Introduction to Drawing	3
ART 72	Survey of Digital Photography	3

### And select a minimum of 12 elective units:

ART 21	Advanced Drawing	3
ART 26	Landscape Sketching on Location	.5
ART 30	Life Drawing	3
ART 40	Introduction to Painting	3
ART 42	Watercolor Painting	3
ART 45	Advanced Painting	3
ART 46	Landscape Painting on Location	1
ART 47	Color Dynamics in Painting	1
ART 60	Introduction to Sculpture	3
ART 63	Raku Workshop	1
ART 66	Introduction to Ceramics	1
ART 67	Intermediate Ceramics	3
ART 69	Figurative Ceramic Sculpture	3
ART 73	Location Photography	1

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

## Graphic Communications Associate Degree

### Required Foundation and Core Courses Units

ART 5LS	The Visual Arts	3
ART 6LS, 7LS, 8LS or 9LS	World Art History I, II, III or IV	3
ART 10	Introduction to Two-Dimensional Design	3
ART 11	Introduction to Three-Dimensional Design	3
ART 12	Design Drawing	3
ART 13	Graphic Design	2
ART 14	Advanced Graphic Design	2
ART 23	Page and Publication Design	2
ART 24	Advanced Page and Publication Design	2
ART 33	Introduction to Digital Pre-Press	2
ART 34	Advanced Digital Pre-Press	2
ART 72	Survey of Digital Photography	3

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

### Additional elective units available:

ART 48	Publishing Software Concepts	1.5
ART 49	Adv. Publishing Software Concepts	1.5
ART 52	Introduction to Adobe Photoshop	1.5
ART 53	Adobe Photoshop 2	1.5
ART 55	Adobe Illustrator on the Macintosh	1.5
ART 56	Adobe Illustrator Workshop	1.5
ART 58	Desktop Typography and Font Management for the Macintosh	1.5
ART 73	Location Photography	1
ART 80	Looking Good on the Web	1.5
ART 81	Looking Good on the Web (Part 2)	1.5
ART 82	Animating the Web with Macromedia Flash	3
JOURN 10L	Writing for the Media	3

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

## Graphic Communications Certificate of Achievement

### Required Foundation Courses Units

ART 5LS*	The Visual Arts	3
ART 10	Introduction to Two-Dimensional Design	3
ART 12	Design Drawing	3
ART 13	Graphic Design	2
ART 14	Advanced Graphic Design	2
ART 23	Page and Publication Design	2
ART 24	Advanced Page and Publication Design	2
ART 33	Introduction to Digital Pre-Press	2
ART 34	Advanced Digital Pre-Press	2
ART 72	Survey of Digital Photography	3

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

ART 48	Publishing Software Concepts	1.5
ART 49	Advanced Publishing Software Concepts	1.5
ART 52	Introduction to Adobe Photoshop	1.5
ART 53	Adobe Photoshop 2	1.5
ART 55	Adobe Illustrator on the Macintosh	1.5
ART 56	Adobe Illustrator Workshop	1.5
ART 58	Desktop Typography and Font Management for the Macintosh	1.5
ART 90	Digital Communications Portfolio	1.5
JOURN 10L	Writing for the Media	3

### 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.

## Digital Publishing Certificate of Achievement

### Required Courses: Units

ART 13	Graphic Design	2
ART 14	Advanced Graphic Design	2
ART 33	Introduction to Digital Pre-Press	2
ART 48	Publishing Software Concepts	1.5
ART 49	Advanced Publishing Software Concepts	1.5
ART 52	Introduction to Adobe Photoshop on the Mac	1.5
ART 53	Adobe Photoshop 2	1.5
ART 72	Survey of Digital Photography	3
ART 80	Looking Good on the Web	1.5
ART 81	Looking Good on the Web (Part 2)	1.5
ART 82	Animating the Web with Macromedia Flash	3
ART 90	Digital Communications Portfolio	1.5

### And select a minimum of 7.5 elective units:

ART 24	Advanced Page and Publication Design	2
ART 34	Advanced Digital Pre-Press	2
ART 55	Adobe Illustrator on the Macintosh	1.5
ART 56	Adobe Illustrator Workshop	1.5
ART 58	Desktop Typography and Font Management for the Macintosh	1.5
JOURN 10L	Writing for the Media	3

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

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

# Automotive Technology

Degree AS – Automotive Technology  
 Certificate Automotive Technology

## Automotive Technology Associate Degree and Certificate

<b>Select a minimum of 18 units</b>		<b>Units</b>
AUTO 35	Automotive Fundamentals	4
AUTO 40	Automotive Engine Diagnosis I	4
AUTO 41	Automotive Tune-Up and Emission Control Diagnosis	4
AUTO 42	Automotive Brakes	3-4
AUTO 43	Automotive Suspension and Steering	3-4
AUTO 46	Automotive Electricity and Electronics	4
AUTO 47	Automotive Heating and Air Conditioning	4
AUTO 48	Automatic Transmission and Transaxles	4
AUTO 49	Manual Transmission and Final Drive	4
AUTO 50	Clean Air Car Course	4
AUTO 909*	Automotive Open Lab	1

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

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

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

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

# Biological Science

Degree AS – Biological Science

## Biological Science Associate Degree

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

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

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

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

Degree AS – Accounting  
 AS – Business—Small Business Operations  
 AS – Business—Office Administration  
 Certificate Accounting  
 Business—Small Business Operations  
 Business—Office Administration

## Business

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

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

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

## Business—Accounting Associate Degree and Certificate

<b>Required Courses:</b>		<b>Units</b>
BUS 12	Computer Assisted Accounting	3
BUS 14	Accounting: Financial Principles	3
BUS 15	Accounting: Managerial Principles	3
BUS 16	Tax Accounting	4
BUS 17	Lotus 1-2-3	3
OR		
BUS 18	Introduction to Excel	3
BUS 20	Introduction to Business	3

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

<b>Required Courses:</b>		<b>Units</b>
BUS 18*	MS Excel for Windows	3
BUS 47	Office Procedures	3
BUS 58**	Business English (See Note)	3
BUS 59**	Business Communication	3
OR		
MANGT 55A-C	Communicating with Confidence	3
BUS 65*	Introduction to Word Processing	3
BUS 91	Diverse Workforce	.5
BUS 92	Business Ethics	.5
BUS 93	Dealing with Difficult People	.5
BUS 95	Customer Service	.5
Typing Proficiency of 40 WPM (Business Department faculty will evaluate students for this proficiency)		

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

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

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

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

**Specialization:**

<b>Bookkeeping/Account Clerk</b>		
BUS 10	Accounting: Applied Principles	3
OR		
BUS 14	Accounting: Financial Principles	3
BUS 12	Computer Assisted Accounting	3
BUS 45	Office Accounting Essentials	3
BUS 80	Ten-Key / Data Entry Skills	1
BUS 81	Accounts Receivable / Accounts Payable	2
BUS 82	Payroll 1	3
<b>Administrative Assistant</b>		
BUS 35**	Using Microsoft Office	3
BUS 56	Records & Database Management	3
BUS 66**	Intermediate Word Processing	3
OR		
BUS 67**	Advanced Word Processing	3
BUS 68**	Introduction to Desktop Publishing on the PC	3

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

<b>Medical/Clerical</b>		
BUS 86	Medical Terminology	3
BUS 87	Medical Transcription	3
BUS 88	Patient Billing/Accounting	3

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

\* Also meets reading/writing competency requirement for

Certificate of Achievement.

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

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

**Business Administration: Pre-transfer**

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

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

# Chemistry

*Degree AS – Chemistry*

**Chemistry Associate Degree**

**Required Courses:**

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

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

*Recommended elective courses:*

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

# Child Development

*Degree AS – Child Development*

*Certificate of Achievement in Child Development*

**Child Development Associate Degree and Certificate**

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

<b>First semester</b>		<b>Units</b>
CHDEV 1	Introduction to the Study of Early Childhood Education	3
CHDEV 10	Child Growth and Development	3
<b>Second semester</b>		
CHDEV 11	Techniques and Methods of Child Observation	3
CHDEV 62	Curriculum Foundations for the Young Child	3
One elective*		2
<b>Third semester</b>		
CHDEV 50	Diversity and Anti-Bias Education for the Young Child	3
CHDEV 15	Teaching Practicum with Young Children/College Lab School	4
One elective*		2
<b>Fourth semester</b>		
CHDEV 20	Child Family and Community	3
CHDEV 90	Teaching Practicum with Young Children/Community Schools	4

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

**\* Electives include:**

CHDEV 22	Behavior Management	2
CHDEV 25	Creative Arts for the Young Child	2
CHDEV 35	Science and Math for the Young Child	2
CHDEV 45	Music and Movement for the Young Child	2
CHDEV 60	Language and Literacy for the Young Child	2
CHDEV 65	Health, Safety and Nutrition	2

**Note:** Additional college proficiencies are required for computer literacy, reading/writing, and math. Exam options are available for Child Development majors to fulfill the reading/writing and math competency requirements.

**Teaching Certificates of Completion:**

These certificates of completion requirements meet the requirements for the Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor levels of the Child Development Permit Matrix issued by the State of California Commission of Teacher Preparation.

**Child Development Permit: Assistant Teacher Certificate**

CHDEV 1	Introduction to Early Childhood Studies	3
CHDEV 10	Child Growth and Development	3

**Total units required..... 6**

**Child Development Permit: Associate Teacher Certificate**

CHDEV 1	Introduction to Early Childhood Studies	3
CHDEV 10	Child Growth and Development	3
CHDEV 20	Child, Family, and Community	3
CHDEV 62	Curriculum Foundations for the Young Child	3
CHDEV 83*	Child Development Laboratory	3*

\* or completion of 50 days of paid or volunteer experience in a licensed child care program.

**Total units required. ....12-15**

**Child Development Permit: Teacher Certificate**

CHDEV 1	Introduction to Early Childhood Studies	3
CHDEV 10	Child Growth and Development	3
CHDEV 20	Child, Family, and Community	3
CHDEV 62	Curriculum Foundations for the Young Child	3
CHDEV 50	Multicultural Education and the Young Child	3
CHDEV 15	Teaching Young Children	4
CHDEV 90	Supervised Experience in Group Care of Young Children	4
CHDEV 83*	Child Development Laboratory	3*

\* or completion of 103 days of paid or volunteer experience in a licensed child care program. 16 units of general education in college level English, Humanities, Social Studies, plus Math and/or Science 16

**Total units required. ....37-40**

**Child Development Permit: Master Teacher Certificate**

Complete all Teacher permit requirements, above	37-40
CD 92 Adult Supervision/Mentor Teaching	2
Plus completion of a specialization, listed above	6-7

**Total units required. ....45-49**

**Child Development Permit: Site Supervisor Certificate**

Complete all Teacher permit requirements, above	37-40
CD 92 Adult Supervision/Mentor Teaching	2
CHDEV 95 Supervision and Administration Part 1	3
CHDEV 96 Supervision and Administration Part 11	3

Plus additional 175 days verified teaching experience, at least 100 days  
Of which require supervising adults in a licensed child care facility

**Total units required. ....45-48**

**Specialization Certificates of Completion:**

These certificates of completion requirements meet the specialization requirements of the Child Development Permit Matrix issued by the State of California Commission of teacher Preparation.

**Infant/Toddler Care Specialization Certificate**

CHDEV 40	Infant and Toddler Development	3
CHDEV 41	Infant and Toddler Practicum	3

**Total units required. .... 6**

**Curriculum in Early Childhood Specialization Certificate**

CHDEV 62	Curriculum Foundations	3
Plus 2 course from the electives listed above		4

**Total units required. .... 7**

**Special Needs Care & Education Specialization Certificate**

CHDEV 55	The Special Needs Child	3
CHDEV 57	Methods and Materials for the Special Needs Child	3

**Total units required. .... 6**

**Administration of Early Childhood Programs Specialization Certificate**

CHDEV 95	Supervision and Administration Part 1	3
CHDEV 96	Supervision and Administration Part 11	3
<b>OR</b>		
CHDEV 92	Adult Supervision/Mentor Teaching	3

**Total units required. .... 6**

**School Age Child Care Specialization**

CHDEV 32	The School Age Child	3
CHDEV 33	School Age Practicum	3

**Total units required. .... 6**

# Computer Science

Certificate  
Computer Science – Microcomputer Systems Specialist

## Computer Science Certificate of Achievement

**Required Courses:** **Units**

### Level One

COMSC 40	Introduction to Computers	4
COMSC 60	Emerging Microcomputer Technologies and Applications	4
COMSC 61	Advanced Microcomputer Applications	3

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

COMSC 20	Introduction to Networking Basics	3
COMSC 30	The Internet	1.5
COMSC 31	The Internet II – Web Page Development	1.5
COMSC 41	Visual Basic Programming	3
OR		
COMSC 44	Introduction to C++ Programming	3
OR		
COMSC 51	Introduction to Java for Programmers	3
COMSC 80	Comprehensive Microsoft Windows	3

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

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

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

### Specialization Options

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

\* Computer Science Department

\*\*Computer Networking Technology Department

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

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

# Cosmetology

Certificate  
Cosmetologist – Esthetician – Manicurist

## Cosmetology Certificate of Achievement

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

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

Instruction is offered at three nearby locations:

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

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

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

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

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

	Paris	Delta
Cosmetologist Kit	\$450	\$297
Instructor Kit	\$150	\$ 0
Manicurist Kit	\$400	\$225
Cosmetician Kit	\$450	No Kit

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

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

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

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

# Electrical / Electronic Technology

Degree

- AS – Electrical Technology
- AS – Industrial Electronics

Certificate

- Electrical Technology
- Industrial Electronics

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

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

## Electrical Technology Associate Degree and Certificate

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

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

## Industrial Electronics Associate Degree and Certificate

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

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

# Emergency Medical Services

Degree AS – Paramedic –  
Prehospital Emergency Care

Certificate Paramedic –  
Prehospital Emergency Care

## Paramedic Associate Degree and Certificate

<b>Required Courses:</b>		<b>Units</b>
EMS 10*	Emergency Medical Technician I	4
EMS 21	Paramedic - Didactic (Medical)	7
EMS 25	Paramedic - Clinical	5
EMS 31	Paramedic - Didactic (Non-Medical)	7
EMS 35	Paramedic - Internship	5
WORK 99	General Work Experience Education	3-4

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

\* Prerequisite courses

## Paramedic—Prehospital Emergency Care

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

## First Responder

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

## Emergency Medical Technician

Emergency Medical Technician-I. EMS 10 must be completed with a grade of "B" or better to qualify for EMT-I [A] certification. Candidates for certification must maintain a current CPR(C) card. EMS 10 is considered prerequisite to Paramedic courses as reflected in the following program outline.

## Mobile Intensive Care Paramedic

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

# Fire Technology/ Fire Academy

Degree AS – Fire Technology  
Certificate Fire Academy  
Fire Technology

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

## Fire Technology Associate Degree and Certificate

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

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

### Recommended elective courses:

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

## Fire Academy Certificate of Achievement

Select 30 units of any Fire Academy and Fire Technology course

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

<b>Advanced Officer Series</b>		<b>Units</b>
FIRE 50	Advanced Fire Training	1-6
FIRE 51	Technical Fire Training	1-6
FIRE 87	Fire Officers' Academy	1-4
FIRE 88	Fire Command Officers' Academy	1-4
FIRE 89	Fire Prevention Officers' Academy	1-4
FIRE 91	Fire Investigators' Academy	1-4
FIRE 92	Fire Service Instructors' Academy	2-4
FIRE 93	Fire Apparatus Operators' Academy	1-4
FIRE 98	Indepen. Study in Fire Technology	1-2
FIRE 99	Cooperative Ed. in Fire Technology	1-4
FIRE 900*	Selected Topics in Fire Technology	1-3

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

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

# Journalism

Degree AA – Journalism

## Journalism Associate Degree

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.

An Associate in Arts degree may be earned by completing the major requirements, including major electives, plus requirements defined in the Associate Degree Requirements section of this catalog.

<b>Requirements</b>	<b>Units</b>
<i>(Major and elective courses in recommended sequence)</i>	

### 1st Semester

JOURN 10L	Writing for the Media	3
ELECTIVE A	Select from accompanying list	3

### 2nd semester

JOURN 15	Reporting Practicum*	1
JOURN 20	Publication Production I**	3
ELECTIVE B/C	Select from accompanying lists	3

### 3rd semester

JOURN 15	Reporting Practicum*	1
JOURN 30	Publication Production II	3

### 4th semester

JOURN 15	Reporting Practicum*	1
JOURN 35LS	Mass Communication	3

**Total Units Required for A.A. in Journalism..... 21 units**

\* Three units of Reporting Practicum are required. One unit of Journalism 98: Independent Study in Journalism may count toward this requirement with the permission of the Journalism Department Chair.

\*\* 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

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

**ELECTIVE A: Publishing for print and web (minimum of 3 units)**

ART 23	Page and Publication Design	2
ART 24	Advanced Page and Publication Design	2
ART 48	Publishing Software Concepts	1.5
ART 49	Advanced Publishing Software Concepts	1.5
ART 58	Desktop Typography and Font Management for the Macintosh	1.5
ART 80	Looking Good on the Web	1.5
ART 81	Looking Good on the Web, Part II	1.5
BUS 68	Introduction to Desktop Publishing on the PC	3
COMSC 31	Internet - Web Site Development	
COMSC 34	XML - Web Programming	
Or other related courses approved by Journalism Department Chair		

**ELECTIVE B: Photography and graphic design (minimum of 3 units from B/C)**

ART 13	Graphic Design	2
ART 33	Introduction to Digital Pre-press	2
ART 43	Introduction to Illustration	2
ART 52	Introduction to Adobe Photoshop on the Mac	1.5
ART 53	Adobe Photoshop 2	1.5
ART 55	Adobe Illustrator on the Macintosh	1.5
ART 59	Scanning Workshop	.5
ART 72	A Survey of Digital Photography	3
ART 73	Location Photography	1
Or other related courses approved by Journalism Department Chair		

**ELECTIVE C: Research, writing and reporting skills (minimum of 3 units from B/C)**

ENGL 11	Creative Writing	3
ENGL 13	Grammar Usage and Proofreading Skills	3
LIBST 14	Intro. to Library Resources	.5-1
LIBST 17	Intro. to Internet Information Resources	.5
LIBST 18	Internet Information Resources Advanced Search Techniques and Strategies	.5
BUS 51	Computer Keyboarding	1
Or other related courses approved by Journalism Department Chair		

## Liberal Arts

*Degree AA – Liberal Arts*

<b>Required Courses:</b>	<b>Units</b>
Communication/Critical Thinking Option	3
Biological or Physical Science Option	3-5
Creative Arts Option	3
Humanities Option	3
Behavioral Science Option	3
Social Science Option	3

**Total Units Required in Major Courses .....18-20**

# Management And Supervision

*Degree AS – Management and Supervision*  
*Certificate Management and Supervision*

## Management and Supervision Associate Degree and Certificate

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

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

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

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

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

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

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

# Mathematics

Degree AS – Mathematics

## Mathematics Associate Degree

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

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

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

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

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

# Music

Degree AA – Music

Certificate Music—Commercial – Business Management  
 Music—Commercial – Pedagogy  
 Music—Commercial – Performance

## Music Associate Degree

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

### Music Major Ensemble Requirements

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

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

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

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

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

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

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

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

Select two additional semesters from any performance class.

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



**Music Business Management Certificate of Achievement**

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

**And select two of the following:**

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

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

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

**Music Pedagogy Certificate of Achievement**

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

**And select two of the following:**

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

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

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

**Music Performance Certificate of Achievement**

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

**And select two of the following:**

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

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

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

**Music career possibilities include:**

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

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

# Nursing

Degree *ADN – Registered Nursing*  
*ADN – LVN to RN*

Certificate *Vocational Nursing*

All students who meet admissions requirements are eligible to apply to the nursing programs. Criteria and complete information on the selection process as well as the philosophy and objectives of each program are described in the Nursing Applicant Handbook, which is available in the LMC Bookstore. This information is available on the LMC web site ([www.los-medanos.edu](http://www.los-medanos.edu)) – See *Nursing Department*.

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

## Registered Nursing

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

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

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

### ADN Program Curriculum

<b>Prerequisite Courses:</b>		<b>Units</b>
RNURS 1	Nursing Careers Seminar	.3
ENGL 10S	College Composition	3
MATH 15 or 18	Liberal Arts Math or higher	3
BIOSC 40	Human Anatomy	4
BIOSC 45	Human Physiology	5
BIOSC 50LS	Intro to Microbiology	5
PSYCH 11LS	General Psychology	3

<b>Graduation Requirements</b>		<b>Units</b>
COMSC		1.5
POLSC 5 or 6	American Institution & Ideals	3
SPEECH 40LS	Oral Communication	3
Social Science GE Course		3
Creative Arts GE Course		3
Ethnic Multicultural Course		3
PE	(required for graduation)	2

### Registered Nursing Curriculum

<b>First Semester</b>		<b>Units</b>
RNURS 22	Foundations of Nursing Practice	9
RNURS 23	Nursing Skills Simulation I	1
RNURS 24	Pharmacology for RN Program I	1
<b>Second Semester</b>		<b>Units</b>
RNURS 26	Nursing in Health and Illness I	9
RNURS 27	Nursing Skills Simulation II	1
RNURS 28	Pharmacology for RN Program II	1

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

<b>Fourth Semester</b>		<b>Units</b>
RNURS 30	Leadership/Management/Professionalism	1
RNURS 36	Nursing in Health & Illness III	9
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

## LVN to RN Program

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

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

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

### LVN to RN Program Curriculum

<b>Prerequisite Courses:</b>		<b>Units</b>
RNURS 1	Nursing Careers Seminar	.3
ENGL 10S	College Composition	3
MATH 15 or 18	Math	3
BIOSC 40	Human Anatomy	4
BIOSC 45	Human Physiology	5
BIOSC 50LS	Intro to Microbiology	5
PSYCH 11LS	General Psychology	3
Social Science GE Course		3
Creative Arts GE Course		3

<b>Graduation Requirements</b>		<b>Units</b>
COMSC		1.5
POLSC 5LS or 6LS	American Institution & Ideals	3
SPEECH 40LS	Oral Communication	3
Ethnic Multicultural Course		3
PE	(required for graduation)	2

### Registered Nursing Curriculum

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

<b>Fourth Semester</b>		<b>Units</b>
RNURS 30	Leadership/Management/Professionalism	1
RNURS 36	Nursing in Health & Illness III	9
RNURS 38	Nursing Skills Simulation IV	1
RNURS 39	Pharmacology for RN Program IV	1

## Vocational Nursing

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

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

### Vocational Nursing Certificate

<b>Required Courses:</b>		<b>Units</b>
BIOSC 30	Intro to Anatomy and Physiology	3
COMSC 49	Computer Literacy	1.5
ENGL 90	Integrated Reading, Writing, and Critical Thinking	5
MATH 1 & 2	Applied Mathematics (Pharmacology)	3
NUTRI 55	Introduction to Nutrition	3
PSYCH 11LS	General Psychology	3
RNURS 1	Nursing Careers Seminar	.3
VONUR 4	Introduction to Core Concepts in Clinical Pharmacology	1
VONUR 5	Fundamentals of Vocational Nursing	6
VONUR 6	Fundamentals of Vocational Nursing Practice	6.5
VONUR 7	Vocational Nursing Role Relationships	1
VONUR 10	Intermediate Core Concepts in Clinical Pharmacology	1
VONUR 11	Medical Surgical Nursing	5
VONUR 12	Medical Surgical Nursing Practice	6.5
VONUR 15	Advanced Core Concepts in Clinical Pharmacology	1
VONUR 16	Family Centered Nursing	6
VONUR 17	Family Centered Nursing Practice	6.5
VONUR 18	Professional Issues in Vocational Nursing	1

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

## Psychology

Degree AA – Psychology

### Psychology Associate Degree

**Required Courses:**

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

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

ANTHR 5LS* General Anthropology	3
OR	
ANTHR 6LS* Cultural Anthropology	3
ANTHR 7LS Anthropology of Cultural Changes	3
MATH 34S Probability and Statistics	4
PSYCH 14 Psychology of Human Sexuality	3
SOCIO 16LS* Introduction to Social Problems	3
OR	
SOCIO 15LS* Introduction to Sociology	3

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

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

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

# Real Estate

Degree AS – Real Estate  
 Certificate Real Estate

## Real Estate Associate Degree and Certificate

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

**And select 15 units of elective courses:**

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

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

\* Required for California Real Estate Broker's License

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

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

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

# Recording Arts

Degree AA – Recording Arts  
 Certificate Recording Arts

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

Curriculum is designed in cooperation with audio engineers, professional musicians, and other recording arts professionals across the country. 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.

## Recording Arts Associate Degree and Certificate

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

**And select a minimum of 2 electives:**

EETEC 10	Basic Electricity	3
MUSIC 15LS	Basic Music	3
MUSIC 89	Music Business Management	2
MUSIC 93	Introduction to MIDI/Synthesizers	2
MUSIC 94	Composition/MIDI Workshop I	2
MUSIC 95	Composition/MIDI Workshop II	2
RA 16	Recording Studio Management	2
RA 17	Recording Industry Employment Strategies	2
RA 18	Introduction to Video Production	2.5
RA 33	Summer Recording Arts Workshop	3
OR		

Electives approved by Recording Arts Department Chair

**Total Units Required in Major Courses .....29-32**

# Sociology

Degree AS – Sociology

## Sociology Associate Degree

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

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

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

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

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

Sociology is the study of society — the forms, institutions and functions of human groups. Specifically, sociology examines society, culture, social institutions, collective behavior and social interaction. LMC’s approach to Sociology emphasizes the basic concepts, techniques and 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.

# Travel Marketing

Degree AS – Travel Marketing

Certificate Travel Marketing

## Travel Marketing Associate Degree and Certificate

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

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

TRAVL 74	North American Destination Specialist	3
TRAVL 75	Western Europe Destination Specialist	3
TRAVL 83	Hawaii Destination Specialist	1.5
TRAVL 84	Caribbean Destination Specialist	1.5
TRAVL 85	South Pacific Destination Specialist	1.5
TRAVL 86	East Asia Destination Specialist	1.5

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

TRAVL 74	North American Destination Specialist	3
TRAVL 75	Western Europe Destination Specialist	3
TRAVL 82	All About Cruising	4
TRAVL 83	Hawaii Destination Specialist	1.5
TRAVL 84	Caribbean Destination Specialist	1.5
TRAVL 85	South Pacific Destination Specialist	1.5
TRAVL 86	East Asia Destination Specialist	1.5
TRAVL 92	Advanced Apollo Computer Reservations	2
TRAVL 99	Cooperative Education in Travel (Travel Internship)	1-2
TRAVL 101	Home-Based Travel—Is it for you?	.5
TRAVL 102	Establishing a Home-Based Travel Business	.5
TRAVL 103	Marketing and Promoting a Home-Based Travel Business	.5
TRAVL 104	Resources for the Home-Based Travel Professional	.5
TRAVL 105	Business and Financial Plans for Home-Based Travel	.5
TRAVL 106	Home-Based Travel and the Law	.5
TRAVL 110	Introduction to Special Interest Travel	1.5
TRAVL 111	Marketing and Promoting Your Specialty	1.5
TRAVL 112	Profiting from Excellent Vendor Relations	.5
TRAVL 900*	Selected Topics in Travel	.3 - 3
BUS 59	Business Communication	3

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

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

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

Other certificate options in Travel Marketing will be awarded upon completion of course requirements in the Travel Department. The Certificate of Completion in Travel Marketing is a 12 unit program, the Cruise Specialist Certificate requires completion of 9 units, the Home-Based Travel Specialist Certificate requires completion of 17-units, the Niche Travel Specialist Certificate is also a 17-unit program and the Certificate of Proficiency in Apollo Computer Reservations is awarded

with completion of 5 units. For information regarding specific course requirements, contact the Travel Department chair or inquire in the Counseling Center. You may also check online at [www.losmedanos.edu](http://www.losmedanos.edu)

# Welding Technology

Degree

AS – Welding Technology

Certificate

Welding Technology

## Welding Technology Associate Degree and Certificate

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

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

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

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

# CCCCD Programs

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

CCC - Contra Costa College

DVC - Diablo Valley College

LMC - Los Medanos College

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

CCC - Contra Costa College

DVC - Diablo Valley College

LMC - Los Medanos College

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





# Course Offerings



## Section 4

# Understanding the Course Descriptions

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

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

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

## Course Codes/Descriptors

### "L" or "S" Designations

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

### Class Hours

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

### Units (of Credit)

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

### Prerequisites/Co-requisites/Advisories

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

### Course Repeatability

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

### Grading Information

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

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

### California Articulation Number (CAN)

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

### Transfer Status Designation

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

### Degree Applicability

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

# Guidelines on Units of Credits

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

Type of Teaching Method and Learning Activity		Expected Hours of Outside Preparation Per Class	Ratio of Units to In-Class Hours
Lecture or or moderate-sized	Primarily dissemination of information by  group of students.	2 hours  18 hours per semester	1 unit: 1 hour per week the instructor to a large
English Composition or	Primarily dissemination of information by  the instructor to a large or moderate-sized group of students.	2 hours	1 unit: 1 hour per week  18 hours per semester
Laboratory or	Hands-on experience by the students with  some instruction and with close supervision by an instructor.	1 hour	1 unit: 3 hours per week  54 hours per semester
Independent study or	Contracted independent study with close  supervision by an instructor.		1 unit: 3 hours per week  54 hours per semester
PE/Activity or	Highly structured physical activities directed  and supervised by an instructor.	0	1 unit: 3 hours per week  54 hours per semester
Cooperative work experience	Contract and/or paid work with instructor Field work	0 evaluation.	1 unit: 5 hours per week per semester

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

# Administration Of Justice

## ADJUS-005 Basic Law Enforcement Academy

912 total hours lab

17 Units

**Prerequisite:** *It is recommended that students must be at least 18 years of age. Each student must have a valid driver's license and show proof of vehicle insurance at the first class meeting. Each student must complete an academy application and supply a statement from a physician indicating his/her ability to engage in strenuous physical activity. In addition each student must pass the POST (Peace Officer Standards and Training) exam and obtain clearance with the Department of Justice and sign a felony disclaimer.*

**Co-requisite:** ADJUS 7 and 8

**Advisory:** *It is recommended that students be at least 18 years of age. Each student must have a valid driver's license and show proof of vehicle insurance at the first class meeting.*

Basic Law Enforcement meets the requirements for basic certification by the Commission on Peace Officer Standards and Training (P.O.S.T.). It is a fundamental course which covers criminal law, evidence, procedure, investigation, firearms, defensive tactics, use of chemical agents, physical training, and other related police subjects. Interested students must contact the Office of the Sheriff, Contra Costa County by calling 1-877-4-DEPUTY or the Academy Manager at (925) 427-8238, 340 Marina Blvd., Pittsburg to register for the Academy. CR/NC

LMC: DA

## ADJUS-007 FIRST AID & CPR for Basic Law Enforcement Academy

22.5 total hours lecture

1 Unit

**Prerequisite:** *Students must be accepted into the Basic Police Academy.*

**Co-requisite:** ADJUS 5 and 8

A course which meets requirements of Title 22 for first responders in law enforcement. The Emergency Services System and the American Heart Association guidelines specifying peace officers as healthcare providers specify and approve this curriculum. Meets the requirement for successful completion of Basic Law Enforcement Academy POST Certificate. CR/NC

LMC: DA

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

18 total hours lecture, 46 total hours activity

2 Units

**Prerequisite:** *Students must be accepted into the Basic Police Academy.*

**Co-requisite:** ADJUS 5 and 7

P.O.S.T. requirement for completion of the Basic Police Academy. Students learn the necessity of lifetime fitness for career success in law enforcement. Meets the graduation requirement for physical education. CR/NC

LMC: DA

## ADJUS-042 Introduction to Corrections

3 hours lecture

3 Units

**Prerequisite:** ADJUS 120L

**Advisory:** *Eligibility for ENGL 90*

This course is a survey of the field of correctional science. The historical development, current concepts and practice, explanations of criminal behavior, functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior, survey of professional career opportunities in public and private agencies will be studied. Not repeatable. LR

LMC: DA

## ADJUS-050 Advanced Law Enforcement Training

18 total hours lecture or 54 total hours lab per unit 0.30-6 Units

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

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

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

LMC: NDA

## ADJUS-051 Technical Law Enforcement Training

9 total hours lecture or 27 total hours lab per half unit .5-4 Units

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

A study of specific technical areas in law enforcement. This course provides information for officers assigned to specialized areas; e.g., traffic accident investigation, crime scene investigation, etc. Course may vary with content presentation. Course subtitle describes content. May be repeated. CR/NC

LMC: NDA

## ADJUS-055 Basic Law Enforcement Supervision

20 total hours lecture per unit

2-4 Units

**Prerequisite:** ADJUS 5 and 50

Designed to introduce law enforcement supervisors to the duties and responsibilities of the first-line supervisor on the management team. Through the interactions of lecture and demonstration, theories of supervisors will be combined with practical skills and techniques. This course meets the requirements for Supervisor Training Certification by the Commission on P.O.S.T. CR/NC

LMC: NDA

**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.) 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-099 Cooperative Education in Administration of Justice**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-120L Introduction to the Criminal Justice System**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

The history and philosophy of the criminal justice system as it evolved; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agencies in their interrelationships in society; concepts of crime causations, punishments and rehabilitations, ethics, education and training for professionalism in the social system. (CAN AJ 2) SC

*LMC: Gen. Ed. / DA*

**Transfer:** CSU

**ADJUS-121 Criminal Law**

54 total hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 10S*

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. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-122 Criminal Procedures**

3 hours lecture 3 Units

**Advisory:** *ADJUS 120, Eligibility for ENGL 9 or 90*

This course involves a comprehensive look at the origin, development, philosophy and legal basic of criminal procedure in California. Procedural statute law, case law, and constitutional law governing laws of arrest; use of force; motions; rules of discovery; applicable rules of evidence; California court system; California grand jury system; pretrial court procedures; adult trial procedures; juvenile trial procedures; sentencing; appellate process. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-130 Cultural Issues in Public Service**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

A theoretical and conceptual overview of multicultural concepts and issues, including those relating to gender, age, and sexual preference; an application of those concepts and issues to the four public safety disciplines (Corrections, Environmental Technology/Hazardous Materials, Fire Technology, and Law Enforcement); identification of problems related to our increasingly diverse population; and examination of strategies to overcome those problems particularly in relation to the maintenance of social order. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-221 Introduction to Evidence**

3 hours of lecture 3 Units

**Prerequisite:** *ADJUS 120L*

**Advisory:** *Eligibility for ENGL 90, ADJUS 121A and ADJUS 121B*

Origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, and material objects at a criminal trial; constitutional and procedural considerations affecting searches and seizures, admissions and confessions, and methods of identification. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-260 Patrol Procedures**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course will focus on the responsibilities, purpose, and methods of police patrol as well as on the community effects of decision-making and judgment. The use and recording of complaint, incident, and miscellaneous crime reports will be discussed. SC

*LMC: DA*

**Transfer:** CSU

**ADJUS-270 Personal Self-Defense and Firearms Training**

29 total hours lecture, 30 total hours lab 2 Units

This course is designed for anyone who wished training in the area of armed or unarmed self-defense. Although originally designed for law enforcement personnel, the course will benefit anyone desiring proficiency in the area of firearms or self-defense. May be repeated three times. CR/NC

LMC: NDA

**ADJUS-900S Selected Topics in Administration of Justice**

DA vaires with course content.

# Anthropology

**ANTHR-005LS General Anthropology**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

An introduction and general overview of anthropology which is the study of people. Topics center on the variety of characteristics which are a product of human existence everywhere. These include: the uniqueness of human learning abilities, evolution of cultural and physical variation, varieties of lifestyles and adaptations around the globe, human language and communication, social and family organization, as well as religious and artistic expression. Opportunities for the development of skills in critical thinking, problem-solving, and effective learning will be provided throughout the course. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D1

**ANTHR-006LS Cultural Anthropology**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

An introduction to the study of cultural anthropology which focuses on a broad view of the learned aspects of human life. The course includes the observation and analysis of cultural traditions, i.e. child-rearing processes, lifestyle types and adaptations, social and family organization, creative elements of human life, and basic anthropological theories and concepts. Students will be exposed to divergent cultures and to the status of today's vanishing cultures. Opportunities for the development of skills in critical thinking, problem-solving and effective learning will be provided throughout the course. (CAN ANTH 4) SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D1

**ANTHR-007LS**

**The Anthropology of Culture Change**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

(Formerly ANTHR 7S) This course focuses on the tremendous impact of culture change experienced worldwide both in industrialized and non-industrialized societies. The content deals with the processes of change, problems which arise due to change and controversial issues such as deculturation and assimilation. Students will have the opportunity to understand and approach change from a psychological, social, economic, political, and environmental perspective. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area E1, D

**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.) 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-099**

**Cooperative Education in Anthropology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

**ANTHR-900S Selected Topics in Anthropology**

DA vaires with course content.

# Appliance Service Tech

## APPLI-013 Beginning Electrical Appliances Tech I

3 hours lecture 3 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This is an introductory course in electrical appliances and is offered to all students who are interested in pursuing a program in appliance technology. The course focuses on theory and practice in the diagnosis and repair of major brands of washers, electric dryers, electric ranges, dishwashers and disposers. Detail will be given to understanding the working parts and electrical parts of these appliances, as well as troubleshooting, estimating and proper procedure in making repairs. Material that is covered in the lecture will be put into practice in the accompanying lab /shop practice class. SC

LMC: DA

Transfer: CSU

## APPLI-014 Advanced Electrical Appliances Tech I

3 hours lecture 3 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This course is a continuation of APPLI 13 and is designed to give the student a strong background in the repair of electrical appliances. Students majoring in appliance repair take this course to complete the electrical appliance part of the program. The course focuses on theory and practice in the diagnosis and repair of major brands of washers, gas dryers, gas ranges, dishwashers, and trash compactors. Detail will be given to understanding the mechanical and electrical parts of the appliances as well as troubleshooting, estimating, and proper procedures in making repairs. Material that is covered in the lecture will be put into practice in the accompanying lab class. SC

LMC: DA

Transfer: CSU

## APPLI-015 Electrical Appliances I

4 hours lecture, 1 hour lab 4 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This course is designed to teach the principles of operation and repair of electrical appliances. Related information on job safety, shop practices, repair orders, employers, troubleshooting, maintenance, and service techniques with application under simulated industry-type shop conditions. LR

LMC: DA

Transfer: CSU

## APPLI-016 Electrical Appliances II

4 hours lecture, 1 hour lecture 4 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

A continuation of APPLI 15 covering different brands of appliances. Emphasis will be on troubleshooting and diagnosing of both gas and electrical appliances. Servicing techniques will cover the use of wiring diagrams and schematics with application under simulated industry-type conditions. LR

LMC: DA

Transfer: CSU

## APPLI-020 Electrical Appliance Shop Practice

54 total hours lab per unit 1-5 Units

**Advisory:** Concurrent enrollment in APPLI 13, 14, 15 or 16

Application of shop practices in making diagnostic tests and repair of washers, dryers, ranges and dishwashers. Students learn by working on actual projects in a lab setting. LR

LMC: DA

Transfer: CSU

## APPLI-023 Basic Refrigeration Tech I

3 hours lecture 3 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This is an introductory course designed for students in the Appliance Program or anyone wanting to acquire refrigeration theory and diagnosing skills. Basic refrigeration principals and electrical circuits will be covered. Servicing of compressor type refrigerations units and troubleshooting electrical circuits are the major content of this course. Special emphasis will be given to understanding the mechanical and electrical parts of refrigeration systems. Proper use of test equipment will be covered in troubleshooting and diagnosing of refrigeration units. Material that is covered in the lecture will be put into practice in the accompanying lab class. SC

LMC: DA

Transfer: CSU

## APPLI-024 Advanced Refrigeration Tech I

3 hours lecture 3 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36;  
Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This course is a continuation of APPLI 23 and is designed for students who are majoring in Appliance Technology. Refrigeration material presented in this course is a must for technicians entering the appliance repair field. Theory and practice in the diagnosis and repair of major brands of refrigerators will be covered. Detail will be given to understanding the mechanical and electrical component operation. Troubleshooting and diagnosing of both mechanical and electrical problems will be emphasized. EPA rules and regulations regarding refrigerants containing CFC will be presented. Material that is covered will be put into practice in the accompanying lab/shop practice class. LR

LMC: DA

Transfer: CSU



**APPLI-025 Refrigeration I**

4 hours lecture, 1 hour lab

4 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36; Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

This course emphasizes basic refrigeration principles and theories, the function and operation of components. Emphasis will be on the service, repair, installation, and troubleshooting of electrical and mechanical systems of domestic refrigerators, freezers. Service techniques learned will be applied in a simulated industry-type shop condition. LR

LMC: DA

Transfer: CSU

**APPLI-026 Refrigeration II**

4 hours lecture, 1 hour lab

4 Units

**Advisory:** Concurrent enrollment in APPLI 20, 35 or 36; Eligibility ENGL 90; concurrent or prior enrollment in EETEC 10

A continuation of APPLI 25, covering different brands of refrigeration equipment. Emphasis will be on troubleshooting, diagnosing, and how to function as a Refrigeration Technician. EPA laws and regulations concerning refrigerant handling will be covered. LR

LMC: DA

Transfer: CSU

**APPLI-030 Refrigeration Shop Practice**

54 total hours lab per unit

1-5 Units

**Advisory:** Concurrent enrollment in APPLI 23, 24, 25, or 26

This course is designed to give a beginning student the necessary shop skill to make mechanical, system, and electrical repairs on refrigeration units. Troubleshooting will be done in an atmosphere that simulates conditions in the appliance repair field. Students will work on various brands of refrigerators, freezers, and window air conditioners. May be repeated three times. May be repeated three times. SC

LMC: DA

Transfer: CSU

**APPLI-035 Appliance Shop Practice Intermediate**

54 total hours lab per unit

1-5 Units

**Prerequisite:** Satisfactory completion of APPLI 20 and 30

**Advisory:** Eligibility for ENGL 90

Diagnostic testing and repair of domestic and commercial gas and electrical appliances; further experience in estimating, report writing, customer relations. SC

LMC: DA

Transfer: CSU

**APPLI-036 Appliance and Refrigeration Shop Practice Advanced**

54 total hours lab per unit

1-5 Units

**Prerequisite:** Satisfactory completion of APPLI 20 and 30

**Advisory:** Eligibility for ENGL 90

Advanced diagnostic testing and major appliance repair. Designed to provide updated training for new developments in major appliance equipment. SC

LMC: DA

Transfer: CSU

**APPLI-046 Principles and Repair of Microwave Ovens**

8 total hours lecture, 12 total hours lab

.5 Unit

**Advisory:** APPLI 15 or 16; Eligibility for ENGL 90

Covers principles of microwave ovens. Designed to teach students to service microwave ovens. SC

LMC: DA

Transfer: CSU

**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.) 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-099 Cooperative Education in Appliance Service Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**APPLI-900S Selected Topics in Appliance Service Technology**

DA varies with course content.

# Art

## ART-003 Open Studio

4 hours lab 1 Unit

**Advisory:** *Concurrent enrollment in any other art course.*

Open studio is an opportunity to access the space, tools, equipment and advice necessary to complete their assignments in other art courses in a safe, supervised environment. Instruction in studio is available to students on an individualized, informal, and as-needed basis. CR/NC

LMC: DA

## ART-005LS The Visual Arts

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

An interdisciplinary course that focuses on the creative process as it applies to life in general, and the visual arts in particular. Course content provides an overview of art from historical, thematic and technical perspectives, from a variety of cultures. The course addresses the process of art, and provides students with the means to evaluate its products, in both cultural and personal terms. Meets Creative Arts requirements for general education. Required for all art majors and students enrolled in the Graphic Communications Certificate Program. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## ART-006LS World Art History I: Art of the Prehistoric and Ancient World (to 350 A.D.)

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from prehistory to 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. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS, 8LS or 9LS.) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## ART-007LS World Art History II: Art of the Developing World (350 to 1550)

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 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. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS, 8LS or 9LS.) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## ART-008LS World Art History III: Art of the Modern World (1550 A.D. to 1920)

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

Presents art as an aspect of cultures and civilizations from around the world, focusing on the period from 1550 to the present. An interdisciplinary course that investigates how art and architecture reflect the religious, political and philosophical perspectives of the artists and societies that created them. Meets Creative Arts requirements for general education. Three units of art history are required for all art majors (students may choose from ART 6LS, 7LS, 8LS or 9LS.) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## ART-009LS World Art History IV: Modern, Postmodern, and Contemporary Art (1920 to present)

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

Presents art as an aspect of cultures and civilizations around the world, 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. Three units of art history are required for all art majors; students may choose from ART 6LS, 7LS, 8LS or 9LS. Meets LMC General Education requirement for Humanities. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## ART-010 Introduction to Two-Dimensional Design

2 hours lecture, 4 hours lab 3 Units

A foundation course upon which all other courses in the curriculum are based. Presents the process and discipline of design as applied in two-dimensional forms such as drawing, painting, and collage. The methods, tools, and materials of two-dimensional form presented in theoretical, historical, and cultural contexts. An in-depth exploration of the visual elements, including line, shape, space, texture, value, and color. Required for all art majors. LR

LMC: DA

**Transfer:** UC, CSU

## ART-011 Introduction to Three-Dimensional Design

2 hours lecture, 4 hours lab 3 Units

An introduction to the visual elements in a three-dimensional design context, including line, mass, volume, color, texture and, most importantly, space. An introduction to the methods and materials of three-dimensional form, including carving, casting, modeling, and construction, in cardboard, plaster, clay, wood, and stone. This is a foundation course, presenting the fundamentals of art upon which all other courses are based. Required for all art majors. (CAN ART 16) LR

LMC: DA

**Transfer:** UC, CSU

**ART-012 Design Drawing**

2 hours lecture, 4 hours lab

3 Units

Study and practice in sketching and drawing for the visualization of ideas and rendering objects from the natural world. Progressive exercises build the skills necessary for rapid, intuitive sketching and drawing. Emphasis is placed on the process of sketching and drawing as problem-solving tools, in addition to the product, the drawing itself. This is a foundation course, presenting many of the fundamentals of art upon which all advanced courses are based. Required for art majors with a graphic communications emphasis. Recommended for all art majors. LR

LMC: DA

Transfer: UC, CSU

**ART-013 Graphic Design**

1 hour lecture, 2 hours lab

2 Units

**Advisory:** Completion of or current enrollment in ART 10 or ART 12

Studies and practice in two dimensional graphic design with emphasis on the definition, research and solution of applied design problems. Special emphasis will be placed on conceptualizing and integrating visual and verbal information into unified communication concepts. Course assignments progressively develop the skills necessary to visualize and execute concepts as finished art. LR

LMC: DA

Transfer: CSU

**ART-014 Advanced Graphic Design**

2 hours lecture, 1 hour lab

2 Units

**Prerequisite:** ART 13

Advanced studies and practice in two-dimensional graphic design. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Course work will explore career areas within the graphic communications industry, and will include portfolio preparation, job search and professional practices in the business world. Course assignments progressively develop the skills necessary to develop, visualize and execute concepts as finished art. LR

LMC: DA

Transfer: CSU

**ART-020 Introduction to Drawing**

2 hours lecture, 4 hours lab

3 Units

**Advisory:** ART 10

Development of representational drawing skills and compositional arrangement. Line, shape, value, texture and spatial manipulation will be explored using various dry and wet drawing media. Emphasis will be on fundamental skills with which the student can develop a personal approach to drawing. Slides and lecture will reflect contemporary and historical uses of drawing as an art form as well as multicultural perspectives, including drawing by women and other traditionally under-represented groups. SC

LMC: DA

Transfer: UC, CSU

**ART-021 Advanced Drawing**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** ART 20**Advisory:** ART 30

Continuation of development of representational drawing skills. Line, form, value, texture and spatial manipulation will be further explored using various dry and wet drawing media as well as mixed media. Emphasis will be on using fundamental skills to develop a personal approach to drawing. Slides and lecture will reflect contemporary and historical uses of drawing as an art form as well as multicultural perspectives, including drawing by women and other traditionally under-represented groups. One hour per week will be devoted to individual projects to assure time for in-depth study of personal concerns as related to drawing. SC

LMC: DA

Transfer: UC, CSU

**ART-023 Page and Publication Design**

2 hours lecture, 1 hour lab

2 Units

**Advisory:** ART 10, ART 12, ART 13, ART 33

Studies and practice in the design and layout of advertising and promotional materials for printed media, with emphasis on the requirements of working with the client, the art director, the illustrator or photographer, and the production artists. Studies and practice in the techniques, tools, materials and methodology of layout, with special emphasis on copyfitting, type indication, proofreading, specification and markup. Instruction is computer-based. LR

LMC: DA

Transfer: CSU

**ART-024 Advanced Page and Publication Design**

2 hours lecture, 1 hour lab

2 Units

**Prerequisite:** ART 23

Advanced studies and practice in the design and layout of advertising and promotional materials for printed media. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Studies and practice in specific communication forms, including magazines, newspapers, books, brochures, and charts and graphs. Instruction is computer-based. LR

LMC: DA

Transfer: CSU

**ART-026 Landscape Sketching on Location**

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

**Advisory:** ART 12 or ART 20 or equivalent

Studies and practice in sketching a variety of East County landscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta. Studies focus on the process of sketching related to a variety of drawing media and techniques. Students will work on composition, value relationships and creating a focal point. In addition, students will learn the techniques artists can use to sketch skies, clouds, standing and running water, and trees, grasses and shrubbery. Students may use pencil, pastel, charcoal, pen and ink, or watercolor media. CR/NC

LMC: DA

**ART-030 Life Drawing**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** Completion of ART 12 or ART 20 with a grade of "C" or better or consent of instructor.

The focus of this course is the human figure. Students will study structure and anatomy and develop skills in the accurate representation of the figure and its environment. Emphasis will be given to the cultural and historical use of the human form as subject matter. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**ART-033 Introduction to Digital Pre-Press**

2 hours lecture, 1 hour lab 2 Units

**Advisory:** ART 10, 12, 48 and 55

Studies and practice in full preparation of reproducible art, with special emphasis on the practical and technical requirements of working with the art director, the client, the illustrator or photographer, and the printer. Studies and practice in the computer-based and aesthetic skills necessary to obtain employment in this professional field. Emphasis will be on the exacting industrial standards that must be met in attitude, procedures, materials, presentation and results. Instruction is computer-based. LR

LMC: DA

**Transfer:** CSU**ART-034 Advanced Digital Pre-Press**

2 hours lecture, 1 hour lab 2 Units

**Prerequisite:** ART 33

Advanced studies and practice in full preparation of reproducible art. Special emphasis will be placed on developing the students' confidence and personal initiative through progressively more independent and complex activities and projects. Advanced studies and practice in principles of typography, pre-press operations, printing and bindery processes. Instruction is computer-based. LR

LMC: DA

**Transfer:** CSU**ART-040 Introduction to Painting**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** ART 10, 12 or 20

An introduction to the tools, materials and techniques of painting in oil and acrylic media. The student will select the medium of preference. This course emphasizes the process of painting, through rigorous exercises as well as longer-term assignments that apply principles presented in lectures and readings. Coursework includes studies and practice in still life and landscape painting, applied light and color theory and composition. Lectures focus on painting from cultural, historical and contemporary perspectives. LR

LMC: DA

**Transfer:** UC, CSU**ART-042 Watercolor Painting**

2 hours lecture, 4 hours lab 3 Units

Introduction to the materials, tools and techniques of transparent watercolor. Students will learn traditional approaches, but will be encouraged to experiment with this "spontaneous" medium. SC

LMC: DA

**Transfer:** UC, CSU**ART-043 Introduction to Illustration**

2 hours lecture, 1 hour lab 2 Units

**Advisory:** ART 10; ART 24 strongly recommended

An introduction to two-dimensional illustration techniques in the graphic arts. Emphasis will be directed to the development of techniques for technical, editorial, fashion, and commercial illustration. Instruction will be given in use of traditional and new materials used in the production and manipulation of a two-dimensional surface. Projects for professional portfolio development will be developed and discussed. Course will also investigate current trends in field of illustration. LR

LMC: DA

**Transfer:** CSU**ART-045 Advanced Painting**

2 hours lecture, 4 hours lab 3 Units

**Prerequisite:** ART 40

Advanced studies and practice in tools, materials and techniques of painting in oil, acrylic and watercolor media. Special emphasis will be placed on developing students' confidence and personal initiative through progressively more independent and complex activities and projects. Students will investigate painting from cultural, historical and contemporary perspectives. Class may be repeated twice. SC

LMC: DA

**Transfer:** UC, CSU

**ART-046 Landscape Painting on Location**

8 total hours lecture, 40 total hours lab 1 Unit

**Advisory:** ART 26 or ART 40 or equivalent

Studies and practice in painting a variety of East County landscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta. Studies focus on composition, value relationships and color mixing. In addition, students will learn techniques artists can use to paint skies, clouds, standing and running water, and trees, grasses and shrubbery. Students may use either oil or acrylic media. CR/NC

LMC: DA

**Transfer:** CSU**ART-047 Color Dynamics in Painting**

16 total hours lecture, 20 total hours lab 1 Unit

**Advisory:** ART 40 or equivalent

Studies and practice in color theory, with practical application for oil and acrylic media, using the interaction of color to create movement, depth, atmosphere and excitement in paintings. Coursework is structured to develop students' expression, perception of color, and sensitivity to color relationships. CR/NC

LMC: DA

**Transfer:** CSU**ART-048 Adobe InDesign: Publishing Software Concepts**

16 total hours lecture, 32 total hours lab 1.5 Units

**Advisory:** Basic computer proficiency

An exploration of general concepts of desktop or personal publishing, with specific application to Adobe InDesign layout software on the Apple Macintosh computer system. The course will survey alternate dedicated and PC-based systems and review basic Macintosh operating procedures, capabilities and software. While learning to use InDesign students will investigate basic typographic and printing terminology, layout procedures for information design, and the role of desktop publishing in the future. LR

LMC: DA

**Transfer:** CSU**ART-049 Adobe InDesign: Advanced Publishing Software Concepts**

16 total hours lecture, 32 total hours lab 1.5 Units

**Prerequisite:** ART 48

An exploration of advanced concepts of desktop or personal publishing, with specific application of Adobe InDesign layout software on the Apple Macintosh system. The course will review basic operating procedures from the beginning course (ART 48) and will introduce the advanced capabilities of the current version of 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. LR

LMC: DA

**Transfer:** CSU**ART-052 Introduction to Adobe Photoshop on the Macintosh**

16 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** COMSC 83, ART 33, ART 50 or ART 55

An introduction to computer image processing. Studies and practice in the design and execution of photo manipulation, graphics, artwork and illustration using Adobe Photoshop on the Apple Macintosh computer. Students will complete successive and cumulative exercises and projects based on current industry standards and expectations. Students will concentrate on solving problems based on their understanding the principles of image processing. Taught with both artistic and technical emphases, this course addresses the needs of the current graphic communications industry and students who presently are employed or who seek employment in it. LR

LMC: DA

**Transfer:** CSU**ART-053 Adobe Photoshop 2**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** ART 52

An advanced-level course that explores the more sophisticated aspects of computer image processing in general, and Photoshop in particular. Advanced studies and practice in the design and execution of photo manipulation, graphics, artwork and illustration in using Adobe Photoshop on the Apple Macintosh computer. LR

LMC: DA

**Transfer:** CSU**ART-055 Adobe Illustrator on the Macintosh**

16 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** Basic computer proficiency

Studies and practice in the design and execution of graphics, artwork and illustration on the Apple Macintosh computer using Adobe Illustrator (current version). Taught with both artistic and technical emphases, this course addresses the needs of the current graphic communications industry and students who presently are employed or who seek employment in it. LR

LMC: DA

**Transfer:** CSU**ART-056 Adobe Illustrator Workshop**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** ART 55

A logical extension of ART 55: Adobe Illustrator; studies and practice in the design and execution of graphics, artwork and illustration using Adobe Illustrator on the Apple Macintosh computer. Students will complete projects based on current industry needs as well as be able to propose projects related to their own specific needs. Students will concentrate on solving problems and creating portfolio quality pieces. Taught with both artistic and technical emphasis, this course addresses the needs of the current graphic communications industry and students who presently are employed in or who seek employment in it. LR

LMC: DA

**Transfer:** CSU

**ART-058 Desktop Typography and Font Management for the Macintosh**

1 hour lecture, 1.5 hours lab 1.5 Units

**Advisory:** ART 48, 52 or 55

This class is designed for desktop publishers and graphic artists using the Macintosh. This course will explore basic typographic concepts and the utilities and type available for the Macintosh. Will include examination and use Apple's Font/DA Mover, Suite II, Adobe Type. LR

LMC: DA

**Transfer:** CSU**ART-060 Introduction to Sculpture**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** ART 66 or ART 11

Introduction to sculpture methods and materials. Emphasis on principles of three dimensional design and the interrelationship of form, content and context. Sculpture methods to be covered include modeling, mold making, welding, assemblage, and construction with a variety of materials. SC

LMC: DA

**Transfer:** CSU**ART-063 Raku Workshop**

9 total hours lecture, 39 total hours lab 1 Unit

Raku' workshop, an Asian pottery technique, will be explored during this workshop. Students will produce and fire their own work, wheel thrown, or hand built. SC

LMC: DA

**ART-066 Introduction to Ceramics**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** ART 11

An introductory course that explores the use of clay as an expressive and utilitarian medium. Assignments will focus on hand-building and wheel-throwing techniques. The course will emphasize self-expression and the development of personal imagery, as well as technical aspects of clays and decorative processes. Lectures will highlight the use of this versatile medium from contemporary, historical and cultural perspectives. May be repeated one time. SC

LMC: DA

**Transfer:** UC, CSU**ART-067 Intermediate Ceramics**

2 hours lecture, 4 hours lab 3 Units

**Prerequisite:** ART 66 or equivalent course**Advisory:** Eligibility for ENGL 90

Second semester course designed to give students in-depth practice in ceramics as an artistic product. Through a combination of structured and self-directed projects, students are encouraged to develop their manual skills, visual acuity and artistic vision. Course content includes under- and over-glazing techniques, Raku and pit-firing, and advanced wheel-throwing and hand-building techniques. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**ART-069 Figurative Ceramic Sculpture**

2 hours lecture, 4 hours lab 3 Units

**Advisory:** ART 66

Beyond pottery, ceramic artists from a variety of world cultures have utilized clay to capture the expressive form of the human figure. In this course, hand-building techniques will be used to develop high-relief and in-the-round representational and narrative subjects in terra cotta and glazed ceramic sculpture. Human anatomy and its application to human expression will be presented through slides, demonstration and discussion. May be repeated three times. SC

LMC: DA

**Transfer:** CSU**ART-072 A Survey of Digital Photography**

2 hours lecture, 3 hours lab 3 Units

A non-laboratory photography course which presents a methodical approach to achieving quality photographs and an overview of the field of photography. The course explores the technical areas of F/Stops, shutter speeds, film stock, exposure, and lighting. Additional attention is given to photographic styles and approaches, the use of color and design, and the impact of photography over the past 100 years. Required for all art majors. SC

LMC: DA

**Transfer:** UC, CSU**ART-073 Location Photography**

16 total hours lecture, 20 total hours lab 1 Unit

**Advisory:** ART 72 or equivalent

Studies and practice in photographing a variety of regional landscapes and cityscapes that incorporate scenic views of the hills and valleys of Black Diamond Mines Regional Park, Mt. Diablo, the San Joaquin River and the Delta, among others. Studies focus on the process of good picture making. Students will work on composition, lighting and creating a mood. Students must supply their own camera and film. CR/NC

LMC: DA

**Transfer:** CSU**ART-080 Looking Good on the Web**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** Eligibility for ENGL 90 and basic computer literacy strongly recommended

This course provides students the technical and graphic foundation necessary to create visually exciting, technically sound Web pages using Dreamweaver. The emphasis for this class is on visually organizing information and effective presentation on the Web. Covers basic HTML and WYSIWYG HTML editors. LR

LMC: DA

**Transfer:** CSU

**ART-081 Looking Good on the Web, Part II**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** ART 80, Eligibility for ENGL 90, basic computer literacy recommended

This short-term course is the logical extension of ART 80. It provides students the technical and graphic foundation necessary to create visually exciting, technically sound Web pages. The focus for this class is advanced study and practice of visually organizing information and creating graphic elements for the World Wide Web. Covers advanced HTML using Dreamweaver as well as image creation using Photoshop, Imageready, and other Web-oriented image editing applications. and image creation. LR

LMC: DA

**Transfer:** CSU**ART-090 Digital Communications Portfolio**

4.5 hours lab 1.5 Units

Designed for Digital Publishing and Graphic Communications students, this class provides students with the opportunity to solve real world problems and develop a portfolio under the close supervision of a faculty member. The class will encourage students to inter-relate and integrate the technical, aesthetic, and scholastic skills they have developed in previous courses. SC

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.) 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-099 Cooperative Education in Art**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**ART-900S Selected Topics in Art**

DA vaires with course content.

# Astronomy

**ASTRO-010LS Introduction to Astronomy**

3 hours lecture, 1 hour lab 3 Units

A survey of current concepts of the universe and their historical evolution from an intradisciplinary approach. Emphasis is placed on the creative process of scientific inquiry by which current scientific understanding has been achieved, on the aesthetics of science, and on the limitations and implications of scientific knowledge. The material is presented throughout with the aid of the planetarium sky and the auto-tutorial method of instruction. Opportunities for the development of skills in critical thinking, problem solving, and effective learning will be provided throughout the course. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area B1**ASTRO-011S Astronomy Laboratory**

3 hours lab 1 Unit

**Prerequisite:** ASTRO 10LS to be taken prior or concurrently

This course provides laboratory experience in astronomical observation. It involves the study of fundamental concepts of astronomy, includes investigations of the moon, sun, planets and stars and offers practical experience in the use of telescopes and other tools. ASTRO 10LS and 11LS, if both completed, meet the CSU lab science requirement. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B3**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.) 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-099 Cooperative Education in Astronomy**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**ASTRO-900S Selected Topics in Astronomy**

DA vaires with course content.

# Athletics / Physical Education

## ATH-006 Fitness for Athletic Competition

1.5-3 hours activity .5-1 Unit

**Advisory:** High school athletic experience.

Designed to introduce the athlete to the elements, understanding and knowledge of athletic physical training for competition. Course activities will include endurance running, interval sprinting, weight training and plyometric training to improve one's level of fitness for the upcoming athletic season. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-008 Strength and Weight Training for Athletes

1.5-3 hours activity .5-1 Unit

**Advisory:** High school athletic experience.

This course includes instruction in all elements of weight training as it pertains to individual sports. The athlete will learn proper techniques, safety procedures, warm up and cool down to improve the overall fitness level. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-010 Cardiovascular and Muscular Endurance Training for Athletes

1.5-3 hours activity .5-1 Unit

**Advisory:** High school athletic experience.

A method used in an equipped lab setting to train athletes to help them attain applicable cardiovascular and muscular fitness for their specific sport. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-014 Advanced Volleyball Skills for Athletes

1.5-3 hours activity .5-1 Unit

This course is designed to help the athlete further develop volleyball skills such as serving, blocking, digging, setting, and spiking. Emphasis will be placed on knowledge of rules and team strategies. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-026 Advanced Soccer Skills for Athletes

1.5-3 hours activity .5-1 Unit

**Advisory:** High school athletic experience.

This course assist the athlete in working on the soccer skills such as kicking, trapping, throwing, and teamwork. Knowledge of the rules and strategies will be discussed. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-027 Offensive Football Skills and Conditioning

1.5-3 hours activity .5-1 Unit

**Advisory:** Designed for intercollegiate football participants.

An introduction to fundamentals, techniques and procedures of intercollegiate football. Offensive philosophies will be introduced. Area skills will be covered. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-028 Defensive Football Skills and Conditioning

1.5-3 hours activity .5-1 Unit

**Advisory:** Designed for intercollegiate football participants.

Introduction to defensive fundamentals, techniques and procedures of intercollegiate football. Defensive philosophies will be introduced. Area skills will be covered. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-030 Fastpitch Softball

3 hours activity 1 Unit

**Advisory:** high school softball experience or collegiate experience

This course is designed to explore all the areas of fastpitch softball. Provides the student with the physical skills necessary to compete at the advanced level in fastpitch softball. Meets the LMC General Education requirement for Physical Education. May be repeated two times. SC

LMC: DA

**Transfer:** UC, CSU

## ATH-046 Advanced Basketball Skills for Athletes

1.5-3 hours activity .5-1 Unit

**Advisory:** High school athletic experience.

This course is designed to enhance the playing level for intercollegiate basketball athletes. The intent of the course will be to engage the athletes in the practice of all the skills through individual and group drills. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU



**ATH-050 Advanced Theory of Basketball**

1 hour lecture, 3 hours activity 2 Units

**Advisory:** Recommended: previous high school or college basketball study

This course is designed to explore all the theoretical areas of basketball. Provides the student with integrated knowledge of concepts, technical skills, and methods used in the offensive and defensive game of basketball. Prepares student athlete who participates to perform in a more knowledgeable manner. May be repeated two times. SC

LMC: DA

Transfer: UC, CSU

**ATH-053 Football Theory - Offensive**

1 hour lecture, 3 hours activity 2 Units

**Advisory:** Prior experience in playing football.

Course designed to explore all theoretical areas of football offense. Provides the student with integrated knowledge of concepts, technical skills, and methods used in the offensive game of football. Prepares student athlete who participates to perform in a more knowledgeable manner. May be repeated two times. SC

LMC: DA

Transfer: UC, CSU

**ATH-056 Football Theory - Defensive**

1 hour lecture, 3 hours activity 3 Units

**Advisory:** Prior experience in playing football

Course designed to explore all the theoretical areas of football defense. Provides the student with integrated knowledge of concepts, technical skills, and methods used in the defensive game of football. Prepares student athlete who participates to perform in a more knowledgeable manner. May be repeated two times. SC

LMC: DA

Transfer: UC, CSU

**ATH-060 Advanced Theory of Softball**

1 hour lecture, 3 hours activity 2 Units

**Advisory:** Recommended: previous high school or college softball study

This course is designed to explore, in depth, all theoretical areas of softball directed toward increasing the students knowledge. It will prepare those who wish to participate to perform in a more knowledgeable and skillful manner. May be repeated two times. SC

LMC: DA

Transfer: UC, CSU

**ATH-062 Advanced Baseball Skills & Conditioning**

1.5-3 hours activity .5-1 Unit

**Advisory:** High school baseball experience or college baseball study.

This course is designed to condition the student both physically and mentally, in order to prepare him to compete in the demanding game of baseball. Conditioning, body control, offensive and defensive strategy and theory, along with individual techniques will be taught. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**ATH-064 Advanced Theory of Baseball**

1 hour lecture, 3 hours activity 2 Units

**Advisory:** Recommended: Previous high school or college baseball study.

This course is designed to explore, in depth, all theoretical areas of baseball directed toward increasing the students' knowledge, therefore, preparing those who wish to perform in a more knowledgeable and skillful manner. May be repeated two times. SC

LMC: DA

Transfer: UC, CSU

**ATH-067 Care and Prevention of Athletic Injuries**

2 hours lecture, 1 hour activity 2 Units

**Advisory:** BIOSC 30 or equivalent

An introduction to the growing field of athletic training and sports medicine. Topics to be covered include basic anatomy, athletic injury terminology, recognition and evaluation of injuries, first-aid and emergency procedures, reconditioning, and protective taping and wrapping techniques. Designed for the prospective coach, athletic trainer, and health and physical educator. SC

LMC: DA

Transfer: UC, CSU

**ATH-068 Athletic Conditioning**

1.5-3 hours activity .5-1 Unit

**Advisory:** Being a participant on an athletic team

Training methods used to enhance fitness for athletic competition. Training methods to include strength, flexibility, and endurance at a more intense level. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**ATH-069 Passing Skills**

1.5-3 hours activity .5-1 Unit

**Advisory:** *Permission of Coach.*

A course designed to review basic passing skills and introduce techniques and strategies in the area of offensive and defensive football. This course meets the Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**ATH-076 Intercollegiate Volleyball**

10 hours activity 3 Units

**Advisory:** *Permission of Coach.*

Designed for the student with competitive volleyball experience. The course includes physical, technical and tactical training in volleyball as well as competitive opportunities. This course meets the Graduation Requirement for Physical Education. May be repeated two times. LR

LMC: DA

**Transfer:** UC, CSU**ATH-077 Intercollegiate Football**

10 hours activity 3 Units

**Advisory:** *High school football experience/Permission of Coach*

Intercollegiate Football provides the opportunity for competition as a member of an LMC team in a athletic Conference including championship playoffs. Team participation includes daily practice throughout the sport's season. May be repeated two times. LR

LMC: DA

**Transfer:** UC, CSU**ATH-079 Intercollegiate Basketball for Men**

10 hours activity 3 Units

**Advisory:** *High school basketball experience.*

Intercollegiate basketball provides the opportunity for competition as a member of an LMC team in the athletic Conference, including championships and playoffs. Includes daily practice throughout the season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

LMC: DA

**Transfer:** UC, CSU**ATH-081 Intercollegiate Baseball**

10 hours activity 3 Units

**Advisory:** *Two years high school experience and/or by audition try-outs.*

This course is designed for the advanced baseball player with an emphasis in individual improvement and team work. Conditioning, body control, baseball fundamentals and team strategy will be taught. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

LMC: DA

**Transfer:** UC, CSU**ATH-089 Intercollegiate Soccer**

10 hours activity 3 Units

Intercollegiate competition in the athletic Conference and participation in regional tournaments as qualified. Daily practice through soccer season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. LR

LMC: DA

**Transfer:** UC, CSU**ATH-090 Intercollegiate Women's Basketball**

10 hours activity 3 Units

**Advisory:** *High school basketball experience / permission of coach.*

Intercollegiate competition in the athletic Conference and participation in Regional Tournament as qualified. Daily practice throughout the basketball season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

LMC: DA

**Transfer:** UC, CSU**ATH-092 Intercollegiate Softball**

10 hours activity 3 Units

**Advisory:** *High school softball experience.*

Intercollegiate competition in the athletic Conference and in regional tournaments as qualified. Daily practice throughout the softball season. This course meets the Graduation Requirement for Physical Education. May be repeated two times. SC

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.) 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-099 Cooperative Education in Athletics**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

**ATH-900S Selected Topics in Athletics**

DA varies with course content.

## Automotive Technology

**AUTO-035 Automotive Fundamentals**

3 hours lecture, 4 hours lab 4 Units

**Advisory:** *Eligibility for ENGL 90*

An introduction to selected systems and components of the automobile, their service and repair. This course is designed for the student seeking a career as an automotive technician as well as the home mechanic who wants to learn about his/her automobile. May be repeated one time. LR

LMC: DA

Transfer: CSU

**AUTO-040 Automotive Engine Diagnosis I**

2 hours lecture, 3 to 6 hours lab 3-4 Units

**Advisory:** *AUTO 35; EETEC 10 recommended or consent of instructor.*

An introductory course to familiarize the student with engine systems related to foreign automotive engine tune-up and emission control devices. This course will provide the student who wishes to pursue a career in the automotive industry a practical background in the theory, operation, and testing of foreign automotive engines and related emission control systems. LR

LMC: DA

Transfer: CSU

**AUTO-041 Automotive Tune-up and Emission Control Diagnosis**

2 hours lecture, 3 to 6 hours lab 3-4 Units

**Advisory:** *AUTO 40*

This course is the second in a series concerning foreign car tune-up and diagnosis. The course is designed to give students the ability to gain and refine skills necessary to perform engine tune-ups and diagnostic techniques. The course places emphasis on manufacturer's standards and procedures required to keep the automobile engine performing within state and federal specifications. May be repeated two times. LR

LMC: DA

Transfer: CSU

**AUTO-042 Automotive Brakes**

2 hours lecture, 3-6 hours lab 3-4 Units

This course is designed to give the student knowledge and practical skills necessary to troubleshoot, diagnose, and repair modern automotive brake systems. This course will prepare the student to obtain a State of California brake installer's license. LR

LMC: DA

Transfer: CSU

**AUTO-043 Automotive Suspension and Steering**

3 hours lecture, 3-5 hours lab 4-4.5 Units

An introduction to the fundamental knowledge and skills necessary to troubleshoot, diagnose, and repair modern automotive steering and suspension systems. LR

LMC: DA

Transfer: CSU

**AUTO-046 Automotive Electricity and Electronics**

3 hours lecture, 5 hours lab 4 Units

This course provides the student with knowledge and skills in the field of automotive electronics and assists students in preparing for the California automotive lamp installer's license and ASE Examination A-6. SC

LMC: DA

Transfer: CSU

**AUTO-047 Automotive Heating and Air Conditioning**

3 hours lecture, 5 hours lab 4 Units

**Advisory:** *AUTO 40*

This course is designed to provide the student with the knowledge and skills needed to succeed in the field of automotive heating and air conditioning and the retrofit of R12 to R143A systems and assists students in preparing for ASE Examination A-7. The course also prepares the students to pass the federal exam for a handling license for refrigerant. SC

LMC: DA

Transfer: CSU

**AUTO-048 Automatic Transmission and Transaxles**

54 total hours lecture, 90 total hours lab 4.5 Units

This course is designed to provide the student with the knowledge and skills in the Maintenance and repair of automotive transmission and transaxles, and assists the student in preparing for ASE Examination A2. SC

LMC: DA

Transfer: CSU

**AUTO-050 Clean Air Car Course**

3 hours lecture, 4 hours lab 4 Units

**Advisory:** *AUTO 40 and 41 or current employment in automotive field. ASE, A6, A8 and L1.*

Diagnosis, troubleshooting, and adjustment of automobile emissions to meet the requirements of the California State (Smog) Inspection and Maintenance Program. The Clean Air Car Course is required by the state prior to registration for the State Smog License examination. May be repeated three times. LR

LMC: DA

Transfer: CSU

**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.) 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-099 Cooperative Education in Automotive Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**AUTO-900S Selected Topics in Automotive Technology**

DA varies with course content.

## Biological Science

**BIOSC-005S Health Biology**

3 hours lecture, 1 hour lab 3 Units

The course is a beginning introduction to biological concepts and principles underlying human health and fitness. The content promotes an understanding of the fascinating workings of the human body, especially the nervous, cardiovascular, and reproductive systems. An appreciation of major new thrusts in health, related to recent biological discoveries, will be emphasized. Also, the exploration of ethics and issues relating to mental health, stress, genetics, and sexually transmitted diseases will be highlighted. Labs will accompany the course to demonstrate the alive, exciting concepts. LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area E

**BIOSC-007LS Environmental Biology**

3 hours lecture, 3 hours lab 4 Units

(Formerly BIOSC 25LS) An introduction to the biological concepts, principles, and laws underlying ecology. An interdisciplinary approach will be used to develop an understanding of the significant relationships existing between organisms and the environment. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Problem solving, and effective learning will be emphasized throughout this course. LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-010LS General Biology**

3 hours lecture, 4 hours lab 4 Units

An integrated study with laboratory techniques and methods of the biological concepts, principles, and laws pertaining to life processes. An interdisciplinary approach will be used to develop an understanding of living organisms in terms of these processes, especially the human species. The creative process of scientific inquiry, the aesthetics of science, and the implications of scientific knowledge will be emphasized. Throughout the course, critical thinking, problem solving, and effective learning will be emphasized. LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-020LS Principles of Biology: Cellular**

3 hours lecture, 6 hours lab 5 Units

**Advisory:** High school Biology, Chemistry, BIOSC 10LS, or 21

An integrated study with laboratory methods and techniques of the fundamental concepts, principles, and laws underlying plant and animal life processes on the molecular and cellular levels. An interdisciplinary approach will be used to treat cytology, biochemical cycles, genetics, reproduction, and embryonic development. The creative process of scientific inquiry, the aesthetics of science, and the implications of scientific knowledge will be emphasized. Skills in critical thinking, problem solving, and effective learning will be emphasized throughout the course. Required for biological science majors. This course is offered in the fall only. (CAN BIOL 2, CAN BIOL SEQ A) LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-021 Principles of Biology: Organismic**

3 hours lecture, 6 hours lab 5 Units

**Advisory:** High School biology, or chemistry, or BIOSC 10LS or BIOSC 20LS

An integrated study of biological processes and principles that lead to increasing higher levels of organization. The course focuses 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. (CAN BIOL SEQ A) LR

LMC: DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-026 Ecology Field Studies**

1 hours lecture or 3 hours lab per unit 1 Unit

The practicum will allow students the opportunity to explore a series of principles from the field of ecology using a variety of instructional strategies. Course content varies with each semester. The subtitle of the course describes the content. May be repeated for different subtitles. SC

LMC: DA

Transfer: CSU

**BIOSC-030 Introduction to Anatomy and Physiology**

2 hours lecture, 4 hours lab 3 Units

This course is designed to cover basic human anatomy and physiology. The emphasis will be on macroscopic, rather than microscopic structures and the functional relationships between the systems of the body. All systems will be briefly covered during this one semester course. The audio-tutorial method of presentation is used, and students will work on their own with supervision. LR

LMC: DA

Transfer: CSU

**BIOSC-040 Human Anatomy**

3 hours lecture, 3 hours lab 4 Units

**Advisory:** *BIOSC 30 or equivalent course with a grade of "C" or better*

A comprehensive exploration of gross and microscopic anatomy: from cellular to systems, to present the human body as an integrated organism. Extensive dissections of human cadavers and preserved animal organs will constitute the bulk of the laboratories. LR

LMC: DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-045 Human Physiology**

3 hours lecture, 6 hours lab 5 Units

**Advisory:** *BIOSC 40 and CHEM 5 (or another college-level chemistry course)*

A comprehensive exploration of general human physiology. This course will begin with the cells' functions, followed by an analysis of cell and tissue functions as they relate to the systems of the body. The intent is to present the human body's function in relationship to the total human organism. Modern physiological recording instruments will be utilized extensively to analyze human physiological function. LR

LMC: DA

Transfer: UC, CSU

**BIOSC-050LS Introduction to Microbiology**

2 hours lecture, 6 hours lab 4 Units

**Prerequisite:** *CHEM 5, 6S, 8LS, 20LS, 21S, 25LS, 901, or equivalent.*

An introduction to the fundamental concepts, principles and laws underlying microbiology. An interdisciplinary approach will be taken to explore the microbial world with emphasis on bacteria and their role in disease. Basic areas to be studied in the classroom and laboratory include different microbial characteristics, interactions between microbes and host, microorganisms and human disease and microbes in the environment as well as in industrial applications. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Throughout the course, skills in critical thinking, problem solving, and effective-learning will be developed. LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B2, B3

**BIOSC-098 Independent Study in Biological 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.) 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.*

**BIOSC-099 Cooperative Education in Biological Science**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**BIOSC-900S Selected Topics in Biological Science**

DA varies with course content.

# Business

## **BUS-003 Business Math**

3 hours lecture, 1 hour lab 3 Units

This course provides an introduction to the mathematical concepts and applications needed to succeed in business or to support further business study. Students will learn how to use mathematics to solve typical business problems. Included among the topics covered are credit and interest, trade and cash discounts, markup, commissions, depreciation, stocks and bonds, and business financial statements. This course satisfies the Mathematics Competency requirement for a Certificate of Achievement. SC

LMC: DA

## **BUS-010 Accounting: Applied Principles**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *Eligibility for ENGL 90*

Application of the basic accounting language and system to the records of personal services and retail businesses; emphasis on the use of journals, ledgers, and financial statements. Appropriate for students preparing for employment in business occupations. Applies toward real estate brokers license and a certificate in small business operations. SC

LMC: DA

**Transfer:** CSU

## **BUS-012 Computer Assisted Accounting**

3 hours lecture, 1 hours lab 3 Units

**Advisory:** *BUS 10 or BUS 14*

A hands-on, Windows-based, computer course which introduces students to the use of microcomputers in the accounting field. Includes practice in establishing charts of accounts, journalizing, adjusting entries, subsidiary ledgers, trial balances, income statements, balance sheets and other basic accounting procedures. SC

LMC: DA

**Transfer:** CSU

## **BUS-013 Construction Accounting**

3 hours lecture, 1 hours lab 3 Units

**Advisory:** *BUS 14*

This course is designed to enable students to understand the accounting issues related to the construction industry. The course covers: revenue recognition, job schedules, contract billing, change orders, subcontractor payables, job costing, burden, fringe benefits, bonding, and lien process. SC

LMC: DA

**Transfer:** CSU

## **BUS-014 Principles of Financial Accounting**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *Eligibility for ENGL 90*

An introduction to the theory and procedures of financial accounting. Designed for students majoring in business administration, accounting, or general business. (CAN BUS 2) SC

LMC: DA

**Transfer:** UC, CSU

## **BUS-015 Principles of Managerial Accounting**

3 hours lecture, 1 hour lab 3 Units

**Prerequisite:** *BUS 14*

This course covers accounting for corporations, financial statement analysis, and provides an introduction to managerial accounting. Managerial accounting topics include the role of the management accountant, using accounting information to analyze and improve operational efficiency, and processing managerial accounting information. (CAN BUS 4) SC

LMC: DA

**Transfer:** UC, CSU

## **BUS-016 Tax Accounting**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

A course in income tax preparation and the Internal Revenue Code. Designed for the individual interested in the preparation of basic Federal income tax returns as well as those seeking an understanding of the Internal Revenue Code. SC

LMC: DA

**Transfer:** CSU

## **BUS-018 Microsoft EXCEL for Windows**

2 hours lecture, 3 hours lab 3 Units

A hands-on computer spreadsheet course using MS EXCEL in the Windows environment for business applications including the creation and design of worksheets, graphs and business reports, financial statements, budgets, payroll, etc. This course will help students to be job ready for employment and satisfies the computer literacy requirement. SC

LMC: DA

**Transfer:** CSU

## **BUS-018A Microsoft Excel - The Basics**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** *Familiarity with Windows 95/98*

This introductory course is designed to build fundamental spreadsheet skills through the use of Microsoft Excel for Windows. This course covers such topics as designing effective spreadsheets in Excel, entering labels and values, writing formulas, using Excel's built-in math functions, formatting, and printing. May be repeated two times. SC

LMC: DA

**Transfer:** CSU

**BUS-018B Microsoft Excel - Intermediate Skills**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** BUS 18A or prior use of MS Excel

This course is perfect for those students looking to enhance their current knowledge of Microsoft Excel for Windows. This course covers such topics as linking workbooks, use of If and Lookup functions, use of Styles, chart creation and protecting workbooks. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**BUS-018C Microsoft Excel - Advanced Skills**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** BUS 18A and BUS 18B or prior use of Microsoft Excel

This course is designed to enhance current knowledge of Microsoft Excel for Windows at an advanced level. This course covers such topics as creating charts, databases, reports, macros and hyperlinks. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**BUS-020 Introduction to Business**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A survey of business organizations and operations within a global context. The class focuses on how all of the basic business functions of entrepreneurship, marketing, management, accounting, financing and information processing interact with each other. The course places these activities within the context of the legal requirements, historical forces, cultural values, ethical considerations, economic systems and social forces of various business regions of the world. SC

LMC: DA

**Transfer:** UC, CSU**BUS-025 Microsoft Power Point - The Basics**

12 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** Familiarity with Windows 95/98

Microsoft Power Point for Windows is the most popular business slideshow and graphics software on the market. Students will learn to design effective and entertaining slide shows. This course covers such topics as adding text and graphic objects to slide shows, managing slide content and order, and animating text and picture objects. SC

LMC: DA

**Transfer:** CSU**BUS-026 Retailing Operations**

3 hours lecture 3 Units

**Advisory:** Eligibility for English 90

This course is an introduction to retail operations management using a strategic approach. The course will provide students with a comprehensive overview of the business activities involved in the sale of goods and services to consumers for their personal, family or household use. Emphasis is placed on practical applications for both small and large operations. The course is appropriate for students interested in pursuing a career working for a large retail outlet as well as the entrepreneur/small business owner interested in managing a retail operation. The course covers the retail sales function in the traditional retail outlet or store, as well as retailing via non-traditional methods. SC

LMC: DA

**Transfer:** CSU**BUS-027 Small Business Management**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A review of the organization and operation of small business in this country, with particular attention to the overview of small business, starting a new venture, and managing the ongoing venture. The course is designed for those students who desire to enter or who are now involved in small business management. The emphasis is on the practical, "real world" aspects of planning, setting up, and operating a small business. SC

LMC: DA

**Transfer:** CSU**BUS-028 Principles of Sales and Selling**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

This course provides study and practical application of selling in the economy, types of selling, and the nature and rewards of selling. Emphasis is on psychology in selling, consumer motivation, selling techniques, personal preparation, and sales management. SC

LMC: DA

**Transfer:** CSU**BUS-029 QuickBooks**

12 total hours lecture, 18 total hours lab 1 Unit

This one-unit course introduces QuickBooks accounting software. QuickBooks is an easy-to-use accounting system for small businesses. Topics covered include how to up a new QuickBooks company, selling products using QuickBooks, how to invoice services with QuickBooks, and how to enter and pay bills QuickBooks. SC

LMC: DA

**Transfer:** CSU

**BUS-033 Marketing**

3 hours lecture 3 Units

**Advisory:** BUS 20, eligibility for ENGL 90

A survey course providing the foundations for further specialized study in market research, advertising, salesmanship, public relations and promotional activities. Marketing terminology and concepts are integrated with current trends, Internet resources, and real-world examples. Market planning and strategic decision-making are emphasized. Marketing techniques in research, segmentation, product development, media selection, distribution selection, pricing and financial evaluation are practiced. Ethical and cultural/international dimensions are interwoven throughout the course. SC

LMC: DA

**Transfer:** CSU

**BUS-034 Business Law**

3 hours lecture 3 Units

**Advisory:** BUS 20 and eligibility for ENGL 90

A study of the legal environment of business and the basic principles of business law. Includes contracts, agency and employment, sales, property and forms of ownership. Also included are the law, courts, and court procedures. (CAN BUS 8) SC

LMC: DA

**Transfer:** UC, CSU

**BUS-035 Using Microsoft Office**

2 hours lecture, 3 hours lab 3 Units

This is a survey of three of the basic parts of Microsoft Office: Word, Excel, and PowerPoint and their interconnectivity, plus a unit on the Internet. This course is designed to provide students the skills necessary to use the office suite software. SC

LMC: DA

**Transfer:** CSU

**BUS-036 Using Microsoft Works**

12 total hours lecture, 18 total hours lab 1 Unit

This is a survey of three of the four basic parts of Microsoft Works: word processor, spreadsheet, database, and their interconnectivity. This course is designed for the home user, the self-employed, the small business person, and students to enable them to optimize their use of this software which is most often pre-loaded on new computers. SC

LMC: DA

**Transfer:** CSU

**BUS-045 Office Accounting Essentials**

3 hours lecture, 1 hour lab 3 Units

Manual and computerized entry level accounting skills for the office: Accounts Payable (A/P), Accounts Receivable (A/R), Payroll, State and Federal forms, ten key, and basic math review. Upon completion of the course the student will have marketable vocational skills in the areas of general office accounting essential in today's office. SC

LMC: DA

**Transfer:** CSU

**BUS-047 Office Procedures**

3 hours lecture 3 Units

**Advisory:** Prior or concurrent enrollment in BUS 51

Covers basic procedures: time management, organizational skills, telephone etiquette, business correspondence, job search techniques, writing resumes and job interviews. Introduces word processing, spreadsheet, database, presentation software, and the use of the Internet and telecommunications. SC

LMC: DA

**Transfer:** CSU

**BUS-051 Computer Keyboarding**

9 total hours lecture, 18 total hours lab 1 Unit

This nine-week course enables the student to develop the necessary skills to operate the video display terminal keyboard with ease and speed by "touch", and to develop a net typing speed of 25 words per minute. Acquaints students with basic terminology and operation of basic function keys on the IBM PC. May be repeated three times. CR/NC

LMC: NDA

**BUS-055 Typing Speed/Accuracy Development**

9 total hours lecture, 18 total hours lab 1 Unit

**Advisory:** Knowledge of keyboard

This nine-week course is designed to improve typing skills (keyboard proficiency, typing speed, and accuracy) through specialized drills. Includes numerous five minute timed writings to prepare students for "pre-employment" testing. May be repeated three times. CR/NC

LMC: NDA

**BUS-056 Records and Database Management**

2 hours lecture, 3 hours lab 3 Units

This course provides instruction and application in the management of paper, film, and computer records. Through practice and simulation, students will learn how to solve records and information management problems, acquire strong skills in basic filing procedures and develop competency in the creation, design and maintenance of electronic database management software. SC

LMC: DA

**Transfer:** CSU

**BUS-058 Business English**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90 or 10S

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, as well as longer written formats such as letters, memos, and other routine business correspondence. SC

LMC: DA

**Transfer:** CSU



**BUS-059 Business Communications**

3 hours lecture

3 Units

**Advisory:** Prior or concurrent enrollment in BUS 58 or equivalent; eligibility for ENGL 90

Presents theory and practical application of effective written, oral and graphic communications; students learn to compose e-mail, memos, and reports; prepare application letters, resumes, and follow-up letters for the employment search; utilize on-line employment resources; and learn effective interviewing techniques. SC

LMC: DA

Transfer: CSU

**BUS-065 Introduction to Word Processing**

4 hours lecture, 1 hours lab

3 Units

**Advisory:** BUS 51, BUS 990 or knowledge of keyboard

An advanced project-based word processing course requiring students to use the skills that they have acquired to work individually in a self-paced environment to create documents required in a "real world" office environment. Students will also explore such advanced concepts as desktop publishing, integrating Office applications, creating documents for the Internet and other advanced topics. May be repeated one time. Satisfies Computer Literacy requirements. SC

LMC: DA

Transfer: CSU

**BUS-066 Intermediate Word Processing**

4 hours lecture, 1 hours lab

3 Units

**Advisory:** BUS 51 and BUS 65 or knowledge of keyboard

An intermediate level word processing class allowing students to learn more Microsoft Word features. The course will cover advanced tables, mail merge, styles and templates, sorting data, macros, beginning desktop publishing features, creating on-line forms, file management and more. Satisfies computer literacy requirements. SC

LMC: DA

Transfer: CSU

**BUS-067 Advanced Word Processing**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** BUS 65 or 66 and/or BUS 51 or knowledge of keyboard

Learn to use the microcomputer for fundamentals of words processing using Microsoft Word software. This beginning level word processing course covers such topics as creating, editing, formatting and printing documents setting tabs, creating tables and more. May be repeated three times. Satisfies Computer Literacy Requirement. SC

LMC: DA

Transfer: CSU

**BUS-068 Introduction to Desktop Publishing on the PC**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Knowledge of keyboard

A class in document layout where students will learn to produce reports, manuscripts, newsletters, flyers, brochures and/or newsletters utilizing layout-intensive applications. Capturing, sizing, and integrating graphics produced by other programs will be presented along with changing document-wide formatting. Multiple formats and printers will be introduced. Also, presents a broad range of computer concepts and terminology to enable student to become more computer literate. May be repeated three times. Satisfies Computer Literacy Requirement. SC

LMC: DA

Transfer: CSU

**BUS-069 Fundamentals of Word Processing**

16 total hours lecture, 24 total hours lab

1.5 Units

Learn use of microcomputer. Topics include keyboard, storage disks, printer, DOS. Fundamentals of word processing software will be explored on IBM PC with hands-on practice in creating, storing and editing documents, special features, formatting and printing documents. May be repeated three times. SC

LMC: DA

Transfer: CSU

**BUS-077 Community Service and Social Responsibility**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Concurrent enrollment in ENGL 90 or 90A/B, or eligibility for or completion of ENGL 10S

Same as SOCS 77. This interdisciplinary course provides an introduction to the theory and practice of community service for citizens and businesspeople. Students will learn through experience while serving in community projects sponsored by local organizations and business firms. SC

LMC: 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 81 and BUS 82. May be repeated three times. SC

LMC: DA

Transfer: CSU

**BUS-081 Office Accounting Essentials - Accounts Receivable / Accounts Payable**

3 hours lecture, 1 hours lab 3 Units

**Advisory:** BUS 10

This course is designed to enable students to understand the accounts receivable and accounts payable functions of the business organization. The course covers daily operations: document flow, recording customers' and vendors' invoices, preparing checks and deposit slips, discount computation, sales and purchase journal generation, collection processes. The information flow will be presented in both the manual and computerized settings. Students will prepare receivable and payable reports/schedules, customer statements and related tax forms. SC

LMC: DA

**Transfer:** CSU

**BUS-082 Payroll I**

3 hours lecture, 1 hours lab 3 Units

**Advisory:** BUS 3, 18, 80, or MATH 1 and 2

This course was developed to enable students to experience the payroll process from beginning to end. It presents theory and regulations with hands-on application to payroll processing both manually and computerized. This course focuses on the payroll cycle: preparation of gross payroll, deductions, net pay, employer's taxes, payroll journal entries, and payroll tax deposits; preparation of monthly, quarterly and annual tax statements; corrections to tax statements; electronic tax deposits; and compliance record keeping. Gross payroll from hourly, weekly, biweekly, monthly, semimonthly, and piecework are computed; breaking down the regular and overtime components. Both Federal and California payroll taxes for the employee and employer are covered; as well as, the accompanying tax forms. Additionally, common nontax payroll deductions and payroll related responsibilities are presented. Some industry specific issues are also addressed; prevailing wage, union fringe benefits, tips, and self-employment. SC

LMC: DA

**Transfer:** CSU

**BUS-083 Basic CPT and ICD-9CM Coding**

3 hours lecture, 1 hour lab 3 Units

This course is designed to introduce coding knowledge and enhance coding skills by addressing specific coding issues within a particular area. ICD-9CM, diagnostic coding, a preview of ICD-10, and CPT coding are discussed. CPT coding is discussed in-depth. SC

LMC: DA

**Transfer:** CSU

**BUS-084 Medical Office Procedures/Records Management**

1.5 hours lecture, 1.5 hours lab 2 Units

**Advisory:** Experience with and knowledge of personal computers

This course provides an introduction to the administrative responsibilities for the front and back office of a medical profession. Students will be introduced to a variety of common medical office procedures and records. Through projects, computer simulations and working papers and forms, students will acquire the knowledge preparing them for a career in the medical office. SC

LMC: DA

**Transfer:** CSU

**BUS-086 Medical Terminology**

3 hours lecture 3 Units

This course provides an introduction to the medical language by analyzing medical words structurally. An understanding of work elements is correlated with basic anatomy, physiology, and the disease processes of the human body. Emphasis is placed on spelling, definition, usage and pronunciation. SC

LMC: DA

**Transfer:** CSU

**BUS-087 Beginning Medical Transcription**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** BUS 58, 86, and word processing at 40 WPM

Medical Transcription is a course where students learn the typing and transcription of medical reports used in medical facilities. Additional medical terminology is taught for each specialty and additional formatting is taught for each report type as they are studied. Satisfactory completion of this course will provide the knowledge and skills necessary to get an entry-level job in a medical facility or a private physician's office as a medical secretary or medical transcriptionist trainee. May be repeated three times. SC

LMC: DA

**Transfer:** CSU

**BUS-088 Patient Billing/Accounting**

2 hours lecture, 3 hours lab 3 Units

This course prepares the student to work in health care practice. They will input patient information, medical procedures and diagnoses, and perform a variety of billing operations. They will produce various lists and reports and learn to handle insurance claims. May be repeated two times. SC

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 Ethics concepts and applications needed to perform legally and ethically in a medical environment. The course introduces the complex legal, moral, and ethical issues to be addressed for health care practitioners. It is essential to help the student acquire a working knowledge of the laws and the ethical issues relevant to working in a medical office. SC

LMC: DA

Transfer: CSU

**BUS-090 Advanced Patient Billing**1.5 hours lecture, 1.5 hours lab 2 Units

Students will receive enhanced training in medical office procedures using MediSoft for Windows preparing them further for employment in a medical office setting. This course will provide a realistic and extensive simulation covering two weeks of work in a medical office. While performing various jobs during the simulation, students reinforce essential skills such as inputting patient information, scheduling appointments, and handling billing, reports and insurance claims. In addition, students must exhibit the ability to research facts, think through priorities and analyze problems. Instruction will be given through lecture, hands-on and computer-simulated exercises. SC

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 work place. CR/NC

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. CR/NC

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, and the necessary skills to solve on-the-job conflicts. CR/NC

LMC: DA

Transfer: CSU

**BUS-094 Advanced Medical Transcription**

2 hours lecture, 3 hours lab

3 Units

Prerequisite: BUS 86 and 87

Advisory: Word processing at 45 wpm

This course is designed for students wishing to enter the medical transcription field. It is an intense course of study suitable only for students who have successfully completed Beginning Medical Transcription. Medical transcription is a field that demands in-depth knowledge of terminology and a high degree of accuracy. There is presently a demand for qualified medical transcriptionists. Satisfactory completion of this course will provide the knowledge and skills necessary to get an entry-level job in a transcription service, medical facility, or physician's office as a medical transcriptionist or medical secretary. SC

LMC: DA

Transfer: CSU

**BUS-095 Developing Customer Service Satisfaction**

8 total hours lecture

.5 Unit

Advisory: Eligibility for ENGL 90

This course is designed to provide participants with the skills, strategies and techniques to handle customers professionally, tactfully, and diplomatically. Real life situations are discussed and analyzed to assist students to be successful in today's service oriented job environment. CR/NC

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.) 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-099 Cooperative Education in Business**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**BUS-900S Selected Topics in Business**

DA varies with course content.

# Chemistry

## CHEM-005 A Brief Course in Chemistry

27 total hours lecture, 36 total hours lab 2 Units

A study of selected concepts and principles of physical, inorganic, organic, and biochemistry, including laboratory methods and techniques. Skills in quantitative thinking, problem solving, and creativity will be developed throughout the course. This course is one option to fulfill the chemistry requirement for LMC microbiology (BIOSC 50LS). It does not transfer to four-year colleges, and it will not fulfill any prerequisite which specifies a three-unit (or higher) chemistry course. The course will, however, apply towards the LMC AA degree. LR

LMC: DA

## CHEM-006S Introduction to Inorganic and Physical Chemistry

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** MATH 25 or one year high school algebra

(Formerly CHEM 21S) An integrated study of chemical principles, with laboratory methods and techniques focused toward an understanding of the structure of matter and the chemical consequence of that structure. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. area B1, B3

## CHEM-008LS Introductory Organic and Biochemistry

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** CHEM 6S or the equivalent with a "C" or better.

(Formerly CHEM 20LS) An integrated study of chemical concepts and principles with laboratory methods and techniques. An intradisciplinary approach will be used to develop an understanding of the structure and properties of organic matter and of biochemical processes. Emphasis will be placed on the creative process of scientific inquiry, on the aesthetics of science, and on the limitations of scientific knowledge. Skills in critical thinking, problem-solving, and effective learning will be developed throughout the course. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. area B1, B3

## CHEM-025LS General College Chemistry

3 hours lecture, 5 hours lab 5 Units

**Prerequisite:** High school chemistry or CHEM 6S (formerly CHEM 21S), and MATH 30.

An exploration of the basic phenomena of chemical processes in terms of fundamental physical concepts, principles, and laws. An intradisciplinary approach will be used to develop an understanding of the structure and states of matter, and dynamics, equilibrium, and energetics of matter transformations. The creative process of scientific inquiry, the aesthetics of science, the limitation and implications of scientific knowledge will be emphasized. Throughout the course, skills in critical thinking, problem-solving, and effective learning will be developed. This is the first semester of a year course in general college chemistry. Required for chemistry major. (CAN CHEM 2) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. area B1, B3

## CHEM-026 General College Chemistry

3 hours lecture, 7 hours lab 5 Units

**Prerequisite:** CHEM 25LS or equivalent

A continuation of CHEM 25LS, including such topics as solutions, equilibriums, acids and bases, kinetics, thermodynamics, electrochemistry, coordination chemistry, nuclear, organic and biological chemistry. Qualitative analysis is included in the lab program. (CAN CHEM 4, CAN CHEM SEQ A) LR

LMC: DA

**Transfer:** UC, CSU

## CHEM-027 Quantitative Analysis

2 hours lecture, 6 hours lab 4 Units

**Prerequisite:** CHEM 26

An introduction to the fundamental principles and procedures of analytical chemistry. Gravimetric and volumetric methods will be covered. Potentiometric, spectrophotometric, and chromatographic procedures will be introduced. Required for chemistry major. (CAN CHEM 12, CAN CHEM SEQ A) LR

LMC: DA

**Transfer:** UC, CSU

## CHEM-028 Organic Chemistry

3 hours lecture, 6 hours lab 5 Units

**Prerequisite:** CHEM 26

A study of the physical and chemical properties of simple functional groups in terms of structural and elementary mechanistic considerations. Topics and materials of interest to students of the biological sciences will be included whenever possible. The principles and practices of common synthetic and analytical procedures will be introduced in the laboratory. Required for chemistry major. This course is offered in the fall only. LR

LMC: DA

**Transfer:** UC, CSU

**CHEM-029 Organic Chemistry**

3 hours lecture, 6 hours lab

5 Units

**Prerequisite:** CHEM 28

A continuation of CHEM 28 or PHYS 28 with a continued emphasis upon the correlation of properties of organic substances to structural and mechanistic concepts. The laboratory will incorporate more advanced procedures with a greater emphasis upon the principles and practices of instrumental methods. This course is offered in the spring only. LR

LMC: DA

**Transfer:** UC, CSU**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.) 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-099 Cooperative Education in Chemistry**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**CHEM-9005 Selected Topics in Chemistry**

DA varies with course content.

## Child Development

**CHDEV-001 Introduction to the Study of Early Childhood Education**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

Students will explore the various career possibilities in the field of Child Development and then study the various diverse philosophies and curriculum approaches used for educating young children. Students will become aware of important professional organizations working on behalf of teachers, children, and families while also developing advocacy skills. Required for Child Development majors. SC

LMC: DA

**Transfer:** CSU**CHDEV-010 Child Development and Behavior**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

Psychology of the young child beginning with infancy, including physical, social, emotional, and intellectual growth factors; the effect of environment on behavior. Required for CHDEV major and RN major. Satisfies Department of Social Services Category I. SC

LMC: DA

**Transfer:** UC, CSU**CHDEV-011 Techniques and Methods of Child Observation**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Concurrent or previous enrollment in CHDEV 10; eligibility for ENGL 90

On-site observation of children at various stages of development: techniques of observation and recording of child behavior. Required for CHDEV major. LR

LMC: DA

**Transfer:** CSU**CHDEV-012 Parenting Seminar**

36 total hours lecture, 27 to 54 total hours lab

2-3 Units

Designed for the study of child growth and parental relationships; includes study with the individual child and child groups; participation in lab school. May be repeated one time. LR

LMC: DA

**Transfer:** CSU**CHDEV-015 Teaching Young Children**

2 hours lecture, 6 hours lab

4 Units

**Prerequisite:** CHDEV 1, 10, 11, 50, and 62**Advisory:** Eligibility for ENGL 90

Orientation to child care for young children with six-hour supervised practicum in the campus Child Study Center. Includes study of appropriate play and learning experiences; program re-organization and contact; use and creation of materials; guidance of children's experiences; curriculum planning and implementation; and parent communication. Required for Child Development majors. SC

LMC: DA

**Transfer:** CSU**CHDEV-020 Child, Family, and Community**

3 hours lecture

3 Units

**Advisory:** Completion of CHDEV 1, 10, and eligibility for ENGL 90

Development of a psycho-social understanding of the child as a member of the family and as a part of the community; patterns of family living in contemporary society; roles and interrelationships; expectations and goals; diversity issues. Required for CHDEV major. Satisfies Department of Social Services Category II. SC

LMC: DA

**Transfer:** UC, CSU

**CHDEV-022 Behavior Management**2 hours lecture 2 Units**Advisory:** Eligibility for ENGL 90

Focus on the development of techniques and environments which promote self control and positive self esteem in children. Age appropriate developmental strategies will be explored. Fulfills CHDEV Certificate of Achievement elective requirement. SC

LMC: DA

**Transfer:** CSU**CHDEV-023 Positive Discipline for the Young Child**18 total hours lecture 1 Unit

Focus on the development of techniques and environments, which promote self-control and positive self-esteem in children. Age appropriate developmental strategies will be explored. SC

LMC: DA

**Transfer:** CSU**CHDEV-025 Creative Art for Children**2 hours lecture 2 Units**Advisory:** Eligibility for ENGL 90

Focus is on young child and creativity. This course will include the study of child development and artistic expression, appropriate art materials, presentation of materials, formulation of objectives, and direct participation in creative media. SC

LMC: DA

**Transfer:** CSU**CHDEV-026 Developing Art Programs for Young Children**1 hour lecture 1 Unit**Advisory:** Eligibility for ENGL 90

Focus is on fostering artistic expression for infants, toddlers, preschool & school age children. This course will include the study of child development and artistic expression, appropriate art materials, presentation of materials, formation of objectives, and direct participation in creative media. Students will learn how to create developmentally appropriate art centers, develop meaningful curriculums and implement a program that helps children explore the process of art. CR/NC

LMC: DA

**Transfer:** CSU**CHDEV-032 School Age Child/School Age Child Care**3 hours lecture 3 Units**Advisory:** Eligibility for ENGL 90

This course will focus on the physical, social, emotional, and cognitive normal development of children ages five to twelve. It will also cover material on caring for the school age child, including curriculum development, managing behavior, age appropriate environments, and integrating special needs children. SC

LMC: DA

**Transfer:** CSU**CHDEV-033 School Age Child/Practicum**36 total hours lecture, 54 total hours lab 3 Units**Advisory:** CHDEV 32

An exploration of program design and curriculum planning for school age child care programs. Study of developmentally appropriate curriculum decisions about environment, prtnerships, health and safety, nutrition and planning. SC

LMC: DA

**Transfer:** CSU**CHDEV-035 Math and Science for the Young Child**2 hours lecture 2 Units**Advisory:** Eligibility for ENGL 90

Survey of the material in science, mathematics, and the physical and natural world suitable for teaching young children. Training in material techniques, demonstrations, and experiments, which will enable the teacher to develop a concept-based learning environment. Curriculum is based on understanding of children's cognitive development. LR

LMC: DA

**Transfer:** CSU**CHDEV-040 Infant and Toddler Care**3 hours lecture 3 Units**Advisory:** Eligibility for ENGL 90

Study of the growth of infants and toddlers and group care. Effective environmental, staff characteristics, and activities which encourage development are included. Satisfies Department of Social Services category IV. SC

LMC: DA

**Transfer:** CSU**CHDEV-041 Infant and Toddler Care Practicum**2 hours lecture, 3 hours lab 3 Units

This second course in infant toddler care covers issues of group care, daily care giving routines. Primary care giving and developmentally appropriate environments and curriculum. Establishing parent partnerships and serving diverse families will also be discussed. Three hours of weekly lab experience is required in an infant and/or toddler group care setting. SC

LMC: DA

**Transfer:** CSU**CHDEV-045 Music and Movement**2 hours lecture 2 Units**Advisory:** Eligibility for ENGL 90

A study of the role of music and movement as they relate to young children; techniques in the application of music movement in early childhood programs; and lecture, discussion, and participation. SC

LMC: DA

**Transfer:** CSU

**CHDEV-046 Using Storytelling, Puppetry, Movement & Games To Involve Children in Music**

1 hour lecture 1 Unit

A hands-on, playful class that will teach participants techniques for leading successful musical circle times. Participants will sing, dance, use instruments, and listen to "TALL" tales. SC

LMC: DA

Transfer: CSU

**CHDEV-050 Anti-bias and Multicultural Education and the Young Child**

54 total hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90, CHDEV 1, or Relevant Industry Experience

Designed to increase an awareness of issues around diversity (racial, cultural, ethnic, gender, disability, social class, lifestyle). Study of how children come to understand and evaluate similarities and differences. Development of anti-bias curriculum program and materials. SC

LMC: DA

Transfer: CSU

**CHDEV-053 Child Care Licensing Guidelines**

9 total hours lecture .5 Unit

This course reviews the current licensing requirements, including any recent changes, to operate a child care center. Students have an opportunity to learn how to use the state Licensing Manual (copies provided) and to understand the inspection process. Students also participate in a mock inspection of the campus Child Study Center. CR/NC

LMC: DA

Transfer: CSU

**CHDEV-054 Computer Technology in Early Childhood Education**

1 hour lecture 1 Unit

Consideration of the developmentally appropriate uses of computer technology in the early childhood classroom. Analysis of arguments presenting of the pros and cons of computer use with children aged 3 to 8. Personal exploration and assessment of a wide range of children's software and teacher productivity software. Introduction to the world wide web and its application to ECE research, professional development, and instruction. No previous computer experience required. CR/NC

LMC: DA

Transfer: CSU

**CHDEV-055 The Young Special Needs Child**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Learning about the whole child. Learning how you, the adult, control the key to the child's behavior through your responses. Learning what child development is and isn't. Learning how a child becomes what they become. Learn about meeting the needs of ALL children, including those with special challenges. Required course for Special Ed emphasis; Fulfills CHDEV Certificate of Achievement elective requirement. SC

LMC: DA

Transfer: CSU

**CHDEV-057 Methods and Materials for the Young Special Needs Child**

3 hours lecture 3 Units

**Advisory:** CHDEV 10

Survey of successful techniques, developmental materials, and methods of working with young children with special needs and their families. Required course for special needs emphasis on CHDEV Certificate of Achievement. SC

LMC: DA

Transfer: CSU

**CHDEV-058 Exploring Early Childhood Environments - New Dimensions**

1 hour lecture 1 Unit

This course will focus on the physical attributes of the early childhood classroom. Consideration of environmental components that set the stage for harmony and discovery including space and furnishings, supporting routines, and supporting interactions will be discussed. CR/NC

LMC: DA

Transfer: CSU

**CHDEV-060 Language and Literature for the Young Child**

2 hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

Exploration of the language development and emerging understandings of literacy in the young child, consideration of nature, nurture, and culture as they influence first and second language acquisition. Analysis of a wide array of diverse and developmentally appropriate preschool and school-age literature. Practice developing literacy experiences and doing presentations of literature. SC

LMC: DA

Transfer: CSU

**CHDEV-062 Curriculum Foundations for the Young Child**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

A hands-on broad curriculum course which covers many of the major components of quality programs for children. Students will learn how to implement developmentally appropriate theme-based curriculum. The curriculum areas covered will include science, math, literature, storytelling, dramatic play, puppetry, art, reading, writing, music, outdoor environments, and circle time. LR

LMC: DA

**Transfer:** CSU**CHDEV-063 Storytelling for Preschool and School Age Children**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 70

Students will listen to a wide diversity of storytellers and practice developing their storytelling style. Various strategies for involving preschool and school age children in the storytelling process will be explored. Students will learn how to write and tell personal history stories and fairy tales. CR/NC

LMC: NDA

**CHDEV-064 Outdoor Games, Environments, and Activities for Children Ages 3-12 years**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 70

Learn how to create an outdoor environment that will engage children in active exploration and challenge them to develop their physical abilities. Come prepared to sift, stir, mix, dig, paint, and use pulleys / tubes / funnels / spinning tops / water mills / marbles as well as plant gardens. CR/NC

LMC: NDA

**CHDEV-065 Health, Safety and Nutrition for the Young Child**

2 hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

This course provides an overview of policies regarding health, safety and nutrition for the young child in a child care setting. Students will develop curriculum and in-service staff programs relating to these issues. Fulfills state requirement for the 15 hours of First Aid/CPR training. SC

LMC: DA

**Transfer:** CSU**CHDEV-070 Family Child Care Management I**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Designed to assist those persons operating and/or working in home day care centers with various components of quality child care. Applicable to Child Development certificate: Family Childcare emphasis. SC

LMC: DA

**Transfer:** CSU**CHDEV-071 Family Child Care Management II: Methods and Materials**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

An advanced level course designed to assist those persons operating and/or working in home day care centers; components of quality day care centers; community resources; evaluation of materials appropriate to the home; special needs and concerns. Leads to certificate in Child Development: Family Childcare. SC

LMC: DA

**Transfer:** CSU**CHDEV-075 Developing Life Skills for Foster Youth**

27 total hours lecture 1.5 Units

This class teaches a variety of life skills necessary for foster youth to begin living independent from the court system. It is also useful for professionals interested in working with foster youth. Money management, housing, employment skills, and community resources are addressed. Learning social skills to deal with others in a positive way, including anger management, building self-esteem, and developing positive communication are also included. Students receive hand-on help completing forms and applications to get started in a college or vocational training program of their choice. CR/NC

LMC: NDA

**CHDEV-076 Introduction to Foster Parenting**

18 total hours lecture 1 Unit

This course is designed for those who are interested in becoming foster parents or working with foster youth from birth through 18 years. This class covers the role of the agency involved as well as the special needs of children in foster care. These can include issues involving abuse, neglect, and attachment and bonding disorders. Additional issues covered are working with the birth parents as well as coping with changes in the family that fostering brings. CR/NC

LMC: DA

**CHDEV-077 Working With Drug Exposed Children from Birth to 5 Years of Age**

36 total hours lecture 2 Units

This class is intended for those who are parenting or working with drug exposed children from birth through five years of age. It covers normal infant development as well as problems to be aware of when working with this population. Some of the issues covered are working with multiple agencies, HIV & AIDS, effects of drugs and alcohol on the developing fetus and working with school districts to get help with IEP's. CR/NC

LMC: DA



**CHDEV-081 Parent Laboratory for Child Study Center I**

1.5-3 hours lab .5-1 Unit

**Advisory:** CHDEV 10 or 12 highly recommended

For parents whose children are enrolled in the daytime Child Study Center. Parent participation activities to support parent-child bond and home-school relationship. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

**CHDEV-082 Parent Laboratory for Child Study Center II**

1.5-3 hours lab .5-1 Unit

**Advisory:** CHDEV 10 or 1 highly recommended

For parents whose children are enrolled in the evening Child Study Center. Parent participation activities to support parent-child bond and home-school relationship. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

**CHDEV-083 Field Experience at Community Programs**

3 to 9 hours lab 1-3 Units

**Advisory:** Eligibility for ENGL 90; CHDEV 10 or 12 highly recommended

This course is designed for students needing to complete 175 days field work required in licensed child care programs for the state of California Child Development Permit. Student will receive guidance from qualified mentor teachers at community schools. This course is also designed for working teachers who wish to improve the quality of their program through developing & implementing personal goals. Meets the state teacher requirements for teaching experience. May be repeated three times. SC

LMC: DA

**Transfer:** CSU

**CHDEV-085 Effective Parenting: The Young Child**

1 hour lecture 1 Unit

This course is concerned with child rearing and the young. It will include stages of development, child development principles, parental stages of development and techniques that foster self-control and self-esteem. CR/NC

LMC: DA

**Transfer:** CSU

**CHDEV-086 Effective Parenting: Adolescence**

1.5 hours lecture 1.5 Units

The students will focus on adolescence as a specific stage in development. Emphasis will be on an exploration of the reasons for the difficulties of this particular stage for both adolescents and their parents. Themes of individuation-separation, as well as issues of peer pressure, drugs, sexuality and changing parental roles will be examined. Methods for minimizing conflict will be presented. CR/NC

LMC: DA

**Transfer:** CSU

**CHDEV-090 Supervised Teaching in Local Child Development Programs**

2 hours lecture, 8 hours lab 4 Units

**Prerequisite:** CHDEV 15 and at least one elective from the following group: CHDEV 22, 25, 35, 45, 60, or 65

**Co-requisite:** Prior or concurrent enrollment in CHDEV 20

**Advisory:** ENGL 90 or 90A & 90B with a grade of "C" or better or demonstration of equivalent skills based on assessment.

Supervised teaching in local early childhood programs. Involves developmentally appropriate program planning, anti-bias curriculum, professional considerations, staff and interpersonal relationships, working with parents, career planning. Required for CHDEV major. SC

LMC: DA

**Transfer:** CSU

**CHDEV-092 Mentor Teacher Training / Adult Supervision**

36 total hours lecture 2 Units

**Advisory:** Eligibility for ENGL 90

This class is designed to meet the one unit requirement for adult supervision under the State matrix as a master teacher or site supervisor. It is also required for teachers that want to become community based mentors for LMC students in the field placements. Students will learn how to mentor new teachers and aides as they come into the early childhood workforce. CR/NC

LMC: DA

**CHDEV-093A Mentor Teacher Seminar**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 10S

This course is designed for mentors hired by the LMC Child Development Department under a State Grant. Students will study the mentor teacher and student teacher relationship as well as participate in advocacy work. CR/NC

LMC: NDA

**CHDEV-095 Supervision and Administration of Programs for Young Children (Part I)**

3 hours lecture 3 Units

**Prerequisite:** CHDEV 10

**Advisory:** Eligibility for ENGL 90

Provides a study of basic principles of administration of early childhood programs. Human relations in dealing with staff, community, children and parents as well as appropriate curriculum planning will be covered. Children' Center Supervision Permits from the State of California credentialing office require six units of instruction in administration. In this two part series CHDEV 95 will instruct in the financial aspects of successful administration. CHDEV 96 will cover child needs and other human relations aspects of this requirement. Satisfies Department of Social Services Category VI. LR

LMC: DA

**Transfer:** CSU

**CHDEV-096 Supervision and Administration of Programs for Young Children--Part II**3 hours lecture 3 Units**Prerequisite:** CHDEV 10 and experiences in early childhood education.**Advisory:** Eligibility for ENGL 90

Provides a study of basic principles of administration of early childhood programs. Human relations in dealing with staff, community, children, and parents, as well as appropriate curriculum planning, will be covered. Children's Center Supervision Permits from the State of California credentialing office require six units of instruction in administration. In this two-part series, CHDEV 95 will instruct in the financial aspects of successful administration; CHDEV 96 will cover child needs and other human relations aspects of this requirement. Satisfies Department of Social Services Category VI. CR/NC

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-099 Cooperative Education in Child Development**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**CHDEV-900S Selected Topics in Child Development**

DA vaires with course content.

**CHDEV-100 Fall Harvest Conference**9 total hours lecture .5Unit

A day long series of workshops focusing on early childhood education. Workshops vary each year and include topics such as discipline, school age and infant child care, diversity, outdoor games, music, drama, administration, and puppetry. A keynote and closing presentation by a renowned speaker is a main focus of the conference. CR/NC

LMC: DA

# Chinese

**CHIN-010 Conversational Chinese I**2 hours lecture, 2 hours lab 3 Units

The first of a two-semester sequence, for students with little or no Chinese language background, emphasizing Mandarin Chinese pronunciation, basic sentence patterns, basic conversational skills, basic Chinese characters, and aspects of the Chinese culture. This course does not satisfy UC foreign language requirements. Not repeatable. SC

LMC: DA

**CHIN-020 Conversational Chinese II**2 hours lecture, 2 hours lab 3 Units**Advisory:** CHIN 10 or equivalent

The second of a two-semester sequence, for students with a little Chinese language background, emphasizing Mandarin Chinese pronunciation, basic sentence patterns, basic conversational skills, basic Chinese characters, and aspects of the Chinese culture. This course does not satisfy UC foreign language requirements. Not repeatable. SC

LMC: DA

**CHIN-030 Elementary Chinese I**5 hours lecture 5 Units

This is the first of a two-semester sequence, emphasizing Mandarin Chinese sentence patterns and development of basic skills in speaking, reading and writing. Chinese characters as well as aspects of the Chinese culture are introduced. This course will be submitted to fulfill UC foreign language requirements. Not repeatable. LR

LMC: DA

**Transfer:** UC, CSU**CHIN-040 Elementary Chinese II**5 hours lecture 5 Units**Advisory:** CHIN 30 or equivalent

This is the second of a two-semester sequence, emphasizing basic Mandarin Chinese sentence patterns and development of basic skills in speaking, reading and writing. Chinese characters as well as aspects of the Chinese culture are introduced. This course will be submitted to fulfill UC foreign language requirements. Not repeatable. LR

LMC: DA

**Transfer:** UC, CSU

**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.) 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-099 Cooperative Education in Chinese**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**CHIN-900S Selected Topics in Chinese**

DA varies with course content.

# Computer Networking Technology

**CNT-010 Introduction to Computer Networking**

27 total hours lecture, 36 total hours lab 2 Units

An introduction to computer networking for both those considering careers in the field and individuals looking to understand and apply the technology in their business or home. The course will emphasize the use of "real world" examples and "hands on" lab assignments in achieving an understanding and knowledge of the fundamentals of computer networking. May be repeated two times. SC

*LMC: DA*

**Transfer:** CSU

**CNT-011 Introduction to Network Operating Systems**

27 total hours lecture, 36 total hours lab 2 Units

**Advisory:** COMSC 40, COMSC 60

This course is an introduction to network operating systems, including Microsoft Windows Server, Unix, and Linux. Designed for students interested in learning more about computer networking or pursuing a career in Information Technology, this course focuses on fundamental skills that can be applied to any network-based computing environment, including business and education networks. Students in this course will work "hands on" with several different network operating systems to complete real-world tasks, such as managing user accounts, working with network file systems, and basic security configurations. May be repeated two times. SC

*LMC: DA*

**Transfer:** CSU

**CNT-012 Introduction to Internet Security**

27 total hours lecture, 36 total hours lab 2 Units

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, hands-on activities. May be repeated two times. SC

*LMC: DA*

**CNT-021 Windows NT Server 4.0**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 40, 49 or CNT 20 or COMSC 20

This course serves as an introduction to Windows NT 4.0. Students will learn key architecture elements of the operating system as well as administration skills. This course provides students with the knowledge and skills they need to pass one of the certification exams in the Microsoft Certified Systems Engineer (MCSE) certification program. SC

*LMC: DA*

**Transfer:** CSU

**CNT-021B Basic Administration of Microsoft Windows 2000**

16 total hours lecture, 16 total hours lab 1 Unit

This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2000 network. This course is suitable for people with no prior experience in system administration. Authorized Microsoft education and certification course 2028. Prepares students to pass official Microsoft certification exams 70-210 and 70-215. SC

LMC: DA

Transfer: CSU

**CNT-022 Administering Microsoft Windows NT 4.0**

18 total hours lecture, 9 total hours lab 1 Unit

Advisory: COMSC 40 or COMSC 49

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration in a single-domain Windows NT network. Authorized Microsoft education and certification course 83. Prepares students to pass Microsoft certification exams 70-67 and 70-73. SC

LMC: DA

Transfer: CSU

**CNT-022A Microsoft Windows 2000 Network and Operating Systems Essentials**

13.5 total hours lecture, 13.5 total hours lab 1 Unit

Advisory: COMSC 40 or COMSC 49

This course introduces students to Microsoft Windows 2000 and to the networking technologies it supports. Authorized Microsoft education and certification course 2151. Prepares students to pass Microsoft certification exam. SC

LMC: DA

Transfer: CSU

**CNT-023 Supporting Microsoft Windows NT 4.0 Core Technologies**

27 total hours lecture, 18 total hours lab 1.5 Units

Advisory: COMSC 40 or COMSC 49

This course provides the core foundation for supporting Windows NT 4.0. The objective of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot NT. Authorized Microsoft education and certification course 922. Prepares students to pass Microsoft certification exams 70-67 and 70-73. SC

LMC: DA

Transfer: CSU

**CNT-023A Supporting Microsoft Windows 2000 Professional and Server**

27 total hours lecture, 36 total hours lab 2 Units

Advisory: CNT 21A or 22A or COMSC 21A or 22A

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a work group or a domain. In addition, the course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file and print servers. Authorized Microsoft education and certification course 2152. Prepares students to pass Microsoft certification exam. SC

LMC: DA

Transfer: CSU

**CNT-024 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies**

27 total hours lecture, 18 total hours lab 1.5 Units

Prerequisite: CNT 23 or COMSC 23

This course provides students with the skills to be able to design, implement, and support the Windows NT Server in a multi-domain enterprise environment. Authorized Microsoft education and certification course 689. Prepares students to pass Microsoft certification exam 70-68. SC

LMC: DA

Transfer: CSU

**CNT-024A Designing a Microsoft Windows 2000 Directory Services Infrastructure**

13.5 total hours lecture, 13.5 total hours lab 1 Unit

Prerequisite: CNT 21A or 29A or COMSC 21A or 29A

This course provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 Directory Services infrastructure. Strategies are presented to assist student in identifying the information technology needs of an organization, and then designing the Active Directory structure that meets those needs. Authorized Microsoft education and certification course 1561B. Prepares student to pass Microsoft certification exam. SC

LMC: DA

Transfer: CSU

**CNT-025 Internetworking Microsoft TCP/IP on Windows NT 4.0**

27 total hours lecture, 18 total hours lab 1.5 Units

Prerequisite: CNT 22 or 23 or COMSC 22 or 23

This course provides students with the knowledge and skills required to set up, configure, user and support TCP/IP on Windows NT. Authorized Microsoft education and certification course 688. Prepares students to pass Microsoft certification exam 70-59. SC

LMC: DA

Transfer: CSU

**CNT-025A Planning and Implementing Microsoft Windows 2000 Networking Services**

27 total hours lecture, 36 total hours lab 2 Units

This course provides students with the knowledge and skills necessary to design, install and support Windows 2000 networking components for enterprise networks. Authorized Microsoft education and certification course 1562. SC

LMC: DA

Transfer: CSU

**CNT-026 Microsoft Exchange Server 5.5 Series - Design and Implementation**

27 total hours lecture, 18 total hours lab 1.5 Units

**Prerequisite:** CNT 22 or 23 or COMSC 22 or 23

This course provides an introduction to the core technologies of Exchange Server 5.5. It will prepare students to implement and administer Exchange in a single or multi-site environment. Authorized Microsoft education and certification course 973B. Prepares students to pass Microsoft certification exam 70 - 81. SC

LMC: DA

Transfer: CSU

**CNT-026A Implementing and Managing Microsoft Exchange 2000**

27 total hours lecture, 36 total hours lab 2 Units

**Prerequisite:** CNT 23A or COMSC 23A

This course provides an introduction to the core technologies of Exchange Server 2000. It will prepare students to implement and administer Exchange in a single or multi-site environment. Authorized Microsoft education and certification course 1572B. Prepares students to pass Microsoft certification exam 70-224. SC

LMC: DA

Transfer: CSU

**CNT-027 Creating and Configuring a Web Server Using Internet Information Server 4.0 and Securing Web Access Using Microsoft Proxy Server 2.0**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Prerequisite:** CNT 25 or COMSC 25

This course teaches students how to support the various features of Internet Information Server version 4.0 and Proxy Server 2.0. Students will gain understanding of the product's architecture and perform the procedures to install, configure, and support IIS and Proxy Server. Authorized Microsoft education and certification course 936 and 836. Prepares students to pass Microsoft certification exams 70-78 and 70-88. SC

LMC: DA

Transfer: CSU

**CNT-028 Implementing Microsoft Internet Explorer 4.0**

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

This course teaches students to set up, configure, use and deploy Internet Explorer in a network environment with particular emphasis on intranet use. Authorized Microsoft education and certification course 956. Prepares students to pass Microsoft certification exam 70 - 79. SC

LMC: DA

Transfer: CSU

**CNT-028A Designing a Microsoft Windows 2000 Networking Services Infrastructure**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

**Prerequisite:** CNT 21A or 29A or COMSC 21A or 29A

This course provides senior support professionals with the information and skills needed to create a networking infrastructure design that supports the required network technologies. Authorized Microsoft education and certification course 1562. SC

LMC: DA

Transfer: CSU

**CNT-029 Supporting Microsoft Windows 98**

22.5 total hours lecture, 22.5 total hours lab 1.5 Units

This course provides the skills and knowledge to install, configure, support, and troubleshoot the Windows 98 operating system in a network environment. The course includes descriptions of maintenance and troubleshooting tools, communications, networking protocols, and hardware support. The course also describes interoperability with Microsoft Windows NT and Novell NetWare. Prepares students to pass Microsoft certification 70-98. SC

LMC: DA

Transfer: CSU

**CNT-029A Implementing and Administering Microsoft Windows 2000 Directory Services**

27 total hours lecture, 36 total hours lab 2 Units

This course is designed to provide students with the knowledge and skills necessary to install, configure and administer the Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Authorized Microsoft education and certification course 2154. SC

LMC: DA

Transfer: CSU

**CNT-098 Independent Study in Computer Networking 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.) 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.*

**CNT-099 Cooperative Education in Computer Networking Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**CNT-100 Cisco Networking Academy I/II**

54 total hours lecture, 54 total hours lab 4 Units

**Advisory:** CNT 10 and CNT 11

This is the first in a series of courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes networking, network terminology, network protocols, OSI model, cabling, IP addressing, router configuration, routing protocols, WAN technologies, the Cisco command-line interface (CLI), Access Control Lists (ACLs), and the Cisco Internetwork Operating System (IOS). This course is part of the Cisco Networking Academy Program; it combines CCNA I and CCNA II. CR/NC

*LMC: DA*

**CNT-101 Cisco Networking Academy I**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** COMSC 30 and 60

This is the first of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes networking, network terminology, network protocols, network standards, LANs, WANs, OSI model, cabling, cabling tools, routers, star topology, IP addressing, and network standards. CR/NC

*LMC: DA*

**Transfer:** CSU

**CNT-102 Cisco Networking Academy II**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** CNT 101

This is the second of four courses designed to provide students with classroom and laboratory experience in current and emerging technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes router configuration, routing protocols, WAN technologies, the Cisco CLI, and the Cisco Internetwork Operating System. CR/NC

*LMC: DA*

**Transfer:** CSU

**CNT-103 Cisco Networking Academy III**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** CNT 102

This is the third of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes LAN switching, VLANs, IGRP, ACLs, and Novell IPX. CR/NC

*LMC: DA*

**Transfer:** CSU

**CNT-104 Cisco Networking Academy IV**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** CNT 103

This is the fourth of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Associate (CCNA) exam. Instruction includes WAN technologies, HDLC, PPP, ISDN, and Frame Relay. CR/NC

*LMC: DA*

**Transfer:** CSU

**CNT-105 Cisco Networking Academy V**

1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** *Recommend students take only one CCNP course at a time. Successful completion of Cisco Networking Academy I - IV or CCNA Certification.*

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Scalable Cisco Internetworks. Instruction includes advanced IP addressing, OSPF, EIGRP, advanced routing, BGP, and advanced IS-IS. CR/NC

*LMC: DA*

**Transfer:** CSU

**CNT-106 Cisco Networking Academy VI**1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** Recommend students take only one CCNP course at a time. Successful completion of Cisco Networking Academy I - IV or CCNA certification.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Remote Access Networks. Instruction includes ISDN, DDR, ODR, dialup networking, Frame Relay, and AAA. CR/NC

LMC: DA

Transfer: CSU

**CNT-107 Cisco Networking Academy VII**1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** Recommend students take only one CCNP course at a time. Successful completion of Cisco Networking Academy I - IV or CCNA certification.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes advanced VLAN configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks. CR/NC

LMC: DA

Transfer: CSU

**CNT-108 Cisco Networking Academy VIII**1.5 hours lecture, 2 hours lab 2 Units

**Advisory:** Recommend students take only one CCNP course at a time. Successful completion of Cisco Networking Academy I - IV, or CCNA certification.

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Cisco Internetwork Troubleshooting. Instruction includes troubleshooting methodology, network documentation, and debug. CR/NC

LMC: DA

Transfer: CSU

**CNT-130 Managing Cisco Network Security**27 total hours lecture, 36 total hours lab 2 Units

This intermediate course surveys Cisco security technologies, including PIX (Private Internet eXchange) and IOS (Internetworking Operating System) solutions. This course is designed to prepare students for the Managing Cisco Network Security (MCNS) certification exam. Instruction includes AAA, TACACS+, IOS Firewalls, PIX Firewalls, and IPSec. May be repeated two times. SC

LMC: DA

Transfer: CSU

**CNT-131 Advanced Cisco Network Security**54 total hours lecture, 72 total hours lab 4 Units

This advanced course focuses on three key Cisco security technologies: advanced PIX (Private Internet eXchange) configuration, IDS (Intrusion Detection System) configuration, and VPN (Virtual Private Network) configuration. This course is designed to prepare students for three Cisco Certified Security Professional (CCSP) exams (Cisco Secure PIX Firewall Advanced, Cisco Secure Intrusion Detection System, and Cisco Secure VPN). May be repeated two times. SC

LMC: DA

Transfer: CSU

**CNT-190 CCNA Exam Preparation**13.5 total hours lecture, 18 total hours lab 1 Unit

Prepare for the CCNA exam in this completely online course with online labs, interactive exercises, and discussion of key CCNA topics. For those who have completed the Cisco Academy or have Cisco networking experience. May be repeated two times. SC

LMC: NDA

**CNT-201 Microsoft Windows 2000 Network and Operating Systems Essentials**15 total hours lecture, 15 total hours lab 1 Unit**Advisory:** CNT 10 and 11

This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. This course helps prepare for the following Microsoft Certified Professional exams: Exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional Exam 70-215, Installing, Configuring, and Administering Microsoft Windows 2000 Server Equivalent to Microsoft Training & Certification Course 2151. May be repeated three times. SC

LMC: DA

Transfer: CSU

**CNT-202 Implementing Microsoft Windows 2000 Professional and Server**27 total hours lecture, 27 total hours lab 2 Units**Advisory:** CNT 10 and 11

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. In addition this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. This course helps prepare for the following Microsoft Certified Professional exams: Exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional Exam 70-215, Installing, Configuring, and Administering Microsoft Windows 2000 Server Equivalent to Microsoft Training & Certification Course 2152. May be repeated three times. SC

LMC: DA

Transfer: CSU

**CNT-203 Implementing a Microsoft Windows 2000 Network Infrastructure**

27 total hours lecture, 27 total hours lab 2 Units

**Advisory:** CNT 10, 11, and 202

This course provides student who are new to Microsoft Windows 2000 the skills necessary for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. This course helps prepare students for the following Microsoft Certified Professional exam: Exam 20-216, Implementing and Administering a Microsoft Windows 2000 Network Infrastructure Equivalent to Microsoft Official Curriculum Course No. 2153. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**CNT-204 Managing a Microsoft Windows 2000 Network Environment**

27 total hours lecture, 27 total hours lab 2 Units

**Advisory:** CNT 10 and 11

The goal of the course is to provide students with the knowledge required to implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows 2000 operating system. Course helps prepare students for : Microsoft Certified Professional Exam 70-218: Managing a Microsoft Windows 2000 Network Environment, a requirement for MCSA Certification and an elective for MCSE Certification. Equivalent to Microsoft Official Curriculum Course No. 2126 May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-206 Implementing and Administering Microsoft Windows 2000 Directory Services**

27 total hours lecture, 27 total hours lab 2 Units

**Advisory:** CNT 10, 12, and 202

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. the course also focuses on implementing Group Policy and performing the Group Policy-related tasks required to centrally manage users and computers. Helps prepare students for the following Microsoft Certified Professional exams: Exam 70-217, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure Equivalent to Microsoft Official Curriculum, Course No. 2154. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-207 Implementing and Supporting Microsoft Windows XP Professional**

27 total hours lecture, 27 total hours lab 2 Units

**Advisory:** CNT 10 and 11

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. This course helps prepare students for Microsoft Certification Exam: 70-270, Installing, Configuring, and Administering Microsoft Windows XP Professional. Equivalent to Microsoft Official Curriculum Course No. 2272. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-208 Microsoft Certification 2003 Semester I**

48 total hours lecture, 60 total hours lab 4 Units

**Advisory:** CNT 10 and 11

This course is the first in a series designed to provide students with the knowledge and skills necessary to prepare for Microsoft Certification Exams for Windows Server 2003 MCSA & MCSE tracks. The course encompasses the first three Microsoft Certified Curriculum Courses:

2274 Administering Microsoft Windows. NET Server 2003: Accounts and Resources;

2275 Administering Microsoft Windows. NET Server 2003: Monitoring and Maintenance

2276 Implementing a Microsoft Windows. NET Server 2003: Networking Infrastructure: Client Networking Technologies.

For related Microsoft Exams see [www.microsoft.com/traincert](http://www.microsoft.com/traincert). May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-209 Microsoft Certification 2003 Semester II**

54 total hours lecture, 54 total hours lab 4 Units

**Advisory:** CNT 208 or equivalent industry experience

This course is the second in a series designed to provide students with the knowledge and skills necessary to prepare for Microsoft Certification Exams for Windows Server 2003 MCSA and MCSE tracks. The course encompasses Microsoft Certified Courses: 2277 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services, 2278 Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure, and 2285 Installing, Configuring, and Administering Microsoft Windows XP Professional. May be repeated two times. SC

LMC: DA

**Transfer:** CSU



**CNT-210 Microsoft Certification 2003 Semester III**

54 total hours lecture, 54 total hours lab 4 Units

**Advisory:** CNT 208, CNT 209, or equivalent industry experience

This course is the third in a series designed to provide students with the knowledge and skills necessary to prepare for Microsoft Certification Exams for Windows Server 2003 MCSA and MCSE tracks. The course encompasses Microsoft Certified Curriculum Courses: 2279 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure and 2282 Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure. SC

LMC: DA

**Transfer:** CSU**CNT-220 Designing a Microsoft Windows 2000 Directory Services Infrastructure**

15 total hours lecture, 15 total hours lab 1 Unit

**Advisory:** CNT 205

This course provides Microsoft Senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 Directory Services Infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organizations, and then designing the Active Directory structure that meets those needs. helps prepare students for Microsoft Certified Professional exam: Exam #70-219, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. Equivalent to Microsoft Official Curriculum Course #1561. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-230 Designing Security for Microsoft Networks**

27 total hours lecture, 36 total hours lab 2 Units

**Advisory:** CNT 402 or relative industry experience

This course is designed to provide students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-241 Microsoft Essential Electives I**

36 total hours lecture, 36 total hours lab 3 Units

**Advisory:** CNT 208

This course provides an introduction to the core technologies of Microsoft Exchange Server and Microsoft Internet Acceleration Server. It will prepare students to implement and administer Exchange in a single or multi-site environment. In addition, this course will provide students with the skills needed to Implement and Administer ISA Server. Prepares students to pass Microsoft certification exams for Exchange and ISA Server. These two elective MCSA/MCSE courses provide a foundation for real world training to compliment MCSA/MCSE skills. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-310 Fundamentals of Solaris UNIX**

27 total hours lecture, 36 total hours lab 2 Units

This course covers the fundamentals of Solaris UNIX and is designed to prepare students for Solaris Administration I. SC

LMC: DA

**Transfer:** CSU**CNT-311 Sun Solaris Administration I/II**

54 total hours lecture, 72 total hours lab 4 Units

**Advisory:** CNT 310

This course introduces the Sun Solaris Unix operating system. Topics covered include, OS installation, user account management, file system management, disk management, Network Information Service (NIS), and network configuration. This hands-on course is designed to prepare students for the Sun Solaris Administration I and Sun Solaris Administration II certification exams. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-402 Security +**

27 total hours lecture, 27 total hours lab 2 Units

**Advisory:** CNT 10 and 11

The goal of the course is to provide students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities and assist with responding to and recovering from security incidents. This course will cover security concepts that are prerequisites for attending other Microsoft Official Curriculum (MOC) courses for security specialists and help prepare the student for the CompTIA Security+ exam developed by Sun Microsystems, Novell, Microsoft, IBM, Cisco Systems, FBI, US Secret Service, VeriSign & other industry leaders, the CompTIA Security+ vendor-neutral certification exam is the world wide standard of competency for foundation-level security practitioners. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**CNT-900S Selected Topics in Computer Networking Technology**

DA vaires with course content.

# Computer Science

## COMSC-030 The Internet

24 total hours lecture, 30 total hours lab 1.5 Units

An introduction to the Internet covering the main components which include: E-Mail, the World Wide Web, Search Engines, Usenet, and beginning HTML programming. The course will enable the student to understand each major component by opening and using E-Mail accounts, implementing search techniques for finding information on the Web, participating in News groups, and creating basic Web pages. SC

LMC: DA

Transfer: CSU

## COMSC-031 Internet - Web Site Development using HTML

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 30 or have experience with the Internet

The use, design and creation of a World Wide Web site. After an introduction to web side design, students then create their own web sites in steps primarily using the web page lay out application (Adobe PageMill) and also by writing directly in HTML. (HyperText Markup Language). SC

LMC: DA

Transfer: CSU

## COMSC-032 A Survey of Macromedia Tools

2 hours lecture, 3 hours lab 3 Units

**Advisory:** COMSC 30 and 31, or equivalent.

Students will learn web design techniques using Macromedia Flash MX, with an introduction to Macromedia Fireworks and Macromedia Dreamweaver. Learn how to design a multimedia, interactive website that can be used for advertising, marketing, e-commerce, industry, business, non-profit groups or for teaching. Instruction will include animated navigation buttons, banners, logo, ad banners, scrolling text, graphic, videos, photos, slide shows, and sounds. SC

LMC: DA

Transfer: CSU

## COMSC-033 CGI/PERL Scripting Language

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 30 and 31, or equivalent.

PERL (Practical Extraction Report Language) is the foundation programming language that supports CGI (Common Gateway Interface) a standard for Web servers. Learn PERL and create useful CGI scripts. May be repeated one time. SC

LMC: DA

Transfer: CSU

## COMSC-034 XML - Web Programming (Extensible Markup Language)

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 30 and 31, or equivalent.

This beginning course is for potential Web developers who want to add the bells and whistles to their Website. It is intended for students with some basic HTML coding experience. May be repeated one time. SC

LMC: DA

Transfer: CSU

## COMSC-035 Internet - Beginning JavaScript Part I

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Experience with HTML and computer programming.

An introductory programming course in JavaScript. The course will emphasize practical, "real world" use of JavaScript in a wide variety of web page applications such as controlling frames and windows, verifying forms, creating cookies and rollovers. SC

LMC: DA

Transfer: CSU

## COMSC-036 Basic Networking Skills

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 40 or equivalent

This course is for computer science students interested in learning the basics of networking concepts. Learn how to put together all the parts of the puzzle (hardware, software, service provider) needed to connect to the Internet. Includes configuring and using e-mail, World Wide Web, news groups, and file transfers. May be repeated one time. SC

LMC: DA

Transfer: CSU

## COMSC-037 Customer Technical Support (Help Desk)

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 40 or equivalent

This course is designed for the students considering career opportunities at a "help desk" and who wants to understand how to provide quality technical support in any situation. May be repeated one time. May be repeated one time. SC

LMC: DA

## COMSC-038 Internet - Beginning JavaScript Part II

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 35 or equivalent

An introductory programming course in Java Script covering more in-depth subject matter. SC

LMC: DA

Transfer: CSU

**COMSC-040 Introduction to Computers**

3 hours lecture, 2 hours lab

4 Units

**Advisory:** Eligibility for ENGL 90

Beginning course in computers designed to acquaint the student with the general concepts and basic vocabulary of the computer field. Surveys the entire computer field. Addresses social implications of computer technology. Includes instruction and hands-on laboratory work in word processing, data base management, and electronic spreadsheets, as well as problem solving and programming procedures using Quick BASIC programming language. Satisfies computer literacy proficiency. SC

LMC: DA

**Transfer:** UC, CSU**COMSC-041 Programming with Visual Basic.NET (VB.NET)**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** COMSC 40, COMSC 60, or consent of the instructor

An introductory programming course using Microsoft Visual Basic.NET (VB.NET). Teaches the development of graphically oriented, event driven programs. Students will learn fundamental programming structures, as well as the use of the language to develop web based applications. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**COMSC-044 Introduction to C++ Programming Part I**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** COMSC 40 or 41; eligibility for ENGL 90

This course is designed to be an introduction to the C programming language. We use a C ++ text because C++ is a superset of C and is an object-oriented language. C++ has evolved into one of the leading programming languages in the computer software industry. C++ compilers are available on all platforms ranging from microcomputers to mainframes. The course will include structured program design, programming style, documentation, modular design, code reusability, program verification and testing, data abstraction, information hiding, and data structuring. Problems will come from the areas of business. SC

LMC: DA

**Transfer:** UC, CSU**COMSC-048 Introduction to C++ Programming Part II**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** COMSC 44 or equivalent

A continuation to the Introduction to C++ Programming Part I. The course includes a more in-depth coverage of the object-oriented software development analysis, design and implementation. It also includes an introduction to inheritance and polymorphism. A large scale project is developed and refined. SC

LMC: DA

**Transfer:** UC, CSU**COMSC-049 Computer Literacy**

27 total hours lecture, 9 total hours lab

1.5 Units

A short term course designed to provide students with an understanding of basic computer concepts. Introduces students to basic computer terminology, the way a computer system works, the historical development of computing devices, computer applications, social implications of computers, and computer careers. Provides students with hands-on experience in operating microcomputers. Short term course. Satisfies the Los Medanos College computer literacy requirement. SC

LMC: DA

**COMSC-051 Introduction to Java for Programmers Part I**

2 hours lecture, 3 hours lab

3 Units

**Prerequisite:** COMSC 44 or COMSC 41

This course is designed for students with a programming background and no previous knowledge of Java. Upon completion, students will have a solid foundation from which to develop real applications and applets. SC

LMC: DA

**Transfer:** UC, CSU**COMSC-052 Introduction to Java for Programmers Part II**

2 hours lecture, 3 hours lab

3 Units

**Prerequisite:** COMSC 51 or equivalent

Students will create Java programs of a more practical nature than the console programs written in Part I. Java II teaches students how to create a Window interface for programs using the Abstract Window Toolkit or (AWT). SC

LMC: DA

**Transfer:** UC, CSU**COMSC-053 Advanced Microsoft Visual Basic**

2 hours lecture, 3 hours lab

3 Units

**Prerequisite:** COMSC 41 or equivalent

This course is designed for programmers already familiar with the Visual Basic programming language. You learn to use the Win32, API and Dynamic Link Libraries to create ActiveX controls and ActiveX documents as well as to manipulate Microsoft Office applications from VB using automation. SC

LMC: DA

**Transfer:** CSU**COMSC-055 Systems Analysis and Design**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Visual Basic Programming CS-41 or C++ Programming CS-44 or equivalent

This course will explore systems analysis and design from the early days of second generation systems development up to and including graphical user interface design and development, (GUI). SC

LMC: DA

**Transfer:** CSU

**COMSC-056 Programming Logic and Design**

2 hours lecture, 3 hours lab 3 Units

This course will provide the beginning programmer with a guide to developing structured program logic. It introduces students to programming concepts, enforcing good style and logical thinking. SC

LMC: DA

Transfer: UC, CSU

**COMSC-060 Emerging Microcomputer Technologies and Applications**

3 hours lecture, 3 hours lab 4 Units

This course presents a survey of the contemporary micro-computer 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 Spreadsheets and database management, which are part of the Microsoft Office 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 networks to integrate devices and exchange data. Meets LMC requirement for computer literacy. May not be repeated. SC

LMC: DA

Transfer: CSU

**COMSC-061 Advanced Microcomputer Applications**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Completion of COMSC 60

Once students are familiar with the basic capabilities of Microsoft Office, they can begin to explore advanced features of this application suite. This course enables students to build upon a working knowledge of MS Office, and learn to produce complex document layouts with WORD, create graphic images with COREL DRAW, assemble presentations with POWERPOINT, and finally integrate data from a variety of different applications using OLE and DDE. SC

LMC: DA

Transfer: CSU

**COMSC-065 Microsoft ACCESS**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 60 or prior microcomputer experience

A specialized microcomputer course in data base management using MS ACCESS. Students will learn basic data base concepts, as well as learning to program, using the command language. SC

LMC: DA

Transfer: CSU

**COMSC-067 Intermediate Microsoft Access**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 65 or previous database experience

An intermediate level Microsoft ACCESS course for students who have completed COMSC 65 or who have prior Microsoft ACCESS experience. Students will learn relational database concepts, and build relational database objects including queries, forms and reports. Students will also learn beginning database programming methods. SC

LMC: DA

Transfer: CSU

**COMSC-070 Microsoft Excel**

18 total hours lecture, 27 total hours lab 1.5 Units

**Advisory:** COMSC 61 or prior microcomputer experience

An electronic spreadsheet program is a powerful calculation aid. It enables the microcomputer operator to enter data, format it in the form of a spreadsheet, establish data relationships, and perform complex calculations. Routinely used for business and financial applications. Excel is an investment analysis tool for tracking, inventory control, financial analysis, and loan amortizations. Students will develop several numerical models. SC

LMC: DA

Transfer: CSU

**COMSC-075 Microsoft Word**

18 total hours lecture, 36 total hours lab 1.5 Units

This course is for students who want to learn the basic functions of Microsoft Word XP, a powerful word processing program which is part of Microsoft Office. course will always use the current version of this software. Prepares students for Microsoft MOS certification testing, and is part of the LMC Microsoft Office Applications Certificate of Completion. May be repeated two times. SC

LMC: DA

Transfer: CSU

**COMSC-076 Microsoft Powerpoint**

18 total hours lecture, 36 total hours lab 1.5 Units

This course is for students who want to learn the Microsoft PowerPoint program, an electronic presentation tool. Course includes coverage of slide show construction, layout tools, presentation formats, importing sound, graphics and animation, creating and using custom templates. Course will always use the current version of this software. Prepares students for Microsoft MOS Certification testing, and is part of the LMC Microsoft Office Applications Certificate of Completion. May be repeated two times. SC

LMC: DA

Transfer: CSU

**COMSC-080 Comprehensive Microsoft Windows**

2 hours lecture, 4 hours lab

3 Units

A comprehensive survey of the Windows operating system. Student will learn the basic structure and operating procedures of the Microsoft Windows operating system 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. In addition, students will be exposed to alternative operating systems, such as UNIX and LINUX. Course will always be taught using the current version of this popular operating system. May be repeated three times. SC

LMC: DA

Transfer: CSU

**COMSC-090 Visual Basic for Microsoft Office Applications**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Prior experience with MS Office applications & Visual Basic.

Microsoft Office has become the standard applications suite for use on contemporary microcomputers. Visual Basic has been established as the programming language which may be used both to automate MS Office operations, as well as to create systems for integrating data from several applications. This course will teach students how to use Visual Basic and object oriented programming to creating automated systems with Microsoft Office applications. May be repeated three times. SC

LMC: DA

Transfer: CSU

**COMSC-095 Microcomputer Problems**

18 total hours lecture, 54 total hours lab

2 Units

**Advisory:** Taken as the last class in the Microcomputer Certificate Program

In this final course in the Los Medanos College Microcomputer Systems Specialist certificate program, students will develop a project to integrate a series of microcomputer applications and to provide a solution to a specific microcomputer applications problem. The project will be defined in conjunction with an academic advisor. Upon completion of the project, the student will submit a written report, along with appropriate support materials. May be repeated three times. SC

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.) 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-099 Cooperative Education in Computer Science**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**COMSC-100 Introduction to UNIX**

18 total hours lecture, 27 total hours lab

1.5 Units

**Advisory:** COMSC 40 or equivalent

A beginning course in the basics of the UNIX/LINUX computing environment. The course will cover the concepts and vocabulary of the UNIX/LINUX shell and command processing, file system, directories and permissions, utilities, printing and the visual editor. SC

LMC: DA

Transfer: CSU

**COMSC-101 UNIX Shell Scripting**

18 total hours lecture, 27 total hours lab

1.5 Units

**Advisory:** COMSC 100 Introduction to UNIX or equivalent

Students will be shown how to use the UNIX operating system and its facilities to accomplish useful work as well as creating applications. This course will complete their basic competency in the UNIX subject that employers often look for in their successful candidates. SC

LMC: DA

Transfer: CSU

**COMSC-900S Selected Topics in Computer Science**

DA varies with course content.

# Cosmetology

## COSME-010 Cosmetology—Theory, Principles, and Practices

50 hours lab per unit .5-16 Units

Course of study will be that stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hair-dressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units and the 1600 required hours for state certification. 1600 hours total lab. LR

LMC: NDA

## COSME-011 Cosmetology — Theory, Principles, and Practices

50 hours lab per unit .5-16 Units

A continuation of Cosmetology 10, this course of study will be that stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hairdressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units in combination with Cosmetology 10 resulting in the 1,600 hours required for State Certification. LR

LMC: NDA

## COSME-040 Licensed Cosmetology Instructor Training

50 hours lab per unit .5-12 Units

**Prerequisite:** Valid California License in Cosmetology and one year of experience in the field, or equivalent

**Advisory:** Prior approval from Cosmetology School

Course of study is as stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards. Course work includes 60 hours of preparation training, 40 hours of conducting theory classes; 100 hours conducting practical classes in all required subjects, and 400 hours supervision of student practices. One unit of credit is earned for each 50 hours successfully completed. Student will clock in and will be granted only those units satisfactorily completed. This course prepares the student to take the test to qualify as a Licensed Cosmetology Instructor. LR

LMC: NDA

## COSME-070 Manicuring and Pedicuring

50 hours lab per unit .5-8 Units

**Prerequisite:** Valid California License in Cosmetology and one year of experience in the field or its equivalent.

**Advisory:** Prior approval from Cosmetology School

Consists of technical instruction and practical operations covering all practices of a manicurist and pedicurist, pursuant to Section 7350 of the Cosmetology Act. Technical instructions include practical operations, including the actual performance by the student. Unit of credit granted for each 50 hours successfully completed. May be repeated for a total of 8 units. LR

LMC: NDA

## COSME-080 Cosmetician/Esthetician Training

50 hours lab per unit .5-12 Units

Course of study is stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards; giving facials, applying makeup, giving skin care, removing hair by tweezing, depilatory or waxing, upper body massage, applying eyelashes, theory, reception desk work, modeling and miscellaneous studies. Presentation is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed; 600 hours total. May be repeated for a total of 12 units. LR

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-099 Cooperative Education in Cosmetology

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

## COSME-900S Selected Topics in Cosmetology

DA vaires with course content.

# Counseling

## **COUNS-032 The Psychology of Career Development**

18 total hours lecture 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. CR/NC

LMC: DA

**Transfer:** CSU

## **COUNS-033 Transfer Experience**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90 or equivalent

Enables students to become active participants in planning their continuing education. Provides students with information necessary to evaluate universities, plan required course work, explore housing, financial aid, and to familiarize themselves with programs, and services offered at the universities. CR/NC

LMC: DA

**Transfer:** CSU

## **COUNS-034 The Psychology of 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. CR/NC

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.) 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-099 Cooperative Education in Counseling**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

## **COUNS-900S Selected Topics in Counseling**

DA varies with course content.

# Dramatic Arts

## **DRAMA-015LS Principles of Dramatic Art: A Multicultural Perspective**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

Explorations of the relationships of experience, imagination and expression in dramatic art forms, particularly as they pertain to Asian American, Native American, African American, Latino American and European American theatre; dramatic art as a cultural force in the past and present in above mentioned cultures; analysis of both the individual and collaborative contributions of the playwright, director, actors and designers to a total work of dramatic art in Asian American, African American, Latino American and European American dramatic forms. The course will be interdisciplinary stressing in relationships of the dramatic arts to the visual arts, music and other art forms in each individual culture. This course meets the Proficiency / Graduation Requirement for General Education Creative Arts. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

## **DRAMA-016LS Theatre Appreciation: from Greek Myth through Shakespeare to Def Jam**

3 hours lecture 3 Units

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. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

**DRAMA-020 Principles of Acting I**3 hours lecture, 1 hour lab 3 Units

Principles and experiences of acting designed to fulfill the most diverse needs of self exploration and self-discovery; uses the Stanislavsky system of utilizing physical and psychological resources of total being through awareness, observation, recall, improvisation, games, and role playing to develop a believable character in the naturalistic and realistic styles. SC

LMC: DA

Transfer: UC, CSU

**DRAMA-021 Principles of Acting II**3 hours lecture, 1 hour lab 3 Units**Advisory:** DRAMA 20

Continuation and elaboration of the content of DRAMA 20 with emphasis on analysis, interpretation, and creation of a believable character in either advanced imaginative or realistic style. May be repeated one time. SC

LMC: DA

Transfer: UC, CSU

**DRAMA-022 Principles of Voice and Dialects**2 hours lecture, 3 hours lab 3 Units**Advisory:** DRAMA 20 and 31

Formerly DRAMA 30. Principles and experiences in methods of utilizing the human voice as an instrument for communication; development of individual resources for relaxation, diaphragmatic breathing, breath control, phrasing, articulation, resonance and tone placement; notation and dialects; projection of believable characterization. SC

LMC: DA

Transfer: UC, CSU

**DRAMA-030S****Chicano Cinema: A Critical Analysis**3 hours lecture 3 Units

Film screenings, lectures, classroom discussions, and readings on Chicano/Raza experience and theory of cinema as seen by mainstream culture and by Chicano/Raza filmmakers. Students will screen film works in the areas of documentary, narrative, experimental, and other film genera and develop critical perspectives of film as a reflection of the values of society. LR

LMC: DA

Transfer: UC, CSU Gen. Ed. Area C2

**DRAMA-031 Principles of Improvisation and Movement**2 hours lecture, 3 hours lab 3 Units**Advisory:** DRAMA 20 or DRAMA 15LS

Principles of movement for the stage utilizing the human body as an instrument for communication; development of individual resources for relaxation, control of the body as a whole or as separate parts; creative and imaginative use of the body; rhythm and projection of believable characterizations; also stage combat, mime, clown techniques and use of contemporary and current methodology of movement (i.e. Feldenkrais, Laban); improvisational work with and without vocalization. SC

LMC: DA

Transfer: UC, CSU

**DRAMA-040 Principles of Backstage Techniques**1 to 3 hours lecture 1-3 Units

Understanding and appreciation of the technical principles of a dramatic production; basic tools and materials; principles of scene construction; scene painting, stage rigging, lighting and sound equipment, control systems, costume construction, and makeup. LR

LMC: DA

Transfer: UC, CSU

**DRAMA-041 Basic Backstage Techniques**54 total hours lab 1 Unit

Collective and individual projects in selected areas of technical production culminating in public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**DRAMA-042 Theatre Production: Acting for Performance**1 hour lecture, 3 to 6 hours lab 1-3 Units

Students will participate in the entire process of play production from the selection and analysis of the script to the actor's interpretation of character through the director's, production designer's, lighting and sound designer's choices through the rehearsal process, as well as the management of the box office and house during the production. SC

LMC: DA

Transfer: UC, CSU

**DRAMA-060 Music Theatre: Acting**54 total hours lab per unit 1-2 Units

Devoted to the preparation and presentation of a dramatic musical work. Detailed study, practice, and performance in a single dramatic/musical role. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**DRAMA-062 Musical Enhancement for Theatre Production**1 hour lecture, 4.5 hours lab 1.5-2.5 Units**Advisory:** DRAMA 20 or DRAMA 15LS

Students will participate in the preparation and presentation of a show's chorus, vocal solos and live music enhancement. Preparation will require ten weeks of rehearsals. The variable units reflect the degree of difficulty and the amount of time required to fulfill the assigned tasks. For example, a soloist or major voice role will attend more rehearsals than a general chorus member and will have daily assignments or exercises outside of the rehearsal period. SC

LMC: DA

Transfer: UC, CSU



**DRAMA-070LS The Film as an Art Form**

3 hours lecture, 2 hours lab 3 Units

**Advisory:** ENGL 90 or ENGL 10S

Examination of cinema as a modern art form; analysis and discussion of a series of feature length films with a theme described in the subtitle of the course; emphasis will be on the social, philosophic, and psychological ideas depicted in the films, with secondary attention paid to techniques of acting, direction, filming, and producing. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1**DRAMA-071L The Art of Documentary Filmmaking**

3 hours lecture, 2 hours lab 3 Units

**Advisory:** Eligibility for ENGL 10S

Through a combination of lectures, film screenings, readings and hands-on demonstrations, this course will introduce students to the Documentary Film Form and will instructor them in how to produce, write, shoot and edit their own five minute documentary. Meets General Education / Creative Arts graduation requirement. SC

LMC: Gen. Ed. / DA

**Transfer:** CSU**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.) 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.

**DRAMA-099 Cooperative Education in Dramatic Arts**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**DRAMA-900S Selected Topics in Dramatic Art**

DA vaires with course content.

# Economics

**ECON-005LS Economic History of The United States**

3 hours lecture 3 Units

**Advisory:** Strongly recommend completion of ENGL 10S

An examination of the origin and development of the American Economy from the Colonial Era to the present time. Topics studies include the following: colonial economic 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 patters, as well as the role of the government. The 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. SC

LMC: Gen. Ed. / DA

**Transfer:** CSU Gen. Ed. Area D6**ECON-010LS Principles of Microeconomics**

3 hours lecture 3 Units

**Advisory:** Strongly recommend completion of ENGL 90

This course introduces the beginning economics students to microeconomic principles. It includes an examination of the nature and method of economics, the economizing problem, individual markets - demand and supply, the market system and market failure; the microeconomics of product markets-elasticities, costs of production, market models, including pure competition and monopoly, the demand for resources and microeconomic issues and policy. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D2**ECON-011LS Principles of Macroeconomics**

3 hours lecture 3 Units

**Advisory:** Completion of ECON 10LS

(Formerly ECON 11) An examination of economic factors, primarily macroeconomic in nature, including unemployment, inflation, business cycles, fiscal policy and monetary policy. (CAN ECON 2) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. area D2**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.) 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-099 Cooperative Education in Economics**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**ECON-900S****Selected Topics in Economics**

DA vaires with course content.

## Education

**EDUC-005 Strategies for Success**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** Enrollment in at least one lecture course will be necessary to complete certain assignments and projects in this course.

This is a one-semester course designed to help students both learn and apply study skills strategies. Students complete a learning and study strategies inventory complete related instructional modules. Topics include making information meaningful and storing it in memory, selecting, reducing anxiety and worry about academic performance and controlling concentration. In addition to the inventory and modules, projects and additional readings are assigned to further integrate course concepts. SC

LMC: DA

Transfer: CSU

**EDUC-040 Teaching as a Profession**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Eligibility for ENGL 10S

This course invites the student to explore teaching as a profession. Effective teaching experiences and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete three hours of field observation per week. This course is designed for students considering teaching as a profession, and for parents of children in the American school system who want to be informed of current issues and practices in education. LR

LMC: DA

Transfer: CSU

**EDUC-050 Introduction to Tutoring Reading for K-3**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Eligibility for ENGL 10S

This course introduces students to the practice and theory of reading intervention in grades kindergarten to third. Students will be exposed to the developmental stages of language acquisition and literacy. Students will acquire a working vocabulary of pertinent terms and strategies appropriate to enhance the literacy of primary-age students. Students are required to complete three hours of fieldwork per week. Students will be expected to research a topic related to reading and report findings. LR

LMC: DA

Transfer: CSU

**EDUC-088 Teaching and Learning: Hand-in-Hand Toward Excellence**

2 hours lecture, 2 hours lab

3 Units

This course explores and expands the essential connections between meaningful teaching and meaningful learning. Although grounded in various theories, this course is predominantly a practical guide to improving real-life instruction in the classroom. Ample opportunities will be afforded to enlarge and enhance one's repertoire and view of pedagogy, as well as experiment with different techniques. SC

LMC: DA

Transfer: CSU

**EDUC-098 Independent Study in 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 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.

**EDUC-099 Cooperative Education in Education**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**EDUC-900S Selected Topics in Education**

DA vaires with course content.

# Electrical / Electronic Technology

## EEETEC-010 Introduction to Electrical Technology

2 hours lecture, 2 hours lab 3 Units

**Advisory:** MATH 1, Technical Math

An introduction to elementary concepts and principles of electrical technology. This course is designed to meet the needs of students in related technologies such as: Appliance Service Technology, Automotive Technology, and Welding Technology programs, as well as provide a general knowledge of electrical technology to the beginning student who is exploring alternatives. The course will present the outlined material on a conceptual level, with emphasis on demonstrations and hands-on laboratory exercises. SC

LMC: DA

**Transfer:** CSU

## EEETEC-011 Introduction to Electronics Technology

2 hours lecture, 2 hours lab 3 Units

**Advisory:** MATH 1, Technical Math

An introduction to the elementary concepts and principles of Electronic Technology. This course is designed to meet the needs of students in related technologies such as Recording Arts and Appliance Service Technology programs, as well as provide a general knowledge of electronics to the beginning student exploring alternatives. This course will present the outlined material on a conceptual level, with emphasis on demonstrations and hands on laboratory exercises. SC

LMC: DA

**Transfer:** CSU

## EEETEC-020 Direct Current Circuits

3 hours lecture, 3 hours lab 4 Units

**Advisory:** ENGL 90 and MATH 1 and 2

This is the first semester course in the fundamentals of electricity and electronics. It will provide a solid background in direct current circuits including Ohm's law, component identification, and electrical terminology commonly used in industry. Student will learn how electricity interacts with passive components. Emphasis will be placed upon the calculation, construction, and measurement of direct current circuits. The coordinated laboratory will teach the use of test equipment to measure circuits in order to perform circuit analysis. Students will apply the basic principles of DC circuits to develop trouble shooting techniques. May be repeated one time. SC

LMC: DA

**Transfer:** CSU

## EEETEC-021 Alternating Current Circuits

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 20 or an equivalent DC circuits course; three units of MATH 1 and 2

Calculation, construction, measurement and analysis of single phase alternating current RCL circuits. Magnetism, transformer theory, passive filters, vectorial analysis and power in alternating current circuits will be extensively covered. The coordinated lab will provide a thorough understanding of the concept by way of experimentation and troubleshooting using laboratory test equipment. May be repeated one time. SC

LMC: DA

**Transfer:** CSU

## EEETEC-025 Electrical Wiring and Code Applications

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 20 and 21, or equivalent DC and AC circuits course

A study of electrical wiring methods as they apply to residential, commercial, and industrial wiring. The entire course will stress the proper application of the National Electrical Code. The unique laboratory portion of this class will cover the use of special tools of the trade including manual, mechanical and hydraulic conduit benders. Student will learn to design an electrical installation with strict compliance with the NE Code, order the necessary materials, and participate in the installation. May be repeated one time. SC

LMC: DA

**Transfer:** CSU

## EEETEC-030 Poly-Phase Systems and Transformers

3 hours lecture, 3 hours lab 4 Units

**Advisory:** EEETEC 21 or an equivalent AC circuits course; three units of MATH 1 and 2

A comprehensive study of polyphase systems and how they are used today for power distribution. The understanding of polyphase systems, the effects of loading and neutral current calculation will be stressed. A thorough coverage of the principles of operation, application and construction of transformers used in power distribution systems. Transformer connections will be emphasized to enable the student to understand single and polyphase system voltages and currents. In the coordinated laboratory, students will have the opportunity to calculate, connect, measure, and evaluate each transformer and polyphase circuit connection. May be repeated one time. SC

LMC: DA

**Transfer:** CSU

**EETEC-031 Rotating Electrical Machinery**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 21 or an equivalent AC circuits course

A comprehensive study of Direct Current and Alternating Current Rotating electrical machinery. This course will include the identification, construction, connection, operation, and application of single and polyphase motors and alternators as well as complete coverage of DC motors and generators commonly found in today's automated systems. The student will develop an understanding of the connection, reversal, torque characteristics and speed control of this equipment. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**EETEC-035 Electric Motor Control**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 20 and EETEC 21 or equivalent DC and AC circuits course

A study of electrical control circuits as they apply to industrial control systems. The student will learn control components and their use in control systems as well as the use and development of electrical schematic and wiring diagrams. Control circuits will be constructed, analyzed, tested, and calibrated from a schematic diagram. Systematic trouble shooting techniques will be emphasized. The addressing, programming, and connection of Programmable Logic Controllers will be introduced. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**EETEC-036 Programmable Logic Controllers**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 35 or an equivalent motor control course or employment in the electrical or electronic industry

This course will provide the student with knowledge of the hardware and programming syntax of a specific programmable logic controller. Hardware components and their addressing when installing a new system will be discussed as well as the ladder logic programming of the device. Programming components such as counters, timers, sequencers, internal and external relay equivalents will be used to construct sequential ladder logic diagrams. May be repeated three times. SC

LMC: DA

**Transfer:** CSU**EETEC-040 Semiconductor Devices**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 21 or equivalent AC circuits course

A study of active electronic semiconductor devices commonly used in analog and industrial control circuits. The analysis of the operational characteristics, biasing, power dissipation and application of each device will be explored. Included will be coordinated laboratory projects to help reinforce the theoretical and practical understanding of active semiconductor forces. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**EETEC-041 Digital Devices**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 20 or 21 or equivalent DC and AC circuits course

This course of study will provide the student with the concepts of digital devices and circuitry commonly used in modern electronic circuits. The student will understand sequential logic circuits and an introduction to the digital microprocessor. Emphasis will be placed on the application and interfacing of microprocessor in order to gather, manipulate and store data required for distributed processes control. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**EETEC-050 Instrumentation - Process Measurement**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 21 or equivalent alternating circuits course

This is a course in the fundamentals of instrumentation and process control. The student will learn the characteristics of Temperature, Pressure, Level and Flow. Emphasis will be on the theoretical operation and practical application of each transmitter and transducer used in the sensing of these process variables. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**EETEC-051 Instrumentation - Process Control**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 50 or previous field experience and instructor's consent

A course of study of the application of Process Control Techniques to state-of-the-art industrial manufacturing processes. Variables are measured, analyzed, manipulated, compared and used to control manufacturing processes. Students will read and interpret instrument diagrams in order to set up and tune controllers to match the process parameters. SC

LMC: DA

**Transfer:** CSU**EETEC-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 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.

**EETEC-099 Cooperative Education in Electrical/  
Electronic Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**EETEC-900S Selected Topics in Electrical/Electronic  
Technology**

DA vaires with course content.

## Emergency Medical Services

**EMS-010 Emergency Medical Technician I**

2 hours lecture, 6 hours lab 4 Units

Presents the major topics of control of bleeding, care of wounds, maintaining an airway, proper lifting and handling of the injured, splinting, medical emergencies, childbirth, and care of the disoriented patient. Meets State of California Department of Health Standards for Emergency Medical Training I (ambulance). LR

LMC: DA

Transfer: CSU

**EMS-011 Emergency Medical Technician  
Recertification**

12 total hours lecture, 18 total hours lab 1 Unit

**Prerequisite:** EMT-Basic Certification

Presents review of: (1) basic life-support measures; (2) cardiopulmonary resuscitation; and (3) use of emergency medical equipment and supplies. Introduces recent changes in the role and responsibilities of EMT-basic. May be repeated for county recertification. Twenty-four hours of continuing education for EMT-B. May be repeated three times. SC

LMC: NDA

**EMS-017 Introduction to EKG Dysrhythmias**

20 total hours lecture, 10 total hours lab 1 Unit

**Advisory:** ENGL 10S

Current basic CPR certification (AHLTH 14) is Required at first class meeting. Presentation of skills and knowledge necessary to correctly interpret the readings from a cardiac monitor; diagnosis of basic rhythm disturbances. Basic review of cardiac anatomy and physiology and essential medical terminology. Approved for BRN credit (00209). LR

LMC: NDA

**EMS-021 Paramedic - Didactic (Medical)**

5 hours lecture, 6 hours lab 7 Units

This course provides an initial in-depth exploration of advanced life support knowledge and procedures necessary for the delivery of Mobile Intensive Care Paramedic services. It specifically addresses patient conditions with an internal etiology. Required as part of didactic preparation for state certification as a Mobile Intensive Care Paramedic. SC

LMC: DA

Transfer: CSU

**EMS-022 Drug Use and Abuse -- Updates and  
Horizons**

3 hours lecture 3 Units

**Advisory:** ENGL 90 or 10S

Designed for nurses, educators, social workers, psychologists, counselors in drug/alcohol agencies, criminal justice personnel, and/or individuals in substance abuse therapy or recovery. Emphasis will be on new research information about nutrition, biochemistry, and genetics. Special attention will be given to realities of management of the drug abuser instead of promises of a "fad" nature. There will be exposure to various ideas about causes of drug/alcohol abuse from guest speakers in leading Bay Area centers and the State Department of Alcohol/Drug Abuse. Approved for BRN credit (00209). SC

LMC: NDA

**EMS-025 Paramedic Clinical**

15 hours lab 5 Units

**Prerequisite:** EMS 10 and 17. Completion of EMS 21 and 31 or AHLTH 21 and 31 with a grade of "B" or better

The purpose of this course is to prepare Mobile Intensive Care Paramedics to apply knowledge and skills presented in EMS 21 and 31. It offers opportunities for the student to practice under supervision both in the hospital and in the prehospital environment. SC

LMC: DA

Transfer: CSU

**EMS-031 Paramedic - Didactic (Non Medical)**

5 hours lecture, 6 hours lab 7 Units

**Prerequisite:** EMS 10 and 17 or AHLTH 9, 10 and 17. Completion of EMS 21 or AHLTH 21 with a grade of "B" or better

This course builds upon EMS 21 to provide further in-depth exploration of advanced life support knowledge and procedures necessary for the delivery of Mobile Intensive Care Paramedic services. It presents the more complex areas of study required to prepare a candidate for state certification as a Mobile Intensive Care Paramedic. SC

LMC: DA

Transfer: CSU

**EMS-035 Paramedic Internship**

15 hours lab

5 Units

**Prerequisite:** EMS 10 and 17. Completion of EMS 21, 25 and 31 or AHLTH 21, 25 and 31 with a grade of "B" or better

This course provides opportunities for the student to practice under supervision on a specifically designated ambulance and with a carefully selected preceptor. This internship is designed to prepare Mobile Intensive Care Paramedics to apply the knowledge, skills, and clinical talents acquired in all previous courses. SC

LMC: DA

Transfer: CSU

**EMS-098 Independent Study in Emergency Medical 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.) 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-099 Cooperative Education in Emergency Medical Services**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**EMS-900S Selected Topics in Emergency Medical Services**

DA vaires with course content.

# Engineering

**ENGIN-044 Engineering Statics**

3 hours lecture, 1 hour lab

3 Units

**Prerequisite:** PHYS 40

An introduction on the application of physical concept and principles to engineering problems. Force systems and their effects on objects in equilibriums will be studied in the context of structures and machines. Problem solving approaches will include analytical, graphical and computer representations. LR

LMC: DA

Transfer: UC, CSU

**ENGIN-045 Engineering Circuit Analysis**

3 hours lecture, 1 hour lab

3 Units

**Prerequisite:** PHYS 41 and MATH 80S

An introduction to DC and AC Circuit Analysis: Natural and forced response, power, amplifier models, operational amplifiers, semiconductor devices, and digital building blocks. A problem solving perspective will be emphasized. LR

LMC: DA

Transfer: UC, CSU

**ENGIN-098 Independent Study in Engineering**

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.

**ENGIN-099 Cooperative Education in Engineering**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**ENGIN-900S Selected Topics in Engineering**

DA vaires with course content.

# English

## ENGL-003LS Investigating the Middle East

3 hours lecture, 1 hour lab

3 Units

**Advisory:** *Eligibility for or completion of ENGL 10S*

This course will investigate the ethical implications of U.S. involvement in, and foreign policies toward, the varying peoples and nations of the Middle East; and evaluate the many and varying consequences in historical interpretations and political actions and cultural clash. As language has maintained, in the Middle East, its magical power of turning people's fantasies into historical and political realities, this course will also examine the many kinds and uses of language itself and its relationship to physical reality and national self-definition. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2

## ENGL-010S College Composition

3 hours composition

3 Units

**Prerequisite:** *Completion of ENGL 90 or 90A and 90B or ENGL 9 and ENGL 19; or demonstration of equivalent skills based on the assessment process; or completion of course work at another college that is comparable to the courses listed above with a grade of "C" or better; or equivalent assessment recommendation at another college; or English Placement Test (EPT) score of 151 or higher; or English AP score of 3; or SAT II Writing score of 680 or better (660 if administered before May 1993).*

ENGL 10S is a course in college-level reading, critical thinking, and expository writing, designed to help students generate insights regarding multicultural issues and express these ideas in written form. This class is designed to take students from an intermediate reading and writing level to a more demanding critical consideration of ideas which they will express in written language that is clearly focused, logically organized, fully developed, and free from structural errors. The class operates primarily as a workshop rather than by lecture, which means students will be responsible for participating in discussions and group work. (CAN ENGL 2, CAN ENGL SEQ A) LR

LMC: DA (Required for degree; minimum "C" grade satisfies writing proficiency)

**Transfer:** UC, CSU Gen. Ed. Area A2

## ENGL-011 Creative Writing

3 hours lecture

3 Units

**Advisory:** *Completion of ENGL 10S, ENGL 30LS*

Allows departure from the usual expository forms and encourages the student to write creatively, learning to use words and expressions figuratively and literally to create pictures or conceptions that stir the imagination and inner visions. All forms of visual and auditory stimuli will be used to expand the students' perceptions of the world about which they will be writing. SC

LMC: DA

**Transfer:** CSU

## ENGL-013 Grammar, Usage, and Proofreading Skills

3 hours lecture, 1 hour lab

3 Units

A straightforward presentation of fundamental grammar, common sentence structure problems, troublesome points of usage, and conventional punctuation. May be repeated one time. SC

LMC: DA

## ENGL-020LS Critical Inquiry and Analysis

3 hours lecture

3 Units

**Prerequisite:** *ENGL 10S or clearance of writing proficiency*

A critical investigation of meaning, its creation and transmission through the study of language processes and the application of the principles and criteria of critical thinking to reading and writing the argumentative essay. This course will examine the relationships between thought and language, including synthesis and the relationship to logic and meaning. Critical thinking criteria include: recognizing informal and formal fallacies, determining validity of arguments and points of view, separating fact from opinion and identifying biases. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area A3

## ENGL-021LS Advanced Composition and Critical Thinking

3 hours composition

3 Units

**Prerequisite:** *ENGL 10S with a "C" or better*

This course is designed to provide advanced composition and critical thinking instruction beyond the 10S (1A) level. Instruction in advanced composition will be: advanced prose style, syntax analysis, meta-linguistics, tone and mood. Instruction in critical thinking will include: inductive and deductive reasoning, formal and informal fallacies, argument analysis. Multicultural content will be examined, generating a series of essays requiring increased sophistication of style and analysis to be evaluated by the standards of advanced composition and critical thinking. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area A3

## ENGL-022 Rapid and Efficient Reading for Study and Enjoyment

2 hours lecture, 3 hours lab

3 Units

Designed for students who want to develop the reading and related study skills needed for better understanding of college texts, in-depth reading, and lectures in all areas of the college offering; emphasis on conceptual approach in reading, increased retention, and rapid reading techniques. This course may be repeated one time. SC

LMC: DA

**ENGL-027LS The Mythology and Literature of Ethnic Americans: The Passing of Stories and Reflections on Common Human Concerns**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course will focus on the mythological themes, folk tales/oral literature, fiction and essays produced by selected African American, American Indian, Latino/Chicano and European American authors. Emphasis will be on the similarities and differences in the literature of these ethnic/racial groups and the ways in which the respective literatures developed in response to each group's unique American experience. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2

Also satisfies American Cultures Requirement at UCB

**ENGL-028LS Introduction to Asian-American Literature**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 10S*

This course analyzes works of Asian American literature including writings by Chinese Americans, Japanese Americans, Filipino Americans, South Asian Americans, and Vietnamese Americans. Students will explore through close readings of short stories, novels and other works how concerns such as building self-identity, forming relationships, resolving family conflicts and experiencing cultural problems are Asian Americans issues as well as universal human issues. Satisfies LMC's Ethnic/Multicultural Studies Graduation Requirement and CSU/UC general education requirement. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**ENGL-029LS Introduction to Contemporary African-American Literature**

3 hours lecture 3 Units

**Advisory:** *Prior enrollment in ENGL 90 or ENGL 10S or eligibility for/or concurrent enrollment in ENGL 90*

This course is designed to offer students the opportunity to read widely and deeply in a selection of contemporary African American authors, from the era of the Harlem Renaissance to contemporary African American authors on the literary scene. Students will be introduced to standard techniques of literary analysis as well as to the unique power of African American stories, poetry, drama and novels. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**ENGL-030LS Literature and Composition**

3 hours lecture 3 Units

**Prerequisite:** ENGL 10S

This course seeks to stimulate an enduring awareness of and respect for literature based on: (1) the student's discovery of literature's insights into and reflections of individuals, societies, and cultures; (2) appreciation for the creative and technical processes inherent in the production of a creative work, especially in written form; and (3) development of critical thinking processes necessary to appreciate and assess the influence of specific and creative language use. Directed class discussions and rigorous reading and writing assignments provide opportunities for students to develop critical skills and learning associated with the study of literature. (CAN ENGL 4, CAN ENGL SEQ A) LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area A4 C2

**ENGL-031 Poetry and Drama**

3 hours lecture 3 Units

Selected listening and reading from the poetry and drama of the world to broaden familiarization and to stimulate interests; some analysis of the nature and forms of poetry and drama; discussion on interpretations of meaning as well as beauty of language; examples will be drawn from many cultures. SC

LMC: DA

**Transfer:** UC, CSU

**ENGL-032S Imaginary Literature: Tales, the Short Story, and the Novel of various genres including mystery, suspense, horror and science fiction.**

3 hours lecture 3 Units

**Advisory:** *Successful completion of ENGL 10S.*

Selected listening and reading from the myths, tales, stories, and novels of the world to broaden familiarization and to stimulate interests; some analysis of the art form as a metaphor to describe the human condition; examples will be drawn from many cultures. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**ENGL-033LS Reflections: Representations of Race, Ethnicity and Gender in Hollywood Films and Popular Fiction**

3 hours lecture 3 Units

**Advisory:** *Eligibility for ENGL 90*

This course explores the effects on American culture of Hollywood's cinematic representation of race, ethnicity and gender through a critical examination of selected popular films and novels discussed within their historical setting. Meets the Ethnic Studies and Humanities graduation requirement. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2

Also satisfies American Cultures Requirement at UCB



**ENGL-062 Fundamentals of English for Non-Native Speakers**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** For students who are completing ESL courses at LMC. ENGL 62 is a "bridge" to the regular English curriculum.

ENGL 62 prepares students for ENGL 70. This is the first of a two-semester sequence which introduces fundamentals of English for non-native speakers. Strategies to increase reading and composition skills at the college level will be the focus of this course. SC

LMC: NDA

**ENGL-063 Fundamentals of English: Reading and Writing for Non-Native Speakers**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** For students who are completing ESL courses at LMC. ENGL 63 is a "bridge" to the regular English curriculum

ENGL 63 prepares students for ENGL 70. This is the second of a two-semester sequence which introduces fundamentals of English for nonnative speakers. Strategies to increase reading and composition skills at the college level will be the focus of this course. SC

LMC: NDA

**ENGL-064 Basic Reading and Writing Skills**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** Prepares students for ENGL 70

This course prepares students for ENGL 70. Students will learn foundational skills in reading, writing and thinking. Through an integrated approach, students will learn strategies to build reading comprehension, increase vocabulary, write well-developed and organized paragraphs, and improve editing skills, including spelling and sentence structure. SC

LMC: NDA

**ENGL-070 Fundamentals of English: Reading, Writing and Thinking**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

ENGL 70 is the entry level English course in a sequence leading to ENGL 90 and college composition. Students will learn skills for reading book length works, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

LMC: NDA

**ENGL-070A Fundamentals of English: Reading, Writing and Thinking, Part I**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

ENGL 70A is an entry level English course, a prerequisite for ENGL 70B, in a yearlong sequence leading to the English 90 series and college composition. Students will learn skills for reading novels, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole-language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

LMC: NDA

**ENGL-070B Fundamentals of English: Reading, Writing and Thinking, Part II**

.5 hour lecture, .5 hour lab, 2 hours composition 2.5 Units

**Prerequisite:** ENGL 70A

ENGL 70B is the second half of the entry-level English course, in a yearlong sequence leading to the ENGL 90 series and college composition. Students will learn skills for reading book-length works, techniques for improving comprehension and retention, and guidelines for writing in response to readings. This course uses the whole-language approach for introduction to reading, writing, thinking, speaking, and listening about related themes. LR

LMC: NDA

**ENGL-071 Fundamentals of English: Reading, Writing and Thinking for Avance Students**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Advisory:** For students assessed at the ENGL 70 level in a sequence leading to ENGL 90 and ENGL 10S (college composition)

ENGL 71 is an integrated reading, writing and thinking course which focuses on Latino/multicultural themes. The course uses the whole language approach for improving the reading, writing and thinking skills which students need to succeed in college. The course is open to all students. SC

LMC: NDA

**ENGL-080 Spelling and Vocabulary**

3 hours lecture, 1 hour lab 3 Units

Designed for the student who needs to build college level skills in spelling and vocabulary. Emphasis will be placed on the application of learned skills to listening comprehension, reading, and writing in the content areas. May be repeated one time. SC

LMC: NDA

**ENGL-081 Introduction to Spelling and Vocabulary**

36 total hours lecture, 12 total hours lab 2 Units

This short-term course is designed to interest ESL students and students currently enrolled in the ENGL 70 and 90 series. Emphasis will be on helping student identify areas in which their spelling and vocabulary need improvement. Not transferable. SC

LMC: DA

**ENGL-090 Integrated Reading, Writing and Critical Thinking**

1 hour lecture, 1 hour lab, 4 hours composition 5 Units

**Prerequisite:** Completion of ENGL 70, 71 or 70B; or demonstration of equivalent skills based on assessment.

Students are introduced to college level reading, writing and critical thinking skills and are given practice in developing them. Students will learn skills for reading passages of various lengths and styles, techniques for improving comprehension and retention, and guidelines for writing effective lively paragraphs and expository essays. This course uses the whole-language approach for improving the reading, critical thinking and writing skills which students need to succeed in college. LR

LMC: DA

**ENGL-098 Independent Study in English**

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.*

**ENGL-099 Cooperative Education in English**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**ENGL-200 Introduction to Fiction**

3 hours lecture 3 Units

**Prerequisite:** *Completion of ENGL 10S*

Selected forms of fiction such as short stories, tales, novels and novellas will be read and interpreted using tools of literary analysis particular to fiction such as a writer's use of narrative point of view, ploy structure, imagery, characterization, theme, setting, tone and other narrative devices. Students will examine the literature within its contemporary multicultural social, cultural and historical context. They will also become familiar with interpreting literature from a perspective of diversity, one that critically analyzes not only race/ethnicity, class, and gender, but also addresses issues of sexual orientation, religion, age and disability when they emerge from the writings. SC

*LMC: DA*

**Transfer:** CSU

**ENGL-201 Introduction to Poetry**

3 hours lecture 3 Units

**Prerequisite:** *Completion of ENGL 10S*

Students will read selected poems and interpret them using tools of literary analysis particular to poetry, such as tone, diction, imagery, characterization, point of view, plot, and setting. Students will also examine the significance of theme and structure as well as other aspects of poetic sound, such as beat and other musical influences. Course will emphasize the meaning behind such poetic devices. In addition, students will examine poems within their contemporary multicultural social and historical context. They will also become familiar with interpreting literature from a perspective of diversity, one that critically analyzes not only race/ethnicity, class, and gender, but also addresses issues of sexual orientation, religion, age and disability when they emerge from the poetry. SC

*LMC: DA*

**Transfer:** CSU

**ENGL-900S Selected Topics in English**

DA varies with course content.

## English As A Second Language (ESL)

**ESL-010 ESL Writing I**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *One year of formal English instruction in USA or students' native country*

Suggest that one has completed one year of formal English instruction in USA or in the student's native country. This is the first of a two-semester sequence. Strategies in different steps of the writing process are introduced to students for their mastery of a variety of writing skills necessary for academic writing in college through practice, instructor's and peer evaluation. May be repeated two times. LR

*LMC: NDA*

**ESL-011 ESL Writing II**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *ESL 10*

This is the second of a two-semester sequence. Strategies in the steps of the writing process at an advanced level are taught to students in this proficiency based course. Focus is based on the writing skills necessary for college level academic writing. May not be repeated. LR

*LMC: NDA*

**ESL-020 ESL Grammar I**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** *One year of formal English in USA or in students' native country*

This is the first of a two-semester sequence which introduces fundamentals of English grammar using the communicative approach. Students learn to understand and use English Grammar through guided discovery and analysis for further development in listening, speaking, reading and writing skills. May be repeated two times. SC

*LMC: NDA*

**ESL-021 ESL Grammar II**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *ESL 20 or ENGL 7 or 8 or ENGL 70 or equivalent course*

This is the second of a two-semester sequence which introduces fundamentals of English grammar using the communicative approach. Students learn more about English grammar through guided discovery and analysis for further development in listening, speaking, reading and writing skills. LR

*LMC: NDA*

**ESL-030 ESL Conversation/Pronunciation I**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *One year of formal English instruction in the USA or in the student's native country*

This is the first of a two-semester sequence which introduces English pronunciation and conversational skills for college communication. Emphasis is placed on pronunciation skill development. LR

LMC: NDA

**ESL-031 ESL Conversation/Pronunciation II**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *One year of English instruction in the USA or in the student's native country*

This is the second of a two-semester sequence which introduces English pronunciation and conversational skills for college communication. Emphasis is placed on conversational skill development. LR

LMC: NDA

**ESL-040 ESL Reading I**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *ESL 10, 20, 30*

This is the first of two courses to increase reading skills at the college level. Students will learn to guess meaning from context, increase speed, paraphrase as well as make predictions and inferences. LR

LMC: NDA

**ESL-041 ESL Reading II**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *ESL 10, 20, 30 and 40*

This is the second of two courses to increase reading skills at the college level. Students will learn to guess meaning from context, increase speed, paraphrase as well as make predictions and inferences. LR

LMC: NDA

**ESL-050 ESL Vocabulary Development**

3 hours lecture, 1 hour lab 3 Units

A course to build ESL students' English vocabulary and develop ability to use dictionaries effectively to learn and use English words appropriately. May not be repeated. LR

LMC: NDA

**ESL-051 Computer-Assisted Instruction in ESL**

3 hours lecture, 1 hour lab 3 Units

For ESL students at all levels of English proficiency to develop "basic" skills in English grammar, pronunciation, and vocabulary through computer-assisted learning programs on the Internet. May not be repeated. LR

LMC: NDA

**ESL-052 Intensive English as a Second Language**

3 hours lecture, 1 hour lab 3 Units

This intensive course is for nonnative speakers. Strategies to increase reading skills at the college level will be the focus of this proficiency-based course. Students will learn intensively how to guess meaning from context, increase reading speed, as well as make predictions and inferences and learn new vocabulary and sentence structures. LR

LMC: NDA

**ESL-053 Idioms and Phrases for ESL**

3 hours lecture, 1 hour lab 3 Units

Course assists intermediate level students in comprehension, retention and application of phrasal (two-word) verbs and idiomatic expressions. LR

LMC: NDA

**ESL-054 Word Memory Skills for ESL**

3 hours lecture, 1 hour lab 3 Units

A course to develop ESL students' skills in memorizing English vocabulary to learn English more effectively and efficiently. LR

LMC: NDA

**ESL-055 ESL Reading and Writing I**

3 hours lecture, 1 hour lab 3 units

**Advisory:** *One year of formal English instruction in USA or in the student's native country.*

This is the first of a two-semester sequence. Strategies in different steps of reading and writing process are introduced to students for their mastery of a variety of reading and writing skills necessary for college academic reading and writing. May not be repeated. LR

LMC: NDA

**ESL-056 ESL Reading and Writing II**

3 hours lecture, 1 hour lab 3 units

**Advisory:** *ESL 10, 40, and 55*

This is the second of a two-semester sequence. Strategies in different steps of reading and writing process at an advanced level are taught to students in this proficiency based course. Focus is placed on the reading and writing skills necessary for college academic reading and writing. May not be repeated. LR

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.) 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-099 Cooperative Education in English as a Second Language**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**ESL-900S Selected Topics in English as a Second Language**

DA vaires with course content.

## Fire Academy

**FIRE-050 Advanced Fire Training**

2 to 8 total lecture hours, 40 to 120 total hours lab 1 - 6 Units

**Prerequisite:** *Employment in a Fire Department or possession of a Fire Fighter Academy Certificate*

**Advisory:** *College level English, Psychology and Sociology*

A series of courses designed to maintain proficiency in skills and knowledge of fire service tasks, emergency medical response, hazardous materials response, and update technology. These courses are certified through the California State Fire Marshall's Service and/or the Emergency Medical Service of Contra Costa County. This course may vary with content presentation. Each course subtitle describes course content. May be repeated multiples of times as required by law or legislation. This series of courses is continuing professional education for the Fire Service required by the State Fire Marshall's Office. CR/NC

*LMC: NDA*

**FIRE-051 Technical Fire Training**

2 to 8 total hours lecture, 40 to 120 total hours lab 1 - 6 Units

**Prerequisite:** *Employment in a Fire Department or possession of a Fire Fighter Academy Certificate*

A study of specific areas of the Fire Service designed to train in-service personnel in new areas of leadership, professional domains, management skills and organizational practices. The State Fire Marshall's Officer series includes certificates in Prevention, Instructor Skills, Investigation, and Public Education. These courses are certified through the California State Fire Marshall's Service. The course may vary with content presentation. Each course subtitle describes content. May be repeated multiples of times as required by law or legislation. This series of courses meets the State Fire Marshall 's skills acquisition and renewal requirement. CR/NC

*LMC: NDA*

**FIRE-060 Basic Academy**

160 total hours lecture, 352 total hours lab 12 Units

**Prerequisite:** *A total of 9 units from FIRE 001, 101, 102, 103, 104, 105, or 106; Satisfactory score on CBAPT test, meet NFPA 1582 medical assessment; current EMT certification*

(Formerly FIRE 86) California State Board of Fire Services / Firefighter I approved, criteria available. CR/NC

*LMC: DA*

**FIRE-093A Fire Apparatus Academy Driver Operator I**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** *Completion of FIRE 60 Basic Fire Fighter I Academy. Each student must have a valid California DMV Commercial or Firefighter Class B driver's license and show proof of vehicle insurance at the first class meeting.*

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

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. This course is designed for in-service personnel and meets the goals as outlined in the NPFA Standard 1002. May not be repeated. CR/NC

*LMC: DA*

**Transfer:** CSU

**FIRE-093B Fire Apparatus Academy Driver Operator II**

16 total hours lecture, 24 total hours lab 1.5 Units

**Prerequisite:** Completion of FIRE 60 Basic Fire Fighter I Academy. Each student must have a valid California DMV Commercial or Firefighter Class B driver's license and show proof of vehicle insurance at the first class meeting.

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

This course provides the student with information, theory, methods and techniques for operating fire service pumps. Subjects include: types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics and pumping operations. This course is designed for in-service personnel and meets the goals as outlined in the NFPA Standard 1002. CR/NC

LMC: DA

Transfer: CSU

**FIRE-098 Independent Study in Fire Academy**

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.

**FIRE-099 Cooperative Education in Fire Academy**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**FIRE-900S Selected Topics in Fire Academy**

DA vaires 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.) 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.

**FIRE-099 Cooperative Education in Fire Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**FIRE-101 Fire Protection Organization**

3 hours lecture 3 Units

(Formerly FIRE 5) Survey of career opportunities in California Fire and Emergency Management Services and related fields. SC

LMC: DA

Transfer: CSU

**FIRE-102 Fire Behavior and Combustion**

3 hours lecture 3 Units

**Advisory:** FIRE 101

(Formerly FIRE 11) Fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxin materials, forms of energy and fire prevention/suppression techniques. SC

LMC: DA

Transfer: CSU

**FIRE-103 Fire Protection Equipment and Systems**

3 hours lecture 3 Units

**Prerequisite:** Enrollment in Sociology or Social Sciences; multicultural issues within Public Safety or equivalent

**Advisory:** FIRE 101, FIRE 102

(Formerly FIRE 45) Portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. SC

LMC: DA

Transfer: CSU

**FIRE-104 Building Construction for Fire Protection**3 hours lecture 3 Units**Advisory:** FIRE 101, 102, and Sociology or Social Sciences; multicultural issues within Public Safety or equivalent

(Formerly FIRE 21) Fundamentals of building construction as it relates to fire protection; classification of occupancy and types of construction with emphasis on fire protection features including: building equipment, facilities, fire resistant materials. SC

LMC: DA

**Transfer:** CSU**FIRE-105 Fire Prevention**3 hours lecture 3 Units**Advisory:** FIRE 101

(Formerly FIRE 10) Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of fire hazard; enforcing solutions to a fire hazard; public relations as affected by fire prevention. SC

LMC: DA

**Transfer:** CSU**FIRE-106 Physical Fitness for Public Safety Personnel**3 hours of activity 1 Unit

An activity class designed to provide students information on exercise and nutrition. For Public Safety Personnel. SC

LMC: DA (Satisfies AA/AS)

**Transfer:** UC, CSU**FIRE-900S Selected Topics in Fire Technology**

DA vaires with course content.

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## Food Services

**FOOD-001 Introduction to Food Services Technology**54 hours lab per unit 1-4 Units**Co-requisite:** Concurrent enrollment in FOOD 99

A basic course in food service technology designed to prepare students for a variety of jobs in the food service industry (catering, restaurants, hospitals, institutional settings). May be repeated two times. SC

LMC: NDA

**FOOD-002 Fast Foods Operations**162 total hours lab 3 Units**Prerequisite:** FOOD 1 and 99

This course will prepare a cook who already has basic cooking techniques for work as a short-order cook (broiler, deep-fryer, griddle, salad, sandwich, sauté stations), to read written food orders and abbreviations correctly, and to understand food orders. May be repeated two times. SC

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.) 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-099 Cooperative Education in Food Services Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**FOOD-900S Selected Topics in Food Services Technology**

DA vaires with course content.

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## French

**FRNCH-060S Elementary French I**5 hours lecture 5 Units**Advisory:** ENGL 90

A visual / oral / aural approach to understanding, speaking, reading and writing French. The content used to learn the language will be drawn from the rich French culture. May not be repeated. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2**FRNCH-061S Elementary French II**5 hours lecture 5 Units**Prerequisite:** FRNCH 60S**Advisory:** FRNCH 60S or two years of high school French.

Second semester of elementary French. This course continues to develop understanding, speaking, reading and writing skills of the French language. The content used to learn the language will be drawn from the rich French culture. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**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.) 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-099 Cooperative Education in French**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**FRNCH-900S Selected Topics in French**

DA vaires with course content.

## History

**HIST-031S California History**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

A survey of California history, beginning with the Indians. Emphasis is on interrelationships between the history of New Spain, Mexico, and the U.S. as a whole. Meets CSU Area D requirement. May not be repeated. LR

*LMC: DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-034LS Our Western Inheritance in Global Perspective: Ancient World History**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

An examination of the historical evolution of western and American civilization from the Neolithic Age through the 16th century. A continuous review and comparison of the parallel history of nonwestern societies will be made. The primary goal of the course is to appraise and appreciate western history as a cultural legacy of unique importance for American citizens of the 21st century. SC

*LMC: Gen. Ed. / DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-035LS Our Western Inheritance in Global Perspective: Modern**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

An examination of the historical evolution of western and American civilization from African and New World Conquest (16th century) through the 20th century. A continuous review and comparison of the parallel history of nonwestern societies will be made. The primary goal for the course is to appraise and appreciate western history as a cultural legacy of unique importance for American citizens of the 21st century. SC

*LMC: Gen. Ed. / DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-036LS U.S. History: Origins to Civil War**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

An examination of U.S. history following the theme "Peopling America: Creating a Great Republic", a story of ceaseless ethnic, racial and cross-cultural encounter. The course will address the traditional issues of ethnic diversity and societal change, racial, gender and class inequity, religious and economic conflict and the quest to build a national policy of truly republican form and democratic spirit. Various historio-critical analyses, research methods, and historiographic debates will be explored and employed. SC

*LMC: Gen. Ed. / DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-037LS U.S. History: Civil War to Present Era**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

An examination of U.S. history following the theme "Peopling America: Recreating a Great Republican Imperium", a story of ceaseless ethnic, racial and cross-cultural encounter. The course will address the traditional issues of ethnic diversity and societal change, racial, gender and class inequity, religious and economic conflict and the quest to build a national policy of truly republican form and democratic spirit. Various historio-critical analyses, research methods, and historiographic debates will be explored and employed. SC

*LMC: Gen. Ed. / DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-038LS U. S. History Since World War II**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

An examination of contemporary U. S. history from a socially inclusive and global perspective. Students will be asked to critically evaluate the broad historical fact that since World War II the U.S.A. has achieved both an undisputed (though not unchallenged) preeminence over other world nations and peoples and a unique claim to being the world's most socially variegated and culturally diversified nation. The ultimate goal of instruction is to lead students toward a consideration of the viability of social democracy and the prospects for world democracy in the 21st century. SC

*LMC: Gen. Ed. / DA*

**Transfer:** UC, CSU Gen. Ed. Area D6

**HIST-046LS History and Cultures of Native Americans in North America (from Pre-European Contact Through 1830)**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

This course will focus on Native American cultures in their traditional settings from pre-European contact times until the year 1830. It will survey the great diversity of cultures, beliefs systems, languages, social and political structures and creative expressions which characterized the numerous tribes and communities. The aim of this course is to foster a broader and more sensitive understanding of the history and life ways of the American Indians. Course satisfies LMC's Ethnic/Multicultural Studies and General Education Graduation Requirement. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D3**HIST-047LS Native Americans from American Revolution to Present**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

Course presents the experience of Native Americans from the American Revolution to the present. It deals with political, military, legal and social history within the framework of Indian - U. S. relations. Course satisfies LMC's Ethnic/Multicultural Studies Graduation Requirement. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D3 or D6**HIST-049S Native Americans in the Twentieth Century**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

This course will deal with the significant issues and events which have affected Native American tribes and communities in the twentieth century. Examined will be issues such as the "Indian policy" under the Roosevelt Administration; attempts by the government to detribalize and assimilate the tribes in the 1950's and the political activism of Native Americans in the 1960's to assert greater sovereignty and self-determination. Also covered will be contemporary issues affecting Native Americans such as the development of casino gambling on reservations, as a means of overcoming the distress of poverty and economic stagnation. SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area D3**HIST-052LS Mexican American History 1900 to Present**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

This course chronicles Mexican American history and life from 1900 to the present. The course will cover the social, political and economic issues that have been relevant and important to the Mexican American experience. Issues such as immigration, labor, gender roles, community organizations and social protest movements will be among the specific issues covered. The course will provide an overview of the Mexican American contribution to the economic and cultural development of the Southwestern United States, as well as an examination of the distinctive regional and generational variations that are characteristic of the nation's second largest minority group. Course satisfies LMC Ethnic Studies / Multicultural Requirement. May not be repeated. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D3**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.) 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-099 Cooperative Education in History**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**HIST-900S Selected Topics in History**

DA varies with course content.



# Human Services

## HMSRV-005 Introduction to Human Services

3 hours lecture 3 Units

An introductory course for students interested in a career in Human Services. Course covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Services workers. SC

LMC: DA

Transfer: CSU

## HMSRV-030 Empowerment Skills for Family Workers

3 hours lecture 3 Units

**Advisory:** ENGL 90 or above

An introduction to family support services designed to prepare human services students and workers with values; knowledge and skills needed to empower families to achieve self reliance. Focuses on the principles of family development, family empowerment skills, self-support for family workers, effective communication with families and cultural competency. May not be repeated. SC

LMC: DA

Transfer: CSU

## HMSRV-031 Supporting Family Success

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90 or above; HMSRV 30

A skills-based course designed to prepare human services students and workers to provide support services to families in a community setting. Covers strength-based assessment, resource development, service coordination, collaboration and networking, home visitation, team building, goal setting and family conference facilitation. May not be repeated. SC

LMC: DA

Transfer: CSU

## HMSRV-045 Beginning Student Leadership and Governance

18 total hours lecture, 54 total hours lab 2 Units

**Advisory:** Designed for Student Senators

Designed to help the student leader develop an understanding of the fundamentals of group interaction in a student governance setting. May be repeated one time. SC

LMC: DA

Transfer: CSU

## HMSRV-046 Intermediate Student Leadership & Governance

1 hour lecture, 3 hours lab 2 Units

**Advisory:** Must be a student senator

Designed to help the student leader continue to develop an understanding of the fundamentals of group interaction, parliamentary procedure, and leadership techniques. May be repeated one time. SC

LMC: DA

Transfer: CSU

## HMSRV-047 Advanced Student Leadership & Governance

1 hour lecture, 3 hours lab 2 Units

**Advisory:** Must be a student senator

Designed to help the student leader continue to develop an understanding of the fundamentals of group interaction, parliamentary procedure, and leadership techniques. Weekly practicum experiences will be required utilizing student involvement in College governance. May be repeated one time. SC

LMC: DA

Transfer: CSU

## HMSRV-057 Introduction to Tutoring

2 hours lecture 2 Units

A practical introduction to the tutoring process with special attention to improving student performance across the curriculum. Course covers the phases of learning including preparing, accessing, processing, remembering and expressing information, and the implementation and evaluation of techniques and strategies. May not be repeated. SC

LMC: DA

Transfer: CSU

## HMSRV-058 Advanced Studies in Tutoring

1 hour lecture 1 Unit

**Advisory:** HMSRV 57

An advanced course combining practical experience and theoretical knowledge regarding individual and small group tutoring across the curriculum. Second semester tutors may earn one unit as participants assisting in the pre-semester workshops. SC

LMC: DA

Transfer: CSU

**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.) 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-099 Cooperative Education in Human Services**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** *CSU*

**HMSRV-100 Educational Services and Strategies**

1 hour lecture, 2 hours lab 1.5 Units

This course is intended to assist the freshman student athlete to transition into college. It will address items facing today's student athlete in the educational setting. This course will introduce the student athlete to college support services, time management, study skills, requirements needed to participate athletically and to transfer to a four year institution. SC

*LMC: DA*

**Transfer:** *CSU*

**HMSRV-900S Selected Topics in Human Services**

DA vaives with course content.

## Humanistic Studies

**HUMST-002LS An Ethical Inquiry into Societal Issues**

3 hours lecture, 1 hour lab 3 Units

**Prerequisite:** *Eligibility or completion of ENGL 10S*

Designed to investigate selected societal issues using an interdisciplinary approach toward understanding the problems, possible options for solving the problems, and the ethical choices involved in each issue and its resolution. The course also focuses on the techniques of independent research. Each student will complete an extensive research paper. Meets the LMC General Education Requirement for Humanities and Ethical Inquiry; CSU (C2) General Education Requirement for Literature, Humanities and Foreign Language; May not be repeated. LR

*LMC: Gen. Ed. / DA*

**Transfer:** *UC, CSU Gen. Ed. Area C2*

**HUMST-003LS Origin and Evolution of the Universe: An Exploration of the Scientific and Religious Worldviews**

3 hours lecture, 1 hour lab 3 Units

**Advisory:** *Concurrent enrollment in ENGL 90, or eligibility for or completion of ENGL 10S*

This course presents the mythological and spiritual explanations for the origin and evolution of the universe. Students analyze the differences, similarities and implied value systems of each approach. Meets LMC Ethical Inquiry requirement. SC

*LMC: Gen. Ed. / DA*

**Transfer:** *UC, CSU Gen. Ed. Area C2*

**HUMST-015LS God and Nature**

3 hours lecture 3 Units

**Advisory:** *College level English (ENGL 10S or better)*

A study of some controversial theories in the field of biology. This course focuses on the biological theories that seem to be in conflict with Judeo-Christian religious beliefs. Students will critically examine the scientific method and learn how the practice of scientific discovery differs from the revealed truth of religious faith. Students will receive some theoretical background in biochemical principles and the materialist view of life accepted by many (but not all) scientists. We will then compare scientific explanations of creation, evolution, human consciousness, death, and rebirth with biblical, creationist, and deist perspectives of these topics. Finally, students will be asked to look for common ground between science and Judeo-Christian faith, and to contemplate ways to reconcile these diverse views of life. This course will satisfy a non-major, non-lab biology elective for the LMC AA degree, this course is designed to double count toward the AA degree as a non-laboratory science and as a humanities course. This course will also be transferable to four year colleges as a humanities course only. LR

*LMC: Gen. Ed. / DA*

**Transfer:** *CSU*

**HUMST-019LS Introduction to Ancient Humanities**

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 90*

An integrated interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the rise of civilizations in Mesopotamia and Egypt through the pinnacle of the Roman empire. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Medieval and modern worlds. LR

*LMC: Gen. Ed. / DA*

**Transfer:** *UC, CSU Gen. Ed. Area C2*

**HUMST-020LS Introduction to Humanities: Medieval and Renaissance**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90, 90B, equivalent, or eligibility for ENGL 10S

An integrated interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the late Roman Empire through the Renaissance and Reformation. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Modern World. Meets LMC General Education Requirement for Humanities and CSU (C2) General Education Requirement for Literature Humanities and Foreign Language. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2**HUMST-021LS Introduction to Modern Humanities (1600-Present)**

3 hours lecture 3 Units

**Advisory:** Completion of ENGL 90 or ENGL 90B

An integrated, interdisciplinary approach to history, religion, philosophy, literature, art and music as aspects of Western culture and civilization, focusing on the period from the Scientific Revolution through the 20th century. In this broad context, students will investigate the intellectual, spiritual, cultural and political foundations of the Modern World. Meets LMC Humanities requirements for general education. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. area C2**HUMST-033LS Introduction to Political Thought: The Problem of Democracy**

3 hours lecture 3 Units

**Advisory:** ENGL 10S

Same as POLSC 33LS. This course will examine a 2,500 year old tradition of political thought and experience with special reference to the antecedents, critiques and variable models of world democracy. A comparative review of certain non-democratic political traditions will also be made. The primary goal of instruction is to lead students toward reflection on the multiple problems associated with developing viable democratic regimes, and toward an appraisal of the prospects for democracy in the 21st century. This course will use an interdisciplinary, cross-cultural and comparative approach which is compatible with the intrinsically ethical nature of the thinking and practice of world democracies. Meets LMC General Education requirement for Humanities. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2, D8**HUMST-040LS Introduction to Philosophy**

3 hours lecture 3 Units

This course introduces the student to philosophy in both the Western and non western traditions. Treatment of the Western tradition emphasizing an historical development that begins with Classical Greece and ends with 20th century existentialism. Discussion of philosophers between these two periods will focus on the tension between faith and reason during the Middle Ages, the eventual triumph of a paradigm uniting reason and empirical science since the Renaissance, and attempts to remodel this paradigm in modern times. Spinoza, Kierkegaard, and existentialist philosophy serve as a bridge to the spiritual paths offered by Buddhism, Taoism and other philosophies of the Eastern tradition. The application of metaphysical principles to everyday life is also demonstrated through certain North American shamanic systems. Meets the LMC General Education Requirement for Humanities. May not be repeated. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2**HUMST-041LS Critical Thinking**

3 hours lecture 3 Units

An understanding of how the principles of critical analysis can help to solve pressing current issues. The course will stress methods of locating arguments and critically evaluating their structural elements. The interrelationship of knowledge across disciplines will be demonstrated, particularly linkage of the reasoning process with other disciplines. Reasoning skills will be applied to the arguments of major thinkers from a variety of cultures, and opportunities will be provided for students to create arguments for and against a current issue of their choice. Meets the LMC General Education Requirement for Communication / Critical Thinking. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area A3**HUMST-042LS Comparative Religion**

3 hours lecture 3 Units

Comparison of the great religions of the world, first in regard to their ethical teachings and then in regard to their theory of first principles, ultimate reality, the nature of being, and the structure of the universe. Comparisons will be primarily drawn from Hinduism, Buddhism, Confucianism, Judaism, Christianity, and Islam SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2**HUMST-050 Survey of Contemporary Philosophy**

3 hours lecture 3 Units

This seminar-style course provides an introduction to, and exploration of, contemporary philosophy's response to answer fundamental questions about life's purpose, human existence, motivation and the role of science and reason.. LR

LMC: DA

**Transfer:** CSU

**HUMST-051 Philosophy of Religions**

3 hours lecture

3 Units

This course provides a philosophical and conceptual analysis of major religious orientations, centering on Hinduism, Zen Buddhism and Christianity. LR

LMC: DA

Transfer: UC, CSU

**HUMST-098 Independent Study in Humanistic 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.) 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.

**HUMST-099 Cooperative Education in Humanistic Studies**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**HUMST-900S Selected Topics in Humanistic Studies**

DA varies with course content.

## Italian

**ITAL-060S Elementary Italian I**

90 total hours lecture

5 Units

Advisory: ENGL 90

A visual/oral/aural approach to understanding, speaking, reading and writing Italian. The content used to learn the language will be drawn from the rich varied culture of Italy. LR

LMC: DA

Transfer: CSU

**ITAL-061S Elementary Italian II**

90 total hours lecture

5 Units

Prerequisite: ITAL 60S or two years of high school Italian

Second semester of elementary Italian. This course continues to develop understanding, speaking, reading and writing skills of Italian language. The content used to learn the language will be drawn from the rich Italian culture. LR

LMC: DA

Transfer: CSU

**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.) 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.

**ITAL-099 Cooperative Education in Italian**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

## Journalism

**JOURN-010L Writing for the Media**

2 hours composition, 3 hours lab

3 Units

Advisory: Concurrent enrollment in ENGL 90 or 90A/B, or eligibility for or completion of ENGL 10S

This course provides an introduction into collecting, evaluating and writing information and news for print, Internet and broadcast media audiences. It will also cover issues of law and ethics pertinent to the media industries. (CAN JOUR 2) SC

LMC: Gen. Ed. / DA

Transfer: CSU

**JOURN-015 Reporting Practicum**3 hours lab 1 Unit**Advisory:** JOURN 10L

A laboratory course for students to practice and refine their news gathering, reporting, persuasion, news photography and graphic communication skills by working as staff members on the weekly college newspaper and other print and online student publications. SC

LMC: DA

**Transfer:** CSU**JOURN-020 Publication Production I**1 hour lecture, 6 hours lab 3 Units**Advisory:** JOURN 10L

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 touches on communications law and ethics, and requires extensive laboratory work on the college newspaper, online news site, and/or magazine. SC

LMC: DA

**Transfer:** CSU**JOURN-030 Publication Production II**1 hour lecture, 6 hours lab 3 Units**Advisory:** JOURN 10L and 20, or previous publication experience

Advanced 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 touches on communications law and ethics, and requires extensive laboratory work on the college newspaper, online news site, and/or magazine. SC

LMC: DA

**Transfer:** CSU**JOURN-035LS Mass Communication**3 hours lecture 3 Units

A survey of mass communication in the information age. This course examines the origins, development and role of the major mass media in society - books, newspapers, magazines, radio, television, film and recordings - as well as the emerging influence of the world wide web. It also explores current and future trends in mass communication, and issues and ethics involved with the mass media and related industries. (CAN JOUR 4) SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2**JOURN-098 Independent Study in Journalism**

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.**JOURN-099 Cooperative Education in Journalism**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**JOURN-900S Selected Topics in Journalism**

DA varies with course content.

## Learning Skills

**LRNSK-050 Multimodal Strategies for Reading and Spelling**3 hours lecture, 1 hour lab 3 Units

(Formerly ENGL 50) This course is the first in a two-semester sequence of courses and is designed for students with specific learning disabilities and open to those who need to improve their study skills in basic skills in reading, spelling, writing sentences, paragraphs, and short essays. The focus is on learning strategies to develop the fundamental skills of reading and spelling. Instruction is based on a multimodal approach with emphasis on frequent practice, application, and individual feedback. One of the three lab hours includes individualized instruction as determined by the instructor and student. SC

LMC: NDA

**LRNSK-051 Applications: Reading and Spelling Strategies**3 hour lecture, 1 hours lab 3 Units**Advisory:** LRNSK 50 with a passing grade

(Formerly ENGL 51) This is the second course in a two-semester sequence designed for students with specific learning disabilities and open to those who need to improve their study skills in basic skills in reading, spelling, writing sentences, paragraphs, and short essays. This course focuses on the application of strategies learned in Learning Skills 50 (LRNSK 50). The lab hour involves individualized instruction as determined by the instructor and student. SC

LMC: NDA

**LRNSK-070 Adaptive Computer Technology**

2 hours lecture, 3 hours lab

3 Units

Computers and technology have allowed students with disabilities greater access to information and allowed for increased communication. This is a beginning course to introduce students with disabilities to adaptive software and hardware available to them. This course is also appropriate for students with basic knowledge of adaptive technology and wants to improve their computer skills. This course will allow students to explore new technology and reinforce computer skills they have gained. SC

LMC: NDA

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## Library Studies

**LIBST-014 Introduction to Library Resources**

3 hours lab

1 Unit

Self-paced course designed to familiarize students with a variety of information resources available in the Los Medanos College library. The skills developed in utilizing information resources will be applicable to other libraries and resource centers. This course will be of value to students researching information for class assignments and locating information on topics of personal interest. SC

LMC: DA

Transfer: CSU

**LIBST-017 Introduction to Internet Information Resources**

9 total hours lecture

.5 Unit

Advisory: Eligibility ENGL 90

This introductory short term course is designed for individuals with little or no experience using the Internet. The course will provide the basic knowledge and skills needed to make effective use of information resources available via the Internet. The topics covered in course will include the nature and organization of Internet resources, options for obtaining Internet access, basic tools and strategies for locating Internet information resources, as well as evaluation criteria and documentation of Internet information. The course will be of particular value to students needing to do Internet research for course assignments. SC

LMC: DA

Transfer: CSU

**LIBST-018 Internet Information Resources - Advanced Search Techniques and Strategies**

9 total hours lecture

.5 Unit

Advisory: Eligibility for ENGL 90

This short-term course is designed for individuals who may already have some experience using the Internet. The course will cover more advanced search techniques and strategies for locating information resources available on the Internet. Among the topics covered will be the use of various features of Internet web browsers such as Netscape and Internet Explorer, an in-depth comparison of Internet search engines and an exploration of sites which provide subject and discipline based information resources. This course will also cover evaluation criteria and proper documentation of Internet information sources. Students interested in learning how to more effectively and efficiently search the Internet for class assignments or topics of personal interest will find this course of particular value. SC

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.) 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-099 Cooperative Education in Library Studies**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**LIBST-900S Selected Topics in Library Studies**

DA varies with course content.

**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.) 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-099 Cooperative Education in Learning Skills**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** *CSU*

**LRNSK-900S Selected Topics in Learning Skills**

DA vaires with course content.

## Management And Supervision

**MANGT-050A Introducing Supervision: Viewing the Roles and Contributions of Front-Line Managers**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The first of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of supervision and management concepts, processes, and techniques and presents the role of the front-line manager in contributing to the organization's success. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-050B Introducing Supervision: Helping Staff Obtain Their Personal Best**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The second of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of supervision and management concepts, processes, and techniques for the front-line manager to obtain successful employee relations and staff productivity. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-050C Introducing Supervision: Exploring Human Resources Compliance Issues**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The third of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of the front-line manager's responsibilities for compliance with human resources issues. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-055A Communicating with Confidence: Communicating One-to-One**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The first of three six-week module course which may be taken in any order or may be taken as a single class. The course emphasizes effective oral communication skills between individuals. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-055B Communicating with Confidence: Facilitating Small Groups**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The second of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes effective oral and written communication skills when facilitating or working with small groups. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-055C Communicating with Confidence: Presenting to Small and Large Audiences**

18 total hours lecture 1 Unit

**Advisory:** *Eligibility for ENGL 90*

The third of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes effective skills for presentations to small and large audiences. SC

*LMC: DA*

**Transfer:** *CSU*

**MANGT-060A Making Effective Decisions: Learning How to Make the Hard Ones**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The first of three six-week module courses which may be taken in any order or may be taken as a separate stand-alone class. The course emphasizes skills for effective and timely decision-making. SC

LMC: DA

Transfer: CSU

**MANGT-060B Making Effective Decisions: Getting Buy-In**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes skills for obtaining buy-in to implement change. SC

LMC: DA

Transfer: CSU

**MANGT-060C Making Effective Decisions: Using Performance-Based Evaluation Methods**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The third of three six-week module courses which may be taken in any order or may be taken as a single class. The course emphasizes skills and methods for ensuring organizational performance accountability. SC

LMC: DA

Transfer: CSU

**MANGT-065A Mastering Management's Essential Tools: Planning and Strategizing for the Organization**

18 hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

This is one of the three courses integrated into the Essential Supervisory and Management Tools course. Organizational Planning incorporates those essential tasks necessary for a successful business operation. A number of planning methods are explored, allowing for diversity in plan development. SC

LMC: DA

Transfer: CSU

**MANGT-065B Mastering Management's Essential Tools: Implementing Total Quality Management**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three parts of the Mastering Management's Essential Tools. This is an introduction to the concepts surrounding Total Quality Management. Work teams and the techniques and process utilized are covered; these include communication, response, adaptation and coordination in teams. SC

LMC: DA

Transfer: CSU

**MANGT-065C Mastering Management's Essential Tools: Practicing Time and Stress Management**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

This course will assist supervisors and managers in being more effective in dealing with the demands of the modern workplace. Emphasis is placed on dealing with the time management which in turn can result in added stress in the job. SC

LMC: DA

Transfer: CSU

**MANGT-070A Relating in Human Terms: Resolving Conflicts**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The emphasis is on the understanding of the role conflict plays in the modern workplace. Positive as well as negative conflicts are analyzed and evaluated with the purpose of understanding the use of these roles. This is a stand alone course designed to be integrated into the Human Relations in Supervision course. SC

LMC: DA

Transfer: CSU

**MANGT-070B Relating in Human Terms: Supporting Teams**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is a second in a series on Human Relations in Supervision. The course on team development places the emphasis on team building and team cohesiveness. Cultural diversity in the team analyzed and developed. SC

LMC: DA

Transfer: CSU



**MANGT-070C Relating in Human Terms: Diversifying the Workplace**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is the third in a series on Human Relations in Supervision. The course on cultural diversity in the modern workplace puts the focus on developing the skills required to function in the business environment of the 21st Century. SC

LMC: DA

Transfer: CSU

**MANGT-070D Relating in Human Terms: Developing Leadership Skills in Yourself and Others**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This three-week course develops an understanding of the critical role that the individual plays in leadership development. Styles and methods are analyzed and integrated into role models of an effective leader. SC

LMC: DA

Transfer: CSU

**MANGT-070E Relating in Human Terms: Understanding Etiquette in the Workplace**

9 total hours lecture .5 Unit

**Advisory:** Eligibility for ENGL 90

This course is a critical element in the work environment and the understanding of proper etiquette. This is tied into the changing workforce of the 21st century with all its cultural diversity. A local and global perspective is taken when viewing the factors surrounding etiquette in the workplace. SC

LMC: DA

Transfer: CSU

**MANGT-075A Managing Human Resources: Applying Federal and California Employment Laws**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The first of three six-week module course which may be taken in any order or may be taken as a single class. This course presents a practical overview of federal and California employment law as these laws relate to discrimination, equal employment, and affirmative action. SC

LMC: DA

Transfer: CSU

**MANGT-075B Managing Human Resources: Recruiting and Interviewing Applicants**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The second of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of recruiting and interviewing job applicants. SC

LMC: DA

Transfer: CSU

**MANGT-075C Managing Human Resources: Hiring and Dismissing Employees**

18 total hours lecture 1 Unit

**Advisory:** Eligibility for ENGL 90

The third of three six-week module courses which may be taken in any order or may be taken as a single class. This course presents a practical overview of hiring and dismissing employees. SC

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.) 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-099 Cooperative Education in Management and Supervision**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**MANGT-900s Selected Topics in Management and Supervision**

DA varies with course content.

# Mathematics

## MATH-001 CORE - Applied Mathematics

5 hours lab 1.5 Units

Instruction in a mathematics workshop setting to teach basic skills review using whole numbers, fractions, square roots, exponents, decimals, percentages and applications of arithmetic. Students choose a more delineated application field upon completion of this course. Successful completion of 3 units (with 1.5 units in Math 2) satisfies LMC proficiency requirements for the certificate of achievement or certificate of completion. SC

LMC: NDA

## MATH-002 Math Applications

5 hours lab 1.5 Units

Instruction in a mathematics workshop setting to teach applications of arithmetic for consumers, nurses, paramedics, and those persons in the vocational-technical trades. Successful completion of both Math 1 and Math 2 satisfies LMC proficiency requirements for the certificate of achievement. SC

LMC: NDA

## MATH-004 Basic Math and Study Skills

2 hours lecture, 4 hours lab 3 Units

This one semester, lecture / lab course is designed for students who need a "refresher" arithmetic course or wish to improve basic math skills using decimals, fractions, ratios, proportions, percents, and purchasing. Application and integration of learning strategies for improving study skills and math confidence is also emphasized. Successful completion of this course is equivalent to MATH 1. May be repeated one time. SC

LMC: NDA

## MATH-007 Math for Occupational Education

1.5 to 10.5 hours lab .5-3.5 Units

MATH for Occupational Education is instruction in math basic skills in an applied setting. The course is open enrollment, self-paced, in a computer laboratory setting. The course is designed for students wanting a context-based skills instructional review of whole numbers, fractions, decimals, basic geometric ideas, graphs and charts, measurement and an introduction to prealgebra. Up to 3.5 units of credit may be earned from this sequence of offerings. Three units of MATH 7 is equivalent to MATH 1 and 2. May be repeated three times. CR/NC

LMC: NDA

## MATH-009 Arithmetic Skills with Applications

4 hours lecture, 2 hours lab 4 Units

MATH 9 is a four-unit lecture / lab course designed to meet the math requirements for the LMC Certificate of Achievement. MATH 9 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 9 is part of the LMC Developmental Math Program. Meets requirements for an LMC Certificate of Achievement. SC

LMC: NDA

## MATH-012 Prealgebra

3 hours lecture, 3 hours lab 4 Units

MATH 12 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 12 students will demonstrate mastery with arithmetic involving integers, fractions, and decimals, with basic proportions and percents, as well as the order of operations, properties of 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 12 is part of the LMC Developmental Math Program and satisfies the math requirements for the LMC Certificate of Achievements. SC

LMC: NDA

## MATH-015 Liberal Arts Math

3 hours lecture, 2 hours lab 3 Units

**Advisory:** MATH 1 or equivalent course with a grade of "C" or better

MATH 15 uses a common sense approach to the study of real-life data. Students will use graphs, tables, and words to describe data and to draw conclusions from data. We will use information from surveys and samples to make predictions, and we will learn to estimate the accuracy of our predictions. We will also explore the practical use of probability in making decisions. SC

LMC: DA

**MATH-018 Mathematics for Health Sciences**

4 hours lecture, 2 hours lab

4 Units

**Advisory:** MATH 1, MATH 4, MATH 7 (at least 1.5 units of MATH 7), or the equivalent college course taken within the last year, with a grade of "C" or better

This course is designed for students interested in the health sciences field. The course will teach health-related applications of arithmetic and the analysis of data and health-related case studies for pertinent information. Basic arithmetic topics will be reviewed including percentage, ratio and proportions as well as basic statistical topics such as graphs, averages and statistical significance. Students will develop proficient skills in communication of mathematics, problem solving, use of multiple representations, and effective learning skills. MATH 18 is part of the LMC Developmental Math Program. Meets requirements for LMC Certificate of Achievement and the LMC Associate Degree. SC

LMC: DA

**MATH-025 Elementary Algebra**

4 hours lecture, 3 hours lab

5 Units

**Prerequisite:** Completion of MATH 12 with a grade of 'C' or better, completion of coursework at another college that is comparable to MATH 12 with a grade of 'C' or better, demonstration of equivalent prealgebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college.

An accelerated 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 a 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 and the quadratic formula, as well as tables and graphs. The following topics are also covered: arithmetic and order of operations with real numbers; addition, subtraction, and multiplication of polynomials; 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. SC

LMC: DA

**MATH-025A Elementary Algebra**

5 hours lab

2 Units

**Prerequisite:** Completion of MATH 12 with a grade of 'C' or better, completion of coursework at another college that is comparable to MATH 12 with a grade of 'C' or better, demonstration of equivalent prealgebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college.

This is the first half of Elementary Algebra, taught in a self-paced format. The topics include: introduction to expressions and coordinate graphs; operations with real numbers; solutions to equations using tables, graphs and symbols; equations of lines; one variable inequalities, and proportional reasoning. SC

LMC: DA

**MATH-025AX****Elementary Algebra - Lecture Part One**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** Completion of MATH 12 with a grade of 'C' or better, completion of coursework at another college that is comparable to MATH 12 with a grade of 'C' or better, demonstration of equivalent prealgebra skills based on our LMC assessment process, or equivalent assessment recommendation from another college.

The first part of a two course introductory algebra sequence that focuses on the study of linear equations. Linear equations are constructed from information given in a tabular, graphical and symbolic forms in real-world settings and these models are used to make decisions or predictions. The following topics are also covered: order of operations with real numbers, one variable inequalities, proportional reasoning, 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 25AX is part of the LMC Developmental Math Program. SC

LMC: DA

**MATH-025B Elementary Algebra**

5 hours lab

2 Units

**Prerequisite:** MATH 25A or 25AX with a "C" or better or the equivalent

This is the second half of Elementary Algebra, taught in a self-paced format. The topics include: applications of proportional reasoning, systems of equations, polynomials, exponents, scientific notation, Pythagorean Theorem, factoring quadratic equations, distance and radical equations. SC

LMC: DA

**MATH-025BX****Elementary Algebra - Lecture Part Two**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 25AX or 25A with a "C" or better or the equivalent

MATH 25BX is the second part of a two course introductory algebra sequence. MATH 25BX focuses on the study of systems of linear equations and on solving quadratic equations. Systems of linear equations are constructed from information given in a 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 and the quadratic formula, as well as tables and graphs. The following topics are also covered: addition, subtraction, and multiplication of polynomials; laws of exponents with integer exponents; and the Pythagorean Theorem. Successful students will develop proficient skills in communication of mathematics, problem-solving, use of multiple representations, and effective learning skills. MATH 25BX is part of the LMC Developmental Math Program. SC

LMC: DA

**MATH-026 Plane Geometry**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 25 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. SC

LMC: DA

**MATH-030 Intermediate Algebra**

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 25 or equivalent course

A mathematical modeling development of linear functions and inequalities, exponents, quadratic functions, rational functions, exponential and logarithmic functions, and systems of equations. The concepts will be explored through algebraic symbols, graphs, tables, applications and technology. SC

LMC: DA

**MATH-031 Survey of College Mathematics**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 30 (Intermediate Algebra) or equivalent

Designed especially for the transfer liberal arts major, this survey course uses students' background in intermediate algebra to develop a broad set of mathematical skills required for everyday life along with an appreciation for the beauty and power of mathematics. Topics include: loans and mortgages, simple and compound interest, measures of central tendency and dispersion, the normal distribution, probability and odds, polls and margins of error, Venn Diagrams, syllogisms, truth tables, and historical and contemporary math puzzles. Meets the LMC General Education requirement for Mathematics. SC

LMC: DA

**Transfer:** CSU Gen. Ed. Area B4**MATH-034 Probability and Statistics**

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 30 or equivalent course

An introduction to the theory of probability and probability distribution; large and small sample hypothesis testing, statistical estimation; normal curve, chi-square, linear regression and correlation; and analysis of variance. Illustrations and applications are drawn from many fields. Recommended for business, mathematics, and many more majors. (CAN STAT 2) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-035 Finite Mathematics**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 30 or equivalent course

An introduction to finite mathematical models used in solving applied problems in business, social science and related fields. Topics include: linear models (lines and systems); matrices; linear programming; probability; Markov chains; decision theory; mathematics of finance. (CAN MATH 12) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-037 Applied Calculus**

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 30 or equivalent course

An introduction to the theory of calculus with applications to problems in business, social and life sciences. Mathematical models will be applied to these fields and problem solving will be emphasized. Topics include: problem solving; modeling; functions; differential calculus; integral calculus; exponential and logarithmic functions; and multivariate calculus. (CAN MATH 30) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-038 Statistics for Business and Economics**

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 37S or 50S or equivalent course**Advisory:** Recommended for Business Administration Majors

Probability; cumulative probability; derivative/integral relationship of probability distribution and cumulative distribution; large and small sample hypothesis testing, statistical estimation; normal curve, chi-square, linear regression and correlation; analysis of variance. Illustrations and applications from business, economics, and other fields. SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-040 Precalculus**

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 26 and 30 or equivalent courses

The nature of proof; real and complex number systems; exponential and logarithmic functions; trigonometric functions, identities, and equations; analytic geometry; sequences and series; and algebraic skills will be emphasized and further developed. This course is intended to prepare students for calculus as well as to serve as an advanced course for students not intending to continue with calculus. (CAN MATH 16) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4

**MATH-050** Calculus and Analytic Geometry

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 40S 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. (CAN MATH 18, CAN MATH SEQ B) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-060** Calculus and Analytic Geometry

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 50S or equivalent course**Advisory:** Eligible for ENGL 90

This course is the second of the three semester calculus sequence. Extends the ideas of the previous course to further development and applications of the derivative and integral, differential equations, and series approximation of functions. Applications to various fields. Graphing calculator required. (CAN MATH 20, CAN MATH SEQ B) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-070** Calculus and Analytic Geometry

4 hours lecture, 2 hours lab

4 Units

**Prerequisite:** MATH 60S 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. (CAN MATH 22, CAN MATH SEQ C) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-075** Linear Algebra

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 70S

This is a one-semester introduction to Linear Algebra and its applications. The aim of the course is to study applications to various fields while providing a transition from computational mathematics to more theoretical mathematics. Mathematical proofs are emphasized. The methods and concepts of linear algebra prepare the student for higher math courses and supplies problem-solving methods for many other fields. (CAN MATH 26) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**MATH-080** Differential Equations

3 hours lecture, 2 hours lab

3 Units

**Prerequisite:** MATH 70S 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. (CAN MATH 24) SC

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area B4**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 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.

**MATH-099** Cooperative Education in Mathematics

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**MATH-900** Selected Topics in Mathematics

DA varies with course content.

# Music

## MUSIC-001 Music I

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development in the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

## MUSIC-002 Music II

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development on the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

## MUSIC-003 Music III

1.5 hours lab .5 Unit

**Prerequisite:** Enrollment in any music performance course

Designed for the music student who needs further development on the mechanics of vocalizing or playing an instrument; conceptual development in the theory of music. The material is designed to be used individually or in any sequence according to the student's need or an instructor's discretion. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

## MUSIC-005 Recital Class

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

The introductory phase of the private lesson and performance sequence. This course is designed to be taken in conjunction with MUSIC 8, Private Lesson Practicum or with private instruction from a qualified off-campus instructor. Three hours of performance/preparatory work will be given on campus by the instructor. LR

LMC: DA

**Transfer:** UC, CSU

## MUSIC-006 Recital Class: Intermediate

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

The same preparatory work as MUSIC 5. In addition to the continuation of the content in MUSIC 5, the content will include concepts of performance style memorization, advanced practice concepts, selecting accompanists, and performance-related stress and nervousness. Recitals or a jury examination will be evaluated by the music faculty. Two semesters of MUSIC 5, 6, 7 are required for music majors. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU

## MUSIC-007 Recital Class: Advanced

3 hours lab 1 Unit

**Advisory:** Arrangement with a private music instructor

Includes the continuation of the content in MUSIC 6, including the same preparatory work. Additional content includes techniques of private teaching, critical thinking applied to recital performance, videotaping activities, self and peer evaluation, and attendance at professional-level recitals. Recitals or a jury examination will be evaluated by the music faculty. Two semesters of MUSIC 5, 6, 7 are required for music majors. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU

## MUSIC-008 Private Lessons Practicum

5 hours lab 1 Unit

**Corequisite:** Concurrently enrolled in MUSIC 5, 6, or 7; enrolled in major performance medium; MUSIC 30, 31 or 32; music theory course at appropriate level (MUSIC 15LS, 16, 17, 18 or 81); and chamber ensembles (MUSIC 50 - 56). Pianists, vocalists, and guitarists may substitute alternative music courses to satisfy chamber ensemble requirement.

**Advisory:** Eligible for ENGL 90

This course is designed for the music major or minor students who will study their performance medium with a private tutor. Students will audition for the available lesson slots with a maximum class size of 60 students. Students will meet with a private tutor for nine theory hours during the semester. Each student must be concurrently enrolled in MUSIC 30, 31 or 32, MUSIC 5, 6 or 7, a music theory course at the student's appropriate level, (MUSIC 15LS, 16, 17, 18 or 81), enrollment in a major performance group (e.g. Concert Band, College Chorus, Advanced Piano, Advanced Guitar), and chamber ensembles (any section between MUSIC 50 - 56). Pianists, vocalists, and guitarists may substitute alternative music courses to satisfy chamber ensemble requirement. Any exception to this list must have instructor's approval. This course may be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU

**MUSIC-010LS Music Literature**

3 hours lecture

3 Units

An interdisciplinary course providing an overview of the creative process with a focus on music. The course develops an aural analysis of music from many cultures and from past to present-day forms of musical creativity; it examines music as a reflection of the beliefs, social conditions and temper of the times. Sophistication in listening will be developed with attention to musical design, forms, style, instrumentation, and the derivation of increased pleasure from this art form. The course will allow the opportunity for creative problem-solving through exercises and hands-on experiences, and will teach observation and critical skills through attendance at and evaluation of contemporary exhibits and performances. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1**MUSIC-012LS Popular Musics in American Culture**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

A multicultural study of the evolution of American musical styles, including blues, salsa, samba, rock, jazz, pop, rhythm and blues and country and folk, with emphasis on the African American, Euro-American, Latin American origins of these contemporary styles and their historical contexts. LR

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C1

Also satisfies American Cultures Requirement at UCB

**MUSIC-013 Musicianship I**

1.5 hours lecture, 2 hours lab

2 Units

**Advisory:** MUSIC 30, concurrent enrollment in MUSIC 16, previous or concurrent enrollment in MUSIC 31

This first semester in ear training includes sight singing, interval and chord recognition, rhythm, musical dictation and technical and foreign language musical terms. Required for music majors and should be taken concurrently with MUSIC 16. May be repeated one time. This course is offered in the spring only. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-014 Musicianship II**

1.5 hours lecture, 2 hours lab

2 Units

**Advisory:** MUSIC 13; MUSIC 16 and 31, concurrent enrollment in MUSIC 17, previous or concurrent enrollment in MUSIC 32

Continuation of the content of MUSIC 13. May be repeated one time. This course is offered in the fall only. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-015LS Basic Music**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90; prior or concurrent enrollment in MUSIC 30

Introduction to the reading of music; functional keyboard; theory of melody and rhythm; various aspects of musicianship; experience with musical literature through recordings. Recommended for students not majoring or minoring in music or for music majors who need reinforcement in basic musical concepts. The need to take this course is dependent upon theory placement exam. LR

LMC: Gen. Ed. / DA

**Transfer:** UC (UC transferable, but may not be combined with MUSIC 13) CSU Gen. Ed. Area C1**MUSIC-016 Fundamentals of Music Theory**

3 hours lecture

3 Units

**Advisory:** MUSIC 15LS: prior or concurrent enrollment in MUSIC 31

Development of fundamental understanding of basic acoustics, notation, rhythm, key signatures, scales and modes, intervals, transposition, and form and composition of melodies. Required for music majors and should be taken concurrently with MUSIC 13. May be repeated one time. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-017 Fundamentals of Music Harmony**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** MUSIC 13, 16, and 31; prior or concurrent enrollment in MUSIC 32. Concurrent enrollment in MUSIC 14.

The study of Common Practice Period harmony; exercises in analyzing and writing music, and further development of acuity of listening skills; sight singing, ear training, dictation, and keyboard exercises. Required for music majors and should be taken concurrently with MUSIC 14. May be repeated one time. This course is offered in the fall only. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-018 Advanced Music Harmony**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** MUSIC 17

The study of Common Practice Period Harmony, exercises in analyzing and writing music, and further development of acuity of listening skills; sight singing, ear training, dictation, and keyboard exercises. Required for music majors, including chromatic harmony and extended chord structures. May be repeated one time. This course is offered in the spring only. LR

LMC: DA

**Transfer:** UC, CSU

**MUSIC-020 Seminar in Chamber Music: Baroque I**

5 hours lab 1 Unit

**Advisory:** Audition by instructor; ENGL 90, MUSIC 15LS

Investigation of a variety of chamber orchestra styles through practice and performance; emphasis will be on literature of the Baroque period in music history. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, CSU**MUSIC-021 Seminar in Chamber Music: Baroque II**

5 hours lab 1 Unit

**Advisory:** Audition by instructor; ENGL 90, MUSIC 15LS

A continuing investigation of the vast musical literature of the Baroque period. The emphasis will be on the practice and performance activities of selected literature. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, CSU**MUSIC-022 Seminar in Chamber Music: Classical**

5 hours lab 1 Unit

**Advisory:** Audition by instructor; ENGL 90, MUSIC 15LS

Investigation of a variety of chamber ensemble and chamber orchestra styles through practice and performance; emphasis will be on literature of the Classical period in music history. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, CSU**MUSIC-023 Seminar in Chamber Music: Contemporary**

5 hours lab 1 Unit

**Advisory:** Audition by instructor; ENGL 90, MUSIC 15LS

Investigation of contemporary chamber ensemble and chamber orchestra styles through practice and performance; emphasis will be on performance demands of contemporary musical literature. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, CSU**MUSIC-026 Survey of Music Literature - Educators Band**

18-54 total hours lab .3-1 Unit

**Advisory:** Fundamental skill in the medium of performance emphasis; ENGL 90, MUSIC 15LS.

Development of rehearsal or sight reading techniques through group activities in one or more of the following fields of the student's choice: 1) choral, 2) Instrumental (band), 3) Jazz, 4) Chamber, 5) Vocal, 6) Instrumental (orchestral), and 7) Marching Band. Each area of concentration deals with a particular aspect of music literature including sight reading, rehearsal techniques, or organizational aspects of specific musical situations. Investigation and performance of standard music literature; possible public performance. May be repeated for up to 6 units of credit by pursuing two or fields of application. CR/NC

LMC: DA

**Transfer:** CSU**MUSIC-028 Songwriting I**

3 hours lab 1 Unit

**Advisory:** Eligibility for ENGL 90

An introductory course in the basics commercial songwriting, combining the creative and business aspects of the craft. Students will develop lyric and melody writing skills and examine the marketing strategy for commercial music. May be repeated one time. SC

LMC: DA

**Transfer:** CSU**MUSIC-029 Songwriting II**

3 hours lab 1 Unit

**Advisory:** MUSIC 28; eligibility for ENGL 90. It is advisable to talk to the instructor to determine proper course placement for your skill level.

The advanced course in the craft and business aspects of commercial song writing. Students will continue to develop lyric and melody writing skills and examine advanced marketing techniques for commercial music. May be repeated one time. CR/NC

LMC: DA

**Transfer:** CSU**MUSIC-030 Basic Keyboard Skills**

1 hour lecture, 2 hours lab 1.5 Units

This course is designed to develop reading skills in basic musical notation in relation to the keyboard. Study of piano technique, ensemble and solo playing, easy repertoire preparation and interpretation will be covered. Recommended for students not majoring in music, or for music majors who need reinforcement or experience with fundamental music skills. May be repeated one time. LR

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 through the summer. CR/NC

LMC: DA

**MUSIC-030C Piano for Families: Learning and Teaching**

54 total hours lab 1 Unit

This two-faceted course introduces age-appropriate keyboard methods to the grade-school age child as well as teaches parents and educators about the methods and materials available for the grade-school age child. Beginning keyboard skills are emphasized, including rhythm, intervals, pre-reading, and the importance of following musical instruction. Prepares the student for more advanced piano study. SC

LMC: DA



**MUSIC-031 Piano I**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *Ability to read music at elementary level*

This is the first semester of piano for music majors. Includes basic keyboard techniques, easy piano repertoire, scales, chords, simple transposition and sight reading skills. May be repeated one time. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-032 Piano II**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 31 or equivalent skills*

This course is a continuation of MUSIC 31. Also includes some keyboard harmony. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-033A Intermediate Piano Workshop**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 32 or instructor's consent*

Piano study with an emphasis on stylistic interpretation, preparation, and performance of advanced level keyboard literature from all historical periods. Ensemble and accompaniment skills will be covered as well as keyboard theory and technical aspects of piano playing. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-033B Advanced Piano Performance**

1 hour lecture, 2 hours lab 1.5 Units

**Advisory:** *MUSIC 33A*

Piano study with an emphasis on stylistic interpretation, preparation, and performance of advanced level keyboard literature from all historical periods. Ensemble and accompaniment skills will be covered as well as keyboard theory and technical aspects of piano playing. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**MUSIC-034 Jazz/Rock Keyboard**

1 hour lecture, 2 hours lab 1.5 Units

Investigation of fundamental keyboard skills necessary to perform contemporary jazz and rock music. Keyboard styles from 1950 to the present will be discussed, with emphasis on today's keyboard demands. Content includes the function and voicings of chords, melodic harmonization of tunes, and basic improvisational theory. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-035 Introduction to the Guitar**

3 hours lab 1 Unit

Students must supply own guitars. A graded sequence of material designed to develop facility on the guitar through a study of techniques, repertoire, and harmonization; basic chords for classical and folk guitar. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-036 Intermediate Guitar**

3 hours lab 1 Unit

Students must supply own guitars. A continuation of the material presented in MUSIC 35 designed to develop facility on the guitar through a study of techniques, repertoire, and harmonization; basic chords for classical and folk guitar. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-037 Advanced Guitar Techniques**

3 hours lab 1 Unit

**Advisory:** *MUSIC 36. It is advisable to talk to the instructor to determine proper course placement for your skill level.*

A sequence of materials designed to develop techniques for advanced guitar performance. Hand techniques, repertoire, sight reading, and harmonization will also be discussed. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-038 Commercial Jingle Production**

3 hours lab 1 Unit

**Advisory:** *Completion of RA 20. It is advisable to talk to the instructor to determine proper course placement for your skill level. Eligibility for ENGL 90.*

Designed for students who have demonstrable engineering/producing and/or performance proficiency. Students will interact to produce public service announcements, commercial jingles, and cover version of musical selections. Instructor will act as coordinator, while students perform all creative and production-oriented tasks. May be repeated three times. LR

LMC: DA

**Transfer:** CSU**MUSIC-040 Concert Band I**

6 hours lab 2 Units

**Advisory:** *ENGL 90*

Fundamental skill on band instrument is suggested. Investigation of the fundamentals of concert band performance, including concepts of intonation, balance, blend, basic articulations, and an introduction to basic band literature; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU

**MUSIC-041 Concert Band II**6 hours lab 2 Units

Fundamental skill on band instrument is suggested. A continuation of basic material in MUSIC 40 with an investigation of classical and contemporary band literature as well as scales, chords, and extensive work in sight-reading; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-042 Concert Band III**6 hours lab 2 Units

Advisory: ENGL 90

Fundamental skill on band instrument is suggested. A continuation of basic material in MUSIC 41 with advanced performance concepts, individual solos, critical sight reading, studies in interpretation, and extended technical exercises; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-044 Brass Band I**3 hours lab 1 Unit

Advisory: Eligibility for ENGL 90

Fundamental skill on a brass or percussion instrument is suggested. Development of band techniques through large group activities structured in the style of traditional brass bands. Historical references and representative literature will be included; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-045 Brass Band II**3 hours lab 1 Unit

Advisory: Eligibility for ENGL 90

Fundamental skill on a brass or percussion instrument is suggested. A continuation of basic material in MUSIC 44 with the investigation and performance of standard band literature; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-046 Brass Band III**3 hours lab 1 Unit

Advisory: Eligibility for ENGL 90

Fundamental skill on a brass or percussion instrument is suggested. A continuation of basic material in MUSIC 45 in addition to the discussion of brass and percussion techniques from elementary through advanced levels of performance. Representative literature will be used for sight reading and frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-050 Chamber Ensembles : Emphasis - Brass and Percussion I**5 hours lab 1 Unit

Fundamental skill on a brass or percussion instrument is suggested. This initial chamber ensembles course is designed to act as an introduction to literature and small ensemble performance techniques; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-051 Chamber Ensembles: Emphasis - Brass and Percussion II**5 hours lab 1 Unit

Advisory: Fundamental skill on a brass or percussion instrument.

Fundamental skill on a brass or percussion instrument is recommended. A continuation of the basic material in MUSIC 50. Discussions of concepts dealing with interpretation, performer interaction, prominent composers, and aural analysis of selected recordings; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-052 Chamber Ensembles: Emphasis Strings I**3 hours lab 1 Unit

Advisory: Fundamental skill on a string instrument

Fundamental skill on a string instrument. The initial chamber ensemble course is designed to act as an introduction to literature and small ensemble performance techniques; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-053 Chamber Ensembles: Emphasis - Strings II**3 hours lab 1 Unit

Advisory: Fundamental skill on a string instrument

Fundamental skills on a string instrument is recommended. Concepts include literature selection, small ensemble rehearsal techniques, style, and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-054 Chamber Ensembles : Emphasis - Woodwinds and Vocal I**5 hours lab 1 Unit

Advisory: Fundamental skill on a woodwind instrument or in vocal techniques

Fundamental skill on a woodwind instrument or in vocal techniques is suggested. Discussion of concepts dealing with interpretation, performer interaction, prominent composers, and aural analysis of selected recordings; frequent public performance. May be repeated three times. LR

LMC: DA

Transfer: UC, CSU

**MUSIC-055 Chamber Ensembles: Emphasis - Woodwinds and Vocal II**5 hours lab 1 Unit**Advisory:** *Fundamental skill on a woodwind instrument or in vocal techniques*

Fundamental skill on a woodwind instrument or in vocal techniques is highly suggested. A continuation of the basic material in MUSIC 54. Concepts include literature selection, small ensemble, rehearsal techniques, style and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-056 Chamber Ensembles VI: Woodwinds, Vocal, Piano**5 hours lab 1 Unit

Fundamental skill on a woodwind instrument, piano, or in vocal techniques is highly suggested. A continuation of the basic material in MUSIC 54 and 55. Concepts include literature selection, small ensemble rehearsal techniques, style, and the technical demands on the ensemble performer; frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-058 Musical Theatre: Orchestra I**54 total hours lab 1 Unit**Advisory:** *Eligibility for ENGL 90*

Fundamental skill requirement; audition by instructor is suggested. This course is devoted to the preparation and presentation of an orchestra for selected musicals. It allows student musicians the opportunity to obtain the experience of performing in a pit orchestra playing the same music as professional theatre orchestras. May be repeated three times. Offered periodically. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-059 Musical Theatre: Orchestra II**54 total hours lab 1 Unit**Advisory:** *Audition by instructor; fundamental skill requirement; eligibility for ENGL 90*

Similar to MUSIC 58, the course will concentrate on a selected musical. Concepts discussed include interpretation, technical and musical demands, and proper performance techniques. The instrumentation will vary according to the needs of the musical score. May be repeated three times. Offered periodically. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-060 College Chorus I**6 hours lab 2 Units**Advisory:** *Eligibility for ENGL 90*

Investigation of basic choral group fundamentals. Development of basic vocal techniques through large group activities; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-061 College Chorus II**6 hours lab 2 Units**Advisory:** *Piano, Basic Music, eligibility for ENGL 90*

Continuation of basic group vocalizing and basic vocal techniques. Emphasis on sight reading techniques and classical literature; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-062 College Chorus III**6 hours lab 2 Units**Advisory:** *Eligibility for ENGL 90, Piano, Basic Music*

Investigation of advanced sight-reading techniques, classical and contemporary literature, and aspects of choral techniques as applied to interpretations; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-063 Oratorio and Cantata Chorus I**12-18 total hours lecture, 24-36 total hours lab, plus final performance .5-1 Unit

The production of one of the larger choral masterworks from the Baroque or Classical periods of history including a large chorus, an orchestra, and selected soloists. May be repeated three times. Offered only one semester each year. CR/NC

LMC: DA

**Transfer:** UC, CSU**MUSIC-064 Oratorio and Cantata Chorus II**36 to 54 total hours lab .5-1 Unit**Advisory:** *Basic Music, Voice; eligibility for ENGL 90*

This class consists of the rehearsal and performance of one of the large choral masterworks from the late Classical or Romantic periods of history including a large chorus, an orchestra, and selected soloists. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, CSU

**MUSIC-065 Class Voice**

3 hours lab

1 Unit

**Advisory:** *Choir, Piano, Basic Music*

Investigation of vocal techniques such as breathing, diction, vowel production, and tone quality; care of the voice; music reading and vocal interpretation. Singing and basic repertoire include an introduction to foreign language diction and pronunciation. This is a multi-level course in which each student will concentrate on content areas suited to particular ability levels. Possible public recital will be included. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-066 Gospel Choir**

5 hours lab

1 Unit

The Gospel Choir will offer an introductory experience in the dynamics of performing choral literature from the Gospel Music tradition. The emphasis of this course will be on developing understanding and skills in complex rhythm structure phrasing and vocal production and intonation needed for singing Gospel Music from the traditional to the present modern day contemporary style. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-067 Jazz and Popular Vocal Techniques**

3 hour lab

1 Unit

Investigation of techniques involved with performing jazz and popular vocalizing. Areas of discussion and practice include style, phrasing, use of microphones, working with backup groups and literature selection. This course is designed to apply to vocalists of all levels of experience. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-068 Musical Theatre: Vocal I**

3 hours lab

1 Unit

**Advisory:** *College Chorus, ENGL 90*

This class consists of the rehearsal and performance of a contemporary Broadway musical with chorus and leads being selected from the class members. Emphasis will be on fundamentals of vocal techniques as applied to this style of vocal literature. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-069 Musical Theatre: Vocal II**

3 hours lab

1 Unit

**Advisory:** *Basic Voice, College Chorus, ENGL 90*

This class consists of the rehearsal and performance of a contemporary Broadway musical with chorus and leads being selected from the class members. Emphasis will be on contemporary approaches to interpretation and intensive work with vocal leads. May be repeated one time. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-070 Jazz Ensemble I**

6 hours lab

2 Units

**Advisory:** *Eligibility for ENGL 90*

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of the fundamental techniques associated with jazz ensemble performance; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-071 Jazz Ensemble II**

6 hours lab

2 Units

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of the literature associated with several professional big bands; discussion of early jazz styles and interpretations; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-072 Jazz Ensemble III**

6 hours lab

2 Units

**Advisory:** *Eligibility for ENGL 90*

Suggest that one has fundamental skill on jazz band instrument; concurrent enrollment in Concert Band, Brass Band, or College Chorus; audition by instructor. Investigation of contemporary big band styles and related literature; advanced techniques in soloing and jazz performance; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-074 Jazz Studio I**

5 hours lab

1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is suggested. Investigation of the fundamental techniques associated with big band jazz performance; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-075 Jazz Studio II**

5 hours lab

1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is suggested. Investigation of the fundamental techniques associated with big band jazz performance; extensive practice and frequent public performance. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU

**MUSIC-076 Jazz Studio III**

5 hours lab

1 Unit

**Advisory:** *Eligibility for ENGL 90*

Fundamental skill on jazz band instrument is recommended. Investigation of the fundamental techniques associated with big band jazz performance; discussion of various jazz styles and improvisation; extensive practice and frequent public performance. Students will be placed on appropriate parts, based on audition by instructor. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-077 Chamber Chorale I**

6 hours lab

2 Units

**Advisory:** *ENGL 90 or 10S*

Audition by instructor, testing for sight reading, musical ear and vocal ability. Suggested concurrent enrollment in College Choir, Concert Band, Jazz Ensemble, or Cantata Choir to ensure performance competencies. Designed to give students experience in chamber choir music from madrigal style to earlier classical styles. The course will develop singing techniques to aid students in performing with proper historical, technical, and stylistic aspects. Frequent public performances included. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-078 Chamber Chorale II**

6 hours lab

2 Units

Suggested concurrent enrollment in College Chorus, Concert Band, or Brass Band, and audition by instructor. This course is for the continuing vocalist who wants experience in analyzing, preparing and performing choral music suitable for the vocal chamber ensemble and taken from the classical era through contemporary. The vocal literature will cover the important stages of change in choral chamber literature during this time span. The advanced work in choral musicianship and vocal training as well as the historical and stylistic understandings are necessary for the singer to reach the skill and understanding level to perform chamber music from these periods at a collegiate level. Qualifies as elective or requirement for Music Major for AA as well as CSU. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-079 Chamber Chorale III**

6 hours lab

2 Units

Suggested concurrent enrollment in College Chorus, Concert Band, or Brass Band, and audition by instructor. This course is for the continuing vocalist who wants experience in analyzing, preparing and performing choral music suitable for the vocal chamber ensemble and taken from the annals of early vocal music to contemporary jazz. The vocal literature will cover the important stages of change in choral chamber music as well as the elements of the more traditional music that have helped to shape the jazz idiom. The advanced work in choral musicianship and vocal training as well as the historical and stylistic understandings are necessary for the singer to reach the skill and understanding level to perform music of these periods and styles at a collegiate level. Qualifies as elective or requirement for Music Major for AA as well as CSU. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-081 Introduction to Improvisation**

5 hours lab

1 Unit

**Prerequisite:** *MUSIC 15LS or the MUSIC 15LS placement exam***Advisory:** *It is advisable to talk to the instructor to determine proper course placement for your skill level; ENGL 90.*

Investigation of various techniques for improvisation. This course is designed to introduce the student to the improvised and aural traditions comprising the bulk of most of the music of the Western and non-Western world. The well-rounded musician of the 1990's should have at least a rudimentary ability to improvise on her/his instrument. Stylistic areas covered will be jazz, latin, funk, blues, rock, African, and contemporary classical approaches. May be repeated three times. Music Major requirement. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-082 Intermediate Jazz/Funk/Latin Workshop**

5 hours lab

1 Unit

**Advisory:** *Fundamental skill on an instrument or voice, and prior or concurrent enrollment in MUSIC 81. It is advisable to talk to the instructor to determine proper course placement for your skill level; ENGL 90.*

Investigation of contemporary techniques for musical improvisation; extensive listening and small group practice. This course will deal with scales and chords commonly associated with jazz, rock, latin, and pop music. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU

**MUSIC-083 Advanced Jazz/Funk/Rock Workshop I**

5 hours lab 1 Unit

**Advisory:** *MUSIC 82 or audition by instructor*

Further investigation of improvisational techniques with an emphasis on aural perception and some small-group participation. May be repeated three times. Usually offered only once a year. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-084 Advanced Jazz/Funk/Latin Workshop II**

5 hours lab 1 Unit

**Advisory:** *MUSIC 82 or 83 and audition by instructor; ENGL 90, MUSIC 15LS*

Advanced investigation of techniques for musical improvisation in Jazz, Funk and latin styles, extensive listening and small group practice; aural analysis and ear training; several compositional assignments will be required. May be repeated three times. LR

LMC: DA

**Transfer:** UC, CSU**MUSIC-089 Music Business Management**

2 hours lecture, 3 hours lab 2 Units

**Advisory:** *Eligibility for ENGL 90*

An overview of the structure of the music business with an emphasis on the interrelationships among the various career specialties. Attention will be given to career planning strategies. May be repeated one time. LR

LMC: DA

**Transfer:** CSU**MUSIC-091 Music Technology for Music Majors**

5 hours lab 1 Unit

**Advisory:** *Prior or concurrent enrollment in MUSIC 15LS*

This course is a hands-on intro to notation and sequencer programs using MIDI (Musical Instrument Digital Interface). Students will be able to produce professional looking music score and lead sheets using current music notation software, and MIDI sequences using current sequencing software. With notation programs, students will understand the concept of notation, score layout and advanced notation techniques. Students will be able to reproduce simple songs for publication, distribution, copyright and archive. With sequencing programs, students understand the MIDI language, the basics of putting together a MIDI sequence, and some multiple MIDI channels and sound modules, and records their project unto a standard professional recording media. Students will be able to demonstrate how synthesizers, computers and electronic musical devices are connected. Students will learn to use MIDI studio equipments (synthesizers, computers, drum machines, effects, modules, multi-track recorders) for musical compositions and performance. SC

LMC: DA

**Transfer:** CSU**MUSIC-093 Making Music with MIDI and Computers**

1 hour lecture, 4 hours lab 2 Units

For the general student as well as the music, recording arts and commercial music majors, this course is a lecture/demonstration and hands-on introduction to MIDI (Musical Instrument Digital Interface). Students will learn to use the high-tech MIDI studio equipment (synthesizers, computers, drum machines, samplers, effects modules, multitrack recorders) for musical compositions and performance. CR/NC

LMC: DA

**Transfer:** CSU**MUSIC-094 Composition/MIDI/Synthesizer Workshop I**

1 hour lecture, 4 hours lab 2 Units

**Advisory:** *Successful completion of MUSIC 15LS; concurrent enrollment in MUSIC 16 or MUSIC 28.*

For Composition Projects—completion of MUSIC 15LS and completion or concurrent enrollment in MUSIC 16 or 28 is suggested. For MIDI or Synthesizer Projects—completion of MUSIC 15LS and MUSIC 93 is suggested. This course is designed for students wanting to develop further skills in one or more of the following: music composition, MIDI, or standard synthesizers. This course deals with the presentation of standard information pertaining to all types of composition and arranging, with students working on individual or small group projects in one or more of the three concentrations for in-class presentation. CR/NC

LMC: DA

**Transfer:** CSU**MUSIC-095 Composition/MIDI Workshop II**

1 hour lecture, 4 hours lab 2 Units

Completion of MUSIC 93 is suggested. A course for students who have completed Introduction to MIDI or MIDI Workshop I and want to further develop skills through projects and more advanced musical and/or sound event studies using computers, synthesizers, samplers, rhythm machines, effects modules and multi-track recording with synchronization. May be repeated three times. CR/NC

LMC: DA

**Transfer:** CSU**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.) 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-099 Cooperative Education in Music**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**MUSIC-250 Night Jazz Band**

5 hours lab 1 Unit

**Advisory:** *Advanced mastery of instrument(s) commonly used in a large jazz ensemble, including mastery of sight reading and soloing*

A course for musicians wishing to investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present-day (Maria Schneider, Bob Belden). Frequent public performances. CR/NC

LMC: DA

Transfer: UC, CSU

**MUSIC-251 Night Jazz Band II**

5 Hours Lab 1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing.*

A continuation of MUSIC 250, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

LMC: DA

Transfer: UC, CSU

**MUSIC-252 Night Jazz Band III**

5 Hours Lab 1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing.*

A continuation of MUSIC 251, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

LMC: DA

Transfer: UC, CSU

**MUSIC-253 Night Jazz Band IV**

5 Hours Lab 1 Unit

**Advisory:** *Advanced mastery of instruments(s) commonly used in a large jazz ensemble, including of sight-reading and soloing*

A continuation of MUSIC 252, this course is for musicians wishing to further investigate challenging professional level material in the jazz canon ranging from Duke Ellington and Fletcher Henderson (1920's) to the present day (Maria Schneider, Bob Belden). Frequent public performances. May be repeated three times. CR/NC

LMC: DA

Transfer: UC, CSU

**MUSIC-298 Community Music Activity**

30 to 90 total hours lab .5-1 Unit

**Prerequisite:** *Skill in a musical performance medium related to the type of class / audition by instructor*

**Advisory:** *Eligible for ENGL 90*

A performance-oriented activity ranging from marching band techniques to sight-reading music to orchestral techniques. Units and required hours vary depending on activity. Each may be repeated three times.

298 A/B - Marching Band Techniques /  
298 C/D - Educators Band /  
298 E/F - Contra Costa Chamber Orchestra /  
298 G/H - Concert Band Sight-reading /  
298 I/J - Jazz Band Sight-reading /  
298 K/L - Choral Ensemble /  
298 M/O - Choral Sight-reading. CR/NC

LMC: DA

Transfer: CSU

**MUSIC-299 Honors Music Activity**

30 to 90 total hours lab .5-1 Unit

**Prerequisite:** *Selection for participation into Honors Musical Performance Group / Consent of Instructor*

**Advisory:** *Eligible for ENGL 90*

Development of advanced musical performance techniques through the selection to and participation in a community-sponsored select performance group in one or more of the following fields:

(299A) Instrumental - Band,  
(299B) Instrumental - Wind Ensemble,  
(299C) Instrumental - Jazz,  
(299D) Instrumental - Orchestra,  
(299E) Instrumental - Chamber,  
(299F) Instrumental - Marching,  
(299G) Vocal - Choral,  
(299H) Vocal - Vocal Ensembles,  
(299I) Vocal - Jazz. SC

LMC: DA Transfer: CSU

**MUSIC-900S Selected Topics in Music**

DA vaires with course content.

## Nursing - Allied Health

### RNURS-004 Introduction to Standard First Aid/CPR

6 total hours lecture, 9 total hours lab .5 Unit

**Advisory:** ENGL 90, ENGL 10S

Designed to provide useful information about common injuries and illnesses. Includes overview of basic first aid. Meets the American Heart Association standards for "Heartsaver" certification. CR/NC

LMC: NDA

### RNURS-008 First Aid of Infants and Children

16 total hours lecture 1 Unit

**Advisory:** ENGL 90

(Formerly AHLTH 8) This course is in compliance with AB 243 Core Content for Child Care Health and Safety Training/Education and is designed to teach injury prevention and first aid measures, including CPR, to caregivers of infants and children. Includes information regarding accident predispositions; i.e., fatigue, complacency, negligence, and child growth and development. Recognition, management and prevention of child abuse, infectious diseases including immunization, universal precautions, and staff health. Required for CHDEV majors. CR/NC

LMC: DA

### RNURS-014 Healthcare Provider CPR

8 total hours lecture .5 Unit

Basic skills and knowledge necessary to maintain oxygenation and blood circulation in a victim of cardiac arrest. Successful completion qualifies the student to be certified as a Healthcare Provider by the American Heart Association. CR/NC

LMC: NDA

### RNURS-015 12-Lead EKG Interpretation and Treatment

18 total hours lecture, 24 total hours lab 1.5 Units

**Advisory:** EMS 17 (formerly AHLTH 17) or equivalent; current Healthcare Provider (CPR) Certification; and employment in health field

Presentation of skills and knowledge necessary to correctly interpret advanced rhythm disturbances. Emphasis will be placed on various lead selections, interventions, and drug therapies. SC

LMC: DA

**Transfer:** CSU

## Nursing - Registered

### RNURS-001 Nursing Career Seminar

6 total hours lecture .3 Unit

Introduces students to the various roles and responsibilities of nursing practitioners, including knowledge of educational levels as well as behaviors and skills. Los Medanos College Nursing Programs are described, including admission requirements and procedures. Students are graded on credit/no credit basis. Required for eligibility for nursing program selection. CR/NC

LMC: DA

### RNURS-020 Transition of the LVN to RN

12 total hours lecture, 16 total hours lab 1 Unit

**Prerequisite:** LVN or the advanced placement student already admitted to the third semester of the Registered Nursing Program.

This course is required of the LVN transition and advanced placement students and is offered before fall classes begin to prepare students entering in the middle of the Registered Nursing Program. Emphasis is on RN scope of practice, orientation to the nursing program, curriculum plan and expectations, clinical preparation and use of resources. CR/NC

LMC: DA

**Transfer:** CSU

### RNURS-022 Foundations of Nursing Practice

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** Must be admitted to the Registered Nursing Program.

**Co-requisite:** Concurrent enrollment in RNURS 23 and 24

Basic concepts that provide the foundation upon which homeostasis is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Nursing Process, Nutrition, Pharmacology, Developmental Levels, Cultural Diversity, Communication and Professional Role. Concurrent practice in the college laboratory and community agencies is included. LR

LMC: DA

**Transfer:** CSU

### RNURS-023 Nursing Skills Simulation I

3 hours lab 1 Unit

**Prerequisite:** Must be admitted to the Registered Nursing Program.

**Co-requisite:** Concurrent enrollment in RNURS 22 and 24

Instructor demonstration and student return demonstration of nursing skills related to Foundations of Nursing Practice. Simulation of patient care situations provide for development of proficiency in preparation for actual patient care in the clinical setting. LR

LMC: DA

**Transfer:** CSU



**RNURS-024 Pharmacology for the RN Program I**

1 hour lecture 1 Unit

**Prerequisite:** *Must be admitted to the Registered Nursing Program.***Co-requisite:** *Concurrent enrollment in RNURS 22 and 23*

This course is designed to introduce beginning nursing students to their role and responsibilities of medication administration and the basic principles of pharmacology. LR

LMC: DA

**Transfer:** CSU**RNURS-026 Nursing in Health and Illness I**

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** *Must have been admitted to the RN Program and have completed RNURS 22, 23 and 24 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 27 and 28.*

Enlarges upon the concepts presented in RNURS 22 introducing principles of care to maintain and restore homeostatic mechanisms in patients of all ages; study of the family unit throughout the life cycle with emphasis on preventive care. Concurrent practice in the college laboratory and clinical experience in community facilities. LR

LMC: DA

**Transfer:** CSU**RNURS-027 Nursing Skills Simulation II**

3 hours lab 1 Unit

**Prerequisite:** *Must have been admitted to the RN Program and have completed RNURS 22,23 and 24 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 26 and 28.*

Instructor demonstration and student return demonstration of nursing skills related to second semester RN program. Includes application of skills to specific situations in weekly collaborative groups. LR

LMC: DA

**Transfer:** CSU**RNURS-028 Pharmacology for RN Program II**

1 hour lecture 1 Unit

**Prerequisite:** *Must have been admitted to the RN program and have completed RNURS 22, 23 and 24 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 26 and 27*

Second semester of pharmacology principles and drug administration techniques with introduction of basic drug classifications. LR

LMC: DA

**Transfer:** CSU**RNURS-030 Leadership/Management and Professionalism in Nursing**

1 hour lecture 1 Unit

**Prerequisite:** *Must have been admitted to the Registered Nursing Program and have completed RNURS 26, 27, and 28 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 31, 33 and 34.*

Introduces the student to the professional role of the registered nurse: its status, its responsibilities, and its inherent problems. Introduction to leadership and management principles applied to the health care field. LR

LMC: DA

**Transfer:** CSU**RNURS-031 Nursing in Health and Illness II**

4 hours lecture, 15 hours lab 9 Units

**Prerequisite:** *Must have been admitted to the Registered Nursing Program and have completed RNURS 26, 27, and 28 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 30, 33 and 34.*

Enlarges upon the concepts presented in RNURS 22 and 26 by introducing principles of care to maintain and/or restore homeostatic mechanism in acute health problems. Prototype disease processes associated with each concept are studied in relation to preventive and restorative nursing care. Concurrent practice in the college laboratory and clinical experience in community agencies. LR

LMC: DA

**Transfer:** CSU**RNURS-033 Nursing Skills Simulation III**

3 hours lab 1 Unit

**Prerequisite:** *Must have been admitted to the Registered Nursing Program and have completed RNURS 26, 27, and 28 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 30, 31 and 34.*

Instructor demonstration and student return demonstration of higher level nursing concepts related to second year nursing courses. LR

LMC: DA

**Transfer:** CSU**RNURS-034 Pharmacology for RN Program III**

1 hour lecture 1 Unit

**Prerequisite:** *Must have been admitted to the Registered Nursing Program and have completed RNURS 26, 27, and 28 or equivalent satisfactorily.***Co-requisite:** *Concurrent enrollment in RNURS 30, 31 and 33.*

Third semester of pharmacology principles. Continuation of focus on drug classifications directly related to theory presented in RNURS 31. LR

LMC: DA

**Transfer:** CSU

**RNURS-036 Nursing in Health and Illness III**

4 hours lecture, 15 hours lab

9 Units

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 30, 31, 33, and 34 or equivalent satisfactorily.

**Co-requisite:** Concurrent enrollment in RNURS 38 and 39.

Presents advanced concepts and skills in caring for the client with critical or multiple health problems. Emphasizes rehabilitation and adaptation to a compromised and/or declining health status. Concurrent practice in the college laboratory and clinical experience in community facilities. LR

LMC: DA

Transfer: CSU

**RNURS-038 Nursing Skills Simulation IV**

3 hours lab

1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 31, 33 and 34 or equivalent satisfactorily.

**Co-requisite:** Concurrent enrollment in RNURS 36 and 39

Instructor demonstration and student return demonstration of higher level nursing concepts related to second year nursing courses. LR

LMC: DA

Transfer: CSU

**RNURS-039 Pharmacology for RN Program IV**

1 hour lecture

1 Unit

**Prerequisite:** Must have been admitted to the RN program and have completed RNURS 31, 33 and 34 or equivalent satisfactorily.

**Co-requisite:** Concurrent enrollment in RNURS 36 and 38.

Fourth semester of pharmacology principles. Continuation of focus on drug classification directly related to theory presented in RNURS 36. LR

LMC: DA

Transfer: CSU

**RNURS-054 Communicating in Spanish for Medical Personnel**

2 hours lecture

2 Units

**Advisory:** ENGL 90 and 10S. Student should be familiar with Medical Terminology in English.

Designed for those employed in a health agency serving the Spanish speaking. This course introduces students common phrases and medical vocabulary that will assist health workers in basic communication with Spanish speaking clients. CE credits available for Registered Nurses. LR

LMC: NDA

**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.) 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-099 Cooperative Education in Registered Nursing**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

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 5, 6, and 7

Presents introductory core concepts of pharmacology including drug regulations, classifications, schedules, categories, delivery systems calculations, drug administration, effects of medications on older adults, management of pain in older adults and substance abuse. LR

LMC: NDA

**VONUR-005 Fundamentals of Vocational Nursing**

6 hours lecture

6 Units

**Prerequisite:** Admission to the Vocational Nursing Program.

**Co-requisite:** Concurrent enrollment in VONUR 4, 6, and 7

Emphasizes basic nursing skills necessary to create and maintain a hygienic, comfortable, safe patient environment. Utilizes the concept of homeostasis as the basis for organizing nursing content. LR

LMC: NDA

**VONUR-006 Fundamentals of Vocational Nursing Practice**

19 hours lab 5.5 Units

**Prerequisite:** Admission to the Vocational Nursing Program.

**Co-requisite:** Concurrent enrollment in VONUR 4, 5, and 7

Supervised clinical instruction in the implementation of basic fundamental nursing skills introduced in VONUR 5. Concurrent supervised practice in college lab with collaborative peer study groups and instructor. LR

LMC: NDA

**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 4, 5, and 6

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. 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 4, 5, 6, and 7.

**Co-requisite:** Concurrent enrollment in VONUR 11 and 12

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. LR

LMC: DA

**VONUR-015 Advanced Concepts to Clinical Pharmacology**

18 total hours lecture 1 Unit

**Prerequisite:** Admission to Vocational Nursing Program. Completion of VONUR 4, 5, 6, 7, 10, 11, and 12.

**Co-requisite:** Concurrent enrollment in VONUR 16, 17, and 18

Presents advanced core concepts of clinical pharmacology which includes medications used in the treatment of maternity, newborn, pediatric and psychiatric clients. LR

LMC: DA

**VONUR-020 Clinical Pharmacology and Skills for Medication Administration for Healthcare Occupations**

3 hours lecture 3 Units

**Advisory:** ENGL 90, MATH 1 and MATH 2

A systematic review of mathematics and a simplified method of calculating drug dosages for medication administration, common drug classifications and examples of common drugs in each classification. This course is open to anyone who is presently in or interested in the Allied Health field. This class can be used to fulfill the CEU requirements for LVN relicensure. LR

LMC: DA

**VONUR-011 Medical Surgical Nursing**

5 hours lecture 5 Units

**Prerequisite:** Completion of VONUR 4, 5, 6, 7 and BIOSC 30

**Co-requisite:** Concurrent enrollment in VONUR 10, 12 and NUTRI 55

Presents the basic causes and symptoms of disease and/or health problems of adults. Introduces nursing principles to maintain and/or restore homeostasis, and provide physiological and emotional comfort and safety. Builds on the nursing process as a systematic approach to providing preventive and restorative nursing care. LR

LMC: DA

**VONUR-012 Medical-Surgical Nursing Practice**

19 hours lab 5.5 Units

**Prerequisite:** Completion of VONUR 4, 5, 6, 7 and BIOSC 30

**Co-requisite:** Concurrent enrollment in VONUR 10 and 11

Supervised clinical instruction in the planning, implementation and evaluation of care given to adult clients with medical/surgical conditions in community agencies. Concurrent supervised practice in college lab with collaborative peer study teams and instructor. LR

LMC: DA

**VONUR-016 Family Centered Nursing**

6 hours lecture 6 Units

**Prerequisite:** Completion of VONUR 4, 5, 6, 7, 10, 11, 12, BIOSC 30, and NUTRI 55

**Co-requisite:** Concurrent enrollment in VONUR 15, 17, and 18.

Introduces the concept of family centered nursing practice. Instruction includes principles of nursing to maintain and/or restore homeostasis in patients with common disease conditions and health needs seen in pregnancy, infancy, childhood, and the adult client with psychiatric disorders. The effects of illness on the family unit and on individual development. LR

LMC: DA

**VONUR-017 Family Centered Nursing Practice**

19 hours lab 5.5 Units

**Prerequisite:** Completion of VONUR 4, 5, 6, 7, 10, 11, 12, BIOSC 30, and NUTRI 55

**Co-requisite:** Concurrent enrollment in VONUR 15, 16, and 18.

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. LR

LMC: DA

**VONUR-018 Professional Issues in Vocational Nursing**1 hour lecture 1 Unit**Prerequisite:** Completion of VONUR 4, 5, 6, 7, 10, 11, 12, BIOSC 30, and NUTRI 55**Co-requisite:** Concurrent enrollment in VONUR 15, 16, and 17.

Introduces the student to the role, responsibilities and the changes in society affecting nursing education and practice. LR

LMC: DA

**VONUR-030 Core Curriculum in IV Therapy for Licensed Vocational Nurses**28 total hours lecture, 12 total hours lab 1.5 Units**Prerequisite:** Must be a Licensed Vocational Nurse

Instruct LVN's in the purpose of IV therapy, legal aspects, nursing management of IV's, and possible complications. Upon attending all class sessions, passing a post test with 75% and successfully completing three IV venipunctures, the participant will receive a state certificate for IV therapy. Certification requires a valid LVN license. Thirty CE hours will be awarded upon completion of class room activities. Provider #00209. They class may be taken for CEU's only. A \$20.00 lab fee is required. SC

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.) 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-099 Cooperative Education in Vocational Nursing**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**VONUR-900S Selected Topics in Vocational Nursing**

DA vaires with course content.

## Nutrition

**NUTRI-055 Introduction to Nutrition**3 hours lecture 3 Units**Advisory:** ENGL 90

A study of the basic principles of nutrition to be utilized for personal and family needs. Topics covered include the significance of food in the life of man; the various nutrients and energy; nutrition throughout the life cycle; selection of an adequate diet for health and disease prevention; the problems of over nutrition and under nutrition; and sources of valid nutrition information. LR

LMC: DA

**Transfer:** UC, CSU**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.**NUTRI-099 Cooperative Education in Nutrition**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**NUTRI-900S Selected Topics in Nutrition**

DA vaires with course content.

## Physical Education

**PE-002 Beginning Step Aerobics**1.5-3 hours activity .5-1 Unit

Introduction to step aerobics, designed especially for beginning students, but open to those with experience. An exciting, high intensity, low impact workout, set to music. SC

LMC: DA

**Transfer:** UC, CSU

**PE-006 Physical Fitness**

1.5-3 hours activity .5-1 Unit

Designed to introduce the student to the elements, understanding and knowledge of physical fitness. Course activities such as walking or jogging, floor exercises with hand weights, and low impact aerobics will be implemented to improve and maintain one's fitness level. SC

LMC: DA

Transfer: UC, CSU

**PE-008 Weight Training**

1.5-3 hours activity .5-1 Unit

This course includes instruction in all elements of weight training. It will involve techniques, safety procedures, knowledge of muscle groups, equipment use, warm-up, strength and endurance training, exercise progression and improved fitness. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-010 Circuit Training**

1.5 to 3 hours activity .5-1 Unit

A training method used in an equipped lab to help attain physical fitness and wellness. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-011 Super Shape-Up**

1.5-3 hours activity .5-1 Unit

Super shape-up provides a total fitness exercise program for the individual interested in developing flexibility, cardiovascular fitness, muscular strength, and endurance; nutrition and weight control; and stress management. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-012 Power Walk, Stretch and Tone**

1.5-3 hours activity .5-1 Unit

Power Walk, Stretch and Tone provides a total fitness exercise program, with an emphasis on lifelong fitness and developing flexibility, cardiovascular fitness, muscular toning, and weight control. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-013 Introduction to Triathlon**

1 hour lecture, 2 hours lab .5-1 Unit

**Advisory:** *Some basic swimming skills*

This course is designed to incorporate a varied program of training for both the fitness/recreational athlete as well as the competitive age group racer. The class will cover training and racing techniques for each of the three sports as well as putting them together in the popular formats of Duathlons and Triathlons. Personal goal setting will be a major emphasis in this course. SC

LMC: DA

Transfer: UC, CSU

**PE-014 Volleyball**

1.5 to 3 hours activity .5-1 Unit

This course is designed to help the student with basic volleyball skills such as serving, blocking, digging, setting, and spiking. Also emphasis will be placed on knowledge of rules and team strategies. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-016 Beginning Swimming**

1.5-3 hours activity .5-1 Unit

This course will introduce the student to beginning swimming. A broad range of beginning swim skills will be taught including overcoming the fear of water and instruction in basic swimming strokes and skill, along with safety skills. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-017 Lap Swimming for Fitness**

1.5 to 3 hours activity .5-1 Unit

**Prerequisite:** *Pass swim test or complete PE 16 prior or concurrently with PE 17*

Increasing your physical fitness through lap swimming and improving your skills through swimming workouts are both forms of healthy conditioning. Swimming is an activity with which to improve your fitness and both muscular and cardio-respiratory endurance may be developed through participation. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-020 Exerjazz for Fitness**

1.5-3 hours activity .5-1 Unit

Designed for the student with little experience in rhythmic exercise or dance; this course is designed for the beginner as an exciting low-impact aerobic activity that combines exercise (exertion) and dance steps (rhythmical movement) to promote lifelong fitness. SC

LMC: DA

Transfer: UC, CSU

**PE-022 Bowling**

1.5 to 3 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-024 Team Sports**

1.5-3 hours activity .5-1 Unit

This course is designed to introduce the student to all the basic elements of the sports of basketball, volleyball and softball. The intent of the course will be to engage the students in the practice of all the basic skills through individual and group drills. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-026 Soccer-Coed**

1.5-3 hours activity .5-1 Unit

This course will introduce the student to a broad range of soccer skills such as kicking, trapping, throwing, and teamwork in soccer. Knowledge of the rules and strategies will be discussed. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-030 Tennis**

1.5-3 hours activity .5-1 Unit

Instruction in fundamentals of tennis including forehand and backhand ground strokes; serve and volley; rules, scoring system and tennis etiquette. The basic tactics of singles and doubles and how to play the game, involving strategy, will be taught. Some competition may be included toward the end of the semester. Student must supply own racket and three new balls. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-033 Cardio Kickboxing**

1.5-3 hours activity .5-1 Unit

Cardio kickboxing will combine punches, kicks, sports conditioning, and drills to provide a workout that will improve cardiovascular fitness, muscular strength and flexibility. Designed for all fitness levels. SC

LMC: DA

Transfer: UC, CSU

**PE-042 Golf**

1.5 to 3 hours activity .5-1 Unit

This course includes instruction in all aspects of the game of golf. It will involve knowledge of the stance, grip, swing, chipping, putting, etiquette, scoring, and strategy. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-046 Basketball**

3 hours activity 1 Unit

**Advisory:** Medical release form required

This course is designed to introduce the student to all the basic elements of the sport of basketball. The intent of the course will be to engage the students in the practice of all the basic skills through individual and group drills. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-048 Adaptive Physical Education**

1.5-3 hours activity .5-1 Unit

**Prerequisite:** Student must bring a medical release form to the first class meeting.

Student must bring a medical release form to the first class meeting. Adaptive P.E. is designed to meet the needs of the physically limited student. This course will provide activities in the three major areas: 1) general strengthening/conditioning; 2) hydrotherapy/swim; 3) cardiovascular conditioning. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-049 Total Body Sculpting**

1.5 to 3 hours activity .5-1 Unit

Designed for total body toning through use of resistance bands, handweights, Pilates exercises for core strength and flexibility for lifelong fitness. SC

LMC: DA

Transfer: UC, CSU

**PE-050 Introduction to Ballet and Jazz Dance**

1.5-3 hours activity .5-1 Unit

An introductory course for the beginning dance student. Emphasis is on ballet technique and vocabulary and its application to beginning lyrical jazz dance. This is an excellent foundation course for beginners, as well as being an excellent supplemental technical training for others. This course meets the Proficiency / Graduation Requirement for Physical Education. May be repeated three times. SC

LMC: DA

Transfer: UC, CSU

**PE-051 Group Dance Choreography**

1.5-3 hours activity .5-1 Unit

**Co-requisite:** PE 50 (Dance)**Advisory:** PE 54 or PE 55

Group Dance Choreography provides an opportunity for the beginning dance student to discover his/her own innate capacity for the communication of ideas, thoughts, and feelings through the medium of dance. Students learn to create their own dances from problem-solving assignments of spatial design, rhythm, quality of energy--with the enrichment of multicultural perspectives in dance history, art, music, literature, or poetry. SC

LMC: DA

**Transfer:** UC, CSU**PE-053 Beginning Jazz Dance**

1.5-3 hours activity .5-1 Unit

Designed for the student with little experience in ballet or jazz dance; this course teaches students basic dance technique and choreography. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**PE-054 Intermediate Jazz Dance**

1.5-3 hours activity .5-1 Unit

Designed for the student with experience in ballet or jazz dance; this course teaches students intermediate dance technique and choreography. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**PE-055 Advanced Jazz Dance**

3 hours activity 1 Unit

**Advisory:** Prior beginning dance; eligibility for ENGL 90

Designed for the dance student with training in ballet, jazz, modern, Afro, or trend styles of dance. SC

LMC: DA

**Transfer:** UC, CSU**PE-056 Dance Production Workshop**

1.5-3 hours activity .5-1 Unit

**Advisory:** PE 53 or PE 54 or PE 55 or equivalent

Dance Production Workshop provides an opportunity for the dance student to perform. This course is designed to transform dance composition into a performance experience. Students may audition for the spring performance and use Danced Production Workshop as a foundation for dance composition, technical refinement, artistic and emotional expression, group or solo rehearsal, costuming, staging, and performance. May be repeated three times. SC

LMC: DA

**Transfer:** UC, CSU**PE-057 Yoga for Health and Fitness**

3 hours activity 1 Unit

This course introduces the student to basic yoga postures and breathing techniques to enhance strength, flexibility, muscle control, mental concentration, alertness and the reduction of stress and tension in everyday life. SC

LMC: DA

**Transfer:** UC, CSU**PE-057A Yoga for Health and Fitness**

4.5 hours activity 1.5 Unit

The student will learn basic yoga poses and breathing techniques which will extend into a more progressive routine to enhance increased strength, flexibility, muscle control, heightened mental concentration and alertness in everyday life. This course will help the student progress into yoga using each new skill to advance to the next more complex movement. This course will also include an extended relaxation technique to help reduce stress and tension in daily living. SC

LMC: DA

**Transfer:** UC, CSU**PE-058 Body Revival**

1.5 to 3 hours activity .5-1 Unit

Body revival is a mind-body class incorporating fitness walking and yoga with an emphasis on lifelong fitness, developing cardiovascular fitness, strength and flexibility. SC

LMC: DA

**Transfer:** UC, CSU**PE-066 Intramural Sports**

1.5-3 hours activity .5-1 Unit

The director of intramural activities will establish a schedule of activities in competition for various sports and games. These activities will include: basketball, softball, tennis, racquet ball, handball, badminton, volleyball, horseshoes, etc. One-half unit of credit will be granted for every 27 hours of participation. May be repeated three times. CR/NC

LMC: DA

**Transfer:** UC, 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 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.

**PE-099 Cooperative Education in Physical Education**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**PE-900S Selected Topics in Physical Education**

DA varies with course content.

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## Physics

**PHYS-015LS Introduction to Physics**

3 hours lecture, 3 hours lab 4 Units

**Prerequisite:** *One year high school algebra*

An integrated study of physical concepts and principles with laboratory methods and techniques. An intradisciplinary approach will be used to develop an understanding of the nature of energy and matter interactions through a study of such topics as motion, heat, sound, electricity, light, and magnetism. Emphasis is placed on the creative process of scientific inquiry, on the aesthetics of science, and on the limitations and implications of scientific knowledge. Skills in critical thinking, problem-solving, and effective learning will be developed through the course. LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B1, B3

**PHYS-035LS General College Physics I**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *High school physics and trigonometry*

An integrated study of the basic concepts, principles, and laws underlying physical phenomena and processes. An intradisciplinary approach will be taken in the portrayal of the nature, the aesthetics, and the relevance of science. Energy will be the unifying theme in treating mechanics, thermodynamics, and nuclear physics. Emphasis will be placed on the creative process of scientific inquiry. Throughout the course, skills in critical thinking, problem-solving, and effective learning will be developed. This is the first semester of a year course in general college physics. This course is offered in the fall only. (CAN PHYS 2) LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area B1, B3

**PHYS-036 General College Physics II**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *PHYS 35LS or equivalent*

A continuation of PHYS 35LS, covering the areas of electricity and magnetism, geometrical and physical optics, fluids, sound, atomic physics, relativity, and physics of the universe. This course is offered in the spring only. (CAN PHYS 4) LR

LMC: DA

Transfer: UC, CSU

**PHYS-040 Physics for Scientists and Engineers I**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *Prior or concurrent enrollment in MATH 60S*

An introduction to Newtonian mechanics and relativity. Topics will include vectors, rectilinear and planar motion, Newton's Laws, work and energy, linear and angular momentum, rotational kinematics and dynamics, equilibrium, oscillation, gravitation, and relative theory. (CAN PHYS 8) LR

LMC: DA

Transfer: UC, CSU Gen. Ed. Area B1, B3

**PHYS-041 Physics for Scientists and Engineers II**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *PHYS 40 and prior or concurrent enrollment in MATH 70S*

An introduction to electricity and magnetism. Topics will include Coulomb's Law, Gauss' Law, electric fields, electric potential, Ohm's Law, DC circuits capacitance, magnetic fields, induced currents, electric oscillations, electromagnetic waves, Maxwell's equations and AC circuits. This course is offered in the fall only. (CAN PHYS 12) LR

LMC: DA

Transfer: UC, CSU

**PHYS-042 Physics for Scientists and Engineers III**

3 hours lecture, 4 hours lab 4 Units

**Prerequisite:** *PHYS 41 and MATH 70S*

An introduction to light, heat, and modern physics. Topics will include wave motion, geometric and physical optics, thermodynamics and kinetic theory, and quantum mechanics. (CAN PHYS 14) LR

LMC: DA

Transfer: UC, CSU



**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.) 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-099 Cooperative Education in Physics**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** *CSU*

**PHYS-900S Selected Topics in Physics**

DA varies with course content.

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## Physical Science

**PHYS-005LS General Physical Science**

3 hours lecture, 1 hour lab 3 Units

An introduction to the physical sciences. An intradisciplinary approach to significant concepts and principles in physics, chemistry, astronomy, and earth sciences. Emphasis will be placed on the creative process of scientific inquiry by which current scientific understanding has evolved, on the aesthetics of science, and on the limitation and implications of scientific knowledge. Throughout the course and particularly in the lab, opportunities will be provided to develop skills in critical thinking, problem-solving, and effective learning. LR

*LMC: Gen. Ed. / DA*

**Transfer:** *UC, CSU Gen. Ed. area B1*

**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.) 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-099 Cooperative Education in Physical Science**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** *CSU*

**PHYS-900S Selected Topics in Physical Science**

DA varies with course content.

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## Political Science

**POLSC-005LS Introduction to American Government: Institutions and Ideals**

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 10S*

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 seventeenth century will be emphasized. Special attention will be paid to the rights and obligations of citizenship and our heritage of social and ethnic diversity. SC

*LMC: Gen. Ed. / DA*

**Transfer:** *CSU Gen. Ed. Area D8, UC*

**POLSC-006LS Introduction to Politics: Institutions and Ideals**

3 hours lecture 3 Units

**Advisory:** *Completion of ENGL 10S*

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. SC

*LMC: Gen. Ed. / DA*

**Transfer:** *CSU Gen. Ed. Area D8*

**POLSC-033LS Introduction to Political Thought: The Problem of Democracy**

3 hours lecture

3 Units

**Advisory:** ENGL 10S

Same as HUMST 33LS. This course will examine a 2,500 year old tradition of political thought and experience with special reference to the antecedents, critiques and variable models of world democracy. A comparative review of certain non-democratic political traditions will also be made. The primary goal of instruction is to lead students toward reflection on the multiple problems associated with developing viable democratic regimes, and toward an appraisal of the prospects for democracy in the 21st century. This course will use an interdisciplinary, cross-cultural and comparative approach which is compatible with the intrinsically ethical nature of the thinking and practice of world democracies. Meets the LMC General Education requirement for Social Science. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area C2, D8**POLSC-043LS International Relations**

3 hours lecture

3 Units

**Advisory:** POLSC 5 and ENGL 10S

This course will engage students in the study of the relations among nations, focusing on the policies and issues that nation-states and the people of the world interact and are interconnected. Although based on the concepts of political science, this course will take a multi-dimensional perspective, including trade, technology, geography and economics. An emphasis will be placed on studying the global connections of the local community. Students will have the opportunity to participate in course and classroom activities designed to encourage the development of practical and professional skills, involving for example, report writing, media production and oral presentations. This general education course satisfies LMC graduation requirements and is fully transferable to CSU and UC institutions. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D8**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.) 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.

**POLSC-099 Cooperative Education in Political Science**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**POLSC-900S Selected Topics in Political Science**

DA varies with course content.

## Psychology

**PSYCH-010LS Psychology: Individual and Social Processes**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

This psychology course is designed to deal with selected concepts and principles of psychology. Emphasis is on the functional aspects of individual and group behavior. It will focus on psychology as a discipline within the Behavioral Sciences and its relationship to Anthropology and Sociology. Areas of study will include the understanding of human behavior from philosophical and theoretical viewpoints, stages in human development and the social and psychological influences on one's self-concept. This course meets the Graduation Requirement for General Education for Behavioral Sciences. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D9**PSYCH-011LS General Psychology**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

This introduction to psychology serves as preparation for further study in this field. The focus of the course is the study of human behavior and its contributions to understanding social evolution, interpersonal relationships, and healthy and disordered functioning. The goals of this field, its evolution as a behavioral science, its varied practical applications, and current controversial issues are discussed and viewed for understanding our present social and world condition. To gain this understanding, the content includes the study of: motivation, mind and body relationship, individual differences, developmental stages, the role of learning and cognitive functioning, gender similarities and differences, and the value and limitations of mental health therapies. An interdisciplinary approach is used to communicate how bioscience, sociology, anthropology, and current affairs are interrelated in the study of history and human evolution. This course is required for RN and LVN majors. (CAN PSY 20) SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D9

**PSYCH-0125 Family Crisis and Growth**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

This class introduces the contention that family crisis may be a result of normal family development or of a non development dysfunction. The student will assess 1) the components of functional and dysfunctional family systems, 2) how families define and interpret crisis (both predictable and unpredictable), 3) an individual's perception of crisis and how this affects the course of a family crisis, and 4) the issue of family violence as crisis. (In particular, the causes, roots, and implications of spouse, child and alcohol abuse as it relates to these areas of concern.) SC

LMC: DA

**Transfer:** CSU Gen. Ed. Area E1**PSYCH-014 Psychology of Human Sexuality**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

The investigation of the subject, human sexuality, with an emphasis on the subject of intimacy from the cognitive and behavioral psychological approaches. Other topics include the psychological aspects of gender differences, sexual anatomy and physiology, sexual dysfunctions and treatment approaches, sexual orientations, contraception, domestic violence, rape, and sexually transmitted diseases. SC

LMC: DA

**Transfer:** UC, CSU**PSYCH-021 Communication and Leadership Dynamics**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 90

Emphasis on communication instructions and leadership skills. Provides an understanding of individual and group dynamics to include: power and status, nonverbal communication, interpersonal communication, intercultural understanding, credibility and impact, and assertiveness skills. SC

LMC: DA

**Transfer:** CSU**PSYCH-032 The Psychology of Career Development**

18 total hours lecture 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. CR/NC

LMC: DA

**Transfer:** CSU**PSYCH-034 The Psychology of 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. CR/NC

LMC: DA

**Transfer:** CSU**PSYCH-035 Self Esteem & Life Planning - Geared to the Interests of Women**

3 hours lecture 3 Units

Designed to help students examine and develop confidence, self-image, coping strategies, problem-solving, and decision-making skills. Topics include time and stress management, college effectiveness, goal setting, and career development issues. SC

LMC: DA

**Transfer:** CSU**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.) SC

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

**PSYCH-099 Cooperative Education in Psychology**

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LMC: DA

**Transfer:** CSU**PSYCH-100 Taking Charge of Your College Education**

3 hours lecture 3 Units

This course deals with special adjustments and issues that CARE/EOPS students must make to the college setting. Topics include letting go of the past, dealing with the "system", building self esteem and numerous strategies to enhance the learning process. CR/NC

LMC: DA

**PSYCH-100A Taking Charge of Your College Education (Intensive Course)**27 total hours lecture, 27 total hours lab 2 Units

PSYCH 100A teaches students how to transition into the college environment successfully. It teaches how to overcome past weaknesses, build productive study habits (using time management and stress management methods) and implement proven strategies to read, comprehend, take notes, concentrate, take tests and more. CR/NC

LMC: DA

**PSYCH-900S Selected Topics in Psychology**

DA vaires with course content.

## Real Estate

**REAL-005 Real Estate Principles**3 hours lecture 3 Units**Advisory:** Eligibility for ENGL 90

Designed for students preparing to enter the real estate business; includes study of real and personal property acquisition, ownership, estates in real property, joint tenancies, partnership, sales, contracts, homesteads, deeds, and taxes. Required for those preparing to take the real estate salesperson license exam. SC

LMC: DA

**Transfer:** UC, CSU**REAL-010 Legal Aspects of Real Estate**3 hours lecture 3 Units**Advisory:** REAL 5 with a "C" or better, eligibility for ENGL 90

California law as it pertains to the practice of real estate. Students will study real property law and apply the concepts to real estate problems and issues. Applies toward state educational requirements for agents and broker's license examination. This course is offered in the spring only. LR

LMC: DA

**Transfer:** CSU**REAL-015 Real Estate Appraising**3 hours lecture 3 Units**Advisory:** Real Estate license or REAL 5 with a grade of "C" or better

Basic principles and influences on valuation; techniques of valuation, including the appraisal process, site analysis and valuation, improvements, functional utility, cost, and depreciation; market data, and income approaches; case studies illustrating the techniques and principles; field work includes narrative appraisal report. Applies toward state educational requirements for broker's license examination and may be used as a course to validate new Real Estate license. This course is offered in the fall only. LR

LMC: DA

**Transfer:** CSU**REAL-020 Real Estate Practice**3 hours lecture 3 Units**Advisory:** Real Estate experience or REAL 5

A comprehensive presentation of the techniques of operating a real estate business with emphasis on the daily activities of brokers and salespeople. Subjects covered include an introduction to appraising, exchanges, income tax considerations, and specialized brokerage. Applies toward state educational requirements for broker's license examination. This course is offered in the spring only. SC

LMC: DA

**Transfer:** CSU**REAL-025 Real Estate Finance**3 hours lecture 3 Units**Advisory:** Real Estate experience; eligibility for ENGL 90

Designed for those employed in real estate and related fields to give them fundamental principles of real estate finance. Applies toward state requirements for sales and broker's license examination. This course is offered in the fall only. SC

LMC: DA

**Transfer:** CSU**REAL-030 Legal Aspects of Real Estate II**3 hours lecture 3 Units**Prerequisite:** REAL 10

A continuing study of the California Real Estate Law, including recent court decisions; trends in the real estate law. This course is offered in the fall only. SC

LMC: DA

**Transfer:** CSU**REAL-035 Real Estate Investment**18 total hours lecture 1 Unit

Designed for persons interested in real estate, including a study of personal needs, valuation, "tax-shelter" aspects, income production, income tax laws affecting real estate, types of ownership and methods of disposition; also includes a discussion of estate planning, building an estate, and effects of the various estate taxes. Includes use of financial calculators. Offered based on student interest. SC

LMC: DA

**Transfer:** CSU**REAL-040 Exchange and Taxation**3 hours lecture 3 Units

A careful study of real estate exchange and taxation techniques and methods; includes all aspects of exchanges, both commercial and private, as well as taxation benefits. Offered based on student interest. SC

LMC: DA

**Transfer:** CSU

**REAL-045 Real Estate Economics**

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

An overview of the relationship of real estate to the economic system; designed for individuals working in real estate and related fields, and investors. LR

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.) SC

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

**REAL-099 Cooperative Education in Real Estate**

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LMC: DA

**Transfer:** CSU**REAL-900S Selected Topics in Real Estate**

DA varies with course content.

## Recording Arts

**RA-010 Recording Arts I**

2 hours lecture, 4 hours lab

3 Units

Designed for the general student or the student entering the recording arts program in music. This course includes an introduction to the terminology and practices within recording arts. Emphasis will be placed on broad general concepts, and practical methods in a nontechnical framework. Aspects include studio procedures, microphone techniques, overdubbing, and basic mixing procedures. A multi-track recorder and mixing console will be used for demonstration. Meets the LMC Recording Arts Associate Degree and Certificate requirements. May be repeated one time. LR

LMC: DA

**Transfer:** CSU**RA-012 Sound Reinforcement**

2 hours lecture, 3 hours lab

3 Units

**Advisory:** Eligibility for ENGL 90

This course is an overview of the field of Concert Sound Reinforcement. This branch of audio engineering is concerned with the installation and operation of in-house and large transportable sound systems. The course provides the student with a working vocabulary and an explanation of how the many components of the sound system function and interrelate. Discussions on the acoustic environment, audio equipment, sound system setup, troubleshooting, sound check, the art of mixing sound for live performance and touring, give the student a behind-the-scene look at how this information is used by concert audio engineers. Meets the LMC Recording Arts Associate Degree and Certificate requirements. LR

LMC: DA

**Transfer:** CSU**RA-015 Music Fundamentals for Audio Professionals**

3 hours lecture

3 Units

**Advisory:** ENGL 90

A basic music course addressing the specific needs of Recording Arts students, providing the specialized musical vocabulary and concepts needed to interact with artists in studio situations, and a grasp of the technological aspects of music making. Meets the LMC Recording Arts Associate Degree and Certificate requirements. LR

LMC: DA

**Transfer:** CSU**RA-016 Recording Studio Management**

2 hours lecture

2 Units

**Advisory:** Eligible for ENGL 90

A course in building, managing, marketing and maintaining a professional recording studio. Includes visits to professional recording facilities. SC

LMC: DA

**Transfer:** CSU**RA-017 Recording Industry Employment Strategies**

2 hours lecture

2 Units

**Advisory:** ENGL 90

A course in techniques for finding work in the recording industry and related fields. Includes strategic planning to enhance employment and career opportunities for Recording Arts Program graduates. SC

LMC: DA

**Transfer:** CSU**RA-018 Introduction to Video Production**

2 hours lecture, 2 hours lab

2.5 Units

**Advisory:** ENGL 90A and B

This course is designed to provide students with an introduction to the basics of video production and assist them in producing quality video productions. SC

LMC: DA

**Transfer:** CSU

**RA-020 Recording Arts II**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** RA 10

Second semester course in the Recording Arts sequence. Designed to familiarize the student with the professional recording environment and the fundamentals of engineering. Topics include: overview of recording studio design, the recording team, detailed description of the recording chain with emphasis on LMC's state-of-the-art recording system, fundamentals of acoustics, the role of the engineer, microphones, microphone technique and mixing consoles. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in the spring only. LR

LMC: DA

**Transfer:** CSU**RA-021 Basic Session Producing**

2 hours lecture, 2 hours lab

2 Units

Designed to develop strong competencies in the field of producing records. The student will learn information including studio procedures, talent and song-writing evaluation, budget analysis, licenses, publishing, promotion, merchandising, aspects of manufacturing, wholesaling and retailing music business, publishing, copyrighting, other legalities, and other current trends and problems in the field. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in the spring only. May be repeated one time. 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 10.**Advisory:** ENGL 90

Techniques for producing multi-track and overdub sessions for demos and commercial projects. Course meets the LMC Recording Arts Associate Degree and Certificate requirements. SC

LMC: DA

**RA-030 Recording Arts III**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** RA 20**Advisory:** Eligibility for ENGL 90

Third semester course in the Recording Arts sequence. Course begins with a detailed discussion of studio design. A semester-length studio design project broadens the student's knowledge of the recording environment. Computer-based console automation with a particular emphasis on Otari's Diskmix 3 is then examined. The course includes an in-depth study of analog and digital storage devices. Topics include: recording media, analog servo-mechanisms, analog tape machine alignments, digital basics and tape machine operation. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in Fall only. LR

LMC: DA

**Transfer:** CSU**RA-032 Recording Arts Workshop**

3 hours lab

1 Unit

**Advisory:** Eligibility for ENGL 90, completion of RA 10 and 20

Suggested that one is currently enrolled in second year of R.A. program. First year R.A. students should be recommended by instructor. Investigation of various selected activities associated with the recording arts program. The class will be assigned selected activities such as overdubbing, recording sessions, mixdowns, basic console and deck maintenance, 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**

2 hours lecture, 2 hours lab

3 Units

**Prerequisite:** Prior or concurrent enrollment in RA 20

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, the Lexicon 480L and other signal processors, time code and synchronized recording systems, automated mixing, digital editing, time code DAT recorders and preparing the final product. SC

LMC: DA

**Transfer:** CSU**RA-035 Protools Production and Editing**

36 total hours lecture, 54 total hour lab

3 Units

**Advisory:** RA 10 and 20

Audio Production for radio, television and compact disc release utilizing the ProTools systems. Course meets the LMC Recording Arts Associate Degree requirements. May be repeated two times. SC

LMC: DA

**RA-040 Recording Arts IV**

2 hours lecture, 4 hours lab

3 Units

**Prerequisite:** RA 30**Advisory:** Eligibility for ENGL 90

Fourth semester course in the Recording Arts sequence. This course focuses on four primary areas of study: audio post-production for film/video, signal processors, mixing and mastering. The details of post-production are examined with an emphasis on synchronization techniques, time code and digital audio editing. An overview of signal processors is presented including computer control of signal processors via MIDI system exclusive messages. Information from previous courses in the sequence is applied when studying mixing. Course concludes with a description of the mastering process. Meets the LMC Recording Arts Associate Degree and Certificate requirements. This course is offered in Spring only. 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.) SC

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

**RA-099 Cooperative Education in Recording Arts**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**RA-900S Selected Topics in Recording Arts**

DA varies with course content.

## Refrigeration & Air Conditioning

**REFRG-045 Central Heating and Cooling Troubleshooting**

1 hour lecture, 3 hours lab

2 Units

**Advisory:** APPLI 25 or APPLI 26; Eligibility for ENGL 90

This class is designed to teach the fundamentals of domestic heating and air conditioning. Information will be presented on installation of HVAC units. Emphasis will be placed on troubleshooting, maintenance and repair procedures as related to HVAC units. SC

LMC: DA

**Transfer:** CSU**REFRG-070 Industrial Refrigeration**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** APPLI 25 or APPLI 26; Eligibility for ENGL 90; EETEC 10 or the equivalent

An introduction to industrial refrigeration which provides a background in the scientific principles related to heat and temperature, transfer of heat, and refrigeration systems. Applied refrigeration concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-071 Industrial Refrigeration Controls**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** APPLI 25 or APPLI 26 or equivalent; Eligibility for ENGL 90; EETEC 10

An introduction to controls and concepts of industrial refrigeration, service, and repair. This course is designed for the student seeking a career as an industrial refrigeration technician, as well as others seeking knowledge in troubleshooting. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-072 Air Conditioning - Refrigeration Load Calculations and Design**

3 hours lecture, 3 hours lab

4 Units

**Advisory:** EETEC 10; APPLI 25 or APPLI 26 or equivalent; eligibility for ENGL 90

This course introduces the student to the ACCA Manual J, and Manual D method of calculating the heating and cooling loads of residential homes. The course will also cover light commercial refrigeration load calculations. Both manual and digital examples will be used in this course. Designed for continuing education for students in the HVAC-R field. LR

LMC: DA

**REFRG-073 Basic Refrigeration R1A**1 hour lecture, 3 hours lab 2 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to commercial refrigeration which provides a background in the scientific principles related to heat and temperature, transfer of heat and refrigeration systems. Applied refrigeration concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-074 Basic Refrigeration R1B Commercial Ice Machines**1 hour lecture, 3 hours lab 2 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to commercial ice machines which provides a background in the scientific principles related to heat and temperature, transfer of heat and refrigeration systems. Applied refrigeration concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-075 HVAC Technician H1A Heating Technology**1 hour lecture, 3 hours lab 2 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to residential heating technology which provides a background in the scientific principles related to heat and temperature, and the transfer of heat. Residential central heating concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-076 Basic HVAC Technician H1B Air Conditioning Repair**1 hour lecture, 3 hours lab 2 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to residential air conditioning which provides a background in the scientific principles related to heat and temperature, transfer of heat and air conditioning systems. Applied air conditioning concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-077 HVAC Technician AH1A Basic Residential Duct Testing and Repair**1 hour lecture, 3 hours lab 2 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to residential Duct Testing and Repair which provides a background in the scientific principles related to residential air distribution. California Energy Commission and utility duct testing techniques and concepts will be covered in demonstrations in the classroom and in labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-078 HVAC Technician AH1B Residential Load Calculation and Duct Design**1 hour lecture, 2 hours lab 1.5 Units**Advisory:** APPLI 25 or 26; eligible for ENGL 90; EETEC 10 or equivalent

An introduction to residential 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 manuals J and D methods and concepts will be covered in the classroom. Wrightsoft design software will be used in the labs. May be repeated two times. SC

LMC: DA

**Transfer:** CSU**REFRG-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.) SC

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**REFRG-099 Cooperative Education in Refrigeration**

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LMC: DA

**Transfer:** CSU**REFRG-900S Selected Topics in Refrigeration**

DA varies with course content.



## Sign Language

### **SIGN-065 American Sign Language I**

3 hours lecture 3 Units

**Advisory:** Prior or concurrent enrollment in ENGL 90 or 10S

An intensive course designed for persons wanting to learn communication skills in American Sign Language. Emphasis is on language and cultural behavior appropriate for use in the deaf community. SC

LMC: DA

**Transfer:** UC, CSU

### **SIGN-066 American Sign Language II**

3 hours lecture 3 Units

**Prerequisite:** SIGN 65 or equivalent

An intensive course designed for persons who want focused teaching and practice in expressive skills. American Sign Language II is a continuation of ASL I, with more emphasis on students' expressive skills. Cultural awareness through appropriate cultural context is the premise of classroom exercises. SC

LMC: DA

**Transfer:** UC, CSU

### **SIGN-067 American Sign Language III**

3 hours lecture 3 Units

An intensive course designed for persons who want focused teaching and practice in expressive skills. American Sign Language III is a continuation of American Sign Language II, with increased emphasis on students' expressive skills, idiomatic expression and nuance. Cultural awareness through appropriate cultural context is the premise of classroom exercises and fieldwork.

**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.) 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-099 Cooperative Study in Sign Language**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

### **SIGN-900S Selected Topics in Sign Language**

DA vaires with course content.

## Social Science

### **SOCSC-045LS Issues Facing African Americans**

3 hours lecture 3 Units

**Advisory:** Eligibility for ENGL 10S

(Formerly SOCSC 45S) An examination of the experience of African-Americans from a socially inclusive, transcultural and interdisciplinary perspective. Students will be asked to identify and critically evaluate those issues and concerns most resonant within the lives of black people as emergent historically, and as expressed in the notable events, persons, and cultural achievements of ethnic memory. The ultimate goal of our study is to gain deeper understanding of the unique heritage that African-Americans possess, and to better appreciate the absolutely pivotal role blacks have played in the founding and sustaining of the American sense of "nation". SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D3

### **SOCSC-077 Community Service and Social Responsibility (Same as BUS 77)**

2 hours lecture, 3 hours lab 3 Units

**Advisory:** Concurrent enrollment in ENGL 90 or 90A/B, or eligibility for or completion of ENGL 10S

Same as BUS 77. This interdisciplinary course provides an introduction to the theory and practice of community service for citizens and businesspeople. Students will learn through experience while serving in community projects sponsored by local organizations and business firms. SC

LMC: DA

**Transfer:** CSU

### **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.) 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.

### **SOCSC-099 Cooperative Education in Social Science**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

### **SOCSC-900S Selected Topics in Social Science**

DA vaires with course content.

## Sociology

### SOCIO-015LS Introduction to Sociology

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

Introduction to the principles and theoretical perspectives of sociology. Topics will include sociological research methods, culture, groups, collective behavior, urbanization, stratification, socialization, race, and gender inequality. Through various reading and writing exercises and assignments, students will be provided an opportunity to develop critical ways of looking at sociological phenomena. Through the examination of the various modes of inquiry used by behavioral scientists, students will be encouraged to develop an awareness of the importance as well as the complexity of data collection and reporting. (CAN SOC 2) SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D10

### SOCIO-016LS Introduction to Social Problems

3 hours lecture

3 Units

**Advisory:** Eligibility for ENGL 90

A sociological analysis of some of the major societal problems in the United States. Topics covered will be taken from a range of possible social issues such as crime, juvenile delinquency, violence, drug use, racism, sexism, rapid social change, poverty, educational problems, family stress, urbanization, and variations in human sexuality. Students will be provided an opportunity to discuss reasons and possible solutions to social problems in an interdisciplinary and scientific manner. Reading and writing assignments will help students evaluate the social problems in a critical manner. SC

LMC: Gen. Ed. / DA

**Transfer:** UC, CSU Gen. Ed. Area D10

### 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.) 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-099 Cooperative Education in Sociology

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

### SOCIO-900S Selected Topics in Sociology

DA vaires with course content.

## Spanish

### SPAN-044S Conversational Spanish I

3 hours lecture, 1 hour lab

3 Units

**Advisory:** Completion of ENGL 90 or 90B

The communicative approach to basic understanding and speaking of Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano and Latino cultures. LR

LMC: DA

**Transfer:** CSU

### SPAN-045S Conversational Spanish II

3 hours lecture, 1 hour lab

3 Units

**Advisory:** ENGL 90 and SPAN 44S

The communicative approach to intermediate level understanding and speaking of Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano and Latino cultures. SC

LMC: DA

**Transfer:** CSU

### SPAN-050S Elementary Spanish I

5 hours lecture

5 Units

**Advisory:** ENGL 90

A visual/oral/aural approach to understanding, speaking, reading, and writing Spanish as it is used in Mexico, Central/South America, Spain, and the Southwestern United States. The content used in learning the language is drawn from the rich Mexican, Chicano, and Latino cultures. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

### SPAN-051S Elementary Spanish II

5 hours lecture

5 Units

**Prerequisite:** SPAN 50S or 2 years of high school Spanish

**Advisory:** ENGL 90

Continuation of the visual/oral/aural approach to understanding, speaking, reading, and writing Spanish. Course material emphasizes the cultures of Mexico, Central/South America, the Caribbean, Spain, and the Chicano of the Southwestern United States. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**SPAN-052S Intermediate Spanish I**

5 hours lecture

5 Units

**Prerequisite:** SPAN 51S or 3 years high school Spanish or native fluency in reading and writing of Spanish

This course uses the communicative approach in the acquisition of Spanish. Students will gain skills in listening and understanding conversation at the intermediate level, writing, and reading. The third in a series of four semesters of college level Spanish emphasizes the literature and culture of Latin America and Spain. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**SPAN-053S Intermediate Spanish II**

5 hours lecture

5 Units

**Prerequisite:** SPAN 52S or 4 years high school Spanish or native fluency in reading and writing of Spanish

This course uses the communicative approach in the acquisition of Spanish. Students will gain skills in listening, speaking and reading at the advanced intermediate level. The fourth in a series of four semesters of college level Spanish strongly emphasizes high level grammar and literature/writing analysis. LR

LMC: DA

**Transfer:** UC, CSU Gen. Ed. Area C2

**SPAN-080 Elementary Spanish Grammar**

4.5 hours lab

1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from www.losmedanos.net. Students will be graded on exercises, quizzes and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC

LMC: DA

**SPAN-081 Intermediate Spanish Grammar I**

4.5 hours lab

1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from www.losmedanos.net. Students will be graded on exercises, quizzes and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC

LMC: DA

**SPAN-082 Intermediate Spanish Grammar II**

4.5 hours lab

1.5 Units

Spanish Grammar online is covered in three courses from elementary through intermediate and advanced skills. All materials related to the course are found on the course website from www.losmedanos.net. Students will be graded on exercises, quizzes, and tests. This course is self-paced and can be completed at any time during the semester. All student work is automatically e-mailed to and corrected by the instructor. Twenty lessons must be completed for each level of instruction. This course will count toward B-Clad requirement for teachers. SC

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.) 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-099 Cooperative Education in Spanish**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU

**SPAN-900S Selected Topics in Spanish**

DA varies with course content.

## Speech

**SPCH-038 Interpersonal Communication**

3 hours lecture, 1 hour lab

3 Units

**Advisory:** Recommended as a prerequisite to SPCH 40LS

Designed to provide experience in being more assertive in communication; designed for both the passive and the aggressive personality; will teach the communication skills which lessen the anxieties felt by people who are too passive as well as those felt by people who are too aggressive. SC

LMC: DA

**Transfer:** CSU

**SPCH-040LS Oral Communication**

3 hours lecture, 1 hour lab

3 Units

This course is designed to develop skills toward becoming a more effective communicator, both as a speaker and listener. Introduction to the basic concepts and principles of oral communication, including methods of obtaining and organizing material for clarity of thought, and development of both imaginative and discursive modes of verbal expression. Practice in preparing, delivering, listening to, and critiquing various modes of public speaking. Includes and interdisciplinary treatment of the nature of language and the ethics inherent in evaluating persuasive messages. (CAN SPCH 4) LR

LMC: Gen. Ed. / DA

Transfer: UC, CSU Gen. Ed. Area A1

**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.) 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-099 Cooperative Education in Speech**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

Transfer: CSU

**SPCH-900S Selected Topics in Speech**

DA varies with course content.

**Travel****TRAVL-071 Orientation to Careers in Travel**

6 total hours lecture

.3 Unit

This course is an excellent orientation to careers in the travel industry. It also provides an overview of the travel program, the certificate options and courses for students. Speakers from the industry share information about their careers and their segment of the industry during the day. CR/NC

LMC: DA

**TRAVL-072 Introduction to Travel**

3 hours lecture

3 Units

Advisory: Eligibility for ENGL 9 or 90

An introductory course designed to give students an overview of the travel industry and its different components. Familiarizes students with terminology and career options in the Travel industry. Required course for most certificates in the program. SC

LMC: DA

Transfer: CSU

**TRAVL-074 North American Destination Specialist**

3 hours lecture

3 Units

A course of travel geography and tourism within North America; familiarization with places of tourist interest, itinerary planning, tour companies and sources of reference. Includes a study of Hawaii, Alaska, Mexico, the Caribbean and other popular tourist destinations in North America. SC

LMC: DA

Transfer: CSU

**TRAVL-075 Western Europe Destination Specialist**

3 hours lecture

3 Units

This course familiarizes the student with European cultural and physical geography as it relates to travel. Emphasis will be given to learning about the country, the major cities, tourist attractions and facilities. Some time will be devoted to learning how to use various references and researching different tour companies to Europe. SC

LMC: DA

Transfer: CSU

**TRAVL-076 Travel Sales and Marketing**

3 hours lecture

3 Units

This course aims to teach effective techniques of service-oriented sales to succeed in the competitive environment of the travel industry. It aims to develop sales skills so that every client is a satisfied client and a repeat client. The course will also teach the basics of marketing the travel product. Required course for most certificates in the program. SC

LMC: DA

Transfer: CSU

**TRAVL-077 Customized Vacation Planning**

2 hours lecture

2 Units

Students will learn how to customize tours, beginning with initial itinerary planning, vendor selection, finalizing tour arrangements and marketing the tour. Familiarity with reference materials is the foundation for a successful travel career. Students gain knowledge of how to use reference materials, books, computer-displayed information, industry publications, newspapers and radio advertising. Effective use of reference materials is indispensable for creating FITs. SC

LMC: DA

Transfer: CSU

**TRAVL-082 All About Cruising**

4 hours lecture

4 Units

An introduction to cruising as a vacation alternative. It will acquaint students with the cruise industry, cruise lines and their ships, the different "personalities" of the cruise ships: cruise destinations and itineraries around the world. It will also include cruise terminology and cruise selling skills. This is the core course of the Cruise Specialist Certificate. SC

LMC: DA

Transfer: CSU

**TRAVL-083 Hawaii Destination Specialist**

27 total hours lecture

1.5 Units

Overview of geography, tourist attractions and activities, resort areas and accommodations on each of the major islands of Hawaii. Particular emphasis on each island's unique appeal. Resources for more in-depth information also covered. SC

LMC: DA

Transfer: CSU

**TRAVL-084 Caribbean Destination Specialist**

27 total hours lecture

1.5 Units

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for all of the major islands 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. SC

LMC: DA

Transfer: CSU

**TRAVL-085 South Pacific Destination Specialist**

27 total hours lecture

1.5 Units

The course completely covers the South Pacific region: 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. SC

LMC: DA

Transfer: CSU

**TRAVL-086 East Asia Destination Specialist**

27 total hours lecture

1.5 Units

This course covers the countries of East Asia commonly visited by tourists - Japan, Korea, China, Taiwan, Hong Kong, Macau, Vietnam, Laos, Cambodia, Myanmar, Thailand, Malaysia, Singapore, Brunei, Philippines, and Indonesia. Important information that a travel professional needs to know to assist a traveler will be presented. Asia is culturally very different from North America so students will need to develop an understanding of the culture and be able to advise their clients appropriately. Students will learn how to match each destination to their client. SC

LMC: DA

Transfer: CSU

**TRAVL-089 Cyber Travel**

9 total hours lecture

.5 Unit

Surf the web and join the "webovolution". Learn about excellent travel Internet sites you can use whether you are a traveler or a travel professional. More and more travel information is available on the Internet from tour and cruise companies, airlines, tourist bureaus, government sites and guide books. The Internet is a great source of information, sales and marketing and communication in the travel industry. CR/NC

LMC: DA

Transfer: CSU

**TRAVL-090 Introduction to Apollo Computer Reservations**

36 total hours lecture, 9 total hours lab

2 Units

First level course on a live airline computer reservation system. It will include an introduction to computer reservations, researching basic fares, availability of flights and creating a Passenger Name Record. Three to four hours of practice a week in the lab outside of class hours is recommended. Required course for all three levels of certificates in Travel Marketing. SC

LMC: DA

Transfer: CSU

**TRAVL-091 Air Fares on Apollo Computer Reservations**

18 total hours lecture, 4.5 total hours lab

1 Unit

**Advisory:** TRAVL 90 should be completed prior to taking TRAVL 91

A second level course on a live airline computer reservation system. Emphasis will be on researching fares for both domestic and international travel, analyzing fares and their rules for different passenger profiles; and pricing itineraries. Two to three hours of practice a week in the lab outside class is recommended. Required course for all 3 levels of certificates in Travel Marketing. SC

LMC: DA

Transfer: CSU

**TRAVL-092 Advanced Apollo Computer Reservations**

36 total hours lecture, 9 total hours lab

2 Units

**Advisory:** TRAVL 90 should be completed prior to taking TRAVL 92

An advanced course on a live airline computer reservation system. It includes supplementary information in the Passenger Name record, client profiles, hotel and car reservations; and some short cuts. Three to four hours of practice a week in the lab outside class hours is recommended. SC

LMC: DA

Transfer: CSU

**TRAVL-094 Cyber Reservations for Travel Professionals**

9 total hours lecture

.5 Unit

More and more travel vendors have websites and offer special access to travel professionals to make reservations. This course is geared towards the travel professional who uses the Internet as a means to making travel reservations and to increasing the professional's repertoire of vendor reservation websites. It will include websites of various vendors - tour companies, cruise lines, consolidators, hotels, etc. Not repeatable. CR/NC

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 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.

**TRAVL-099 Cooperative Education in Travel Merchandising**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-101 Home-Based Travel: Is it for you?**

9 total hours lecture .5 Unit

This course is an excellent orientation to the home-based travel business. This overview will offer an insight into what it takes to run a successful home-based travel business. It will provide students with information about the different types of home-based business set ups and about travel agencies that will host a home-based business. Required course for Home-Based Travel Specialist certificate. CR/NC

*LMC: DA*

**Transfer:** CSU

**TRAVL-102 Establishing a Home-Based Travel Business**

9 total hours lecture .5 Unit

This course will provide students information on how to set up a home-based travel business, how to manage the business, select a niche, and create a lasting image. This course will discuss the challenges, opportunities and drawbacks of a home based travel business. Students will learn about the demands of a home-based entrepreneurship and how to overcome many of the hurdles associated with running a home-based business. Required course for Home-Based Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-103 Marketing and Promoting a Home-Based Travel Business**

9 total hours lecture .5 Unit

This course will teach students how to develop, budget and implement a marketing plan for a home-based travel business. This step-by-step seminar teaches students how to grow a business by attracting the right clients. Required course for Home-Based Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-104 Resources for the Home-Based Travel Professional**

9 total hours lecture .5 Unit

This course teaches students how to take advantage of outside resources that benefit a home-based travel business. Students will learn about the various industry organizations and about which suppliers and vendors to work with. They will gain knowledge of the various support services, web sites, books and groups that offer valuable information. Required course for Home-Based Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-105 Business and Financial Plans for Home-Based Travel**

9 total hours lecture .5 Unit

This course teaches students how to develop sound business and financial plans for a home-based travel business. They will learn how to manage their business finances, select an accounting system and a bookkeeping system for their system. Required course for Home-Based Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-106 Home-Based Travel and the Law**

9 total hours lecture .5 Unit

This course will teach students about the legal dos and don'ts of home-based travel. They will learn about selecting a legal structure for their business, about selecting and registering their business name, about licenses and permit and tax considerations of owning their own business. Required course for Home-Based Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-110 Introduction to Special Interest Travel**

27 total hours lecture 1.5 Units

Specialization is the key to success in today's travel industry. Focusing on an area of special interest can be both personally and financially rewarding. In this course, the students will learn about the myriad of travel specialties from which to choose and discover how to make their own personal passion pay off. They will explore the resources available to help prepare them for their area of specialization. The course will cover the basics of developing a marketing plan and will explore the best ways of promoting their specialty. Required course for Niche Travel Specialist certificate. SC

*LMC: DA*

**Transfer:** CSU

**TRAVL-111 Marketing and Promoting Your Specialty**27 total hours lecture 1.5 Units**Advisory:** TRAVL 110

This course will review the basic elements of marketing and promoting a product, then provide guidance to apply those principles to a chosen travel niche. This process will involve classroom instruction and discussion, guided individual and small group work, as well as independent research. The student will end the course with a focused marketing plan and an action plan / time line for at least one promotional idea which can be realistically implemented. Required course for Niche Travel Specialist certificate. SC

LMC: DA

**Transfer:** CSU**TRAVL-112 Profiting From Excellent Vendor Relations**9 total hours lecture .5 Unit

This course will teach students about how to work with different vendors in the travel industry. The process of finding and selecting the best vendor can make the critical difference between profit and loss for a business. Students will learn how to research and select a vendor, communicate with the vendor, implement risk management strategies, develop a system of organizing information and files, and finally how to maintain and build on mutually beneficial relationships with vendors. Required course for Niche Travel Specialist certificate. CR/NC

LMC: DA

**Transfer:** CSU**TRAVL-900S Selected Topics in Travel Merchandising**

DA varies with course content.

## Welding

**WELD-010 Basic Arc Welding Theory**3 hours lecture 3 Units

Required of all beginning arc welding students to assist them in developing the knowledge of safety and safe practices, fundamentals of arc welding, power sources, and A.W.S. classification of electrodes and electrode selection. Included in course: AISI, ASTM, SAE classification, flame cutting, welding symbols, control of distortion, and welding application. LR

LMC: DA

**Transfer:** CSU**WELD-011 Basic Shielded Arc Welding Practice**3-9 hours lab .5-3 Units**Prerequisite:** Prior or concurrent enrollment in WELD 10**Advisory:** Eligibility for ENGL 90

A lab class required for all beginning arc welding students to enable them to develop the skills required of the trade. Practice in plate welding in various positions to meet minimum welding test requirements; also, practice in flame cutting and gouging and arc air gouging. LR

LMC: DA

**Transfer:** CSU**WELD-015 Basic Oxyacetylene Welding**1 hour lecture, 3 hours lab 2 Units

Oxy-fuel gas welding of steel sheet and pipe in all positions. Braze welding of steel and cast iron, silver brazing of ferrous and nonferrous metals, and fusion welding of cast iron. The lecture provides the necessary information needed for safe procedures, filler wire selection, various fuel gasses, fluxes, control of distortion, and proper welding procedures. LR

LMC: DA

**Transfer:** CSU**WELD-016 Advanced Oxyacetylene Welding**3 hours lab 1 Unit**Advisory:** WELD 15 with a grade of "C" or better

The student will have the opportunity to develop additional practical welding skills for advanced welding procedures, job orders as required in the metal working industry. The oxyacetylene welding process will be used in order to accomplish the task of welding both ferrous and non-ferrous metals, plate, sheet metal, and pipe. Students will also gain additional proficiency in flame cutting operations while using the manual and machine torches. The individual is expected to cut and lay out one's work for welding. LR

LMC: DA

**Transfer:** CSU**WELD-021 Advanced Arc Welding Practice**1.5-9 hours lab .5-3 Units**Advisory:** WELD 10 and WELD 11 with a grade of "C" or better; concurrent enrollment in WELD 40

Designed for intermediate to advanced welding students to enable them to develop the skill required to meet entrance requirements of the trade. Practice in welding all positions in open butt vee groove plates which will pass bend or x-ray tests. Layout, fitting, and welding of special projects for various welding experiments. LR

LMC: DA

**Transfer:** CSU

**WELD-031 TIG, MIG and FCA Welding Practice**

1.5-9 hours lab .5-3 Units

**Advisory:** WELD 11 or WELD 21 with a grade of "C" or better; concurrent enrollment in WELD 40

Designed to develop inert gas welding skills with G.T.A.W., G.M.A.W., and F.C.A.W1. processes required for entry into the trade which includes welding steel, stainless steel, and aluminum in light gauge metals in all positions. May be involved in setting up equipment for various welding experiments and the repair of various parts or projects. LR

LMC: DA

**Transfer:** CSU**WELD-035 Blueprint Reading for Welders**

3 hours lecture 3 Units

A combination lecture-lab class for beginning welding students or experienced welders who need blueprint reading skill. Covers basic principles of three-view projections, dimensioning, sections, and freehand sketching. Places emphasis on plate and structural fabrication print reading and interpretation of welding symbols. Cost estimating of materials, layout of material for fabrication. LR

LMC: DA

**Transfer:** CSU**WELD-040 TIG, MIG and FCA Welding Theory**

3 hours lecture 3 Units

**Advisory:** WELD 10 with a grade of "C" or better

Covers welding processes with emphasis on gas tungsten arc, gas metal arc, and flux cored processes. Also a knowledge of filler wires, gases for ferrous and non-ferrous metals, hard facing, welding design, welding codes, nondestructive, and how to make up a resume'. LR

LMC: DA

**Transfer:** CSU**WELD-041 Pipe Welding Practice**

3-9 hours lab 1-3 Units

**Prerequisite:** WELD 11, 21, and 31 or current employment in welding field or training in welding field**Advisory:** WELD 15, 16, 35 and 36, MATH 1 and 2, ENGL 10S. Each class with a grade of "C" or better

An advanced welding course in which students will complete pipe welding in all positions and certification. Will begin pipe welding in the 2G, 5G, 6G, and 6GR positions. Welding practice will include SMAW, GMAW, GTAW, and FCAW as per code, procedure, and job requirement. LR

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.) 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-099 Cooperative Education in Welding Technology**

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA

**Transfer:** CSU**WELD-900S Selected Topics in Welding Technology**

DA varies with course content.

## Work Experience

**WORK-099 General Work Experience Education**

Hours by arrangement. One unit for each 5 hours on the job (or 75 hours per semester) for paid employment. If unpaid or volunteer work, one unit may be earned for each 4 hours of work (or 60 hours per term). 1-4 Units

**Prerequisite:** Approved application and enrollment in a minimum of 7 units including up to 3 for this course

Under agreement of an employer and a faculty member, a contract will be developed for supervised cooperative education as to goals, content, methods, and evaluation. Approved application and enrollment in at least 7 units (including up to 4 for this course). No more than four units may be taken each semester. A maximum of 16 units may be earned. Cooperative education is offered by instructional area. SC

LMC: DA



# Appendices



## Section 5

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# Notes

## Los Medanos Administrators Emeriti

Carhart, John	President
Case, Chester H.	President
Chin, Stanley H.	President
Collins, Charles	Dean of Humanistic Studies
Cromer, Lyla	Assistant Dean of Health Sciences
Custodio, Vince	Dean of Behavioral Science
Donatelli, A. Don	Director of Learning Resources
Johnson, Thayer	Director of Admissions & Records
Kester, William	Vice President of Academic and Student Affairs
McKeown, Joseph	Assistant Dean of Administration of Justice
McNulty, James	Buildings & Grounds Manager
Medlinsky, David	Career Development Manager
Skapura, Robert	Senior Dean of Instructional Technology
Williams, Carlton	Dean of Social and Economic Studies

## Los Medanos Faculty Emeriti

Boucher, Gail	Anthropology
Cameron, Jasper C.	English
Campis, Carmen	Business
Cecchini, Eva	Nursing
Cesa, Margaret	English
Coats, Elisabeth	Nursing
Crouch, William R.	Nursing
Duggan, Curtis J.	Business
Gallup, Terry	Nursing
Garfield, Leo	Administration of Justice
Glennon, James	Administration of Justice
Gonzales, Pablo	English
Hansen, Paul	Biology
Harmon, Lorne	Administration of Justice
Hunnicut, Dora B. (Jane)	Geography
Jacobs, Stan J.	Language Arts
Johnson, Sharon	Nursing
Leung, Shirley	Business
Lisle, Chappie	Physical Education
Lynch, Barbara	Computer Science
Malone, Susanne	Nursing
Marino, Ofelia	Psychology/Counseling
Marshall, Robert H.	Economics
Maxey, Charles	Appliance Service Technology
McCluskey, William F.	Business
McDaniel, Nancy	Nursing
Miller, Michael J.	Automotive & Engine Technology
Moore, Harold	Management
Murray, Eva	Nursing
Nuxoll, Mary Jo	Nursing
Olsen, Janet	Business
Potter, Wayne	Welding
Rocks, Edward L.	Physics
Rodriguez, Carmen	Social Science
Shaffer, Harriet K.	Child Development
Siino, Hope J.	Business
Smith, Gerry	Music
Smith, Stanley E.	Music
Starsiak, Mary Jo	Health Science
Strain, Tom	Physical Education
Sysum, Robert L.	Welding
Thomas, Gary (Skip)	Physical Education
Trapp, G. Louis	Drafting
Tsuji, Muriel	Nursing
Yeoman, Eric B.	Natural Science
Zipkin, Naomi	Child Development

## Los Medanos Full-Time Faculty / Administrators / Supervisors

Adkins, Theodora <i>B.A., Cal State Hayward</i>	Business
Alatorre, Art <i>B.S., John F. Kennedy Univ; M.A., Univ of San Francisco</i>	Director of Enrollment Management
Alexander, Kenneth <i>B.A., M.A., Cal State Sacramento</i>	Art
Aliotti, Robin <i>A.A., Los Medanos College; B.A., Univ Cal Davis; M.B.A., Cal State Hayward</i>	Business
Arenivar, Olga G. <i>A.A., Diablo Valley College; B.A., M.A., Cal State San Francisco</i>	Speech
Austin, Barbara <i>B.A., Loyola Marymount Univ; M.A., Cal State San Francisco</i>	English
Bachmann, Nancy <i>B.A., M.A., Cal State San Francisco</i>	Music
Bank, Judith <i>B.A., Albany State Univ; M.A. Suffolk Univ</i>	English
Baskin, Shirley <i>A.A., Reedley College; B.A., M.A., Cal State Hayward</i>	Athletic Director/Counseling
Biles, Lorraine Leith <i>B.A., Cal State Sonoma; M.A., Goddard College</i>	Physical Education
Boisvert, Kate <i>B.A., Wellesley College; M.A., Ph.D., Univ Cal Berkeley</i>	Astronomy
Bolds, Edwin H. <i>B.A., M.L.S., Univ Cal Berkeley</i>	Librarian
Boschetti, Van <i>B.A., Cal State San Francisco; M.A., St. Mary's College</i>	Physical Education
Brown, Brendan <i>B.S., Univ Cal Davis; M.A., Cal State San Jose</i>	Mathematics
Buttermore, Virginia <i>B.A. Univ Cal Irvine; M.A., Chapman University</i>	Learning Disabilities Specialist
Cabral, Scott <i>B.A., Univ Cal Berkeley; M.S., San Francisco State University</i>	Astronomy
Caldwell, Tselane <i>B.A., M.A., Univ Cal Berkeley</i>	English
Carbonell, Ana Maria <i>B.A., Tuft University; M.A., Ph.D., Univ Cal Santa Cruz</i>	English
Cea, Jorge <i>B.A., San Francisco State Univ</i>	Senior Administrative Analyst
Chinn, Nancy	Executive Director of the LMC Foundation
Chuah, Cheong <i>B.A., Berklee College of Music, Boston; M.A., Ph.D., Univ of Miami</i>	Music
Clark, Spencer <i>Vocational Credential</i>	Electronics
Clarke, Milton <i>B.A., State Univ of New York at Stony Brook; M.A., Cal State San Francisco</i>	Political Science
Cohen, James <i>B.A., Univ Cal Berkeley; M.A., Washington Univ</i>	Mathematics
Collins, Linda <i>B.A., Univ of Colorado; M.A., Univ Cal Berkeley</i>	Philosophy
Corioso, April <i>B.A., Univ of Hawaii; M.L.S., Univ Cal Berkeley</i>	Librarian
Corlew, Curtis <i>A.A., Diablo Valley College; B.A., Cal State San Francisco</i>	Art/Journalism
Crawford, Anthony <i>B.A., Univ Cal Santa Cruz</i>	Computer and Network Services Supervisor

## Faculty and Staff

---

Crowder, Kurt . . . . .	Physics
<i>B.S., Massachusetts Institute of Technology (MIT); M.S., Ph.D., Univ Cal San Diego</i>	
Cutler, Bruce . . . . .	Director of Business Services
<i>B.A., M.B.A., Univ Cal Berkeley</i>	
Davi, Estelle, R. . . . .	Psychology
<i>B.A., M.A., Cal State San Francisco</i>	
Davis, Jerry W. . . . .	Biological Science
<i>B.A., M.A., Cal State Chico</i>	
DeAnda, Natividad . . . . .	Counseling
<i>B.A., Univ Cal Berkeley; M.A., Cal State San Francisco; Ph.D., Univ Cal Berkeley</i>	
DeStefano, Jill . . . . .	Mathematics
<i>B.S., M.S., Cal Poly State Univ San Luis Obispo</i>	
Dorritie, Frank . . . . .	Recording Arts
<i>B.A., Manhattan College</i>	
Fisher, Dorrie . . . . .	Physical Disabilities Specialist/Counseling
<i>B.A., M.S., Cal State Hayward</i>	
Fithian, Christine . . . . .	Senior Executive Assistant
<i>A.A., College of the Redwoods; B.A., Cal State Humboldt</i>	
Francisco, William . . . . .	Counseling
<i>A.A., Contra Costa College; B.A., M.S.W., Cal State San Francisco</i>	
Frates, Jeffrey . . . . .	Computer Science
<i>A.A., City College of San Francisco; B.A., M.B.A., Cal State San Francisco</i>	
Garcia, Peter . . . . .	President
<i>B.A., St. Albert's College; B.A., Cal State Chico; M.Div., Dominican Sch/Philo &amp; Theol</i>	
Glover, Jimmie Lee . . . . .	Bookstore Manager
Goldstein, Barry . . . . .	Business /Management
<i>B.A., Drew Univ; M.B.A., Univ of Northern Colorado</i>	
Goodin, Ruth. . . . .	Grants and Economic Development Coordinator
<i>B.A., Univ of Bridgeport, Connecticut</i>	
Gottlieb, Phillip . . . . .	Counselor
<i>B.A., M.S., Cal State Univ, San Francisco</i>	
Hagelin, Christine A. . . . .	Biological Science
<i>B.A., Univ Cal Berkeley; M.A., Univ of Michigan</i>	
Haskell, Karen . . . . .	English
<i>B.A., Cal State Hayward; M.A., Holy Names College</i>	
Henderson, Silvester . . . . .	Music
<i>B.A., M.A., Cal State San Francisco</i>	
Henry, Daniel. . . . .	Vice President
<i>B.A., Univ Cal Santa Barbara; M.A., Univ Cal Berkeley</i>	
Hiltbrand, Joellen . . . . .	English
<i>B.A. Univ Colorado; M.A., Univ Cal Berkeley</i>	
Hobbs, Joann . . . . .	English
<i>A.A., Los Medanos College; B.A., Cal State Chico; M.A., Cal State San Francisco</i>	
Holtmann, Erich. . . . .	Mathematics
<i>B.S., M.S., Ph.D., Univ Cal Berkeley</i>	
Hsieh, Durwynne . . . . .	Biological Science
<i>B.S., Mass Institute of Technology; Ph.D., Univ Cal Berkeley</i>	
Huffman, Laurie . . . . .	Spanish
<i>B.A., Cal State Sacramento; M.S., Cal State Hayward; M.A., Cal State Sacramento</i>	
Janes, Donal . . . . .	Computer Science
<i>B.A., St. Mary's College; M.A., Univ of San Francisco</i>	
Johnson, Jeffrey . . . . .	Art
<i>B.A., Cal State Humboldt; M.F.A., Maryland Institute of Art</i>	
Johnson, Scott . . . . .	Mathematics
<i>B.A., Univ of Washington</i>	
Jorgensen, Diane . . . . .	Administration of Justice
<i>A.A., Ohlone Community College; B.A., St. Mary's College</i>	
Juarez, Angel . . . . .	Chemistry
<i>B.S., Cal State Long Beach; M.S., Cal State San Diego</i>	
Kaiper, Donald. . . . .	History
<i>B.A., Colgate Univ; M.A., Univ of Hawaii; M.Div., Andover Newton Theol. School; Ph.D., Univ Cal Santa Cruz</i>	

Kamath, Kiran . . . . .	Travel
<i>B.A., St. Francis College, Osmania; M.A., Simon Fraser Univ</i>	
Karp, Marie . . . . .	Counseling
<i>B.A., New York Univ; M.A., Cal State Hayward</i>	
Kishi, Thais. . . . .	Psychology
<i>B.A., Univ. of the Pacific; M.A., Cal State San Jose; Ph.D., Univ of Texas at Austin</i>	
Knott, Veronica . . . . .	Senior Dean of Occupational Education
<i>B.S., North Carolina Agri and Tech State Univ; M.S., Ed. D., Univ of San Francisco</i>	
Lewis, Ed . . . . .	Child Development
<i>B.A., Cal State Sonoma; M.A., Pacific Oaks College</i>	
Lewis, Mark . . . . .	Biological Science
<i>B.A., Ph.D., Univ Cal Berkeley</i>	
Li-Bugg, Cherry . . . . .	Senior Dean of Information Technology and Services
<i>B.A., Shanghai International Studies University; M.A., M.L.I.S., Univ of Texas</i>	
Livingston, Richard . . . . .	Senior Dean of Liberal Arts and Sciences
<i>A.A., Sierra College; A.B., Stanford Univ; M.A., Univ of the Pacific</i>	
Lugani, Shalini . . . . .	Economics
<i>B.A., M.A., Univ of Delhi; M.A., Jawaharlal Nehru Univ; Ph.D., Univ of Georgia</i>	
Maltester, John F. . . . .	Music
<i>B.A., M.A., Cal State Hayward</i>	
Martin, Kirsten. . . . .	Nursing
<i>B.S., Univ Cal Berkeley; M.S., Univ Cal San Francisco</i>	
McCaughey, Cathy . . . . .	Nursing
<i>A.A., College of San Mateo; B.S., Cal State Dominguez Hills; M.S., Univ of San Francisco</i>	
McDonald, Diana . . . . .	Dean, Occupational Education
<i>B.A., St. Mary's College; M.S., Univ Cal San Francisco</i>	
McGrath, Cynthia . . . . .	Journalism
<i>B.A., Univ of Massachusetts; M.A., San Jose State University</i>	
McGregor, Mark . . . . .	Computer Information Systems
<i>B.A., Univ Cal Davis</i>	
McKnight, Donald . . . . .	Computer Science
<i>B.A., Baruch College, New York</i>	
McNair, Delores. . . . .	Senior Dean of Student Services
<i>B.A., Holy Names College; M.A., Univ of Southern Cal; Ed.D., Oregon State Univ</i>	
Miranda, Rose . . . . .	Mathematics
<i>B.A., Univ Cal Berkeley; M.A., Cal State San Diego</i>	
Mitchell, Jeffrey L. . . . .	English
<i>B.A., M.A., Cal State San Francisco</i>	
Moore, A'kilah. . . . .	Mathematics
<i>B.S., Spellman College, Georgia; M.S., Howard Univ, Washington, DC</i>	
Moriel, Daniel . . . . .	Philosophy
<i>A.A., Southwestern College; B.A., Cal State San Diego; M.A., Ph.D., Univ Cal San Diego</i>	
Moy, Frances. . . . .	High Technology Center Specialist
<i>B.A., M.A., Cal State San Francisco</i>	
Nakaji, Dave . . . . .	Physics
<i>B.S., M.S., Cal State San Jose</i>	
Nash, Bradford . . . . .	Business
<i>B.A., Cal State Fresno; M.S., Cal State Chico</i>	
Newman, Gail . . . . .	Director of Admissions and Records
<i>A.A., Fullerton College; B.A., Cal State Long Beach; M.P.A. Cal State Hayward</i>	
Norris, Michael . . . . .	Mathematics
<i>B.S., US Air Force Academy; M.S., Univ of Arizona; M.A., Graduate Theological Union</i>	
Ochoa, Andres O. . . . .	Welding
<i>B.V.E., M.A., Cal State San Francisco</i>	
Orante, Newin. . . . .	Academic/Student Services Manager (EOP&S)
<i>B.A., San Francisco State; M.A., Cal State Hayward</i>	
Ortiz, Earl . . . . .	Automotive
<i>A.S., Los Medanos College</i>	
Pearman, Elizabeth . . . . .	Business
<i>B.S., State College at Framingham, Massachusetts</i>	
Perfumo, Pamela. . . . .	Child Development
<i>B.A. Cal State Hayward; M.S., Univ of Oregon</i>	

## Faculty and Staff

---

Perrotta, Camillo <i>A.A., Diablo Valley College; BA, St. Mary's College</i>	Buildings and Grounds Manager
Perry, Josephine <i>B.A., Univ Massachusetts; M.A., Cal State Long Beach; M.F.A., Ohio University</i>	Drama
Poku, Kwadwo <i>B.S., Univ of Science &amp; Technology, Kumasi; M.A., Univ Cal Berkeley;</i>	Mathematics
Price, Leonard G. <i>A.S., Contra Costa College; Vocational Credential</i>	Appliance Service Technology/Refrigeration
Puccioni, Madeline <i>B.A., M.A., Cal State San Francisco</i>	English
Rodriguez, Gil <i>B.A., Univ Cal Berkeley; M.S., Cal State Hayward</i>	Dean, Liberal Arts and Sciences
Saito, Jennifer <i>B.A., M.A., Univ Cal Berkeley</i>	Mathematics
Sample III, Alexander <i>B.A., Ohio State Univ; M.A., Cal State San Francisco</i>	Sociology
Sansen, Oliver <i>B.A., Univ of San Francisco</i>	Administration of Justice
Schweickert, Mitch <i>B.A., Univ Cal Santa Barbara; M.S., Univ Cal Davis</i>	Chemistry
Shrieve, Elizabeth <i>B.F.A., Tufts Univ; B.S.N., Univ San Francisco; M.S., Univ Cal San Francisco</i>	Nursing
Simpson, Linda F. <i>A.A., Diablo Valley College; B.A., Cal State Hayward; M.A., Cal State San Jose</i>	Librarian
Skeen, Esther	Police Services Lieutenant/Manager
Smathers-Himenez, Mary <i>B.S., Chapman Univ; M.S., Armstrong Atlantic State Univ</i>	Nursing
Smith, Clayton <i>B.A., Univ Cal Berkeley</i>	Computer Networking Technology
Smith, Erma <i>B.A., Cal State San Jose; M.A., Cal State San Francisco</i>	Articulation Officer/Psychology
Snell, Myra <i>B.A., Univ Texas-Austin; M.A., Univ Cal Berkeley</i>	Mathematics
Speer, Denise <i>B.S., Cal Poly State Univ San Luis Obispo; D.V.M., Univ Cal Davis</i>	Biological Science
Stein, Jeannine <i>B.A., Cal State San Jose; M.A., Univ of Santa Clara</i>	Mathematics
Stewart, Janhavi <i>A.A., Penn Valley College; B.S.N., Cal State Hayward; M.A., Holy Names College; M.A. JFK Univ, Orinda</i>	Nursing
Torres, L. Felipe <i>B.A., St. Mary's College</i>	Director of Special Programs and Services
Townsend, Janice <i>B.A., M.A., Univ Cal Santa Barbara</i>	Child Development Instructor
Turnwall, Steve <i>B.A., M.A., Univ Cal Los Angeles; M.A., Univ of San Francisco</i>	English
Valentine, Robert <i>B.A., Cal State Fullerton</i>	Director of Marketing & Media Design
Valenzuela, Eileen <i>B.S., M.P.A., Cal State Hayward</i>	Principal Administrative Analyst
Villegas, Richard <i>B.S., Cal State San Bernardino</i>	Physical Education
Wagener, J. Pat <i>B.S., St. Edward's Univ; M.S., Univ of Wisconsin-Superior</i>	Mathematics
Whitman, Nancy <i>B.A., Cal State Chico; M.A., Cal State Sacramento; Ed.D., Univ So Cal</i>	Spanish
Yamakoshi, Lois <i>B.S., Pepperdine Univ; M.A., Cal State Northridge</i>	Mathematics
Ybarra, Nancy <i>B.S., Indiana Univ of Pennsylvania; M.Ed., St. Mary's College</i>	English
Yeong, Michael <i>B.A., St. Francis College; M.A., Antioch College</i>	Reading

Zhu, Yongmin . . . . .	English
<i>B.A., Hanzhou Univ - China; M.A., Univ of Utah</i>	
Zilber, Michael . . . . .	Music
<i>B.A., New England Conservatory of Music; M.A., Tufts Univ</i>	
Zimny, David . . . . .	Political Science
<i>B.A., Univ of Chicago; M.A., Ph.D., Yale Univ</i>	

## Staff

Addiego, Steven . . . . .	Laboratory Equipment Technician I
Alves, Stephanie . . . . .	Admissions/Records Assistant-Secretary
<i>A.A., Los Medanos College</i>	
Amaral, Gilbert . . . . .	Grounds Worker/Gardener II
Ashley, R. Paul . . . . .	Music Lab Coordinator
<i>B.S., Cal State Los Angeles</i>	
Atkinson, Patricia . . . . .	Financial Aid Specialist
<i>A.A., Los Medanos College</i>	
Bancroft, Robert . . . . .	Police Services Officer
Banelos, Patricia . . . . .	Admissions/Records Assistant II
<i>A.A., Los Medanos College; B.A., Cal State Hayward</i>	
Barbato, Cerelia . . . . .	Instructional Assistant
<i>AA, Ohlone College</i>	
Benzler, Camme . . . . .	Administrative Assistant
Bernal, Kim . . . . .	Senior Account Clerk
Betz, Carole . . . . .	Counselor Assistant
Bixby, Robert . . . . .	Police Services Officer
Brister, Mary Ann . . . . .	Instructional Assistant
Bruns, Emily . . . . .	Media Services Specialist II
Butler, Lorie . . . . .	Senior Library Assistant
Chapman, Eloine . . . . .	Web Administrator
<i>A.A., Los Medanos College</i>	
Chen, San Mei . . . . .	Custodian II
Connell, Carmen . . . . .	Financial Aid Assistant II
Crane, Linda . . . . .	Secretary to the Dean
<i>A.A., Diablo Valley College</i>	
Cuara, Juan . . . . .	Maintenance Assistant
Cullar, Katherine . . . . .	Senior Administrative Secretary
Cullison, Linda . . . . .	Instructional Assistant
<i>B.A., UC Berkeley; M. Div., Pacific School of Religion/Instructional</i>	
Davies, Daniel . . . . .	Custodian II
<i>A.S., Los Medanos College</i>	
Dow, Melissa . . . . .	Custodian II
Fay, Jenifer . . . . .	Science Laboratory Technician II
<i>B.A., Sonoma State Univ</i>	
Felix, John . . . . .	Custodian II
French, Carole . . . . .	Senior Admissions/Records Assistant
Garlitos-Holder, Gloria . . . . .	Lead Office Assistant
George Jr., John Robert . . . . .	Lab Equipment Technician II
Gonzalez, Gustavo . . . . .	Campus Facilities Assistant
Greene, Letta . . . . .	EOPS Assistant
<i>B.A., Univ of California Riverside</i>	
Griffin, Kathleen . . . . .	Human Resources Assistant
<i>A.S., Alameda College</i>	
Gursky, Mary . . . . .	Senior Account Clerk
Hamilton, Denise . . . . .	Admissions/Records Assistant II
Hartman, Jack . . . . .	Senior Equipment Maintenance Worker
Henry, Judy . . . . .	Instructional Assistant
Hertstein, Margaret . . . . .	Senior Admissions/Records Assistant
<i>A.A., Los Medanos College</i>	
Hotton, Michael . . . . .	Senior Parking Services Officer
Jafari, Fred . . . . .	Senior Equipment Maintenance Worker



## Faculty and Staff

---

Jones, Annette	Computer-Aided Instruction Lab Coordinator
Jones, Jordan	Computer and Network Specialist
Kohler, Linda <i>A.A., Diablo Valley College</i>	Accountant I
Kolthoff, James <i>A.A., A.S., Los Medanos College; B.A., Cal State Hayward</i>	Alternative Media Specialist
Ksenzulak, Linda	Word Processing Technician
Le, Le Pham <i>A.S., Los Medanos College; B.A., Saigon National Univ of Pedagogy, Viet Nam</i>	Computer-Aided Instruction Lab Coordinator
Lee, Helen <i>B.A., Univ of Manitoba, Canada; M.S. Cal State Univ, Hayward</i>	Research Staff Assistant
Lin, Liling <i>A.S., Shantou Agricultural Machinery School, China; B.S. Golden Gate Univ</i>	Math Lab Coordinator
Long, Mary	Senior Administrative Secretary
Love, V. Carol <i>A.A., Diablo Valley College; B.A. Cal State Hayward</i>	Instructional Assistant
Macias, Antonio	Grounds Worker/Gardener II
Maniscalco, Linda	PBX Operator/Receptionist
Marquez, Natalia	Custodian II
Martin, Analicia <i>BS, Cal Poly State University; M.S., University of the Pacific</i>	Athletic Trainer
Martins, Eulalia	Custodian II
Mata, Josette <i>A.A., Los Medanos College</i>	Customer Service Clerk
McLean, Sharen <i>A.A., Los Medanos College</i>	Administrative Assistant
Mills, Sandra <i>A.A., Los Medanos College, B.A., CSU Hayward</i>	Computer-Aided Instruction Lab Coordinator
Mitchell, Linda	Science Laboratory Technician II
Mitchell, Marilee <i>A.S., Solano College</i>	Instructional Assistant
Oleson, Mary <i>A.A., Los Medanos College</i>	Lead Office Assistant
Ornelas, Janine <i>A.S., Los Medanos College</i>	Police Services Assistant/Dispatcher
Ornellas, Ida R.	PBX Operator/Receptionist
Ortiz, Elaine <i>A.S., Heald College, School of Technology</i>	Computer and Network Specialist
Pavich, Joyce	Book Buyer
Payton, Carl	Police Services Assistant/Dispatcher
Peterson, Kathleen <i>B.S., Univ of San Francisco</i>	Administrative Assistant
Pulos-Fulk, Georgette <i>A.A., Diablo Valley College</i>	Secretary to the Dean
Purdy, Susie <i>A.A., Los Medanos College; B.A., San Francisco State</i>	Senior Admissions/Records Assistant
Ramella, Janet <i>BS, Southern Illinois University</i>	Family Life Education Specialist
Ramirez, Shannon <i>A.S., Contra Costa College</i>	Scheduling Specialist
Raumer, Rodney	Computer and Network Specialist
Restani, Barbara	Computer-Aided Instruction Lab Coordinator
Robinson, Douglas	Grounds Worker/Gardener II
Rock, Mary <i>A.A., Solano Community College; B.S., University of California, Davis</i>	Science Laboratory Coordinator
Rohman, Anita	Secretary to the Dean
Rowe, Raquel	Employment Development Services Specialist
Rush, Robert Roy <i>A.A., Diablo Valley College</i>	Athletic Equipment Manager II

Sale, Humberto <i>B.A., M.A., Cal State San Francisco</i>	College Research Coordinator
Sanchez, Salvador	Grounds Worker/Gardener II
Schmidt, Sandra	Administrative Assistant
Snelling, Jr., John	Custodian II
Sobolik, Glenn	Lead Maintenance Mechanic
Spagnol, James <i>A.A., Los Medanos College</i>	Computer Center Technician II
Stanton, Karen <i>B.S., Univ of Phoenix, M.S., Univ. of Phoenix</i>	Computer Center Technician II
Stanton, Kenneth <i>A.A., Diablo Valley College; B.A., Sonoma State</i>	Media Services Specialist II
Stephenson, Sr., James F. <i>A.A., Diablo Valley College</i>	Media Services Specialist II
Storhill, Evelyn	Secretary to the Dean
Sutton, Roy	Building Maintenance Worker
Terstegge, Ted	Police Services Officer
Tiscareno, Spring	Custodian II
Tutt, Arvella <i>B.A., San Francisco State</i>	Customer Service Clerk
Valencia, Steven	Custodian II
Vawter, Glenda	Locker Room Attendant
Victor, Jennifer	Senior Administrative Secretary
Villalobos, Jesus	Grounds Worker/Gardener II
Villegas, Grace	Admissions/Records Assistant II
Wagner, Gilbert	Custodian II
Warden, Jennifer	Fire Technology/EMS Instructional Laboratory Coordinator
Warthen, Margit <i>A.A., A.S., Los Medanos College</i>	Customer Services Clerk
Wehrmeister, Chad	Police Services Officer
Weikum, Sherry <i>A.A., A.S., Los Medanos College</i>	Library Assistant I
West, Michael	Reprographics Production Coordinator
Wille, Linda K. <i>A.A., Citrus College; B.A., Cal Poly Pomona</i>	Scholarship Program Coordinator
Wilson, Glenn	Lead Custodian
Xavier, Gilberta	Custodian II
Zerck, Kay	Lead Account Clerk

# College Phone Directory

# LMC (925) 439-2181

From Oakley/Brentwood — 754-9011  
From Concord — 798-3500 • TDD 439-5709

For Information About—	Ext/Phone	Room
Admissions & Records Office	7500	CC3 401
Assessment Center/Competency Testing	3252	CC1 121
Athletic Programs	3217	CC3 442
AVANCE Program	3348/3233	CC3 440
Bookstore	3316 or 439-2056	CC3 810
Brentwood Center	513-1625	
C.A.R.E. Program	3131/3317	CC3 431
Career Center	3360	CC3 435
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Individual instructors may be contacted at their campus phone extensions.

# College Terms

## A.A. Degree

Associate in Arts Degree, granted to students who have completed 60 units, with a grade point average of 2.0 or better, including major requirements, general education requirements and college competencies.

## A.S. Degree

Associate in Science Degree, granted to students who have completed 60 units with a grade point average of 2.0 or better in biological science, chemistry, or a technical vocational major; includes major requirements, general education requirements, and college competencies.

## Advisory

A course that is recommended, prior to enrollment in another course; Although courses designated as "advisory" are not required, they are useful as an indication of the desired level of proficiency needed to successfully complete the next course level.

## Articulation

Agreement between community college and 4-year college in which 4-year college agrees to accept certain community college courses as equivalent to their own.

## Assessment

Evaluation process designed to gather information about individual students to assist in appropriate course placement.

## Certificate of Achievement

Awarded to students who have satisfactorily completed the major requirements and competencies in identified occupational programs.

## Co-Requisite

A course that must be taken at the same time as the desired course.

## Course Number

Identification number for course, such as Psychology 11LS. "L" after course number means course meets LMC General Education requirement; "S" after course number means course meets CSU General Education requirement.

## Credit/No Credit (CR/NC)

Some courses are designated with CR/NC, which indicates that students may earn a credit (CR = satisfactory or better) or no credit (NC = less than satisfactory) grade. No letter grade will be awarded in these courses.

## CSU (California State University)

California State University system includes 20 campuses statewide. Closest CSU campuses to LMC are Hayward, San Francisco, San Jose, and Sacramento.

## Competencies

College "exit" requirements in reading, writing, math, and computer literacy. Required for all Associate Degrees and Certificates of Achievement. Satisfied by course or exam.

## Degree-Applicable (DA) Courses

Courses designated as DA are those that apply toward completion of an associate degree or certificate of achievement. Degree applicable courses are identified by the abbreviation "DA", appearing on the last line, below the course description in the catalog.

## Elective

Course or subject a student may choose to take rather than one that is required for a particular major or degree.

## Faculty Advisor

Instructor in certain major who assists students in developing multi-semester educational plan for courses in that major.

## General Education (Breadth) Requirements

Specific courses, outside student's major area, required for Associate Degree and transfer. Designed to meet the need for broad knowledge. Requirements vary from college to college.

## IGETC (Intersegmental General Education Transfer Curriculum)

Program of courses designed to meet transfer requirements of either CSU (California State University) or UC (University of California) systems.

## Major

Principal field of academic specialization chosen by a college student, such as Computer Science, Music, or Psychology. Requires an organized set of required classes.

## Non Degree-Applicable (NDA) Courses

Courses designated as "NDA" cannot be applied toward units required for degrees or certificates. Non Degree-Applicable courses are identified by the abbreviation of "NDA", appearing on the last line below the course description in the catalog.

## Prerequisite

A course or other requirement that must be completed and verified prior to enrollment in a given course.

## Repeatability

Not all courses may be repeated, once they have been satisfactorily completed (with a grade of "CR", "C" or better). If a course is repeatable, it will be stated at the end of the course description. If no statement is made, the course may only be repeated one time, in the event that the first grade received was substandard ("NCR", "D", or "F").

## Student Choice (SC)

Some courses are designated with "SC", which means a student may choose to complete the courses for either a letter grade or a credit/no credit (CR/NCR) grade. See information on this grade option in the "Standards of Scholarship" section of this catalog.

## Transfer Course

Any course accepted for credit towards Bachelor's Degree at 4-year college. Shown in catalog as "Transfer: UC, CSU."

## UC (University of California)

University of California system includes nine campuses statewide. Closest UC campuses to LMC are Berkeley, Davis, and Santa Cruz.

## Unit (of Credit)

A measure of how much credit may be earned for any given course. Unit amounts are determined by the type of instruction associated with the course (i.e. lecture, lab) and the number of hours the class meets. See the "Guidelines on Units of Credits" section for further information.

# Notes

## Catalog Acknowledgement

Robert Valentine: *Editor*

Robert Skapura: *Database Download*

Shannon Ramirez: *Course Data Input*

Eloine Chapman: *Catalog Layout*

*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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