Shasta College

2016-2017 Catalog

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Shasta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, TELEPHONE (415) 506-0234, FAX (415) 506-0238. Shasta College is listed as a public community college in the approved list of the Education Directory, Higher Education Part 3, published by the U.S. Office of Education.

ACCURACY STATEMENT

The Shasta-Tehama-Trinity Joint Community College District has made every reasonable effort to ensure that information in this catalog is accurate. Courses and programs that are offered, along with other matter contained herein, are subject to change without notice by Shasta College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District. The District further reserves the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES

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MISSION STATEMENT

Shasta College provides a diverse student population open access to undergraduate educational programs and learning opportunities, thereby contributing to the social, cultural, intellectual, and economic development of our communities. The District offers general education, transfer and career-technical programs, and basic skills education. Shasta College provides opportunities for students to develop critical thinking, effective communication, quantitative reasoning, information competency, community and global awareness, self-efficacy, and workplace skills. Comprehensive student services programs support student learning and personal growth. *(Revised May 2016)*

The Shasta-Tehama-Trinity Joint Community College District (“Shasta College”) does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

Institutional Student Learning Outcomes

To support student success, Shasta College has identified the following Institutional Student Learning Outcomes (ISLOs).

1. **Critical Thinking**
   Critical thinking is the ability to comprehend, communicate, or engage in problem-solving or strategy-building techniques.

2. **Information Competency**
   Information competency is the ability to find, evaluate, use and communicate information in all its various formats.

3. **Effective Communication**
   Effective communication is the ability to effectively use written, oral and nonverbal communication.

4. **Quantitative Reasoning**
   Quantitative reasoning is the ability to use appropriate mathematical methods.

5. **Self-Efficacy**
   Self-efficacy is the confidence and ability to perform the courses of action required to effectively meet personal, social, academic and professional goals.

6. **Workplace Skills**
   Workplace skills provide the ability to perform effectively at work.

7. **Community and Global Awareness**
   Community and global awareness includes an understanding of community and global issues and cross-cultural awareness.

*(Board Approved 6/08/11)*
Welcome to Shasta College!

Shasta College serves Shasta, Tehama, and Trinity Counties as a comprehensive community college offering programs in a broad range of fields of study to prepare you for new opportunities and challenges.

We at Shasta College pride ourselves on our dedication to students as our first priority. You will have the opportunity to have your own personalized education and career plan. Whether your goal is employment upon graduation or transfer to a four-year university, our desire is to assist you and ensure you know how, at each step, to best steer your own pathway to success.

A decision to enroll at Shasta College is a wise investment of your time, talent and resources. Thousands of successful graduates since 1950 throughout Northern California and the nation attest to their pride in being part of the Shasta College family. We welcome you to that tradition and to a wide new world of opportunities made possible through higher education.

Dr. Joe Wyse
Superintendent/President

¡Bienvenidos a Shasta College!

Shasta College atiende a los condados de Shasta, Tehama, Trinity como un colegio de comunidad integral ofreciendo una gran variedad de programas en varios campos de estudio para prepararte en las nuevas oportunidades y cambios.

En Shasta College nos sentimos muy orgullosos de la dedicación brindada a nuestros estudiantes, siendo esta nuestra primera prioridad. Nosotros estamos en continua búsqueda de la innovación en cambios para mejorar el éxito de los estudiantes. Como estudiante tú tendrás la oportunidad de tener un plan personalizado de educación y plan de carrera. Si tu objetivo es conseguir empleo después de graduarte o transferirte a una Universidad, nuestro deseo es asistirte y asegurarte cómo hacerlo a cada paso para conducirte en tu propio camino al éxito.

Decidir matricularte en Shasta College es una sabia elección de tu tiempo, talento y recursos. Desde 1950, miles de graduados con éxito, en el norte de California y en la nación dan fe del orgullo de ser parte de la familia de Shasta College. Nosotros te damos la bienvenida a esta tradición y al nuevo mundo de oportunidades que es posible gracias a la educación superior.

Dr. Joe Wyse
Superintendente/Presidente

Applications and information should be requested from:
Admissions and Records Office, Shasta College, Administration Building, 11555 Old Oregon Trail,
P.O. Box 496006, Redding, CA 96049-6006
Telephone: (530) 242-7650

Don’t forget to visit our website at www.shastacollege.edu
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Director of Grant Development .............................................................................................................. Amy Webb

Director of Innovation and Special Projects ........................................................................................... Theresa Markword

Executive Director, Shasta College Foundation ..................................................................................... Scott Thompson

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**College Calendar**

**FALL SEMESTER 2016**

Aug. 12 ............... All College Day for Faculty

Aug. 15 ............... INSTRUCTION BEGINS – DAY AND EVENING, ON AND OFF-CAMPUS

Sept. 5 ............... Labor Day Holiday

Nov. 11 ............... Veterans Day Holiday

Nov. 21-23 ............... No classes

Nov. 24-25 ............... Thanksgiving Holiday

Dec. 16 ............... Last Day of Fall Semester

Dec. 19-Jan. 20 ...... Semester Break

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**SPRING SEMESTER 2017**

Jan. 20 ............... Martin Luther King, Jr. Holiday

Jan. 21 ............... INSTRUCTION BEGINS – DAY AND EVENING, ON AND OFF-CAMPUS

Feb. 17 ............... Lincoln’s Day Holiday

Feb. 20 ............... Washington’s Day Holiday

March 9 ............... All College Day for Faculty

April 10-14 .............. Spring Break

April 17 ............... Classes Resume

May 19 ............... Last Day of Spring Semester

May 19 ............... Commencement
Chapter 1: Admission and Enrollment Information

Admissions

Anyone 18 years of age or older or anyone under 18 who has graduated from high school or passed the California High School Proficiency Exam may be admitted to Shasta College classes.

Service Area Outcomes

1. At least 85% of all students, staff and faculty will be satisfied with operations in the Admissions and Records Department.

Course Registration

ONLY OFFICIALLY REGISTERED STUDENTS MAY ATTEND CLASSES. STUDENTS WHOSE NAMES DO NOT APPEAR ON THE INSTRUCTOR’S CLASS LIST ARE NOT OFFICIALLY REGISTERED AND WILL NOT RECEIVE CREDIT OR GRADES.

APPLICATIONS AND INFORMATION SHOULD BE REQUESTED FROM:

Shasta College Website OR
Admissions and Records Office, Shasta College
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006
Telephone: (530) 242-7650
Fax: (530) 225-4995
Application E-Link: Shasta College Application for Admission

CONTINUING STUDENTS (Students currently enrolled at Shasta College): Please check your registration date that will be sent to your email address on file or you may find your registration date and time on your My Shasta account.

RETURNING STUDENTS (Students who attended Shasta College in previous semesters but are not currently enrolled): Please contact the Admissions and Records Office for a registration date.

TRANSFER STUDENTS (Students who have completed courses at other colleges or universities, but not Shasta College): Please contact the Admissions and Records Office for a registration date.

New students will receive priority registration based on the completion of matriculation. Registration priority shall be lost at the first registration opportunity after a student: 1) Is placed on academic or progress probation or any combination thereof for two consecutive terms; or 2) has earned one hundred (100) or more degree-applicable units at Shasta College except in designated high unit majors. Returning students and students who began taking classes at Shasta College after Summer 2014 must also have a comprehensive education plan on file no later than the term after which the student completes 15 semester units of degree-applicable credit coursework.

ADDING A CLASS: Students may be added into an open class through the 10% point of the class. After the first two class meetings, approval by the instructor is required to add the class, which includes both the signature of the instructor and the first date of attendance. IT IS THE STUDENT’S RESPONSIBILITY to pick up the form from the Admissions and Records Office and take it to the instructor for approval. The student must then return the form to the Admissions and Records Office or the Extended Education campus for processing before the add is finalized.

ATTENDANCE: Students are expected to attend all classes. A student who fails to attend the first class meeting of a course without notifying the instructor may be dropped from the class. In addition, an instructor may drop a student during the first 75% of the class for non-attendance. Nevertheless, IT IS ALWAYS THE STUDENT’S RESPONSIBILITY TO OFFICIALLY DROP OR WITHDRAW from the class. Students who fail to file the necessary forms, even though they stop attending class, will be assigned a course grade.

CLOSED CLASSES: A closed class is one which has reached its maximum enrollment. The only way that a student is allowed into a closed class is:

The student has their name added to the class wait list so, as enrolled students withdraw, the wait-listed student may be added to the enrollment list depending upon their wait-list priority. An e-mail to the student is automatically generated, and the student has until midnight of the date the e-mail was sent to pay the appropriate fees and achieve official enrollment status; or The student must obtain the instructor’s permission. The instructor verifies permission by signing a student add/drop form and including the date of first attendance.

In either event, the student must attend the first class meeting.

CONFLICTING CLASSES: The State of California generally will not allow students to enroll in classes that are held at the same time or that have overlapping times.

DROPPING A CLASS: IT IS THE STUDENT’S RESPONSIBILITY TO DROP A CLASS(ES): The Enrollment Fee and/or material fees are refundable if a class is dropped during the first 10% point of the length of the course.1 Students may drop a class and have no notation appear on their transcripts through the census date of each class. Students are able to drop classes on-line through My Shasta. The student may withdraw from a class from the census date up to 75% of the length of the course. The notation “W” will appear on the student’s transcript and will not be used in calculation of the grade point average. Excessive “W”s shall, however, be used as factors in progress probation and dismissal procedures. Forms are available from the Admissions and Records Office, Extended Education campuses, or by mail. Students may not drop classes over the phone. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade. Students unable to process transactions in person or via My Shasta may designate another person to process transactions on their behalf by proxy. A proxy form is available at Proxy Form or through the Admissions and Records Office. The form must be signed and returned to the college Admissions and Records Office prior to the transaction.

OPEN ACCESS POLICY: The policy of this district is that all courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may be limited to students meeting properly validated prerequisites and corequisites or due to other practical considerations such as exemptions set out in statute or regulation.

Wait List

Each course offered by Shasta College will have a Wait List assigned to it. Wait Lists allow you to be considered for access to a closed course during the first two class meetings of the late registration period. Students are advised to monitor their Wait List status carefully by accessing MyShasta.

For online courses, “first class meeting” refers to the first day that the course is available, normally the first day of the term unless otherwise noted in the schedule. Similarly, “second class meeting” refers to the second day that the course is available.

1. Wait List Registration

If a course in which you are attempting to enroll is full, you have the option of adding yourself to the Wait List. The Wait List is a mechanism whereby a student may be given the opportunity to become registered in a course should a vacancy occur up through the second class meeting.

The Wait List may also be used to create an additional section(s) of the same course should enough students demonstrate the need for the course by adding their names to the list. The creation of an additional section will be at the discretion of the
2. Migration from Wait List to Registered Status
   A. If an opening occurs any time before midnight 5 business days prior to the first day of class, the first eligible student on the Wait List will automatically be enrolled into the section and sent a notification through email (if available) or US Postal Service. Each subsequent vacancy that occurs will be filled by the next eligible* student on the list and each student will be notified through email (if available) or US Postal Service accordingly. The student must attend the first class meeting or, in the case of an online course, must log in on the first day of the course, at which time registration status will be confirmed by the instructor.

   B. If an opening occurs any time after midnight 5 business days prior to the first class meeting and up through the second class meeting:
      a. In a live or ITV course, the student must attend the first class meeting. Instructors may choose to provide eligible students with a registration code that will permit them to register from the waitlist. The student should take the code to register in person at the Admissions and Records office BEFORE the last day to add a class or use MyShasta and the code to register online BEFORE the second class meeting. The 5 digit code will expire and online registration will be blocked at the end of the second class meeting. Click here for instructions on how to enroll into a class using MyShasta. Alternatively, students may complete a registration form, obtain the signature of the instructor on the registration form, and submit it to the Admissions and Records Office or Extended Education campus BEFORE the last day to add a class. Failure to do so will result in the registration being denied by the Admissions and Records Office or Extended Education campus.
      b. In an online course the student must send an email to the instructor to be considered for an instructor’s approval for migration from the Wait List. This is the equivalent of showing up on the first day in a face-to-face class.

         Should a vacancy occur in the course, a student may also receive a notification email from the college indicating that a vacancy in the course exists. At that time, the student must contact the instructor by email requesting permission to register for the course. Instructors may choose to provide eligible students with a registration code that will permit students to register from the waitlist. The student should take the code to register in person at the Admissions and Records office BEFORE the last day to add a class or use MyShasta and the code to register online BEFORE the second class meeting. The 5 digit code will expire and online registration will be blocked at the end of the second class meeting. Click here for instructions on how to enroll into a class using MyShasta.

3. Wait Lists will only remain in effect through the second class meeting or through the second day of an online course.

4. Payment is due by midnight of the day of registration.

5. An “ineligible” student is one who will not migrate (as described in 2.A.) from the Wait List into actual course enrollment for any one of the following reasons:
   • The student has not completed the course prerequisite or is not currently registered in the course corequisite.
   • The student has a debt owed to the college incurred during a previous term.
   • The student has been placed on a Wait List for one course that conflicts with a course in which he/she is already registered. Any conflict must be remedied prior to migration.
   • The student has already reached the maximum allowable units prior to the migration without filing a petition for overload.
      • The student does not pass the eligibility rules set up for the registration to occur.
      • The student has already reached the maximum allowable opportunities to repeat the course.
      • A probationary student who has already reached the 13 maximum allowable units.
      • The student is attempting to ‘repeat’ the course and fails to meet the allowed grade requirement.

6. Additional Information:
   • It is the student’s responsibility to monitor his/her status on any Wait List, and accept responsibility for any conditions which may prevent migration from the Wait List to registered status.
   • If a student is deemed ineligible to migrate from the Wait List to registered status, the student will not receive official notification.
   • Students who have not met prerequisite requirements or who have exceeded ‘repeat’ limits will not be allowed to place themselves on a Wait List for the respective course.
   • Students who have an outstanding unpaid balance to the college for fees incurred from a previous semester will not be allowed to place themselves on a Wait List.
   • Students will not be able to register for one section of a course and get on the Wait List for another section of the same course.
   • Students can choose to be on no more than one Wait List for different sections of the same course.
   • Students can choose to be added to a Wait List of one course offered at a specific time and be registered in a different course at the same time.
   • Students are able to remove themselves from the Wait List at any time.
   • Should an additional section(s) be created from the Wait List and made available at the same time/day as the original section (as described above), students from the Wait List will be ‘migrated’ to the new section and informed of the new section’s location by the respective division.
   • Students choosing to be added to the Wait List will not be charged the associated enrollment fees until they have actually become registered in the course.
   • Students who have opted to be placed on the Wait List MUST attend the first class meeting.
   • Students who have been placed on the Wait List that do not attend the first class meeting (or, in the case of an online course, fail to submit an email to the instructor on the first day of the course) may forfeit eligibility to register from the Wait List roster or may be deleted from the Wait List roster by the instructor.
   • The Wait List is available up to midnight 5 business days prior to the first class meeting. At that point, students will no longer be able to add themselves to the Wait List. Students’ failure to attend the first class meeting or email internet instructors on the first day of the term will jeopardize their status as ‘wait-list’ candidates.

Auditing a Course

Purpose:
1. Auditing is to allow students to participate in class activities beyond the course repetition limit; and
2. Auditing is to allow students to repeat a course with the intent of upgrading needed skills or reviewing course content.

Eligibility:
1. Students must be eligible for admission to the college as regularly enrolled students.

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*Note: Eligibility includes meeting all academic criteria as described in the College Catalog for the appropriate Dean.
Chapter 1: Admission and Enrollment Information

2. Students may audit classes only when they have exhausted repetition opportunities for the course.
3. Students must meet course prerequisites; and
4. Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate. (Education Code Section 76370(d)).

Fees:
1. The fee for auditing a class is $15.00 per unit, per semester (Education Code Section 76270(a)). Material fees, if applicable, are payable with audit fees upon submitting the approved application. The audit fee is non-refundable; and
2. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer units per semester.

Procedures:
1. Verification of eligibility from Admissions and Records Office.
2. Instructor’s signature of approval on audit form.
3. Dean of the Division’s signature of approval on audit form.
4. Return of approved audit form to Admissions and Records Office within 7 days with payment of all fees.

Continuing Students

CONTINUING STUDENTS and RETURNING STUDENTS may register as described in the current Schedule of Classes. Students planning to enroll in math or English classes are advised to take the appropriate assessment test and consult with a counselor before registering. See “Assessment Center” in the current Schedule Supplement for details on where and when assessment tests are given.

Coursework – Acceptance of Upper Division Work

Shasta College accepts credit from institutions accredited by one of the six regional accrediting associations or follows the recommendations of the American Association of Collegiate Registrars and Admissions Officers.

Shasta College will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited college or university.
- The course must be deemed comparable to a Shasta College course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses (or graduate level courses) which require attainment of the lower division course competencies may also be accepted.
- The upper division course may be used to satisfy a Shasta College major requirement, an A.S. degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Unit credit will not be awarded toward the 60 units required for the degree. Upper division courses will not be used to certify CSU GE or IGETC requirements.
- For the purposes of ADN or Dental Hygiene prerequisites, the grades earned will be calculated in the same manner as those transferred from another regionally accredited college or university.

Dropping a Class Without Record

Students may drop a class and have no notation on their transcripts through the fourth week of a full-term class, or 30% of a short term class. IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASS(ES). Forms are available from Admissions and Records, Extended Education sites, or by mail. Students can drop a class in person at Admissions and Records or Extended Education sites, or online through MyShasta. If a student intends to drop a class and stops attending but fails to file the necessary forms, a failing letter grade may be assigned by the instructor. Students may be dropped by the instructor based on excessive absences from a class so long as the instructor has announced attendance criteria.

Student Success and Support Program

SUCCESS BEGINS WITH A PLAN! The college has found that students who have supplied transcripts, participated in English and math assessments, attended an orientation and discussed their educational goals with a counselor significantly improve their performance in college. We call this process “matriculation.”

Matriculation is defined by the Seymour-Campbell Student Success Act of 2012 as “a process that brings a college and a student into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study.” The agreement involves the responsibilities of both the college and student. The Student Success and Support Program includes services to optimize student opportunities to achieve academic success.

The College agrees to provide:
- An admissions application process.
- An orientation to the College’s programs and services.
- Assessment in English, math and reading before course registration.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student’s progress in achieving an education goal.

The student agrees to:
- Identify an academic and career goal upon application.
- Complete a new student orientation, if new to the college.
- Declare a specific course of study after a specified time period of unit accumulation, as defined by the Board of Governors.
- Attend class and work diligently to complete class assignments.
- Complete courses and maintain academic progress toward an educational goal and course of study identified in the Student Educational Plan (SEP).

FIRST-TIME STUDENTS are required to take advantage of Student Success and Support Services. Those who do will be eligible for “priority registration.”

Participation in matriculation services is OPTIONAL for the following students. If you fall into one of these categories, contact the Admissions and Records Office for appropriate registration information.

1. Students who have received a full array of matriculation services at another California community college;
2. Students who plan to enroll only in courses having no English and/or math skill requirements/prerequisites;
3. Students who plan to enroll in fewer than 6 units and who have "personal interest," advancement in their current jobs, or maintenance of a certificate or license as their goals;
4. Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College; or
5. Students who have completed 30 or more semester units at another regionally accredited college or university and are not pursuing a program or degree objective at Shasta College.

Forms are available for this purpose from the Dean of Enrollment Services. Students who are exempted from matriculation services may still participate in those services. Students who do not complete matriculation steps will lose priority registration. Students have the right to refuse matriculation services.
Chapter 1: Admission and Enrollment Information

ALL OTHER FIRST-TIME STUDENTS should participate in matriculation services. The matriculation process consists of:

1. **Application:** This starts the process! Complete an online application or submit a paper application to the Admissions and Records Office or Extended Education campus.

2. **Records:** Arrange to have official transcripts of high school and previous college work sent to Shasta College. These are important for counseling and program planning. Transcripts sent to Shasta College from other regionally accredited colleges and/or educational institutions at the request of a student become part of the student’s permanent file and are neither duplicated nor distributed.

3. **Assessment Testing:** This service provides students with information that will help them to make appropriate selections of major programs and courses. Reading, writing, and mathematical skill assessment tests are offered to all students at a variety of times and locations on a walk-in basis. See the section titled, “Assessment Center” in the current Schedule Supplement for details. Note: Qualifying scores from approved tests taken within the last two years at accredited institutions and sent to Shasta College may exempt students from having to take Shasta College assessment tests.

4. **Orientation:** The orientation program provides new students an opportunity to prepare for college. The orientation includes information about Shasta College policies and procedures, tips for college success, and instruction in using MyShasta – Shasta College’s online records and registration system. Students may also choose to complete this requirement by completing the orientation online. Counselors at in-person orientations provide assistance to students in selecting their classes for the following semester.

5. **Education Plan:** All new students must identify an academic and career goal upon application and complete a preliminary education plan to enjoy priority registration. Returning students and students who began taking classes at Shasta College after summer 2014 must also have a comprehensive education plan on file by the end of their 3rd semester to retain priority registration.

6. **Registration:** Students who participate in services 1 through 5 will be given “priority registration” status. New students who have completed college orientation, assessment and developed educational plans as well as continuing students in good standing who have not exceeded 100 degree-applicable units (not including units in basic English, math, or English as a Second Language) will now have priority over students who do not meet the criteria. Students who are active-duty military, veterans, foster youth, and participants in EOPS, DSPS and CalWORKS will continue to have priority registration if they meet the same criteria listed above. We highly encourage students on academic and/or progress probation and those nearing 100 degree-applicable units to seek guidance from a counselor to carefully plan their remaining courses.

Community college districts are required to notify students of matriculation requirements and the loss of registration priority if a student fails to fulfill their responsibilities. Information related to this college’s matriculation policies are accessible and available to all students during or prior to enrollment (e.g., during orientation) and are included in class schedules and catalogs. Contact the office of the Dean of Enrollment Services should you have questions regarding student rights and responsibilities.

**PETITION PROCESS**

Students may appeal the loss of priority enrollment status due to extenuating circumstances or if they have a disability and applied for, but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Shasta College may exempt from the 100 unit limit category those students enrolled in high unit majors or programs.

Shasta College may also allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving a minimum grade point average of 2.0 and completing more than 50% of units attempted in the student’s most recently completed semester. Students have the right to refuse matriculation services. Please contact the Admissions and Records office for forms and additional information.

The student must file the written petition of appeal before the end of thirty (30) days after a loss of enrollment priority. All appeals shall be submitted to the Admissions and Records Department and will be forwarded to the Priority Registration Appeals Committee. If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal an adverse action for that semester. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which the retention of enrollment priority should be granted and to provide evidence supporting the reasons. The student will be continued on sanction until the Priority Registration Appeals Committee renders a decision. When a challenge contains an allegation that the district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.

The Priority Registration Appeals Committee will notify the student of its decision in writing within thirty days of receipt of the student’s appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date of notification. The decision of the Superintendent/President or designee is final.

If the loss of enrollment priority appeal is granted, enrollment priority will be reinstated at the next available registration. Prior to the subsequent enrollment period, the student’s academic record will again be evaluated to determine enrollment priority status. Priority enrollment will be re-evaluated each term.

**ASSESSMENT CENTER**

**Service Area Outcomes**

1. The Assessment Center staff will collaborate closely with counselors to insure accurate placement levels for incoming students.

2. At least 90% of all students will be satisfied with operations in the Assessment Center.

**Student Support Learning Outcomes**

1. At least 35% of all students will prepare for the assessment test.

**Location:** 2200 Building, Room 2215

All first-time non-exempt students will need to take the English (reading and writing) and/or multiple measures assessment, and Math self-placement and/or assessment. The time of assessment, all students must provide photo identification (i.e., driver’s license, passport), know their social security number, and have an application on file at Admissions and Records.

Assessments are offered on the Shasta College campus in the Assessment Center (room 2215) in the 2200 Building; at the Extended Education campuses; and at selected high school campuses. The Math self-placement test may also be completed online at the Shasta College Assessment Center webpage: Math Self-Placement Test and faxed to the Assessment Center. Please contact your local Extended Education campus or high school campus for more information regarding availability and scheduling.

**Students may be considered exempt from assessment if they:**

- Provide documentation of prior completion of an Associate Degree or higher; or
- Propose to enroll only in courses for which the Shasta College Curriculum Committee and Academic Senate have determined there are no skill prerequisites. New students seeking an exemption should visit the Admissions and Records and complete an exemption form.
The Assessment Center in Room 2215 in the 2200 Building is open Monday through Friday. Testing in the Assessment Center is by appointment only. Please visit the Assessment Center web page and click on the Assessment Appointment link to make an appointment. Assessments will be completed on computers. Please plan for approximately 1 ½ hours to complete all three sections of the assessment. Assessments are available at Extended Education campuses by appointment only. Shasta College will be converting to the statewide Common Assessment during the 2016-2017 academic year and is a pilot college in the statewide Multiple Measure Assessment Project. Please contact the Assessment Center for multiple measurement criteria.

Students with disabilities should contact Disabled Students Programs and Services at (530) 242-7790 for information and assessment accommodations. English-as-a-Second Language students should take the ESL Assessment Exam.

Orientations, assessment and counseling are also available for students in Tehama, Trinity, and Eastern Shasta County, as well as for students taking classes online from distances outside of Northern California. For more information, contact the Tehama campus at (530) 529-8980.

Pre-test practice: Students are encouraged to practice before scheduling an assessment appointment. When students click a link to schedule an assessment test, they will encounter a screen that reminds them about the time and money they will save if they prepare for an assessment. The page also provides links to resources that will help students prepare for an assessment test. Once a student certifies that they are well prepared to take the assessment, they may then schedule an appointment. Students are also notified about the importance of pre-test preparation during the new student orientation and may receive a copy of test preparation websites upon request.

Re-Take policy: Students may re-take assessment tests once per semester. This procedure is consistent with publisher guidelines. Students are advised to complete an intervention prior to re-taking the assessment test.

Recency policy: Shasta College accepts scores from approved tests taken within the last two years at another college.

COUNSELING
Throughout the semester, counselors are available to assist students in planning and achieving their educational and career goals. Services are available by appointment; brief walk-in appointments are available most days. Call the Counseling Center at (530) 242-7724 or go to http://www.shastacollege.edu/counselingappointments.

Service Area Outcome
1. Students express a high degree of satisfaction with counseling services.

Student Support Learning Outcomes
1. As a result of their counseling session, students will have an improved understanding of academic requirements and/or the classes they need to take in order to achieve their academic goals.
2. As a result of their counseling session, students will be able to identify actions they can take to clarify their career and/or educational goals.
3. As a result of their counseling session, students will be able to articulate personal issues affecting their success and create a plan for addressing these issues.

As a result of completing an online orientation, students will have an improved understanding of academic policies, basic college information, college success strategies and support services and resources.

Shasta College counselors are always ready to assist students in meeting their educational and personal goals. Services include educational planning, career counseling, referral services and transfer information. Students should review the Counseling Department website for updates on the schedule and the availability of “Express” appointments.

ORIENTATION INFORMATION
The New Student Orientation can be completed online at New Student Orientation. Students may also schedule a New Student In-Person Orientation online or by calling (530) 242-7751 or your local Extended Education Campus.

Burney and Weaverville Orientations: Please call the Trinity Campus at 530-623-2231 or the Intermountain Campus at 530-335-2311 for date and time information. Orientations may be delivered via ITV (interactive television).

Red Bluff Orientations: Please call the Tehama Campus at (530) 529-8980 for date and time information.

International Students
International students must file: an international student application; proof of English competency; health history, including evidence of polio immunization shots or Sabin Oral vaccine, medical statement of immunization against measles, and a certificate of freedom from active tuberculosis; a financial support statement; verification of personal medical insurance coverage; and high school and college transcripts.

International students who will be attending pursuant to an F-1 visa must submit all required documentation prior to issuance of form 1-20 by the District. Students must meet resident determination, which includes a student visa from their residence outside of the U.S., or a U.S. visa that permits entry solely for a temporary purpose.

TOEFL (Test of English as a Foreign Language)
IELTS (International English Language Testing System)
STEP (Society for Testing English Proficiency)

English competency is demonstrated by the following scores:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL paper-based</td>
<td>500 or above</td>
</tr>
<tr>
<td>TOEFL internet-based</td>
<td>61 or above</td>
</tr>
<tr>
<td>TOEFL computer-based</td>
<td>173 or above</td>
</tr>
<tr>
<td>IELTS Band</td>
<td>5.0 or above</td>
</tr>
<tr>
<td>STEP Grade</td>
<td>2A or above</td>
</tr>
</tbody>
</table>

Students may be accepted with the following scores with the stipulation that they enroll in ESL coursework and maintain full-time status (minimum 12 units) as per ICE regulations:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL paper-based</td>
<td>450-499</td>
</tr>
<tr>
<td>TOEFL internet-based</td>
<td>45-60</td>
</tr>
<tr>
<td>TOEFL computer-based</td>
<td>133-172</td>
</tr>
<tr>
<td>IELTS Band</td>
<td>4.5</td>
</tr>
<tr>
<td>STEP Grade</td>
<td>2</td>
</tr>
</tbody>
</table>

Subsequent semester placement into academic courses will be based on ESL assessment or the TOEFL score.

International students who score below the minimum required ESL levels will not be accepted.

International students considered citizens or residents of a foreign country will pay, in addition to in-state enrollment fees, out-of-state tuition at the time of enrollment.

International students applying for the fall semester must complete their applications by June 1. Students applying for the spring semester must complete their applications by November 1. Incomplete applications will be redirected for the following semester admission consideration. At the end of one year from initial application the files of students who do not enroll are destroyed.

International students wishing to attend Shasta College should direct their questions and applications to the Admissions and Records Office, and see our website at internationalstudents.
FREQUENTLY ASKED QUESTIONS

What is an “advisory on recommended preparation”? 
Advisories are intended to identify skills which will broaden or deepen a student’s learning experience, but without which the student can still succeed in the course. The college does not block enrollment in a course for lack of advisory skills.

Where can I find advisories for each course? 
If a class has an advisory, it will be stated as part of the course description in the Catalog, and will be listed with the course in the Schedule of Classes.

What is a “limitation on enrollment”? 
All courses are open to enrollment to any student who has been admitted to the college, with the following exceptions. Title 5 Section 58106 allows the college to limit enrollment in specific courses or programs by using: 1) prerequisites and corequisites; 2) health and safety considerations; 3) practical considerations such as facilities limitations, faculty availability and funding limitations; 4) registration systems such as a first-come-first-served, or priority system; 5) statutory, regulatory, or contractual requirements; 6) auditions and tryouts for intercollegiate competition, honors, or public performances courses, 7) blocks of courses for cohorts of students. NOTE: Shasta College enforces limitations on enrollment.

How do I know which classes have limitations on enrollment? 
If a class has a limitation on enrollment, it will be specifically stated as part of the course description in the Catalog, and will be listed with the course in the Schedule of Classes.

What is a “prerequisite” or “corequisite”? 
“Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. (Title 5, Section 55200(a)) Such a condition of enrollment can be a course or other preparation a student must have before being permitted to enroll in a target course. Prerequisites provide the student with knowledge and/or a set of skills that substantially increase a student’s success. For example: Introduction to Managerial Accounting (ACCT 4) has a prerequisite of Introduction to Financial Accounting (ACCT 2) with a grade of “C” or higher.

There are two types of corequisites: two-way corequisites and one-way corequisites. A “two-way” corequisite is when two (or more) courses are so intertwined that neither course stands alone. A student would not have a reasonable chance to be successful in either course without being concurrently enrolled in both courses. A “one-way” corequisite is when one of the courses depends on the content of the other course, but not vice-versa. Here, only one course would list the other as a corequisite. Often, with one-way corequisites, if you have previously completed the corequisite course, you may be qualified to enroll in the target course.

Why does Shasta College enforce prerequisites and corequisites? 
We are legally required to enforce prerequisites. The Shasta College faculty has carefully selected prerequisites by evaluating the skills and concepts needed for success in a target course. They are intended to ensure that a student has a reasonable chance for success. For these reasons, enforcement of prerequisites is in the interest of all students.

How can I satisfy a Prerequisite? 
There are three ways you can satisfy a prerequisite at Shasta College.

1. You received a grade of C or higher in the prerequisite course at Shasta College.
   A. If you completed the prerequisite course with a grade of C or higher, you will be allowed to enroll in the target course (as long as space is available).

B. If you are currently attending the prerequisite course at the time of registration, you will be allowed to conditionally enroll in the target course for the following semester or summer session (as long as space is available). However, when grades are submitted at the end of the semester, if you did not receive a grade of C or higher in the prerequisite course, you will be dropped from the target course.

2. You satisfied the prerequisite through Course Equivalency. 
There are three ways to satisfy a prerequisite through Course Equivalency: 1) You received a grade of C or higher in an equivalent course at another college, 2) You have a qualifying score on the AP Exam, or 3) You received CLEP credit for the prerequisite course. (For further information about AP Exam scores and CLEP credit, see a counselor, or refer to the Catalog.)

If you believe you have satisfied the prerequisite through Course Equivalency, then before registration, you should contact Admissions and Records staff, who will direct you through the Course Equivalency Procedure. It is your responsibility to provide supporting documentation, such as transcripts and course description(s) from your previous college(s). You will be allowed to enroll conditionally in the target course for ten working days. If, at the end of ten working days, you cannot provide documentation that you have met the prerequisite through Course Equivalency, then you will be dropped from the course.

3. You satisfied the prerequisite through Multiple Measures. 
Shasta College recognizes that you may have gained the prerequisite skills for some courses by means other than the two mentioned above. For example, you may have completed high school courses that covered the same topics as the prerequisite course. Or, perhaps you gained the prerequisite skills through work experience. Whatever the means, if you have gained skills that are equivalent to those that you would get by taking the prerequisite course at Shasta College, you should take your supporting documentation to a Shasta College counselor before you try to register. The counselor will direct you through the Multiple Measures Procedure.

Note: If you are attempting to register in a course that has Math, English or Chemistry as a prerequisite, then part of the Multiple Measures Procedure might include taking an Assessment Test at the Assessment Center. You are free to take the Assessment Test before you see your Counselor.

Note: Because you will be unable to enroll in the target course until a counselor determines that you have satisfied the prerequisite through Multiple Measures, it is in your best interest to see a counselor before attempting to register for the course.

Note: If you have a disability and believe that you could be successful in the class with reasonable accommodations then see the Counselor for Disabilities, or Learning Disability Specialist, (530) 242-7790, before attempting to register for the course.
Can I challenge a prerequisite or corequisite?
Yes, you can. The five grounds for a student to challenge a prerequisite or corequisite are:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
2. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites;
3. The prerequisite or corequisite is in violation of Title 5;
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available, or accessible. For a full description see Title 5, Section 55201(f).

If you believe you have grounds for filing a challenge, go to the Office of Admissions and Records for information on the Prerequisite Challenge Procedure. If you choose to file a challenge, you have the responsibility of showing that grounds exist for the challenge.

Note: If you are citing reason #1 as the basis for challenging the prerequisite/corequisite, you must first have failed to meet the prerequisite/corequisite through the Multiple Measures Procedure. You should seek advice regarding the challenge from a Counselor.

PREREQUISITE/COREQUISITE CHALLENGE PROCEDURE
The student will obtain a Prerequisite/Corequisite Challenge Form at the Admissions and Records Office. Academic Affairs will retain documentation of Board Policy and Title 5 regulations regarding prerequisite/corequisite challenges. A student may review this information prior to submitting a Prerequisite/Corequisite Challenge Form. A student who chooses to challenge a prerequisite or corequisite may do so for any of the following reasons:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
2. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites;
3. The prerequisite or corequisite is in violation of Title 5;
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available, or accessible;

If a student is citing reason #1 as the basis for challenging the prerequisite/corequisite, the student must first have failed to meet the prerequisite/corequisite through the Multiple Measures Procedure.

A statement of specific skills and abilities needed to enter the class for which the challenge is being issued will be made available to the student through the Office of Academic Affairs, Room 115, on any workday.

The student must complete a Prerequisite/Corequisite Challenge Form. The student must attach a completed and signed Multiple Measures Form to the Prerequisite/Corequisite Challenge Form. The student must return these forms along with the other supporting documentation to the Director of Admissions and Records. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Without supporting documentation, the application for a challenge will be considered incomplete and the challenge will be denied. When a complete application is filed, the Director of Admissions and Records will forward the Prerequisite/Corequisite Challenge Form and supporting documentation to the appropriate Academic Division Office. The Division staff will arrange a Challenge Hearing.

If the challenge form is submitted during the period when the student is eligible to register for the course, and if space is available, then the student will be conditionally enrolled in the target course until resolution of the challenge is complete.

Two or more faculty members will conduct the Challenge Hearing. If possible, the faculty members will be from a discipline closely related to the target course. The student will have the right to attend and speak at the Challenge Hearing. Staff from the appropriate Academic Division Office will attempt to notify the student regarding the time and location of the Challenge Hearing at least one business day prior to the start of
that hearing. The results of the Challenge Hearing will be documented and forwarded to the student and to the Admissions and Records Office within five business days from the date that the challenge was filed with the Director of Admissions and Records. If the college has not made a decision within five working days then the student’s challenge is upheld and the Admissions and Records Office will allow the student to enroll in the course.

If a student is citing reason #2, #3, #4 or #5 as the basis for challenging the prerequisite/corequisite, the student must submit a completed Prerequisite/Corequisite Challenge Form along with supporting documentation to the Vice President of Academic Affairs in the Office of Academic Affairs, Room 115.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Without supporting documentation, the application for a challenge will be considered incomplete and the challenge will be denied. When a complete application is filed, the Vice President of Academic Affairs will conduct a Challenge Hearing. This hearing will include as voting members the Vice President of Academic Affairs, one faculty from the Curriculum Council, and one other faculty, preferably from a discipline closely related to the target course.

The student will have the right to attend and speak at the Challenge Hearing. Staff from the Office of Academic Affairs will attempt to notify the student regarding the time and location of the Challenge Hearing at least one business day prior to the start of that hearing. The results of the Challenge Hearing will be documented and forwarded to the student and to the Admissions and Records Office within five business days from the date of the hearing. If the college has not made a decision within five working days then the student’s challenge is upheld and the Admissions and Records Office will allow the student to enroll in the course.

**Note 1:** Students who submit a Prerequisite/Corequisite Challenge Form claiming that a specific disability is a factor in their challenge rationale must forward a copy of the Prerequisite/Corequisite Challenge Form to the Disability Resource Center. The Disabled Students Programs and Services Office will determine if accommodations or academic adjustments are warranted.

**Note 2:** Students who initiate the challenge procedure during registration may obtain the Prerequisite/Corequisite Challenge Form at the registration site and submit the completed form along with supporting documentation at that site. If space is available, the student will be provisionally enrolled in the target course until resolution of the challenge is complete. Staff at the registration site will time-stamp the form and forward it to the Director of Admissions and Records, or to the Vice President of Academic Affairs as appropriate. The Challenge Procedure will then proceed as outlined above.

**Registration and Related Fees, Including Transcripts**

1. Enrollment Fee: Refer to current class schedule or visit the Shasta College website.
2. Student Health Fee: Refer to current class schedule or visit the Shasta College website.
3. Campus Center Fee: Refer to current class schedule or visit the Shasta College website.
4. Out-of-State Tuition: Refer to current class schedule or visit the Shasta College website.
5. Day and evening parking fee: Refer to current class schedule or visit the Shasta College website (Campus Safety).
6. Student Representation Fee (Voluntary): Refer to current class schedule or visit the Shasta College website.
7. Student Events and Activities Fee (Voluntary): Refer to current class schedule or visit the Shasta College website.

**NOTE:** Fees are subject to change. The fee schedule is published each semester in the Schedule of Classes.

**Instructions for submitting written request for Shasta College Transcript:**

Shasta College has partnered with Credentials, Inc. to accept transcript orders over the internet through a secure website. Credentials, Inc. will facilitate your request 24 hours per day, 365 days per year. If you are not comfortable placing an order over the internet, you can call Credentials, Inc. at (847)716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone.

- **Regular Service** - $5.00 each; 4-5 business days to process*
- **Rush Service** - Additional $10.00 each; 1-2 business days to process
- **FedEx Service** - Domestic orders (contiguous 48 states) - $26.50; only available when ordered online through Credentials, Inc.

* $5.00 processing fee for the first two transcript(s)/verification(s) ever issued in a lifetime are waived. Multiple requests are sealed in individual envelopes. A separate request form must be completed for each different address. All past debts to the college must be paid before transcripts are processed.

**We Do Not Fax or Email Transcripts to the student.**

**Electronic Transcript Certificate of Authenticity**

Shasta College, located in Redding, CA has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Shasta College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company’s website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Shasta College and respond to any inquiries regarding the transactions.

**Ordering In-Person or via Postal Mail**

Please allow 10 business days for processing in-person or mail requests. Please allow 20 business days processing during the beginning/end of each semester.

Please allow 2 business days to process in-person rush requests; 5 business days to process during the beginning/end of each semester.

Mail written request (including student’s signature) with payment (if necessary) to: Shasta College Admissions and Records Office, ATTN: Transcript Requests, P.O. Box 496006, Redding, CA 96049-6006.

Students may obtain unofficial copies of their Shasta College transcript through MyShasta or by contacting the Admissions and Records Office.

**REFUNDS**

The enrollment fee is refundable if a class is dropped during the first two weeks of the semester or the first 10% of the class (subject to change for short-term classes). IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASS(ES). The Student Health Fee and the Campus Center Fee is refundable if a student withdraws from college during the first two weeks of instruction (subject to change for short-term classes). Contact the Admissions and Records Office for the Out-of-State Tuition refund policy. Refunds will be mailed each month. Keep your address current with the Admissions and Records Office.

Students who are awarded a Board of Governors Grant Fee Waiver (BOGFW) after they have paid their enrollment fees will be reimbursed only for the semester in which they are granted a BOGFW. The BOGFW will not be applied retroactively to prior semesters.

**REFUNDS FOR NON-RESIDENT TUITION IS PRORATED AS FOLLOWS:**

- Prior to and during first week of instruction: 100%
- During second week class instruction: 75%
- During third week class instruction: 50%
- During fourth week class instruction: 25%

After fourth week of class meetings NO REFUNDS WILL BE GIVEN

*Non-Resident tuition refunds for classes less than a full-term length will be prorated according to the above schedule.
Residency

Whether you are a resident of California or a non-resident determines the fees you pay. Residence classifications are determined through a review of the information you provide in the residence portion of your admissions application. A non-resident student is a person who does not have residence in the state of California for more than one year immediately before the residence determination date. Residence is that location with which a person is considered to have the most settled and permanent connection; it is also that place where that person intends to remain, and during absences, intends to return. Residence is a combination of physical presence in a place with evidence that the intent is to remain at that place for an indefinite period of time. A nonresident student must pay out-of-state tuition at the time he/she registers. Once classified as a nonresident, a student must apply to the Admissions and Records Office for reclassification as a resident.

CALIFORNIA DREAM ACT OF 2011

The California Dream Act of 2011 is the result of two bills, Assembly Bill 130 (AB 130) and Assembly Bill 131 (AB 131). Together, these bills allow undocumented and documented students who meet certain provisions of AB 540 law to apply for and receive private scholarships funneled through public colleges/universities (AB 130). Effective January 2013, students may be eligible for state-administered financial aid, Cal/university grants, and community college fee waivers (AB 131). For detailed information view http://www.csac.ca.gov/dream_act.asp. To apply for the California Dream Act:

• Complete the Dream Act application at
• Submit your final High School Transcript to the Admissions and
  Records Office.
• Complete the CA Non-Resident Tuition Exemption Request form
  and submit to the Admissions and Records Office. This form can
  be accessed at www.shastacollege.edu/admissions - click on the
  Forms menu – choose AB540 Exemption Request.
• Once your Dream Act Application has been received by Shasta
  College, the Financial Aid Office will email you regarding the
  completion of your Dream Act file.

AB540 ELIGIBILITY REQUIREMENTS

Under the provision of the California state Assembly Bill 540 (AB 540), some California non-residents may pay in-state fees. To qualify, a student must meet all the following requirements:

• Attend a California high school for three or more years
• Graduate from a California high school or receive the equivalent
  thereof, issued by the General Education Diploma (GED) Office,
  or a Certificate of Proficiency.
• Register as an entering student or be currently enrolled in a
  California Community College, California State University, or a
  University of California
• In the case of a person without lawful immigration status, sign an
  affidavit with the college or university (not with INS) stating that
  he or she has filed an application to legalize his or her
  immigration status, or will apply for legal residency as soon as
  they are eligible to do so. (This requirement does not apply to
  those with legal residency.)

Special Admits

SPECIAL PART-TIME ENROLLMENT (FORMERLY CONCURRENT ENROLLMENT)

A high school student wishing to enroll in Shasta College classes must have the permission of his/her high school principal and follow instructions detailed on the Concurrent Enrollment Form. Forms are available at the local high schools or the Admissions and Records Office. Advance approval for all special admit students (K-12th grade) is required by the Director of Admissions and Records before registration will be allowed. All special admit students should review college assessment test requirements as noted on the reverse side of the concurrent enrollment form. Check with the Admissions and Records Office for specific details. Shasta College prohibits the release of information without the written consent of the student; allows course content that is not altered for concurrent students and is intended for adults; accepts no responsibility for extraordinary supervision of concurrently enrolled students; and assumes no responsibility for the student’s class selection.

Veterans Educational Benefits

Please see Chapter 8 – Services for Students, Special Programs and Student Life for details.
California Nonresident Tuition Exemption Request

For Eligible California High School Graduates

SHASTA COLLEGE ADMISSIONS AND RECORDS OFFICE – PO Box 496006 – Redding, CA 96049-6006

Note: This form is accepted by all California Community Colleges and all Universities in both the University of California and California State University systems.

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures, and applicable deadlines.

ELIGIBILITY:
I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university) ____________________________ and I declare the following:

Check YES or NO boxes:

☐ Yes ☐ No  I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

☐ Yes ☐ No  I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9 - 12:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Dates: From – Month/Year</th>
<th>To – Month/Year</th>
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Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University, and some California Community Colleges. Follow campus instructions.

Check the box that applies to you – check only one box:

☐ I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).]

OR

☐ I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box]

AFFIDAVIT:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)  Campus/Student Identification Number

Print Full Mailing Address (Number, Street, City, State, Zip Code)  Email Address (Optional)

Phone Number (Optional)

Signature  Date

RETURN COMPLETED FORM TO SHASTA COLLEGE ADMISSIONS AND RECORDS OFFICE FOR APPROVAL

Revised 3/07
California Nonresident Tuition Exemption

For Eligible California High School Graduates
(The law passed by the Legislature in 2001 as “AB 540”)

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- Requirements:
  - The student must have attended a high school (public or private) in California for three or more years.
  - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
  - An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
  - Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
  - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
  - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”
  - AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Complete the form on the reverse. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) system has its own nonresident tuition exemption application and affidavit form, but it will accept the exemption request form used by the California Community Colleges and the California State University. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check your campus for specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee Differential charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Complete the form on the reverse. Contact the Office of Admissions and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

Instructions for Shasta College Students: Please submit an official copy of your high school transcript documenting three years of attendance AND proof of your high school graduation OR a copy of your G.E.D. or California Proficiency Certificate. Any questions should be directed to the Shasta College Admissions office, ATTN: Residency Technician at (530) 242-7664.
Chapter 2: Financial Aid

Debts Owed to the College

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive degrees or certificates, release of transcripts, receive enrollment verifications, and/or receive other services related to student records. When the student has cleared the obligation with the College, the impoundment of records will be removed.

If a student has received financial aid and has an overpayment or owes money to the College due to a Return to Title IV obligation, the student will be held to the institutional policy stated above.

If a student has a current balance owed to the College and the student is trying to register, they should contact the Dean of Enrollment Services for options on repayment plans.

Financial Aid for Enrollment Fees

If you are a California resident, or are classified as an AB540 student with Admissions and Records, you may qualify for a Board of Governors Fee Waiver (BOGFW) to cover your enrollment fees. The 2016-2017 BOGFW covers the Summer 2016, Fall 2016, & Spring 2017 per-unit enrollment fees. There are three methods by which to qualify for the BOGFW. To be evaluated for Method A and B BOGFW, students may apply online or download a printable PDF application found at www.shastacollege.edu/fa_bogfw. Students need to reapply once per academic year (at the end of the spring semester) to have their eligibility evaluated for one of the following methods:

1. Method A (BOG A):
   If you or your family receives any ONE of the following types of untaxable income:
   a. Aid to Families with Dependent Children (TANF/CalWORKS); or
   b. Supplemental Security Income (SSI/SSP); or
   c. General Assistance/General Relief

   Or fall into one of the following special classifications:
   a. Deceased/Disabled Veterans Dependent’s Fee Waiver – Certification provided by the California Department of Veterans Affairs or your county Veterans Services Office or the National Guard Adjutant General.
   b. A recipient of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.
   c. A dependent of deceased law enforcement/fire suppression personnel killed in the line of duty.

2. Method B (BOG B):
   For 2016-17, if you fall within these income levels:

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<th>Family Size</th>
<th>2015 Income</th>
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<tr>
<td>1</td>
<td>$17,655</td>
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<tr>
<td>2</td>
<td>$23,895</td>
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<tr>
<td>3</td>
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<td>$55,095</td>
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<td>8</td>
<td>$61,335</td>
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<tr>
<td>+</td>
<td>Add $6,240 for each additional family member</td>
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</table>

3. Method C (BOG C):
   Students who do not meet Method A or B BOGFW standards should submit the Free Application for Federal Student Aid (FAFSA), found at www.fafsa.ed.gov and follow up with the Financial Aid Office to be considered for the BOGFW.

DEADLINES

To file for a BOGFW through the FAFSA, apply NOW. Applications can take 2-8 weeks to process depending on the time of year. Plan on applying for the BOGFW at least two weeks prior to registration. If awarded, the BOGFW will waive the per-unit enrollment fees (currently $46/unit) at the time of registration.

Students who are awarded a BOGFW after they have paid their enrollment fees will be reimbursed only for the semester in which they are granted the BOGFW. The fee waiver will not be applied retroactively to prior semesters. The release of BOGFW reimbursements are administered through the Admissions and Records Office.

For further information contact: SHASTA COLLEGE FINANCIAL AID OFFICE, Room 108, by phone (530) 242-7700 or via email at financialaid@shastacollege.edu.

LOSS OF A BOARD OF GOVERNORS FEE WAIVER

Beginning Fall 2016, a student shall become ineligible for a Board of Governors Fee Waiver (BOGFW) if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation.

There are a number of student support services available to assist students in maintaining eligibility, including counseling, assessment, tutoring, and education planning services. Please call 530-242-7650 for additional information. Students are also advised to schedule an appointment with a counselor to determine which student support services would best assist them in maintaining and reestablishing BOGFW eligibility.

A student may appeal the loss of a BOG Fee Waiver due to any of the following:

1. Extenuating circumstances;
2. When a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner;
3. Changes to a student’s economic situation;
4. Evidence a student was unable to obtain essential support services; and/or
5. Special consideration of factors for CalWORKS, EOPS, DSPS, and Veteran students.

Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also include special consideration of the specific factors associated with Veterans, CalWORKS, EOPS, and DSPS status. Students who have demonstrated significant academic improvement may retain or appeal the loss of the BOG Fee Waiver. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 (a) and (b). A student who successfully appeals the loss of enrollment priority shall also have BOG Fee Waiver eligibility restored.

A Board of Governors Fee Waiver appeal form may be obtained at the Admissions and Records Office or online at www.shastacollege.edu/Student_Services/Enrollment_Services/Admis_sions. The completed BOG Fee Waiver Appeal Form may be submitted
in person to the Admissions and Records Office in Building 100, room 139, or via mail to: Admissions and Records Department, 11555 Old Oregon Trail, P.O. Box 496006, Redding, CA 96049-6006. Attn: Appeals Committee. Please include all supporting documentation with your completed appeal form.

Foster Youth and students receiving special category fee waivers are not subject to loss of their fee waiver.

The fee waivers subject to revocation are described in California Education Code (CEC) Section 76300(g)(1). Other fee waivers, such as the College Tuition Fee Waiver for Veteran Dependents (CalVET), authorized outside of Section 76300(g)(1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

Registration and Related Fees
Refer to Chapter 2 – Admission and Enrollment Information.

Financial Aid/Scholarships
(530) 242-7700 Room 108

FINANCIAL AID
The Financial Aid Office assists students in funding their educational objective through federal and state financial aid programs. We seek to package and award as many eligible students within an adequate time frame to enable students to financially prepare for school. It is our belief that a well-prepared student is a successful student. Awarding financial aid equips our students with the resources needed to successfully accomplish their declared educational goals. Fundamental principles of administering financial aid are that the primary responsibility for the cost of a college education belongs to the student and their family. Financial aid is intended to supplement the family’s own resources and contributions. Financial aid is not to be considered a means of support, but instead a bridge to increase the access to higher education for students with financial need.

Service Area Outcomes:
1. Students will be satisfied with the financial aid application process at Shasta College.
2. Financial Aid award processing times will be expedited.
3. The federal work study program will successfully place at least 80% of all eligible students and have a success rate of at least 70%.
4. The district cohort default rate will be below 20%.

HIGH SCHOOL DIPLOMA REQUIREMENT
Students must have a high school diploma or its equivalent to meet one of the minimum eligibility requirements for receiving federal financial aid.

SELECTIVE SERVICE REQUIREMENT
All males that are 18 years of age or older must be registered for selective service in order to meet a minimum eligibility requirement for receiving federal financial aid.

FINANCIAL AID WEBPAGE AND MYSHASTA
The Financial Aid webpage is located at shastacollege.edu/fa and provides information about the financial aid process as well as current information on important updates. Access this page for answers to your questions. For information regarding specific documents needed or information related to their financial aid processing, students should refer to their MyShasta account. Students will be notified via email as to their status during the financial aid evaluation process. Students without email should create an email account and notify the financial aid office once created. The financial aid office’s main method of communication to students is via email. Specific questions relating to financial aid can be answered in person or over the phone. The student’s identity will be verified before releasing any identifiable personal information related to the student’s account. The student must be present or provide authorization in order to release any information to family members.

BOOKS
Visit www.shastacollege.edu/fa_books for the many resources regarding assistance with books.

SCHOLARSHIPS
The Financial Aid Office administers a scholarship program that awards more than $180,000 to students each year. Not all scholarships are based on academic achievement; some consider financial need, ethnicity, field of study, and other criteria. Shasta College scholarship offerings are exclusively available to Shasta College students. Visit www.shastacollege.edu/fa_scholarships for more information.

IMPORTANT DATES TO REMEMBER

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>January 1st 2016</td>
<td>Submit your 16-17 FAFSA for the 16-17 school year</td>
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<tr>
<td>March 2nd 2016</td>
<td>Cal Grant Entitlement deadline for the next academic year</td>
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<td>Starting in March 2016</td>
<td>Submit your 16-17 BOG Fee Waiver Application</td>
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<td>End of July 2016</td>
<td>Apply for Student Loans if needed</td>
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<td>August 2016</td>
<td>Apply for Fall Book Grants and Scholarships</td>
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<td>September 2nd 2016</td>
<td>Cal Grant Competitive deadline for the current academic year</td>
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<td>October 1st 2016</td>
<td>Submit your 17-18 FAFSA for the 17-18 school year</td>
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<td>December 2016</td>
<td>Apply for Spring Scholarships</td>
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<tr>
<td>Starting in January 2017</td>
<td>Submit your financial aid paperwork to the financial aid office for the 17-18 academic year</td>
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## Program Matrix

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<th>Transfer Degree - ADT</th>
<th>Associate Degree</th>
<th>University Studies Degree</th>
<th>General Studies Degree</th>
<th>Certificate (18+ units)</th>
<th>Low Unit Certificate (less than 18 units)</th>
<th>Non-Credit Certificate</th>
<th>Bachelor Degree</th>
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Degree Requirements

The information provided below gives a brief description of the degrees offered at Shasta College. It does not outline all of the requirements to obtain a degree from Shasta College or all of the requirements to transfer to a four-year college or university. All students should schedule an appointment to speak with a counselor to ensure that they meet all of the degree and/or transfer requirements. Meeting with a counselor also helps ensure that the student is pursuing a degree that meets his or her educational and career goals.

TRANSFER DEGREES

The following associate degrees for transfer are designed for the student who wishes to complete lower-division requirements in preparation for transfer to a four-year college or university.

Associate Degrees for Transfer (ADT)
Associate of Arts – University Studies
Associate of Arts (Music)
Associate of Science (Ag – Ag Business, Ag – Environmental Horticulture, and Ag – Sustainable Ag)

ASSOCIATE DEGREE FOR TRANSFER (ADT) Requirements

Designed for the student planning on transferring to the California State University (CSU) system. Students complete the CSU or IGETC general education pattern and specific courses related to their major. Students who are awarded these degrees are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. This degree requires a minimum of 60 transferrable units. The student completing this degree is not subject to specific community college graduation requirements.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirement for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. Shasta College offers the following AA-T/AS-T degrees:

- Administration of Justice
- Business Administration
- Communication Studies
- Early Childhood Education
- English
- Geology
- Kinesiology
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Studio Arts
- Theatre Arts

REQUIREMENTS:

1. **Unit Requirement:** Minimum of 60 California State University (CSU) transferrable semester units, courses numbered 1-99 at Shasta College.

2. **Scholarship Requirement:** An overall grade point average (GPA) of not less than 2.0 in all transferrable coursework. While a minimum of 2.0 is required for this degree, some majors or transfer universities may require a higher GPA. Please consult with a counselor for more information.

3. **Residence Requirement:** A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. **Course Requirements:**
   a. Major Field of Study: Select an “AA-T” or “AS-T” major. All courses in the major must be completed with a grade of “C” or higher, or a “P” if the course is taken on a Pass/No Pass basis.
   b. General Education: Certified completion of the California State University General Education (CSU GE); OR the Intersegmental General Education Transfer Curriculum (IGETC). Note: (1) If completing IGETC all courses must be completed with a grade of “C” or higher, or a “P” if the course is taken on a Pass/No Pass basis; (2) Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC area 1C; CSU GE area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.
      i. Advanced Placement (AP) examination credit can be used to satisfy both CSU GE and IGETC.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy CSU GE. Note: The University of California does not accept credit awarded through CLEP.

5. **Competency Requirements:**
   Oral Communication, English Composition, Critical Thinking, and Quantitative Reasoning courses must be completed with a grade of “C” or higher.

6. **These degrees do not** require completion of a multicultural course or demonstration of computer literacy for Shasta College graduation purposes.
ASSOCIATE OF ARTS DEGREE – UNIVERSITY STUDIES Requirements

Designed for students who plan on transferring to a four-year college or university. Students complete a General Education pattern, one emphasis area, and electives to total a minimum of 60 transferrable units for the AA degree.

Shasta College offers the following University Studies Degrees:

- Agriculture Sciences
- Allied Health
- Behavioral Science
- Biological Sciences
- Business Administration
- Criminal Justice
- Earth System Science
- Engineering
- Geology
- Humanities
- Language Arts
- Liberal Studies–Teaching Prep
- Mathematics
- Meteorology/Climatology
- Multicultural Studies
- Natural Sciences
- Oceanography
- Physical Education
- Physical Sciences
- Quantitative Reasoning
- Science Teacher – Earth
- Social Sciences
- World Languages

REQUIREMENTS:

1. Unit Requirement: Minimum of 60 transferrable semester units, courses numbered 1-99 at Shasta College. Note: Please see a counselor to ensure that all of your units are transferrable since there are some exceptions to this rule.

2. Scholarship Requirement: An overall grade point average (GPA) of not less than 2.0 in all transferrable coursework. While a minimum of 2.0 is required for this degree, some majors or transfer institutions may require a higher GPA. Please consult with a counselor for more information.

3. Residence Requirement: A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. Course Requirements:
   a. Major Field of Study: Select a University Studies emphasis area. All courses in the emphasis area must be completed with a grade of “C” or higher.
   b. General Education: Completion of one of three general education options. Note: If completing Intersegmental General Education Transfer Curriculum (IGETC) all courses must be completed with a grade of “C” or higher.
      i. Advanced Placement (AP) examination credit can be used to satisfy both California State University General Education (CSU GE) and IGETC.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy CSU GE. Note: The University of California does not accept credit awarded through CLEP.

5. Competency Requirements:
   a. English Composition, Critical Thinking, and Quantitative Reasoning courses must be completed with a grade of “C” or higher. Note: If you are completing General Education options 2 or 3, an Oral Communication course is also required to be completed with a grade of “C” or higher.
   b. Multicultural Requirement: Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.

ADJU 24
ANTH 2, 14, 25
ART 4
ASL 1, 2, 3, 4
CHIN 1
CMST 20
ECE 28
ENGL 10A, 10B, 18, 20, 24
FREN 1, 2, 3, 4
GEOG 1B, 7, 8
GERM 1, 2
HIST 2, 3, 25, 35, 36, 38
JAPN 1, 2, 3, 4
MUS 14
OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
POLS 20
SOC 25, 30
SPAN 1, 2, 3, 4

50 or higher on the CLEP Information Systems and Computer Applications exam.

- Document completion of a computer literacy requirement at another college.
- Minimum of three units to include the coursework options listed below with a grade of C or better:
  - OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
  - CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).
  - Note: MOS or MCAS certification will substitute for the equivalent software class.
Choose one GE Option, one Emphasis, and transferable electives to total 60 units for the AA degree.

- General Education – Choose Option 1, 2 or 3.

**OPTION 1: IGETC** (Intersegmental General Education Transfer Curriculum)
Students who are planning to transfer to the University of California system or who are undecided about whether to transfer to a UC or CSU may satisfy general education requirements with IGETC.

1. Complete the 34 – 37 unit IGETC pattern.
2. Complete all IGETC courses with a grade of “C” or better.
3. Complete additional courses from an emphasis to meet the lower division requirements in your major and then electives to reach 60 units. UC transfer students must select all 60 units from courses on the UC transferable course list. (See www.assist.org)
4. Achieve a minimum grade point average of 2.0. [UC will require a minimum transfer GPA of 2.4. A higher GPA will be required for admission to most campuses and for high demand majors.] All courses in the area of emphasis must be completed with a C or better.

**OPTION 2: CSU GE** (California State Universities – General Education)
Students who are planning to transfer to one of the 23 campuses of the California State University system may satisfy general education requirements with the CSU pattern.

1. Complete the 39-unit CSU GE pattern.
2. Complete Communication, English, Critical Thinking, and Math requirements (Area A1, A2, A3 and B4) each with a grade of “C” or better.
3. Recommend completion of HIST 17A or 17B; and POLS 2 prior to transfer. These two courses are CSU graduation requirements and may be included as part of the 39-unit pattern.
4. Complete additional courses from an emphasis to meet the lower division requirements in your major and then electives to reach 60 units.
5. Achieve a minimum grade point average of 2.0 [A higher GPA will be required for admission to some campuses and for high demand and impacted majors.] All courses in the area of emphasis must be completed with a C or better.

**OPTION 3: Independent, Out-of-state universities, and high unit/specialized majors**
Complete 30 units to satisfy a GE-modified plan as indicated below:

- **CSU GE Pattern:**
  - Select one course from each Category.
  - CATEGORY A1: Oral Communication
  - CATEGORY A2: English Composition
  - CATEGORY B1 or B2: Science course
  - CATEGORY B4: Transfer-level math course
  - CATEGORY C1 or C2: Arts or Humanities
  - CATEGORY D: Social, Political and Economic institutions, and Behavior

- **IGETC GE Pattern:**
  - Select one course from each Area.
  - AREA 1–GROUP A: English Composition
  - AREA 1–GROUP C: Oral Communication
  - AREA 2: Mathematical Concepts
  - AREA 3: Arts or Humanities
  - AREA 4: Social and Behavioral Sciences
  - AREA 5: Physical or Biological Sciences

  *Multicultural course

Select additional courses from categories A3, B, C, D, or E from two different areas to total 30 or more GE units.

*Note: Any student completing the IGETC or CSU General Education requirements with the inclusion of a multicultural course will also have met the general education requirements for the Shasta College associate degree.

- Emphasis: Choose one of the University Studies emphases of 18 or more units to correspond with your choice of transfer major. Note that each university determines its own list of courses required for the major, so completion of an emphasis does not guarantee that all transfer major courses have been completed nor does it guarantee admission to the University. See a Counselor for comprehensive planning.

- Multicultural requirement

- Computer competency requirement

- Electives: Complete transferable electives to total 60 or more transferable units.

- Course requirements: All courses in the area of emphasis must be completed with a C or better.
ASSOCIATE OF ARTS DEGREE – MUSIC Requirements

Designed for the student planning on transferring to a four-year college or university. Students complete the CSU or IGETC general education pattern and the "Core Courses" electives to total a minimum of 60 transferrable units.

REQUIREMENTS:

1. **Unit Requirement:** Minimum of 60 transferrable semester units, courses numbered 1-99 at Shasta College. *Note: Please see a counselor to ensure that all of your units are transferrable since there are some exceptions to this rule.*

2. **Scholarship Requirement:** An overall grade point average (GPA) of not less than 2.0 in all transferrable coursework. While a minimum of 2.0 is required for this degree, some majors or transfer institutions may require a higher GPA. Please consult with a counselor for more information.

3. **Residence Requirement:** A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. **Course Requirements:**
   a. **Major Field of Study:** All courses in the major must be completed with a grade of “C” or higher.
   b. **General Education:** Certified completion of the California State University General Education (CSU GE); OR the Intersegmental General Education Transfer Curriculum (IGETC). *Note: If completing IGETC all courses must be completed with a grade of “C” or higher.*
      i. Advanced Placement (AP) examination credit can be used to satisfy both CSU GE and IGETC.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy CSU GE. *Note: The University of California does not accept credit awarded through CLEP.*

5. **Competency Requirements:**
   a. **English Composition, Critical Thinking, and Quantitative Reasoning** courses must be completed with a grade of “C” or higher. *Note: If completing the CSU GE pattern you must also complete an Oral Communication course with a grade of “C” or higher.*
   b. **Multicultural Requirement:** Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.
      ADJU 24  CMST 20  GERM 1, 2  PSYC 20, 41
      ANTH 2, 14, 25  ECE 28  HIST 2, 3, 25, 35, 36, 38  SOC 25, 30
      ART 4  ENGL 10A, 10B, 18, 20, 24  JAPN 1, 2, 3, 4  SPAN 1, 2, 3, 4
      ASL 1, 2, 3, 4  FREN 1, 2, 3, 4  MUS 14
      CHIN 1  GEOG 1B, 7, 8  POLS 20
   c. **Computer Literacy Competency Requirement:** To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:
      - CIS 1 Computer Literacy with a grade of C or better.
      - AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
      - Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
      - Receive credit for CIS 1 through an articulated high school course. Check with your high school or the Shasta College counseling center for more information.
      - Possess IC³ certification.
      - Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
      - Document completion of a computer literacy requirement at another college.
      - Minimum of three units to include the coursework options listed below with a grade of C or better:
        - OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
          - CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).
        *Note: MOS or MCAS certification will substitute for the equivalent software class.*
ASSOCIATE OF SCIENCE DEGREE

Requirements

Designed for the student planning on transferring to a four-year college or university. Students complete the CSU or IGETC general education pattern and the “Core Courses” electives to total a minimum of 60 transferrable units. Shasta College offers the following AS Transfer Degrees:

- Agriculture – Agricultural Business
- Agriculture – Environmental Horticulture
- Agriculture – Sustainable Agriculture

REQUIREMENTS:

1. **Unit Requirement:** Minimum of 60 transferrable semester units, courses numbered 1-99 at Shasta College.

2. **Scholarship Requirement:** An overall grade point average (GPA) of not less than 2.0 in all transferrable coursework. While a minimum of 2.0 is required for this degree, some majors or transfer institutions may require a higher GPA. Please consult with a counselor for more information.

3. **Residence Requirement:** A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. **Course Requirements:**
   a. **Major Field of Study:** All courses in the major must be completed with a grade of “C” or higher.
   b. **General Education:** Certified completion of the California State University General Education (CSU GE).
      i. Advanced Placement (AP) examination credit can be used to satisfy CSU GE.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy CSU GE. Note: The University of California does not accept credit awarded through CLEP.

5. **Competency Requirements:**
   a. **Oral Communication, English Composition, Critical Thinking, and Quantitative Reasoning courses must be completed with a grade of “C” or higher.**
   b. **Multicultural Requirement:** Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.

   - ADJU 24
   - ANTH 2, 14, 25
   - ART 4
   - ASL 1, 2, 3, 4
   - CHIN 1
   - CMST 20
   - ECE 28
   - ENGL 10A, 10B, 18, 20, 24
   - FREN 1, 2, 3, 4
   - GEOL 1B, 7, 8
   - GERM 1, 2
   - HIST 2, 3, 25, 35, 36, 38
   - JAPN 1, 2, 3, 4
   - MUS 14
   - PSYC 20, 41
   - SOC 25, 30
   - SPAN 1, 2, 3, 4
   - PSYC 20, 41
   - SOC 25, 30
   - SPAN 1, 2, 3, 4
   - Danish 1, 2, 3, 4
   - German 1, 2
   - History 2, 3, 25, 35, 36, 38
   - Japanese 1, 2, 3, 4
   - Music 14
   - Psychology 20, 41
   - Sociology 25, 30
   - Spanish 1, 2, 3, 4

   c. **Computer Literacy Competency Requirement:** To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:
      - CIS 1 Computer Literacy with a grade of C or better.
      - AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
      - Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
      - Receive credit for CIS 1 through an articulated high school course. Check with your high school or the Shasta College counseling center for more information.
      - Possess IC³ certification.
      - Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
      - Document completion of a computer literacy requirement at another college.
      - Minimum of three units to include the coursework options listed below with a grade of C or better:
        - OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following: CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).
      - Note: MOS or MCAS certification will substitute for the equivalent software class.
The following associate degrees for non-transfer are designed for the student whose immediate goal is to seek out employment after completion of the degree, not to transfer to a four-year college or university.

ASSOCIATE OF ARTS DEGREE – ART Requirements

The Associate of Arts degree is designed for students desiring a two-year degree to prepare to enter the workforce or continue in their current career. Students complete the Associate Degree-General education, the “Core” courses in their major, and 60 units of coursework at the associate and transfer level.

REQUIREMENTS:

1. Unit Requirement: Minimum of 60 semester units of coursework, numbered 1-199 at Shasta College.

2. Scholarship Requirement: An overall grade point average (GPA) of not less than 2.0 based on all college work attempted.

3. Residence Requirement: A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. Course Requirements:
   a. Major Field of Study: All courses in the major must be completed with a grade of “C” or higher.
   b. General Education: 21-39 units. Select Associate Degree General Education, California State University General Education (CSU GE), or Intersegmental General Education Transfer Curriculum (IGETC). Note: Any student completing the CSU GE or IGETC requirements will also have met the Associate Degree General Education requirements for this degree.
      i. Advanced Placement (AP) examination credit can be used to satisfy Associate Degree General Education, CSU GE, or IGETC.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy Associate Degree General Education or CSU GE. Note: The University of California does not accept credit awarded through CLEP.

5. Competency Requirements:
   a. Competence in reading and in written expression is demonstrated by a grade of “C” or higher in one of the following courses. Note: Some degrees require completion of a specific course.
      - ENGL 1A College Composition
      - BUAD 66 Business Communications
   b. Competence in mathematics is demonstrated by one of the following criteria:
      1. A grade of “C” or higher in one of the following courses or a mathematics course numbered from 1-99. Note: Some degrees require completion of a specific course.
         - MATH 102 Intermediate Algebra
         - MATH 110 Essential Math
      2. Performance at or above the level specified below on the following examinations:
         - College Board Advanced Placement Math Test (CALC or STAT) - Score 3
         - Scholastic Aptitude Test – Mathematics (SAT-M) - Score 520 (Beginning 4/95)
         - American College Testing (ACT) – Math - Score 23
         - COMPASS Algebra Test - Score 54
         - Accuplacer – College Level - Score 45
   c. Multicultural Requirement: Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.
      - ADJU 24
      - ANTH 2, 14, 25
      - ART 4
      - ASL 1, 2, 3, 4
      - CMST 20
      - ENGL 10A, 10B, 18, 20, 24
      - GEOG 1B, 7, 8
      - GERM 1, 2
      - HIST 2, 3, 25, 35, 36, 38
      - JAPN 1, 2, 3, 4
      - MUS 14
      - POLS 20
      - PSYC 20, 41
      - SOC 25, 30
      - SPAN 1, 2, 3, 4
   d. Computer Literacy Competency Requirement: To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:
      - CIS 1 Computer Literacy with a grade of C or better.
      - AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
• Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
• Receive credit for CIS 1 through an articulated high school course. Check with your high school or the Shasta College counseling center for more information.
• Possess IC² certification.
• Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
• Document completion of a computer literacy requirement at another college.
• Minimum of three units to include the coursework options listed below with a grade of C or better:
  OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
  CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).
  Note: MOS or MCAS certification will substitute for the equivalent software class.

ASSOCIATE OF SCIENCE DEGREE Requirements

The AS degree is primarily oriented to technical, science, and occupational programs. It is intended for the student who plans to enter the workforce after completion of the two-year degree. Students complete the Associate Degree-General Education, the courses in their major, and electives totaling a minimum of 60 units of coursework at the associate and transfer level.

• Administration of Justice
• Agriculture-Forest Science and Technology
• Agriculture-Horticulture and Landscaping
• Agriculture-Natural Resources
• Automotive Technology
• Business Administration
  • Accounting Concentration
  • General Business Concentration
• Computer and Information Systems
  • Systems Management
  • Network Administration
• Construction Technology
• Dental Hygiene
• Diesel Technology
• Early Childhood Education
• Family Studies
• Fire Technology
• Geographic Information Systems
• Hospitality
  • Culinary Arts Concentration
  • Hotel/Restaurant Management Concentration
• Nursing – Associate Degree Nursing
• Office Administration
  • Administrative Office Professional
  • Medical Office Specialist
• Welding Technology

REQUIREMENTS:

1. Unit Requirement: The majority of degrees require a minimum of 60 semester units of coursework, numbered 1-199 at Shasta College. Refer to your degree for the required number of units.

2. Scholarship Requirement: An overall grade point average (GPA) of not less than 2.0 based on all college work attempted.

3. Residence Requirement: A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. Course Requirements:
   a. Major Field of Study: Select an Associate Degree major. All courses in the major must be completed with a grade of “C” or higher.
   b. General Education: 21-39 units. Select Associate Degree General Education, California State University General education (CSU GE), or Intersegmental General Education Transfer Curriculum (IGETC). Note: Any student completing the CSU GE or IGETC requirements will also have met the Associate Degree General Education requirements for this degree.
      i. Advanced Placement (AP) examination credit can be used to satisfy Associate Degree General Education, CSU GE, or IGETC.
      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy Associate Degree General Education or CSU GE. Note: The University of California does not accept credit awarded through CLEP.

5. Competency Requirements:
   a. Competence in reading and in written expression is demonstrated by a grade of “C” or higher in one of the following courses. Note: Some degrees require completion of a specific course.
      ENGL 1A College Composition    BUAD 66 Business Communications
   b. Competence in mathematics is demonstrated by one of the following criteria:
      1. A grade of “C” or higher in one of the following courses or a mathematics course numbered from 1-99. Note: Some degrees require completion of a specific course.
         MATH 102 Intermediate Algebra    MATH 110 Essential Math
      2. Performance at or above the level specified below on the following examinations:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Board Advanced Placement Math Test (CALC or STAT)</td>
<td>3</td>
</tr>
<tr>
<td>Scholastic Aptitude Test – Mathematics (SAT-M)</td>
<td>520 (Beginning 4/95)</td>
</tr>
<tr>
<td>American College Testing (ACT) – Math</td>
<td>23</td>
</tr>
</tbody>
</table>
c. Multicultural Requirement: Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.

d. Computer Literacy Competency Requirement: To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:

- CIS 1 Computer Literacy with a grade of C or better.
- AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
- Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
- Receive credit for CIS 1 through an articulated high school course. Check with your high school or the Shasta College counseling center for more information.
- Possess IC³ certification.
- Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
- Document completion of a computer literacy requirement at another college.
- Minimum of three units to include the coursework options listed below with a grade of C or better:
  - OAS 91 (Word)
  - CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).

Note: MOS or MCAS certification will substitute for the equivalent software class.

SECOND DEGREE REQUIREMENTS: Check with Admissions and Records Office for specific criteria.

APPLYING FOR YOUR DEGREE: You must apply for your Degree in the Admissions & Records Office two months before the end of the semester in which you plan to complete it.

CATALOG RIGHTS: As long as you maintain continuous attendance at Shasta College, your catalog rights are protected according to the following regulations: You may elect to meet the graduation requirements in effect 1) at the time of initial enrollment or 2) at the semester of graduation, provided you have not had an interruption in attendance of more than two successive semesters. (Summer is not considered a successive semester when not enrolled but will be used to begin enrollment or maintain continuous attendance.) If you are following an earlier version of a program in which your department has discontinued or modified required courses, the department may authorize appropriate substitutions. It is advisable that you make contact with the department as soon as possible so you can accommodate any changes into your ed plan. If while enrolled you declare a new major, you should normally expect to follow the requirements in effect at the time you change your major or in effect when you file for graduation. Whether you choose option 1) or 2) concerning your major or emphasis, you may continue to follow the general education and graduation requirements listed in the catalog at the time of initial enrollment (provided you maintain catalog rights as defined above). While catalog rights hold degree requirements, they do not shield students from changes in prerequisites required in a given course. Prerequisite requirements which students must follow are those stated in course descriptions in the current catalog.

DOUBLE COUNTING: Courses may be double counted for the emphasis, the GE pattern, and/or the Multi-Cultural/Graduation requirement. For the General Studies major, the emphasis and GE pattern must total at least 36 units. For the University Studies major, the emphasis and GE must total at least 45 units.

Note: Students also prepare to transfer to many other majors at four year universities by completing the IGETC or CSU GE certificate and the major preparation courses listed at www.assist.org

COURSE NUMBERING SYSTEM FOR SHASTA COLLEGE:
Shasta College has numbered courses to assist students in scheduling. Refer to the complete course description in the catalog for explanation of the course. Numbering is according to the following system:

0-99* Baccalaureate level course. Courses certified by Shasta College as meeting transfer requirements to the California State University System. The U.C. system publishes a list annually that indicates which Shasta College courses are accepted for admission. This list is available in the Transfer Center, Shasta College Admissions Office, and www.assist.org.

100-199 Courses, primarily vocational in nature, meeting Associate Degree graduation requirements. Generally not transferable to four-year institutions.

200-299 Basic skills courses designed to enable students to succeed in college level work, or pre-collegiate occupational preparation courses. These courses do not transfer or apply to an Associate Degree (Title 5, Section 55002).

300-399 Ungraded (adult education) courses designed to meet specific student needs. These courses carry no unit credit.

*Baccalaureate level courses are those commonly taught in a four-year college or university at the freshman & sophomore level.
ASSOCIATE OF SCIENCE – GENERAL STUDIES DEGREE Requirements

Designed for students desiring a two-year degree to prepare to enter the workforce or continue in their current career. The choice of emphasis allows the student to explore an area of interest while providing sufficient depth in a field of knowledge to contribute to lifelong interest. Students complete the Associate Degree-General Education, one emphasis area, and electives to total a minimum of 60 units of coursework at the associate and transfer level.

Shasta College offers the following General Studies Degrees:

- Agricultural Trades
- Business – Basic Business
- Climatological/Meteorological Studies
- Coastal Oceanographic Studies
- EMS – Emergency Medical Response
- Fire – Fire Investigation
- Fire – Fire Service Command, Company Officer
- Fire – Wildland Fire Behavior
- Food/Beverage/Lodging Management
- Geologic Field Studies
- Health
- Human Development
- Humanities
- Industrial Technologies
- Language Arts
- Natural Sciences
- Office and Computer Technologies
- Public Safety and Services
- Social Sciences

REQUIREMENTS:

1. **Unit Requirement**: Minimum of 60 semester units, courses numbered 1-199 at Shasta College.

2. **Scholarship Requirement**: An overall grade point average (GPA) of not less than 2.0 based on all college work attempted.

3. **Residence Requirement**: A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved toward the major.

4. **Course Requirements**:

   a. **Major Field of Study**: Select a General Studies emphasis area. All courses in the emphasis area must be completed with a grade of “C” or higher.

   b. **General Education**: 21-39 units. Select Associate Degree General Education, California State University General Education (CSU GE), or Intersegmental General Education Transfer Curriculum (IGETC). **Note**: Any student completing the CSU GE or IGETC requirements will also have met the Associate Degree General Education requirements for this degree.

      i. Advanced Placement (AP) examination credit can be used to satisfy Associate Degree General Educ., CSU GE, or IGETC.

      ii. Credit through the College Level Examination Program (CLEP) can be used to satisfy Associate Degree General Education or CSU GE. **Note**: The University of California does not accept credit awarded through CLEP.

5. **Competency Requirements**:

   a. Competence in reading and in written expression is demonstrated by a grade of “C” or higher in one of the following courses. **Note**: Some degrees require completion of a specific course.

      ENGL 1A College Composition  BUAD 66 Business Communications

   b. Competence in mathematics is demonstrated by one of the following criteria:

      1. A grade of “C” or higher in one of the following courses or a mathematics course numbered from 1-99. **Note**: Some degrees require completion of a specific course.

      MATH 102 Intermediate Algebra  MATH 110 Essential Math

      2. Performance at or above the level specified below on the following examinations:

         | Examination                                      | Score  |
         |--------------------------------------------------|--------|
         | College Board Advanced Placement Math Test (CALC or STAT) | 3      |
         | Scholastic Aptitude Test – Mathematics (SAT-M)       | 520 (Beginning 4/95) |
         | American College Testing (ACT) – Math               | 23     |
         | COMPASS Algebra Test                                | 54     |
         | Accuplacer – College Level                          | 45     |

   c. **Multicultural Requirement**: Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories, such as religion. After successful completion of a course from this area, a student will be able to summarize various ethnic, racial, religious, gender, traditions, class and other group perspectives as well as their similarities and differences.

   ADJU 24  ECE 28  JAPN 1, 2, 3, 4
   ANTH 2,14, 25  ENGL 10A, 10B, 18, 20, 24  MUS 14
   ART 4  FREN 1, 2, 3, 4  POLS 20
   ASL 1, 2, 3, 4  GEOG 1B, 7, 8  PSYC 20, 41
   CHIN 1  GER 1, 2  SOC 25, 30
   CMST 20  HIST 2, 3, 25, 35, 36, 38  SPAN 1, 2, 3, 4
Computer Literacy Competency Requirement: To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:

- CIS 1 Computer Literacy with a grade of C or better.
- AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
- Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
- Receive credit for CIS 1 through an articulated high school course. Check with your high school or the Shasta College counseling center for more information.
- Possess IC² certification.
- Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
- Document completion of a computer literacy requirement at another college.
- Minimum of three units to include the coursework options listed below with a grade of C or better:
  
  OAS 91 (Word) or OAS 51 (Introduction to Keyboarding and Word); and any 2 units from the following:
  
  CIS 20 (Access), OAS 10 (Excel), OAS 80 (Outlook), or OAS 94 (PowerPoint).

Note: MOS or MCAS certification will substitute for the equivalent software class.
Chapter 3: Programs of Study

2016-2017 General Education (GE) Patterns

Associate Degree – General Education

General Education - 21 units (plus a major field of study = 60 units)

The goal of general education is a more well-rounded individual with a broad understanding of the physical universe, people as individuals and as members of society, artistic and cultural expression, written composition, oral communication, analytical thinking, multicultural environments, and perspectives of people from other cultures and backgrounds.

In order to complete the General Education requirements, a student must complete twenty-one (21) units of study. Three units must be completed in each of the following areas: Natural Science; Social and Behavioral Sciences; Humanities; and English Composition.

1. NATURAL SCIENCE: Three (3) units required. Courses in the Natural Science GE area examine the physical universe, its life forms and its natural phenomena. After successful completion of a course from this area, a student will be able to describe, explain, compare, and evaluate data in a lab setting, or will be able to use scientific inquiry skills related to hypothesis, prediction, assumption, interpretation and evaluation.

2. SOCIAL AND BEHAVIORAL SCIENCES: Three (3) units required. Courses in the Social and Behavioral Sciences GE area focus on people as individuals and as members of society. After successful completion of a course from this area, a student will be able to describe, explain, compare, and critique methods of inquiry used by the social and behavioral sciences, or will be able to apply concepts from the social sciences in order to analyze, evaluate, classify, and explain human behavior, or will be able to identify and discuss how societies and subgroups operate.

3. HUMANITIES: Three (3) units required. Courses in the Humanities GE area are those which study the cultural and artistic expressions of human beings. After successful completion of a course from this area, a student will be able to express verbally and in writing examples of how peoples of different times and cultures relate to their environments through individual artistic expression and shared cultural traditions, will be able to critically assess and discuss the nature and role of aesthetics and the arts, and will be able to critically assess and discuss the nature and role of the humanities.

4. LANGUAGE AND RATIONALITY: Courses in the Language and Rationality GE Area are those which study the principles and applications of language toward logical thought, clear and precise expression and critical evaluation or communication in whatever symbol system the student uses.

---

AGAS 19 Prin of Animal Sci
AGEH 33 Envir Horticulture
AGNR 1 Intro to Nat Res
AGNR 60 Envir Science
AGPS 20 Plant Science
AGPS 24 Soils
ANAT 1 Anatomy
ANTH 1 Physics Anthropology
ASTR 1 Astronomy
ASTR 2 Stellar Astronomy
BIOL 1 Principles of Biology

AGS1 5 Human Biology
ESCI 1 Phys Geology
FSS 25 Nutrition

AGAS 19 Prin of Animal Sci
AGEH 33 Envir Horticulture
AGNR 1 Intro to Nat Res
AGNR 60 Envir Science
AGPS 20 Plant Science
AGPS 24 Soils
ANAT 1 Anatomy
ANTH 1 Physics Anthropology
ASTR 1 Astronomy
ASTR 2 Stellar Astronomy
BIOL 1 Principles of Biology

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition

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ESCI 1 Phys Geology
FSS 25 Nutrition

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition

BIO 10 Observation of Life
ESCI 1 Phys Geology
FSS 25 Nutrition
b. Oral Communication: Three (3) units required. Courses fulfilling the oral communication requirement are designed to emphasize the psychological, cultural and linguistic factors which affect human communication, including how communication operates in various situations. Course content includes an emphasis on the ability to speak and listen effectively, as well as verbal and non-verbal communication. After successful completion of a course from this area, a student will be able to identify and discuss the role oral communication plays in academic, social, and professional endeavors; and will be able to demonstrate oral competency by constructing messages appropriate to particular communication situations covered in their particular courses.

CMST 10 Interpersonal Communication
CMST 20 Intercultural Communication
CMST 20H Intercultural Comm./Hnrs
CMST 30 Oral Interpretation

5. MULTICULTURAL/LIVING SKILLS – Three (3) units required, from either area. Courses in the Multicultural/Living Skills GE area prepare students to live and work in an increasingly multicultural environment or encourage development as integrated physiological, social and psychological beings. After successful completion of a course from this area, a student will be able to apply logical reasoning to collect and critically evaluate information, or construct a formal argument complete with support and reach a logical conclusion, or apply logical reasoning to solve problems.

ANTH 2 Cultural Anthropology
ANTH 14 Religion/Myth/Ritual
ANTH 25 Cult/Hist North Am Indian
ART 4 World Art
CMST 20 Intercultural Comm.
CMST 20H Intercultural Comm./Hnrs
ENGL 10A World Lit

6. MULTICULTURAL REQUIREMENT – Three (3) units required. (Note: A course in this area may be double-counted to also satisfy one of the other areas numbered 1-5. Courses which can be double-counted are marked with an asterisk.) - Courses in the Multicultural requirement area contain perspectives on people from other cultures and backgrounds as well as an examination of the contributions of non-Western cultures, or the intersection of culture with race, ethnicity, gender, class or other important social categories; or identify “at risk” patterns of physical or academic or social or emotional or financial behavior and apply their knowledge and skills to assess these patterns and make recommendations for altering them; or develop the criteria for personal or professional success in a given area and then create a specific action plan that targets the criteria—along with a timeline for accountability and evaluation.

ANTH 2 Cultural Anthology
ENGL 10A World Lit (to 1650)
ENGL 18 African American Lit
ENGL 24 Multicultural Lit
GEOG 7 California Geography
GEOG 8 World Regional Geo

7. COMPUTER LITERACY REQUIREMENT

To earn an associate degree at Shasta College students must demonstrate computer literacy in one of the following ways:

- CIS 1 Computer Literacy with a grade of C or better.
- AGNR 52 Computers in Agriculture and Natural Resources with a grade of C or better.
- Pass the Shasta College computer literacy exam. Contact the Assessment Office for more information.
- Receive credit for CIS 1 through an articulated high school computer course. Check with your high school or the Shasta College counseling center for more information.
- Possess IC3 certification.
- Receive a score of 50 or higher on the CLEP Information Systems and Computer Applications exam.
- Document completion of a computer literacy requirement at another college.
- Minimum of three units to include the coursework options listed below with a grade of C or better:
  - OAS 10 (Access), OAS 80 (Outlook), or OAS 94 (PowerPoint).
  - OAS 8 (Excel), OAS 50 (Outlook), or OAS 94 (PowerPoint).
  - OAS 51 (Introduction to Keyboarding and Word).

Note: MOS or MCAS certification will substitute for the equivalent software class.
### Programs of Study

#### California State Universities – General Education

Shasta College students will meet the General Education requirements for all campuses of the California State University system by completing the following General Education Program. Shasta College may certify a maximum of 39 semester units from Categories A - E. Note: No more than 30 semester units may be certified from Categories B - D. Courses listed more than once may be used to fulfill the requirements of one category only.

An additional 9 units of upper division work must be taken at a CSU campus to complete the full 48-unit General Education requirement.

#### CATEGORY A: Students shall select a minimum of nine (9) units in communications in the English language. Students must select one course from each area.

<table>
<thead>
<tr>
<th>Category A</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication</td>
<td>CMST 54: Small Group Communication</td>
<td>CMST 60: Public Speaking</td>
</tr>
<tr>
<td>A2: Written Communication</td>
<td>ENGL 1A: College Composition</td>
<td>ENGL 1AH: College Composition/Hnrs</td>
</tr>
<tr>
<td>A3: Critical Thinking</td>
<td>ENGL 1B: Literature &amp; Composition</td>
<td>ENGL 1BH: Literature &amp; Composition/Hnrs</td>
</tr>
<tr>
<td></td>
<td>ENGL 1CH: Crit. Reasoning/Reading/Writ</td>
<td>PHIL 8: Logic</td>
</tr>
<tr>
<td></td>
<td>ENGL 1C: Crit. Reasoning/Reading/Writ/Hnrs</td>
<td>CMST 40H: Argumentation and Debate/Hnrs</td>
</tr>
</tbody>
</table>

#### CATEGORY B: Students shall select a minimum of nine (9) units among the arts, literature, philosophy, and foreign languages, with at least one course in the arts and one in the humanities.

<table>
<thead>
<tr>
<th>Category B</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ESCI 14: Meteorology</td>
<td>ESCI 15: Oceanography</td>
</tr>
<tr>
<td></td>
<td>ESCI 17: Earth System Science</td>
<td>ESCI 18: Global Climate: Past, Present, Future</td>
</tr>
<tr>
<td></td>
<td>CHEM 1A: General Chemistry</td>
<td>CHEM 2A: Introduction to Chemistry</td>
</tr>
<tr>
<td></td>
<td>ESCI 2: Geology, Historical</td>
<td>ESCI 6: Ancient Life</td>
</tr>
<tr>
<td></td>
<td>ESCI 3: Mineralogy &amp; Crystal Optics</td>
<td>SCIS 3: Biogeography</td>
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<tr>
<td></td>
<td>ESCI 7: Intro to Geology of California</td>
<td>PHYS 1: Physics</td>
</tr>
<tr>
<td></td>
<td>ESCI 8: Planetary Geology</td>
<td>PHYS 2A: Gen. College Physics</td>
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<tr>
<td></td>
<td>ESCI 9: Earthquakes, Volcanoes</td>
<td>PHYS 2B: Gen. College Physics</td>
</tr>
<tr>
<td></td>
<td>ESCI 10: Environmental Geology</td>
<td>PHYS 3: Environmental Science Comprehension</td>
</tr>
<tr>
<td></td>
<td>ESCI 12: General Earth Science</td>
<td>ZOOL 1: General Zoology</td>
</tr>
</tbody>
</table>

| | BIOL 6: Human Biology | MICR 1: Microbiology |
| | BIOL 10: General Biology | NIH 5: Natural History of the Neotropics |
| | BIOL 10L: General Biology Lab | NIH 15: Natural History |

#### B4: Mathematical Concepts and Quantitative Reasoning | MATH 2: Precalculus Mathematics | MATH 4B: Differential Equations |
| | MATH 2A: Precalculus College Algebra | MATH 6: Linear Algebra |
| | MATH 8: Finite Mathematics | MATH 17: Calculus for Soc/Life Sciences |
| | MATH 3A: Calculus 3A | MATH 18: Calculus for Soc/Life Sciences |
| | MATH 3B: Calculus 3B | MATH 41A: Concepts of Elementary Math |
| | MATH 4A: Calculus 4A | MATH 41B: Concepts of Elementary Math |

#### CATEGORY C: Students shall select a minimum of nine (9) units among the arts, literature, philosophy, and foreign languages, with at least one course in the arts and one in the humanities.

<table>
<thead>
<tr>
<th>Category C</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1: Arts</td>
<td>ENGL 14: Drama as Lit</td>
<td>MUS 16: History of Jazz</td>
</tr>
<tr>
<td></td>
<td>HUM 2: Exploring the Humanities</td>
<td>THTR 1: Introduction to Theatre</td>
</tr>
<tr>
<td></td>
<td>HUM 4: Humanities Through Film</td>
<td>THTR 5: 20th Century Theatre</td>
</tr>
<tr>
<td></td>
<td>MUS 10: Music Appreciation</td>
<td>THTR 8: History of World Theatre I</td>
</tr>
<tr>
<td></td>
<td>MUS 11: History of Jazz and Rock</td>
<td>THTR 9: History of World Theatre II</td>
</tr>
<tr>
<td></td>
<td>CMST 30H: Oral Interpretation/Hnrs</td>
<td>MUS 15: History of Rock</td>
</tr>
</tbody>
</table>

#### C2: Humanities | ASL 1: American Sign Language 1 | *ASL 2: American Sign Language 2 |
| | ASL 3: American Sign Language 3 | ASL 4: American Sign Language 4 |
| | CHIN 1: Mandarin Chinese 1 | ENGL 14: Drama as Lit |
| | ENGL 1A: Survey of American Lit. | ENGL 15: Lit. By/About Women |
| | *ENGL 24: Multicultural American Lit.* | ENGL 33: Fiction and Film |
| | **ENGL 10A: World Literature to 1650** | ENGL 35: Linguistics |
| | **ENGL 10B: World Literature after 1650** | ENGL 31: Creative Writing |
| | ENGL 16: Poetry | ENGL 33: Fiction and Film |
| | ENGL 17: Intro to Shakespeare | ENGL 35: Linguistics |
| | ENGL 17F: Literature & Composition/Hnrs | ENGL 31: Creative Writing |
| | *ENGL 18: African American Lit* | ENGL 33: Fiction and Film |
| | **ENGL 19: Survey of Bible as Literature** | ENGL 35: Linguistics |
| | ENGL 20: World Mythology | ENGL 31: Creative Writing |

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HUM 2: Exploring the Humanities
HUM 4: Humanities Through Film
HUM 70: Exploring Contemporary TV
JAPN 1, 2: Japanese 1, 2
JAPN 3, 4: Japanese 3, 4
PHIL 6: Introduction to Philosophy
PHIL 7: Ethics: Understanding Right/Wrong
PHIL 8: Logic
PHIL 14: Modern Western Philosophy
SPAN 1, 2: Spanish 1, 2
SPAN 3, 4: Spanish 3, 4
SPAN 19: Span Conversation and Culture I
SPAN 20: Span Conversation and Culture II
JAPN 19: Japanese Conversation 1
JAPN 20: Japanese Conversation 2
PHIL 14: Introduction to Philosophy
PHIL 15: Social Psychology
PHIL 17: Abnormal Psychology
PHIL 18: Person/Social Adjustment
PHIL 20: Politics/Developing World
PHIL 25: Global Politics

**ANTH 2: Cultural Anthropology**
**ANTH 14: Religion, Myth, and Ritual**
**ANTH 25: Culture/History North Amer. Indian**
**HIST 1A: History of Western Civ.**
**HIST 1B: History of Western Civ.**
**HIST 2: World Civilization to 1500 C.E.**
**HIST 3: World Civilization 1500 to Present**
**HIST 17A: U.S. History**
**HIST 17B: U.S. History**
**HIST 25: African American History**
**HIST 35: History of Meso. Americans**
**HIST 36: History of the Far East**
**HIST 38: History of World Religion**
**HIST 40: History & Govern. California**
**HIST 55: History of American West**
**HIST 57: Russian History**
POLS 1: Intro. to Political Science
POLS 2: Intro. to Amer. Government
POLS 20: Politics/Developing World
POLS 25: Global Politics

**GEOG 1B: Human Geography**
**GEOG 5: Digital Planet: GIS & Society**
**GEOG 7: California Geography**
**GEOG 8: World Regional Geography**
**GEOG 17A: U.S. History**
**GEOG 17B: U.S. History**
**GEOG 25: California Water**
**GEOG 7: California Geography**
**GEOG 8: World Regional Geography**
**GEOG 17A: U.S. History**
**GEOG 17B: U.S. History**
**GEOG 25: California Water**

**CMST 10: Interpersonal Comm.**
**CMST 20: Intercultural Comm.**
**CMST 20H: Intercultural Comm./Hnrs**

**PSYC 1A: General Psychology**
**PSYC 1AH: General Psychology/Hnrs**
**PSYC 5: Human Sexuality**
**PSYC 14: Personal/Social Adjustment**
**PSYC 15: Social Psychology**
**PSYC 17: Abnormal Psychology**
**PSYC 20: Politics/Developing World**
**PSYC 25: Global Politics**
**PSYC 46: Human Memory & Learning**
**SOC 1: Introduction to Sociology**
**SOC 2: Social Problems**
**SOC 15: Sociology of Mass Media**
**SOC 20: Sociology of Minorities**
**SOC 30: Sociology of Gender**
**SOC 70: Social Welfare**

**ECE 1: Human Development**
**ECE 2: Child, Family, Community**
**ECE 9: Child Growth & Development**
**ECON 1A: Principles of Econ. (Micro)**
**ECON 1B: Principles of Econ. (Macro)**
**FSS 16: Marriage and Family**
**FSS 18: Adulthood and Aging**
**FSS 25: Nutrition**
**FSS 25H: Nutrition/Hnrs**
**FSS 26: Nutrition Through the Life Span**
**FSS 60: Life Management**
**HLTH 1: Health and Wellness**
**HLTH 2: Nutrition and Fitness**
**HLTH 3: Substance Abuse Awareness**
**HLTH 5: Health and Wellness**
**HLTH 7: Russian History**

**STU 1: College Success**

**AMERICAN HISTORY AND GOVERNMENT REQUIREMENTS FOR GRADUATION FROM A CSU CAMPUS**

Completion of a course in American History and a course in American Government is a requirement to graduate from any of the 23 CSU universities. At Shasta College, HIST 17A or HIST 17B, and POLS 2 will satisfy the requirement.

**CATEGORY E:** Students shall select a minimum of three (3) units in lifelong understanding and development of themselves as integrated physiological, social and psychological entities.

**E1:**
ECE 1: Human Development
ECE 2: Child, Family, Community
ECE 9: Child Growth & Development
ECON 1A: Principles of Econ. (Micro)
ECON 1B: Principles of Econ. (Macro)
FSS 16: Marriage and Family
FSS 18: Adulthood and Aging
FSS 25: Nutrition

**E2:**
FSS 25H: Nutrition/Hnrs

**CHICO STATE** requires two courses to satisfy the U.S. Diversity & Global Cultures requirement. Both courses may be part of the 39-unit General Education requirement.

a. Courses with one asterisk (*) meet the U.S. Diversity requirement and are "concerned primarily with the aspirations and history of ethnic subcultures". They are ANTH 25, CMST 20, CMST 20H, ENGL 18, ENGL 24, GEOG 7, HIST 25, HIST 35, PSYC 20, PSYC 41, SOC 25.

b. Courses with two asterisks (**) meet the Global Cultures requirement and are "concerned primarily with cultures and societies outside Western Heritage". They are ANTH 2, ANTH 14, ARCH 3, ART 4, ENGL 10A, ENGL 10B, ENGL 20, GEOG 1B, GEOG 8, HIST 36, HIST 38, MUS 14, POLS 20.

Courses taken for CSU General Education are applied to categories based on the General Education list for the year they are completed. This is the approved list for courses taken Fall 2016 through Summer 2017. See www.assist.org for prior years.
Students who are planning to transfer to the University of California system or who are undecided about whether to transfer to a UC or CSU may satisfy general education requirements with IGETC. The IGETC will permit a student to transfer from a community college to a campus in either the UC or CSU system without the need to take additional lower division general education courses to satisfy campus general education requirements. Transfer students to UC have the option of following IGETC or completing the general education requirement at the campus they plan to attend. Students pursuing majors that require extensive lower division preparation may not find the IGETC option to be advantageous. Check with a counselor before choosing your general education pattern.

IGETC courses must be completed with a "C" grade or better (P is acceptable).

### AREA 1 - ENGLISH COMMUNICATION

Group A: English Composition (one course)
- ENGL 1A: College Composition

Group B: Critical Thinking/English Composition (one course)
- ENGL 1B: Literature and Composition
- ENGL 1C: Critical Reasoning, Reading and Writing

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (one course):

- MATH 2: Pre-Calculus
- MATH 2A: Precalculus College Algebra
- MATH 2B: Precalculus Trigonometry
- MATH 3A: Calculus+
- MATH 3B: Calculus

### AREA 3 - ARTS AND HUMANITIES (three courses; at least one course from the Arts and one from the Humanities):

#### 3A – ARTS:
- ART 1: Introduction to Art
- ART 2: History of Western Art
- ART 3: Western Art, Renaissance to Cont.
- ART 4: World Art
- ART 6: History of Modern Art

#### 3B – HUMANITIES:
- ASL 2 American Sign Language 2
- ASL 3 American Sign Language 3
- ASL 4 American Sign Language 4
- ENGL 10A/B: World Literature
- ENGL 11A/B: Survey of American Literature
- ENGL 14: Survey of Drama as Art
- ENGL 15: Lit. By and About Women
- ENGL 16: Poetry
- ENGL 17: Intro to Shakespeare
- ENGL 18: African American Literature

#### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES (three courses from at least two disciplines):

- ANTH 2: Cultural Anthropology
- ANTH 14: Religion, Myth, and Ritual
- ANTH 25: Culture/History of N. Amer. Indian+
- ARCH 3: Principles of Archaeology
- CMST 10: Interpersonal Communication
- ECE 1: Human Development
- ECE 9: Child Growth and Development
- ECON 1A: Principles of Economics (Micro)
- ECON 1B: Principles of Economics (Macro)
- GEOG 1B: Human Geography
- GEOG 7: California Geography
- GEOG 8: World Geography
- HIST 1A: History of Western Civilization
- HIST 1B: History of Western Civilization

+Transfer credit may be limited by either UC or CSU or both (usually due to duplication of content). Students should consult with a counselor for additional information.
AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES (two courses, one Physical Science and one Biological Science for a minimum of 7 units; at least one course must include a laboratory (underlined)).

5A – PHYSICAL SCIENCES:
- ASTR 1: Astronomy
- ASTR 2: Stellar Astronomy
- CHEM 1A: General Chemistry
- CHEM 18: General Chemistry
- CHEM 2A: Intro to Chemistry +
- CHEM 2B: Intro to Org & Bio Chemistry+
- CHEM 6: Intro to Chem Applied Environment
- CHEM 10: Chemistry for Liberal Arts+
- CHEM 11: Chemistry Lab/Liberal Arts+
- CHEM 16: Chemical Problem Solving
- CHEM 70: Organic Chemistry
- CHEM 70A: Organic Chemistry Lab
- CHEM 71: Organic Chemistry Lab
- CHEM 71A: Organic Chemistry Lab
- ESCI 1: Physical Geology
- ESCI 2: Historical Geology
- ESCI 3: Mineralogy & Crystal Optics
- ESCI 6: Ancient Life
- ESCI 7: Intro to Geology of California
- ESCI 8: Planetary Geology
- ESCI 9: Earthquakes, Volcanoes
- ESCI 10: Environmental Geology
- ESCI 12: Earth Science Survey+
- ESCI 14: Meteorology
- ESCI 15: Oceanography
- ESCI 17: Earth System Science
- ESCI 18: Global Climate: Past/Present/Future
- GEOG 1A: Physical Geography
- GEOG 1AL: Physical Geography Lab
- PHSC 1: Physical Science Survey+
- PHYS 2A: General College Physics+

5B – BIOLOGICAL SCIENCES:
- AGNR 60: Environmental Science
- AGNR 61: Environmental Science Lab
- AGPS 20: Plant Science
- ANAT 1: Human Anatomy
- ANTH 1: Physical Anthropology
- BIOL 1: Principles of Biology
- BIOL 5: Intro to Human Biology+
- BIOL 10: General Biology+
- BIOL 10L: General Biology Lab
- BOT 1: General Botany
- BOT 1: General Botany
- CHN 1: Mandarin Chinese 1
- FREN 1: Elementary French
- GER 1: Elementary German
- GER 1: Elementary German
- JPN 1: Japanese 1
- SPAN 1: Spanish 1
- NHIS 5: Natural History of the Neotropics
- NHIS 15: Natural History
- PHY 1: Physiology
- ZOOL 1: General Zoology

AREA 6 - LANGUAGE OTHER THAN ENGLISH
Proficiency is required by UC. CSU transfers do not need to meet this requirement. Proficiency is defined as two years of high school study in the same language with a “C” grade or better. If you have not satisfied this requirement in high school, you must take one of these courses:

- ASL 1 American Sign Language 1
- FREN 1: Elementary French
- JPN 1: Japanese 1
- CHN 1: Mandarin Chinese 1
- GER 1: Elementary German
- SPAN 1: Spanish 1

CSU GRADUATION REQUIREMENT IN U.S. HISTORY AND AMERICAN IDEALS (Two courses, one from each group):

GROUP 1:
- HIST 17A: U.S. History
- HIST 17B: U.S. History

GROUP 2:
- POLS 2: Introduction to American Government

+Transfer credit may be limited by either UC or CSU or both (usually due to duplication of content). Students should consult with a counselor for additional information.

This is the approved list for courses taken Fall 2016 through Summer 2017. See www.assist.org for prior years.
Degrees and Certificates

NOTE: Check with your counselor and/or division office regarding sequence of course offerings for degrees and certificates.

ACCOUNTING

Accounting Clerk/Bookkeeper

Certificate:

SC Program: CT.3060

PROGRAM DESCRIPTION: Completion of the Certificate Program will prepare the student for entry-level position in accounts receivable, accounts payable, payroll, and general ledger.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Express the accounting equation; identify and perform the processes of the accounting cycle; and prepare and interpret the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.
2. Use integrated accounting software in performing the processes of the accounting cycle and preparing the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.
3. Prepare and process payroll records and payroll tax returns in compliance with applicable federal and state laws and regulations.
4. Demonstrate the use of skills relevant for problem solving, decision making and solving ethical dilemmas in the business environment including critical thinking, effective written and oral communication, working effectively in teams and the proficient use of computers for information search, retrieval, problem solving and communication.
5. Identify and explain the current economic indicators regarding inflation, unemployment, monetary and fiscal policy and their effects on consumers and small businesses.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_acct_gainful_employment/.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 103</td>
<td>2</td>
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<tr>
<td>ACCT 104</td>
<td>2</td>
</tr>
<tr>
<td>BUAD 10</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 106</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 166</td>
<td>3</td>
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<td>OAS 10</td>
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<td>OAS 51</td>
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</tr>
<tr>
<td>OAS 64</td>
<td>.5</td>
</tr>
<tr>
<td>OAS 166</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 28.5

► Student may take ACCT 2 in place of ACCT 101 or ACCT 102

ADMINISTRATION OF JUSTICE

Administration of Justice

Associate in Science for Transfer:

SC Program: AS-T.1003

PROGRAM DESCRIPTION: This course of study prepares students for transfer to complete work for a bachelor's degree in criminal justice or economic crime investigation. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research to locate, analyze, and discuss the content of statutory and case law; and explain the underlying cause of antisocial and criminal behavior. Proper selection of curriculum electives further enables students to study other academic disciplines, such as political science, sociology, and public administration. This program is appropriate for students considering law school as well as certain careers in law enforcement.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Identify and apply communication skills when interacting with all people.
2. Identify the need for understanding diverse populations in the criminal justice field and establish strategies for effectively communicating with those diverse populations.
3. Identify the cultural differences found in most communities and apply methods of effectively bridging those differences.
4. Demonstrate and apply critical thinking skills in dealing with ethical decision making within the criminal justice system.
5. Demonstrate the ability to locate resources which enable the resolution of problems within the community and the participants of the criminal justice system.
6. Recognize the major impact ethics and morality has on the citizens of the law enforcement profession serves and the daily interaction with others within the criminal justice system.
7. Develop effective writing skills to properly document law enforcement priorities.
8. Demonstrate an understanding of the theory and application of law enforcement rules, regulations, and applicable laws.
9. Demonstrate the ability to make the correct decision during critical life-threatening situations.

REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Administration of Justice for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a "P" if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 10*</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 15</td>
<td>3</td>
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<tr>
<td>ADJU 16</td>
<td></td>
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<td>ADJU 17</td>
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<td>ADJU 18</td>
<td></td>
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<tr>
<td>ADJU 20</td>
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</tr>
<tr>
<td>ADJU 22</td>
<td></td>
</tr>
<tr>
<td>ADJU 40</td>
<td></td>
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</table>

LIST A (Choose two courses from the following):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>OAS 166</td>
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<td>OAS 167</td>
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<tr>
<td>OAS 176</td>
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<tr>
<td>OAS 177</td>
<td>3</td>
</tr>
<tr>
<td>OAS 178</td>
<td>3</td>
</tr>
</tbody>
</table>

► Student may take ACCT 2 in place of ACCT 101 or ACCT 102
Associate in Science:

SC Program: AS.1001

PROGRAM DESCRIPTION: The Administration of Justice Program (AJ) is designed to provide professional courses in AJ fields for the pre-service student, and for the criminal justice employee preparing for promotional exams or to upgrade or maintain skills and knowledge. At Shasta College, you will receive occupational training for both the entrance and promotional levels of AOJ agencies and allied services. With additional general education courses, you will also be able to fulfill the requirements to transfer to a four-year college with junior standing. A variety of agencies exist at the federal, state and local levels of government; and also through private industry. This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Demonstrate their knowledge of the evolution of the justice system, its objectives, role and trends through discussion and examinations.
2. Demonstrate their knowledge of the basics of California criminal law and the core principles that drive the police and court process through discussion and examinations.
3. Demonstrate their knowledge of the basics of evidence collection, chain of evidence and submission of evidence and legal requirements for the handling of evidence through discussion and examinations.
4. Demonstrate their knowledge of the California Court Criminal System, law enforcement report writing and court testimony through examination and discussion.
5. Demonstrate their knowledge in the basics of criminal investigation and how the process leads to submission to the District Attorney, court system and corrections, through examination and discussion.
6. Demonstrate their knowledge of how policy/community relations intertwine into community relations through examination and discussion.

DEGREE REQUIREMENTS:

CORE COURSES:
- ADJU 10 Introduction to Administration of Justice 3
- ADJU 15 Concepts of Criminal Law 3
- ADJU 16 Legal Aspects of Evidence 3
- ADJU 17 Principles and Procedures of the Justice System 3
- ADJU 18 Community Relations & Multicultural Issues for Law Enforcement 3
- ADJU 20 Principles of Investigation 3
- ADJU 23 Career Planning for Administration of Justice 3
- ADJU 26 Courtroom Testimony/Report Writing 3

RESTRICTED ELECTIVES: (Choose six units) 6
- ADJU 21 Police Field Operations 3

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>18-19</th>
</tr>
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<tbody>
<tr>
<td>General Education</td>
<td>37-39*</td>
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<tr>
<td>General Electives</td>
<td>10-12*</td>
</tr>
<tr>
<td><strong>Degree Total Will Not Exceed 60 Units</strong></td>
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</tr>
</tbody>
</table>

*Number will vary depending on units that double count.

*May be used to fulfill CSU General Education requirements. See a counselor.

#May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>30</th>
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<tbody>
<tr>
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<td>General Electives</td>
<td>12</td>
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<td><strong>Degree Total</strong></td>
<td>60*</td>
</tr>
</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

AGRICULTURE

Agricultural Business

Associate in Science:

SC Program: AS.1518

PROGRAM DESCRIPTION: The Agricultural-Business major is designed for students interested in working in the area of agricultural-related business. Career opportunities in agricultural business may include careers with the U.S. Department of Agriculture or Resource Conservation Service or a career in ranch or farm management, banking, agricultural credit, agricultural insurance, consulting firms, or agricultural product distribution and sales. The employment opportunities are many. “Agri” Business is the largest business sector in the world as statistics show that it takes at least 16 people to keep one farmer in business. These people are involved in all phases of agriculture from the production and marketing of everything from the fertilizer and seed, equipment and machinery to the crops, feed, production loans, and crop insurance and so on. In the state of California, agriculture is the #1 commodity which further increases our student's employment opportunities. This degree is designed to give students a broad understanding of the agriculture industry, as it is much easier for a student who has solid foundation in agriculture to be successful in the world of agricultural business as “agri” business differs from other business sectors as much of the time the commodities that are marketed and sold are perishable.

This program also prepares students for transfer to an Agriculture Business program at a four-year university. Students who plan to transfer should talk to a counselor or advisor to select appropriate general education and elective courses that will meet the requirements of the chosen university program.

Students planning to transfer to a college or university should consult a counselor or Agriculture faculty regarding transfer requirements. TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM A.S. DEGREE REQUIREMENTS. Sixty (60) units are required for the AS Degree. All graduation requirements must be met.

This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.
PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Demonstrate proficiency in accounting procedures using a double-entry bookkeeping system.
2. Organize and prepare reports, presentations, and other information pertaining to managerial procedures.
3. Describe the economic significance of California Agriculture and its relationship to the global economy.
4. Explain supply and demand as it relates to local and regional agriculture business industries.
5. Demonstrate the ability to make logical business decisions based on the analysis of business trends locally, regionally, and globally.
6. Demonstrate proficiency using computers, the Internet, and other technology as they relate to agri-business.
7. Recognize world markets and describe their effect on local agriculture economies.

DEGREE REQUIREMENTS:

CORE COURSES:
- AG 1: Career Planning for Agriculture (2 units)
- AG 6: Career Placement – Agr and Natural Resources (1 unit)
- AG 9A: Agriculture and Natural Resources Leadership I (1 unit)
- AG 94: Worksite Learning-Agriculture OR (1 unit)
- AG 58: Student Enterprise Projects (1 unit)
- AGAB 53: Introduction to Agriculture Business (3 units)
- AGAS 11: Livestock Feeding and Nutrition (3 units)
- AGAS 19*: Principles of Animal Science (3 units)
- AGMA 44: Intro. to Const. Skills for Ag and Nat. Resources (4 units)
- AGPS 20*: Plant Science (4 units)
- AGPS 24*: Soils (3 units)
- AGSA 56: Intro. to Sustainable Ag and Farm Management (3 units)

RESTRICTED ELECTIVES: (Choose nine units)
- AGAB 51: Agriculture Accounting (3 units)
- AGAB 54*: Agriculture Economics (3 units)
- ECON 18*: Principles of Economics (3 units)
- BUAD 76: Sales (3 units) OR
- BUAD 77: Principles of Marketing (3 units)

ADDITIONAL GENERAL EDUCATION REQUIRED:
- Computer Literacy test OR (0-3 units)
- CMST 60*: Public Speaking (3 units) OR
- CMST 54*: Small Group Communication (3 units)
- ENGL 1A*: College Composition (4 units)
- MATH 102*: Intermediate Algebra (5 units) OR
- MATH 13*: College Algebra for Liberal Arts (3 units) OR
- MATH 14*: Introduction to Statistics (4 units)

AREA 3*: Humanities (3 units)
AREA 5/6: Multicultural/Living Skills (3 units)

Students planning to transfer to a four-year college or university should consult a counselor or Ag faculty regarding transfer requirements. TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM AS DEGREE REQUIREMENTS.

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:
- Major: 43-48 units
- Additional General Education: 6 units
- General Electives: 6-11 units
- Degree Total: 60 units

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

Agriculture Sciences

University Studies – 18 Unit Emphasis

SC Program: AA.1491

The emphasis in Agriculture Sciences is designed to provide the lower division major courses to transfer to a university and earn a Bachelor’s degree in Agriculture, Agriculture Business, and Horticulture.

Choose 12 – 18 units (see a counselor to select the courses appropriate for your transfer university):
- AGAB 51: Agriculture Accounting (3 units)
- AGAB 54: Agriculture Economics (3 units)
- AGAS 11: Livestock Feeding and Nutrition (3 units)
- AGAS 19: Principles of Animal Science (3 units)
- AGPS 20: Plant Science (4 units)
- AGPS 24: Soils (3 units)
- CHEM 2A: General Chemistry (5 units)

Choose the remaining 0 – 6 units from the following courses:
- AG 1, 6, 9A, 58, 94
- AGAS 10, 11, 15, 19, 30
- AGEH 10, 22, 23, 26, 31, 33, 34, 35, 36, 38, 39, 40, 41, 44, 46, 60, 61, 71, 72, 94
- AGEQ 12, 13, 14, 21
- AGMA 42, 44
- AGNR 1, 6, 11, 12, 50, 51, 52, 53, 55, 60, 61, 64, 65, 66A, 69, 70, 83, 94
- AGPS 25
- AGSA 50, 56
- AGVET 16
- AGVIT 80, 81
- CHEM 28
- MATH 14

Agriculture Trades

General Studies – 18 Unit Emphasis

SC Program: AS.1496

The Agriculture emphasis allows students to explore all areas of agriculture, including animal science, agriculture business, horticulture, horse practices, sustainable or holistic agriculture, mechanical equipment, natural resources, veterinary practices, and viticulture.

Choose 18 units from at least three of the following areas:
- AG 1, 6, 9A, 58
- AGAS 10, 11, 15, 19, 30
- AGAB 51, 54
- AGEH 10, 22, 23, 26, 31, 33, 34, 35, 36, 38, 39, 40, 41, 44, 46, 60, 61, 71, 72, 122,125,130
- AGEQ 12, 13, 14, 21, 109, 111, 113
- AGMA 42, 44
- AGNR 1, 6, 11, 12, 50, 51, 52, 53, 55, 60, 61, 64, 65, 66A, 69, 70, 83, 173, 174, 176
- AGPS 20, 24, 25, 126
- AGSA 50, 56
- AGVET 16
- AGVIT 80, 81

Environmental Horticulture

Also see Agriculture-Horticulture for other Degree/Certificates

Associate in Science:

SC Program: AS.1493

PROGRAM DESCRIPTION: The Environmental Horticulture Degree is designed to prepare students to complete lower division coursework at Shasta College in order to transfer to CSU Chico for a B.S. degree in Agriculture with an option in crops horticulture and land resource management. This degree would also prepare students to transfer to other CSUs but students should consult with Ag faculty or counselor...
regarding specific transfer requirements. Students interested in more details about this degree should contact the Horticulture Department at 242-2210.

While completing degree requirements, students will also receive training adequate for job placement in areas of landscape management, wholesale and retail nursery and related horticultural fields.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Demonstrate safe and efficient use of both nursery and landscape tools, equipment and supplies.
2. Demonstrate the ability to communicate with clients, assess landscape for ecological and economic sustainability, measure and analyze a property, draft a landscape and a residential irrigation design, develop management schedules, and implement practices based on client needs.
3. Design and implement a nursery operation, select and make production schedules for greenhouse crops, and propagate, grow and market nursery crops.
4. Identify 150 landscape trees, shrubs and ground covers and select species suitable for different landscape situations.
5. Describe and implement both conventional and sustainable methods for use in the landscape relating to cultural practices, weed control, soil amendments, plant selection and care.
6. Obtain all course work necessary for transfer to a 4-year degree program in horticulture or related field.
7. Explain and apply basic principles of botany to horticulture practices.
8. Safely conduct landscape construction activities in the correct construction sequence. Including the proper installation of: a landscape sprinkler system, a low-volume (drip) irrigation system, concrete and brick pavers and landscape plants and sod.
9. Explain and apply the concepts of job estimating and laws as they pertain to landscape construction and maintenance.
10. Demonstrate landscape maintenance activities and equipment operation in a safe manner. Including the ability to test and evaluate soil fertility, select and apply fertilizers at the proper rate. Recognize common turf grass species and select proper maintenance techniques for each type of turf grass and to prune landscape trees and shrubs.

DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AG 6 Career Placement – Ag and Natural Resources</td>
<td>1</td>
</tr>
<tr>
<td>AGHE 10 Plant Identification and Usage</td>
<td>3</td>
</tr>
<tr>
<td>AGHE 22 Nursery Practices and Plant Propagation</td>
<td>2</td>
</tr>
<tr>
<td>AGHE 23 Nursery Practices and Management</td>
<td>2</td>
</tr>
<tr>
<td>AGHE 33* Environmental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>AGPS 20* Plant Science</td>
<td></td>
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<tr>
<td>AGHE 35 Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>AGAB 54* Agriculture Economics</td>
<td>3</td>
</tr>
<tr>
<td>AGHE 38 Landscape and Turf Management</td>
<td>3</td>
</tr>
<tr>
<td>AGMA 44 Intro. to Construction Skills for Ag/Nat Res.</td>
<td>3</td>
</tr>
<tr>
<td>AGPS 24* Soils</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 2A* Introduction to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CMST 54* or A1* Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1A* College Composition</td>
<td>4</td>
</tr>
<tr>
<td>HIST 17A* or 17B* U.S. History and Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH 14* Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>POLS 2* Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1* or C2* Elementary Spanish</td>
<td>3-5</td>
</tr>
</tbody>
</table>

RECOMMENDED COURSES (Not Required):

| AGAS 19 Principles of Animal Science | (3) |
| AGEH 31 Landscape Irrigation | (3) |
| AGNR 52 Computers in Ag and Natural Resources | (3) |
| CHEM 2B Introduction to Organic and Biochemistry | (5) |

Students planning to transfer to a four-year college or university should consult a counselor or Ag faculty regarding transfer requirements. TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM AS DEGREE REQUIREMENTS.

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

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<th>Major</th>
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<td>General Electives</td>
<td>0</td>
</tr>
<tr>
<td>Degree Total</td>
<td>63-65*</td>
</tr>
</tbody>
</table>

**CSU Chico does not require Area C for high unit program.

Equipment Operations & Maintenance Certificate:

SC Program: CL.3425

PROGRAM DESCRIPTION: This curriculum is designed to provide employable skills essential to several occupations and emphasizes the "learning-by-doing" method of instruction on modern up-to-date equipment.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student will:

1. Understand and demonstrate safe heavy equipment operational and maintenance practices.
2. Be able to use heavy equipment to move soil to grade.
3. Be able to perform basic equipment inspections and maintenance procedures.
4. Demonstrate the knowledge and skills to survey, layout and set grade on a construction project.
5. Be able to operate and maintain heavy equipment resulting in minimum impact to the watershed and use appropriate Best Management Practices to control erosion.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_heop_gainful_employment

CERTIFICATE REQUIREMENTS:

| AGMA 44 Intro. to Const. Skills for Ag and Nat. Res. OR | 3 |
| WELD 70 Beginning Welding |  |
| AGNR 66A Watershed Restoration Practicum I | 1 |

Take two of the following courses: 6 – 6.5

| AGPS 24* Soils | (3) |
| CONS 149 Class A & B License Training | (3) |
| DIES 48 Hydraulics | (3.5) |
| WELD 73 Structural Steel Metal Fabrication | (3) |
| CONS 45 Career Planning/Leadership for Heavy Equip. | 2 |
| CONS 46 Equipment Operations and Maintenance | 3 |
| CONS 47 Project Construction for Equipment Operations | 3 |
| CONS 48 Surveying for Equipment Operators | 2 |

Take 1 – 4 units of the following courses: 1 – 4

| COUN 150 Career Development | (3) |
| COUN 350 Career Planning | (3) |
| WELD 85 Advanced Welding | (3) |
| WELD 86 Welding Project | (3) |
| WELD 87 Advanced Welding Project | (3) |

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Chapter 3: Programs of Study

Forest Science and Technology

Associate in Science:

SC Program: AS.1494

PROGRAM DESCRIPTION: The job market in forestry is strong with respect to both permanent and seasonal employment. On average, 70-80% of seasonal Natural Resources job openings in northern California are for forestry technicians. Duties will vary, but generally include timber inventory and marking, harvest plan layout, ecosystem restoration work, and wildlife surveys. Today, this new forestry must focus on the ecosystem as a whole while realizing we still need to provide a myriad of values from our forests. Such values include biodiversity, clean air and water, and recreation in addition to wood products. By properly applying ecological principles to manage our forests, we can enhance biodiversity and lessen the impact of our consumption on forests around the world.

On average, seasonal forestry technicians are paid anywhere from $10-$15 per hour. Permanent jobs for qualified technicians start around $30,000 - $40,000 per year with benefits. Students who complete the A.S. degree in Forest Science and Technology will be well prepared to transfer to a four-year degree at Humboldt State, Cal-Poly San Luis Obispo, or other out-of-state institutions such as the University of Idaho. Students should contact a member of the forestry/natural resources faculty to discuss career options and courses.

This degree is approved through the California Community College Transfer Student Option. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student will:

1. Be able to apply computer skills using Forestry-related software.
2. Be able to properly identify all common species of trees and shrubs native to the Western US by their scientific and common names.
3. Be able to apply knowledge of the Silvicultural treatments used to regulate stand, Composition, regenerate stands, increase growth rates, and improve timber quality.
4. Be able to apply skills in the safe use and maintenance of tools and equipment.
5. Be able to apply computer skills using Forestry-related software.
6. Be able to select and implement an appropriate protocol following the scientific method to collect, statistically analyze, evaluate, and document original research data.
7. Be able to accurately navigate in the field using maps, compass, a Global Positioning System (GPS). Students will also be able to use the Global Positioning System (GPS) for data mapping and display.
8. Be able to evaluate basic theory, concepts, and ecological principles as they apply to Forest, Wildlife, Water Resources, and Ecosystem Restoration and will use his/her cumulative skills to think critically and to work out possible solutions to address problems facing Natural Resources managers today and in the future.
9. Be able to apply fundamentals of Wildland fire ecology, behavior, and suppression techniques.

DEGREE REQUIREMENTS:

CORE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tr>
<td>AGNR 1*</td>
<td>Introduction to Natural Resources</td>
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<td>AGNR 6</td>
<td>Native Plant Identification</td>
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<tr>
<td>AGNR 50</td>
<td>Natural Resources Measurements</td>
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<td>AGNR 52</td>
<td>Computers in Agriculture/Natural Resources</td>
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<td>AGNR 53</td>
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<td>AGNR 65</td>
<td>Forest Ecology</td>
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<tr>
<td>AGNR 94</td>
<td>Natural Resources Worksite Learning</td>
<td>3</td>
</tr>
<tr>
<td>AGPS 24*</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>BOT 1*</td>
<td>General Botany</td>
<td>4</td>
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<tr>
<td>CHEM 2A*</td>
<td>Introduction to Chemistry</td>
<td>5</td>
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<tr>
<td>FIRS 118</td>
<td>Introduction to Wildland Fire Fighting</td>
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<tr>
<td>GEOG 9</td>
<td>Map and Geospatial Principles</td>
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*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

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</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

Horticulture and Landscaping

Also see Ag-Environmental Horticulture for Transfer Degree information

Associate in Science:

SC Program: AS.1492

PROGRAM DESCRIPTION: The Green Industry is a huge industry with many different career opportunities. Nursery sales exceed $55 billion nationally. California sells $13.26 billion in nursery and floral products annually and the Landscape Industry continues to grow rapidly as population increases both statewide and locally. This degree will prepare students for jobs in both landscape and nursery areas. Job opportunities continue to outnumber the number of graduates in our local area. Career choices include city and county parks; state and federal organizations; garden centers, independent, local and national chains; landscape maintenance business; floral design and arrangement; landscape design and installation and nursery and landscape management positions. Courses include directed practical experience in a modern horticulture facility that includes a floral lab room, 7,000 square feet of greenhouses and 20,000 square feet of landscaping. Many landscaping operations are also done on the beautiful 300-acre college campus.

Students should contact their counselor or environmental horticulture faculty advisor to choose electives for the particular career they are planning to enter. Particular attention should be paid to course prerequisites. Students planning to transfer to a college or university should consult a counselor or Horticulture Faculty Advisor regarding transfer requirements. TRANSFER REQUIREMENTS MAY BE DIFFERENT FROM A.S. DEGREE REQUIREMENTS.

This degree is approved through the California Community College Transfer Student Option. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the certificate, the student will be able...
to:
1. Demonstrate safe and efficient use of both nursery and landscape tools, equipment and supplies
2. Demonstrate the ability to communicate with clients, assess landscape for ecological and economic sustainability, measure and analyze a property, draft a landscape and a residential irrigation design, develop management schedules, and implement practices based on client needs.
3. Design and implement a nursery operation, select and make production schedules for greenhouse crops, and propagate, grow and market nursery crops.
4. Identify 150 landscape trees, shrubs and ground covers and select species suitable for different landscape situations.
5. Demonstrate skills to assess site or plant cultural issues and make recommendations for enhancing the health of the landscape planting or nursery plants using integrated pest management.
6. Describe and implement both conventional and sustainable methods for use in the landscape relating to cultural practices, weed control, soil amendments, plant selection and care.
7. Be prepared to take the California Pesticide Applicators Certificate Exam with the California Department of Pesticide Regulation.
8. Explain and apply basic principles of botany to horticulture practices.
9. Safely conduct landscape construction activities in the correct construction sequence: Including the proper installation of: a landscape sprinkler system, a low-volume (drip) irrigation system, concrete and brick pavers and landscape plants and sod.
10. Explain and apply the concepts of job estimating and laws as they pertain to landscape construction and maintenance.
11. Demonstrate landscape maintenance activities and equipment operation in a safe manner. Including the ability to test and evaluate soil fertility, select and apply fertilizers at the proper rate, recognize common turf grass species and select proper maintenance techniques for each type of turf grass and to prune landscape trees and shrubs.
12. Demonstrate a strong work and personal ethic.
13. Demonstrate skills needed to take the Landscape Industries Certified Technician Exam.

DEGREE REQUIREMENTS:
Some of these classes require math skills. Students are encouraged to begin taking math classes early in the program.

CORE COURSES:
AG 6 Career Placement – Ag and Natural Resources 1
AGEH 10 Plant Identification and Usage 3
AGEH 22 Nursery Practices and Plant Propagation 2
AGEH 23 Nursery Practices and Management 2
AGEH 26 Integrated Pest Management in Environ. Hort. 3
AGEH 31 Landscape Irrigation 3
AGEH 33* Environmental Horticulture 3
AGEH 35 Landscape Design 3
AGEH 38 Landscape and Turf Management 3
AGEH 94 Horticulture Worksite Learning 3
AGMA 44 Introduction to Const. Skills for Ag and Nat. Res. 3
AGNR 52 Computers in Agriculture/Natural Resources 3
AGNR 66A Watershed Restoration Practicum I 1
AGNR 66B Watershed Restoration Practicum II 1
AGPS 24* Soils 3

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:
Major 36
Additional General Education 18
General Electives 6
Degree Total 60*

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

Horticulture – Irrigation
Certificate:
SC Program: CL.3426

PROGRAM DESCRIPTION: The Irrigation Certificate Program provides students with the skills, knowledge and hands-on experience necessary to meet the Irrigation Association standards to apply for the Auditor, Contractor or Designer Exams. Students will develop the basic skills and knowledge about irrigation principles and practices. They will explore and become familiar with the current practices in agriculture, landscape, turf management and residential industries. Students will have access to practical applications and computer training on these topics as well as worksite learning opportunities. Basic soil and plant science, electrical principles and pumping technologies will be covered.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the certificate, the student should be able to:
1. Demonstrate the ability to communicate with clients, measure and analyze a property, draft a landscape and a residential irrigation design, develop water management schedules, and implement practices based on client needs.
2. Demonstrate safe and efficient use of landscape tools, equipment and supplies
3. Safely conduct landscape construction activities in the correct construction sequence for installation of: a landscape sprinkler system and a low-volume (drip) irrigation system
4. Explain and apply the concepts of job estimating and laws as they pertain to landscape construction and maintenance and utilize this information to calculate job costs.
5. Demonstrate a strong work and personal ethic.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_hort_gainful_employment

CERTIFICATE REQUIREMENTS:
CORE COURSES:
AGEH 31 Landscape Irrigation 3
AGEH 33 Environmental Horticulture 3
AGEH 38 Landscape and Turf Management 3
AGPS 24 Soils 3
AGPS 25 California Water 3
AGEH 94 Horticulture Worksite Learning 1-2

TOTAL UNITS FOR CERTIFICATE: 16 – 17

In addition to the core courses, students will need to complete additional hours of work experience in order to take the Contractor or Designers Certification Exam with the Irrigation Association. Shasta College plans on making these opportunities available through Horticulture Worksite Learning (AGEH 94). Those students taking the Certified Irrigation Contractors exam would also need skills in layout, staking, business, management, and codes.

Horticulture – Landscape & Turf Management
Certificate:
SC Program: CL.3424

PROGRAM DESCRIPTION: Students completing this certificate will
be able to plant and maintain landscapes and turf grass for recreational, municipal, commercial and residential use.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the certificate, the student should be able to:

1. Demonstrate the ability to communicate with clients, assess landscape for ecological and economic sustainability, measure and analyze a property, draft a landscape and a residential irrigation design, develop management schedules, and implement practices based on client needs.

2. Demonstrate safe and efficient use of landscape tools, equipment and supplies

3. Demonstrate landscape maintenance activities and equipment operation in a safe manner. Including the ability to test and evaluate soil fertility, select and apply fertilizers at the proper rate.

4. Explain and apply the concepts of job estimating and laws as they pertain to landscape maintenance and utilize this information to calculate job costs.

5. Demonstrate a strong work and personal ethic.

6. Be prepared to take the California Pesticide Applicators Certificate Exam with the California Department of Pesticide Regulation.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_hort_gainful_employment/.

REQUIREMENTS FOR CERTIFICATE:

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<tr>
<td>AGEH 10</td>
<td>Plant Identification and Usage</td>
<td>3</td>
</tr>
<tr>
<td>AGEH 23</td>
<td>Nursery Practices &amp; Management</td>
<td>2</td>
</tr>
<tr>
<td>AGEH 26</td>
<td>Integrated Pest Management in Environ. Hort.</td>
<td>3</td>
</tr>
<tr>
<td>AGEH 35</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>AGEH 38</td>
<td>Landscape and Turf Management</td>
<td>3</td>
</tr>
<tr>
<td>AGEH 94</td>
<td>Horticulture Worksite Learning</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 15 – 17

RECOMMENDED COURSES (not required):
BUAD 45 Human Relations on the Job
BUAD 106 Business Mathematics

Livestock Quality Assurance Certificate:

SC Program: CL.3446

PROGRAM DESCRIPTION: This certificate prepares the student for working in the Food (livestock) Animal Industry. The certificate would include training in beef, pork, lamb and goat quality assurances for food quality and safety. The student will learn laws and regulations involved in the meat and livestock industries. This certificate covers the basic skills of “Food Animal Production,” including proper handling, vaccination, and medication protocols.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the certificate, the student should be able to:

1. Choose and demonstrate proper vaccination protocols given a specific species of livestock and medication options.

REQUIREMENTS FOR CERTIFICATE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>AG 1</td>
<td>Career Planning for Agriculture</td>
<td>2</td>
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<td>AGAS 11</td>
<td>Livestock Feeding and Nutrition</td>
<td>3</td>
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<tr>
<td>AGAS 19</td>
<td>Animal Science</td>
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<tr>
<td>AGAS 30</td>
<td>Livestock Production</td>
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</table>

TOTAL UNITS FOR CERTIFICATE: 11

Natural Resources Associate in Science:

SC Program: AS.1495

PROGRAM DESCRIPTION: This curriculum is designed to provide technician-level training for students interested in working in such
areas as wildlife, forestry, range, and outdoor recreation. Typical employers include local, county, and U.S. Government agencies, as well as private companies. Particular attention should be paid to course prerequisites and to whether a class is taught during the fall or spring semester, or both.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student will:
1. Have sufficient coursework and field experience to pursue seasonal technician jobs or to transfer to a University in a Natural Resources-related field.
2. Be able to use a taxonomic key or field guide to correctly identify unknown species of plants, birds, mammals, and aquatic invertebrates to the level of genus.
3. Be able to select and use an appropriate protocol following the scientific method to collect, statistically analyze, evaluate, and document original research data.
4. Be able to accurately navigate in the field using maps, compass, a Global Positioning System (GPS). Students will also be able to use GPS for field data collection and Geographic Information Systems (GIS) for data mapping and display.
5. Be able to evaluate basic theory, concepts, and ecological principles as they apply to Forestry, Wildlife, Water Resources, and Ecosystem Restoration and will use his/her cumulative skills to think critically and to work out possible solutions to address problems facing Natural Resources managers today and in the future.

DEGREE REQUIREMENTS:

CORE COURSES:
AGNR 1* Introduction to Natural Resources 3
AGNR 6 Native Plant Identification 3
AGNR 12 Environmental Policy and Law 2
AGNR 50 Natural Resource Measurements 4
AGNR 52 Computers in Agriculture/Natural Resources 3
AGNR 60* Environmental Science (GE-Natural Science) 3
AGNR 64* Watershed Management and Ecology 3
AGNR 65 Forest Ecology 3
AGNR 66A Watershed Restoration Practicum I 1
AGNR 70 Wildlife Management and Conservation 3
AGNR 84 Natural Resources Worksite Learning 1
AGMA 44 Intro. to Const. Skills for Ag/Natural Resources 3
AGPS 24* Soils 3
GEOG 9 Map and Geospatial Principles 3

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:
Major 38
Additional General Education 18
General Electives 4
Degree Total 60

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student will:
1. Be qualified to pursue seasonal job employment with the Federal Government, a State Agency, or a Private company in a field related to Forestry & Natural Resources.
2. Be able to use a specified protocol following the scientific method to collect, analyze, evaluate, and document original research data.
3. Be able to accurately navigate in the field using maps, compass, a Global Positioning System (GPS). Students will also be able to use GPS for field data collection and Geographic Information Systems (GIS) for data mapping and display.
4. Be able to evaluate basic theory, concepts, and ecological principles as they apply to Forestry, Wildlife, Water Resources, and Ecosystem Restoration and will use his/her cumulative skills to think critically and to work out possible solutions to address problems facing Natural Resources managers today and in the future.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_nr_gainful_employment/.

CERTIFICATE REQUIREMENTS:
AGNR 1 Introduction to Natural Resources 3
AGNR 6 Native Plant Identification 3
AGNR 50** Natural Resources Measurements 4
AGNR 66A Watershed Restoration Practicum I 1
AGNR 70 Wildlife Conservation and Management 3
GEOG 9 Map and Geospatial Principles 3

TOTAL UNITS FOR CERTIFICATE 17

**These courses also count towards the Watershed Restoration Certificate.

Pest Control Advisor Preparation
Certificate:

SC Program: CT.3450

PROGRAM DESCRIPTION: Pest Control Advisors (PCAs) are licensed professional production consultants who serve California agriculture, natural resource and horticulture producers. PCAs specialize in pest management, but they are also an important resource to producers in a wide range of production concerns related to plant health. This certificate satisfies the core-course requirements specified for option “3. b” in preparing to take the Pest Control Advisor’s exam with the California Department of Pesticide Regulation. The following courses need to be completed with a 2.0 grade point average or better. Note: In addition to completing the course work, the Department of Pesticide Regulation requires PCA exam applicants to have completed 24 months of technical work experience before taking the exam.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the certificate, the student should be able to:
1. Demonstrate the ability to communicate with clients, assess pest damage for ecological and economic sustainability, determine thresholds and implement IPM practices based on client/crop needs.
2. Explain and apply basic principles of soils, cation exchange capacity, entomology and botany to horticulture practices and pesticide mode of action.
3. Be prepared to take the California Pesticide Applicators Certificate Exam with the California Department of Pesticide Regulation.

Ag – Natural Resources
Certificate:

SC Program: CT.3442

PROGRAM DESCRIPTION: The Natural Resources curriculum is designed to meet the demand for trained personnel in a broad range of Natural Resource/Environmental Science fields in addition to numerous private organizations.
4. Demonstrate application of pesticides in a safe manner, including selecting proper PPE, mixing, calibration and application.

REQUIREMENTS FOR CERTIFICATE:
To prepare for the PCA exam, students will need to complete 42 units of the required curricula specified in the core-curricula areas below with a 2.0 grade point or better in each course.

CATEGORY 1: PHYSICAL AND BIOLOGICAL SCIENCES:
Choose 12 units from the following courses: 12
AGNR 60 Environmental Science (3)
AGNR 65 Forest Ecology (3)
AGPS 20 Plant Science (4)
BIOL 1# Principles of Biology (4)
BIOL 10 General Biology Lecture (3)
BIOL 10L General Biology Lab (1)
BIOL 12 Field Biology (4)
BOT 1# General Botany (4)
CHEM 2B# Intro to Organic Chemistry and Biochemistry (5)
CHEM 6 Intro to Chemistry Applied to the Environment (4)
CHEM 70 or 71# Organic Chemistry (4)
MICR 1# Microbiology (5)
ZOOL 1# General Zoology

CATEGORY 2: CROP HEALTH:
AGEH 31# Landscape Irrigation 3
AGNR 70 Wildlife Conservation and Management 3
AGPS 24 Soils 3

CATEGORY 3: PEST MANAGEMENT AND METHODS:
AGEH 26 Integrated Pest Management 3
AGEH 61 Plant Protection Materials 3

CATEGORY 4: PRODUCTION SYSTEMS:
Choose 6 units from the following courses:
AGAS 19 Principles of Animal Science (3)
AGAS 30 Livestock Production (3)
AGHE 10 Plant Identification and Usage (3)
AGEH 22 Nursery Practices and Plant Propagation (2)
AGEH 33 Environmental Horticulture (3)
AGEH 38 Landscape and Turf Management (3)
AGEH 60 Master Gardener Training (3)
AGEH 71/72 Organic Gardening (1 each)
AGNR 4 Introduction to Range Sciences (3)
AGNR 53 Forest Protection and Restoration (3)
AGNR 55 Introduction to Forest Operations (3)
AGVIT 81 Vineyard Care (1)

RESTRICTED ELECTIVES: 9
Complete an additional 9 units from Categories 2-4 above
#Indicates at least one prerequisite is required.

TOTAL UNITS FOR CERTIFICATE: 42

Sustainable Agriculture Science

Associate in Science:
SC Program: AS.1519

PROGRAM DESCRIPTION: The Sustainable Agriculture Science Degree at Shasta College provides training for ranching, farming, agriculture production and related careers in vocational education, sales, services and distribution of agriculture-related products. In the core courses, students will receive a broad-based knowledge of agriculture, agribusiness management, and both sustainable and traditional agricultural production practices. A hands-on approach provides students with realistic training and education in livestock husbandry, crop production, farm and land management and equipment operations and repair.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Describe the development and dissemination of modern agricultural technologies and land use practices.
2. Explain the principles of crop rotation and demonstrate the ability to develop a simple crop rotation plan.
3. To frame problems and ask critical questions concerning agricultural sustainability.
4. Address complex agricultural problems by using systems thinking and other approaches.
5. Describe the principles and practices used to enhance and maintain biological diversity in an agricultural environment.
6. Evaluate the role of soil fertility in an ecological production system.

DEGREE REQUIREMENTS:

CORE COURSES:
AG 1 Career Planning for Agriculture 2
AG 6 Career Placement – Ag and Natural Resources 1
AG 9A Agriculture and Natural Resources Leadership 1
AG 94 Worksite Learning OR
AG 98 Student Enterprise Projects

AGAS 30 Livestock Production (3)
AGAB 54* Agriculture Economics (3)
AGMA 42 Farm Power and Machinery (3)
AGM 2A* Introduction to Chemistry (required) (5)
AGM 2B* Introduction to Organic and Biochemistry (5)
AGPS 20* Plant Science 4
AGPS 24* Soils 3
AGSA 56 Intro. to Sustainable Ag and Farm Management 3

TOTAL UNITS FOR CORE 27

OPTION 1 – General Agri Science Concentration (Choose 8 units)
AGAB 51 Agriculture Accounting (3)
AGAB 54* Agriculture Economics (3)
AGMA 42 Farm Power and Machinery (3)
CHEM 2A* Introduction to Chemistry (required) (5)
AGPS 20* Plant Science 4
AGPS 24* Soils 3
AGSA 56 Intro. to Sustainable Ag and Farm Management 3

OPTION 2 – Agriculture Education Concentration (Choose 9 units)
AGAS 30 Livestock Production (3)
AGEH 22 Nursery Practices and Plant Propagation (2)
AGEQ 13 Horse Husbandry (3) OR
AGEQ 21 Horse Management (3)
AGMA 42 Farm Power and Machinery (3)
CONS 46 Equipment Operations and Maintenance (3)
WELD 73 Structural Steel Metal Fabrication (3)

OPTION 3 – Farm, Ranch, and Wildland Management Concentration
(Choose a total of 9 units with at least one course from each area)

(Area 1) WILDLAND MANAGEMENT CURRICULUM
AGNR 4 Introduction to Wildland and Range Ecology (3)
AGNR 12 Environmental Policy and Law (2)
AGNR 64* Watershed Management and Ecology (3)
AGNR 65 Forest Ecology (3)
AGNR 70 Wildlife Conservation and Management (3)

(Area 2) FARM AND RANCH MANAGEMENT CURRICULUM
AGAB 51 Agriculture Accounting (3)
AGAS 30 Livestock Production (3)
AGEH 26 Integrated Pest Management in Envr. Hort. (3)
AGEQ 13 Horse Husbandry (3) OR
AGEQ 21 Horse Management (3)
AGMA 42 Farm Power and Machinery (3)
CONS 46 Equipment Operations and Maintenance (3)
WELD 73 Structural Steel Metal Fabrication (3)

(Area 3) ENVIRONMENTAL HORTICULTURE CURRICULUM
AGNR 70 Wildlife Conservation and Management (3)
AGNR 64* Watershed Management and Ecology (3)
AGNR 65 Forest Ecology (3)
AGNH 33 Environmental Horticulture (3)
AGEQ 21 Horse Management (3)
AGMA 42 Farm Power and Machinery (3)
AGVIT 80 Vineyard Design and Construction (1)
AGVIT 81 Vineyard Care (1)
Agriculture – Sustainable Practices

Certificate:

SC Program: CL.3447

PROGRAM DESCRIPTION: This certificate covers the basic skills of the Sustainable Agriculture and Ranching methods. The certificate would include training in both plant (crop) and livestock sustainable practices. Courses will include exploration of current sustainable practices and case studies of area farms and ranches. This certificate is a good avenue for students seeking an industry accepted certificate, employment in the sustainable plant or livestock related industries, or anyone interested in sustainable agriculture practices.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Describe and successfully apply the elements and principles of art to:
   a. Describe and successfully apply the elements and principles of art
   b. Describe and successfully apply the elements and principles of art
   c. Describe and successfully apply the elements and principles of art
   2. Identify sustainable agricultural practices, within both the plant (crop) and livestock industries.

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGAS 30</td>
<td>3</td>
</tr>
<tr>
<td>AGEH 26</td>
<td>3</td>
</tr>
<tr>
<td>AGPS 20</td>
<td>4</td>
</tr>
<tr>
<td>AGPS 24</td>
<td>3</td>
</tr>
<tr>
<td>AGSA 56</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units for Certificate:** 16

---

ART

Associate in Arts:

SC Program: AA.1040

PROGRAM DESCRIPTION: This curriculum qualifies the student for the AA degree in Art. Students interested in transferring should check course requirements with counselors or the transfer college.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Describe and successfully apply the elements and principles of art and design to two-dimensional compositions or three-dimensional forms.
2. Select appropriate tools and techniques in dealing with a variety of media then demonstrate informed, skilled and sensitive handling in the execution of two-dimensional imagery and three-dimensional forms.
3. Investigate, develop and employ conceptual themes which clearly and consistently reflect the student’s point of view.
4. Effectively identify and utilize resources for art historical research.
5. Articulate his/her (objective and subjective) understanding of two and three dimensional works in writing.
6. Orally evaluate the works of fellow students and implement suggestions made through the evaluation of his/her work by others.

**Degree Requirements:**

**Core Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2* History of Western Art Through Gothic Period</td>
<td>3</td>
</tr>
<tr>
<td>ART 3* Western Art, Renaissance to Contemporary</td>
<td>3</td>
</tr>
<tr>
<td>ART 12 Beginning Form, Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 13 Intermediate Form, Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 21A Beginning Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 21B Intermediate Freehand Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements. See a counselor.

**Restricted Electives:**

(Choose nine units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 15 Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 17 Shades, Shadows and Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>ART 26A Beginning Watercolor</td>
<td>3</td>
</tr>
<tr>
<td>ART 26B Intermediate Watercolor</td>
<td>3</td>
</tr>
<tr>
<td>ART 26C Advanced Intermediate Watercolor</td>
<td>3</td>
</tr>
<tr>
<td>ART 26D Advanced Watercolor</td>
<td>3</td>
</tr>
<tr>
<td>ART 29A Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 29B Intermediate Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 29C Advanced Intermediate Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 29D Advanced Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 31A Beginning Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 31B Intermediate Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 31C Advanced Intermediate Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 31D Advanced Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 35A Beginning Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 35B Intermediate Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 45 Beginning Glass</td>
<td>3</td>
</tr>
<tr>
<td>ART 46 Glass Blowing</td>
<td>3</td>
</tr>
<tr>
<td>ART 50A Beginning Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 50B Intermediate Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 50C Advanced Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 55A Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 55B Intermediate Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 55C Advanced Sculpture</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements.

**Additional General Education Required for A.S. Degree:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A College Composition</td>
<td>4</td>
</tr>
<tr>
<td>CMST 60* Public Speaking (3)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 54* Small Group Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102* Intermediate Algebra (5) OR MATH 13* College Algebra for Liberal Arts (3) OR MATH 14* Introduction to Statistics (4)</td>
<td>3-6</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE:** 16
Chapter 3: Programs of Study

PROGRAM DESCRIPTION: The AA-T in Studio Arts program provides a solid foundation in the fundamentals of art, including conceptual awareness of current issues in art, technical competencies, visual aptitudes, and skills in many areas of human interaction, including relationship building, intercultural competency, critical thinking, information competency, teamwork and leadership. Students develop an understanding of the principles of art and design while investigating concepts and applying these elements to two dimensional compositions and three dimensional forms. The Art program is academically grounded in the liberal arts tradition of cultural studies, history, philosophy, and technical processes. It provides a hands-on, learn-by-doing environment that gives students experiences and skills to complement many career paths. The AA-T in Studio Arts will align with the CSU Bachelor of Fine Arts and Bachelor of Arts Degrees.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Describe and successfully apply the elements and principles of art to:
   - Art and design to two dimensional compositions or three dimensional forms
   - Select appropriate tools and techniques in dealing with a variety of industry related digital based automation

2. Produce production ready digital design and graphics using industry standard softwar e applications.
3. Recognize theories and principles behind effective design models.
4. Analyze readings on digital photographic practice and theory.
5. Utilize artificial lighting equipment, systems and backgrounds for digital photographic methods.
6. Successfully employ the elements and principles of design to digital art applications.
7. Develop and present key learnings through a portfolio review in class. Assessment will be given as a hands-on final review and critique in the course is provided. Students will be successful with a score of 95% on the assessment.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 12</td>
<td>Beginning Design, Form, and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 21A</td>
<td>Beginning Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 70A</td>
<td>Beginning Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 72</td>
<td>Introduction to Digital Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 80A</td>
<td>Beginning Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 83</td>
<td>Web Design Using Dreamweaver</td>
<td>2</td>
</tr>
</tbody>
</table>

Students interested in starting a design business are encouraged to enroll in BUAD 10 or BUAD 120 for 3 additional units.

TOTAL UNITS FOR CERTIFICATE 17

Studio Arts

Associate in Arts for Transfer:

PROGRAM DESCRIPTION: The AA-T in Studio Arts program provides a solid foundation in the fundamentals of art, including conceptual awareness of current issues in art, technical competencies, visual aptitudes, and skills in many areas of human interaction, including relationship building, intercultural competency, critical thinking, information competency, teamwork and leadership. Students develop an understanding of the principles of art and design while investigating concepts and applying these elements to two dimensional compositions and three dimensional forms. The Art program is academically grounded in the liberal arts tradition of cultural studies, history, philosophy, and technical processes. It provides a hands-on, learn-by-doing environment that gives students experiences and skills to complement many career paths. The AA-T in Studio Arts will align with the CSU Bachelor of Fine Arts and Bachelor of Arts Degrees.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Recognize and explain conditional responses to visual media from Gestalt theory.
2. Produce production ready digital design and graphics using industry standard softwar e applications.
3. Recognize theories and principles behind effective design models.
4. Analyze readings on digital photographic practice and theory.
5. Utilize artificial lighting equipment, systems and backgrounds for digital photographic methods.
6. Successfully employ the elements and principles of design to digital art applications.
7. Develop and present key learnings through a portfolio review in class. Assessment will be given as a hands-on final review and critique in the course is provided. Students will be successful with a score of 95% on the assessment.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<td>ART 21A</td>
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<td>ART 70A</td>
<td>Beginning Digital Photography</td>
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</tr>
<tr>
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<tr>
<td>ART 80A</td>
<td>Beginning Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 83</td>
<td>Web Design Using Dreamweaver</td>
<td>2</td>
</tr>
</tbody>
</table>

Students interested in starting a design business are encouraged to enroll in BUAD 10 or BUAD 120 for 3 additional units.

TOTAL UNITS FOR CERTIFICATE 17

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Major 27
Additional General Education 18
General Electives 15
Degree Total 60*

*May be used to fulfill CSU General Education requirements. See a counselor.

#May be used to fulfill IGETC requirements. See a counselor.
**Theatre Arts**

**Associate in Arts for Transfer:**

**SC Program: AA-T.1004**

**PROGRAM DESCRIPTION:** The Theatre Arts program is academically grounded in the liberal arts tradition of literature, performance, cultural studies, history, philosophy, and technical skills. It also provides a hands-on, learn-by-doing environment that gives students experiences and skills to complement many career paths. Employers find theatre trained applicants become valuable employees because they have developed excellent communication and problem-solving skills, confidence, and the ability to work cooperatively with a diverse team of people.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. Describe the basic elements of dramatic structure and analyze the dramatic components in a theatrical production.
2. Select appropriate monologues and prepare them as audition pieces.
3. Investigate the themes and dramaturgy of the Greek, Roman, Medieval, Renaissance, Elizabethan, Jacobean and Restoration periods of Theatre history and compare and contrast those periods through discussion, papers, and performance analysis.
4. Identify and apply the major components of stagecraft in the implementation of scenery, lighting, costume, make-up, special effects, and production management.
5. Investigate the social, political, and spiritual objectives of theatrical performance through discussions and papers that deal with gender, politics and religion.
6. Evaluate dramatic scripts relative to historical context and contemporary relevance.
7. Develop cooperation skills in working with people from diverse cultures.
8. Transfer to a California State University with a major in Theatre Arts.

**REQUIREMENTS:**

In addition to the 37-39 unit general education pattern or CSU or IGETC, students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

**REQUIRED CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 1#</td>
<td>Introduction to Theatre Arts</td>
<td>OR</td>
</tr>
<tr>
<td>THTR 8#</td>
<td>History of World Theatre I</td>
<td>3</td>
</tr>
<tr>
<td>THTR 12</td>
<td>Acting I</td>
<td>2</td>
</tr>
<tr>
<td>THTR 16</td>
<td>Acting Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Three units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 23</td>
<td>Mainstage Production I</td>
</tr>
<tr>
<td>THTR 26</td>
<td>Mainstage Production II</td>
</tr>
<tr>
<td>THTR 41</td>
<td>Theatre Lab</td>
</tr>
<tr>
<td>THTR 42</td>
<td>Technical Stage Production</td>
</tr>
<tr>
<td>THTR 50</td>
<td>Rehearsal and Performance</td>
</tr>
<tr>
<td>THTR 70</td>
<td>Repertory Theatre – I</td>
</tr>
<tr>
<td>THTR 74</td>
<td>Repertory Theatre – II</td>
</tr>
</tbody>
</table>

**LIST A:** (Choose at least three courses for a minimum of 9 units)

Note: There is a 3-unit maximum in Rehearsal and Performance courses, and if you used them in the core, then you cannot use them in

**List A.** There is a 3-unit maximum in Technical Theatre Practicum courses, and if you used them in the core then you cannot use them in

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 30</td>
<td>Stagecraft</td>
</tr>
<tr>
<td>THTR 31</td>
<td>Introduction to Theatrical Design (3)</td>
</tr>
<tr>
<td>THTR 34</td>
<td>Makeup (2) AND</td>
</tr>
<tr>
<td>THTR 38</td>
<td>Makeup Lab (1)</td>
</tr>
<tr>
<td>THTR 81</td>
<td>Playwriting and Script Analysis (3)</td>
</tr>
</tbody>
</table>

Any Rehearsal and Performance or Technical Theatre Practicum course listed in Core but not used for Core requirements (1-3)

*May be used to fulfill CSU General Education requirements. See a counselor.

**ASSOCIATE IN ARTS IN THEATRE ARTS FOR TRANSFER DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Major</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37-39*</td>
</tr>
<tr>
<td>General Electives</td>
<td>6-8*</td>
</tr>
</tbody>
</table>

**Degree Total Will Not Exceed 60 Units**

*Number will vary depending on units that double count.

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**Automotive Technology**

**Associate in Science:**

**SC Program: AS.1050**

**PROGRAM DESCRIPTION:** The Automotive Technology Program is designed to prepare students for employment and advancement in the automotive field. Curriculum requirements have been developed for certification by the National Institute for Automotive Service Excellence (ASE) program. The curriculum has been planned to provide technical knowledge and laboratory experiences related to a wide range of automotive applications.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. Inspect, diagnose, disassemble, repair, replace and service components/systems in student’s area of specialization.
2. Work safely and responsibly within all shop safety and environmental guidelines and standards.
3. Demonstrate competency in accessing and applying technical service information.

**DEGREE REQUIREMENTS:**

**CORE COURSES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 10</td>
<td>Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 20</td>
<td>Engine Performance</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 21</td>
<td>Advanced Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 94</td>
<td>Automotive Worksite Learning</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Steering &amp; Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 131</td>
<td>Automotive Wheel Alignment</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 147</td>
<td>Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Introduction to Engine Machining</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 161</td>
<td>Manual Drive Trains &amp; Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 162</td>
<td>Automatic Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 163</td>
<td>Heating, Air Conditioning and Accessories</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1A*</td>
<td>College Composition</td>
<td>4</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Technology</td>
<td>1</td>
</tr>
<tr>
<td>MATH 110*</td>
<td>Essential Math</td>
<td>3</td>
</tr>
</tbody>
</table>
Automotive Technology
Certificate:

SC Program: CT.3010

PROGRAM DESCRIPTION: The objective is to allow the student to gain entry-level skills specific to the automotive industry.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Inspect, diagnose, disassemble, repair, replace and service components/systems in student's area of specialization.
2. Work safely and responsibly within all shop safety and environmental guidelines and standards.
3. Demonstrate competency in accessing and applying technical service information.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_auto_gainful_employment/.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 10</td>
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<td>AUTO 130</td>
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<tr>
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<td>Automotive Wheel Alignment</td>
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</tr>
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<td>Automotive Braking Systems</td>
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<td>Manual Drive Trains &amp; Axles</td>
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</tr>
<tr>
<td>AUTO 162</td>
<td>Automotive Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 163</td>
<td>Heating, Air Conditioning and Accessories</td>
<td>3</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Technology</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 40

Automotive Electrical – Electronics
Certificate:

SC Program: CL.3436

PROGRAM DESCRIPTION: A study of basic electrical theory and the function, diagnosis, and repair of modern automotive electrical systems. Emphasis is placed on the use of instrumentation in the diagnosis of electrical circuits and component failures.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor's Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Perform undercar inspections and repair suspension, hydraulic, and active braking systems.
2. Diagnose vehicle alignment concerns.
3. Identify the basic electrical circuits and diagnose automotive electrical systems.
4. Apply the basic principles of physics as they work in the automotive industry.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>AUTO 147</td>
<td>Automotive Braking Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 6

Automotive Chassis
Certificate:

SC Program: CL.3435

PROGRAM DESCRIPTION: Introduction to automotive chassis systems: Principles of automotive brake and suspension systems, wheel balance, tire service, suspension and headlamp alignment; maintenance, troubleshooting procedures, and proper use of alignment and balancing machines, brake lathes and other diagnostic equipment; diagnosis, disassembly, inspection, and rebuilding of suspension and brake systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for CA State Brake and Lamp licensing exams.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Inspect, diagnose, disassemble, repair, replace and service components/systems in student's area of specialization.
2. Work safely and responsibly within all shop safety and environmental guidelines and standards.
3. Demonstrate competency in accessing and applying technical service information.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_auto_gainful_employment/.

CERTIFICATE REQUIREMENTS:

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<tr>
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<th>Units</th>
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</thead>
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<td>AUTO 10</td>
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<td>AUTO 21</td>
<td>Advanced Engine Performance</td>
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</tr>
<tr>
<td>AUTO 94</td>
<td>Automotive Worksite Learning</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Steering &amp; Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 131</td>
<td>Automotive Wheel Alignment</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 147</td>
<td>Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Introduction to Engine Machining</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 161</td>
<td>Manual Drive Trains &amp; Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 162</td>
<td>Automotive Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 163</td>
<td>Heating, Air Conditioning and Accessories</td>
<td>3</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Technology</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 40

Automotive Engine Performance
Certificate:

SC Program: CL.3437

PROGRAM DESCRIPTION: This certificate prepares a student to be successful as an entry-level technician in vehicle electrical systems repairs.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California
Community College Chancellor's Office; therefore, completion of the certificate will not be listed on the student's transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Identify the basic electrical circuits and diagnose automotive electrical systems.
2. Apply the basic principles of physics as they work in the automotive industry.
3. Interpret and analyze automotive fuel, and ignition systems.
4. Utilize appropriate diagnostic equipment, documentation, and troubleshooting principles on various automotive systems.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 10</td>
<td>Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 20</td>
<td>Engine Performance</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 21</td>
<td>Advanced Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

Automotive Heating – Air Conditioning

Certificate:

SC Program: CL.3439

PROGRAM DESCRIPTION: Study of automotive air conditioning systems: Principles and systems necessary for the installation, design, function, and repair of air conditioning units; maintenance, troubleshooting procedures, proper use of air conditioning charging station and recovery/recycle equipment; emphasis on proper use of manuals and safe use of tools and equipment.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Identify the basic electrical circuits and diagnose automotive electrical systems.
2. Apply the basic principles of physics as they work in the automotive industry.
3. Demonstrate an understanding of automotive HVAC systems and approved air-conditioning service practices.
4. Utilize appropriate diagnostic equipment, documentation, and troubleshooting principles on automotive HVAC systems.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>Vehicle Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 10</td>
<td>Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 163</td>
<td>Heating, Air Conditioning and Accessories</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Automotive Powertrain

Certificate:

SC Program: CL.3440


This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Demonstrate knowledge of the overall operation of an automotive transmission and differential.
2. Utilize appropriate diagnostic equipment, documentation, and troubleshooting principles on various power train systems.
3. Diagnose vehicle power train concerns.
4. Apply the basic electrical circuits and diagnose automotive electrical systems.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 161</td>
<td>Manual Drive Trains &amp; Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 162</td>
<td>Automatic Transmissions and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

Behavioral Science

University Studies – 19-21 Unit Emphasis:

SC Program: AA.1499

The Behavioral Sciences focus on the understanding of human beings, their actions and interactions, decision making processes, communication strategies, and the methods of inquiry used in the field. The A.A. in University Studies, Behavioral Sciences emphasis is a good option for students wishing to transfer to a four-year college or university to pursue a baccalaureate degree in anthropology, psychology, social work, and sociology.

Complete the following 19-21 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 5</td>
<td>Introduction to Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 10</td>
<td>General Biology</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1</td>
<td>Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>MATH 14</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1A</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Biological Sciences

University Studies – 22 Unit Emphasis:

SC Program: AA.1507

The Biological Sciences emphasis is designed to provide the lower division major preparation for transfer in Biological Sciences.

Complete the following 22 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BOT 1</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 1B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ZOOL 1</td>
<td>General Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>
Chapter 3: Programs of Study

BUSINESS

Business

Associate in Science:

SC Program: AS.1085

PROGRAM DESCRIPTION: This degree prepares you to enter the workforce and have the skills you need to move up the career ladder. Your beginning career opportunities include entry-level marketing, management, entrepreneur, customer service representative and retail sales. The courses offered in this degree teach the skills necessary to be successful in business. Many courses are offered during the day and evening at one of our extended education campuses, and online.

This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Explain the criteria for the formation and enforcement of business and consumer contracts, including the specialty areas of sales and agency.
2. Demonstrate the use of skills relevant for problem-solving, decision-making, and resolving ethical dilemmas in the business environment including critical thinking, effective written and oral communication, working effectively in teams and the proficient use of computers for information search, retrieval, problem solving and communication.
3. Identify and explain the current economic indicators regarding inflation, unemployment, monetary and fiscal policy and their effects on consumers and small businesses.
4. Express the accounting equation; identify and perform the processes of the accounting cycle; and prepare and interpret the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.
5. Utilize their ability to identify and apply business and finance concepts to advance into upper division course work as business majors in the fields of accounting, finance, marketing, management and information technology and services.

DEGREE REQUIREMENTS:

CORE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Basic Accounting I</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Basic Accounting II</td>
</tr>
<tr>
<td>ACCT 103</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>BUAD 6</td>
<td>Business Law I OR</td>
</tr>
<tr>
<td>BUAD 8</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUAD 10*</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUAD 12</td>
<td>International Business</td>
</tr>
<tr>
<td>BUAD 40</td>
<td>Entrepreneurship and Small Business OR</td>
</tr>
<tr>
<td>BUAD 176</td>
<td>Principles of Retailing</td>
</tr>
<tr>
<td>BUAD 41*</td>
<td>Supervision and Leadership</td>
</tr>
<tr>
<td>BUAD 45*</td>
<td>Human Relations on the Job</td>
</tr>
<tr>
<td>BUAD 66*</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUAD 71</td>
<td>Introduction to e-Commerce</td>
</tr>
</tbody>
</table>

Choose 9-14 units from the following:

- BUAD 106 Business Mathematics | 3 |
- CIS 1 Computer Literacy Workshop | 3 |
- ECON 1B* Principles of Economics (MACRO) | 3 |
- OAS 10 Excel for Windows – I | 1 |

*May be used to fulfill General Education requirements. See a counselor.

**Note:** Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

BUSINESS – Basic Business

General Studies – 18 Unit Emphasis:

SC Program: AS.1497

The Basic Business emphasis allows students to explore many areas of business, including accounting, business law, management, marketing, real estate, and specialized areas such as hospitality, and casino management.

Choose 3-4 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2</td>
<td>Introduction to Financial Accounting (4)</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Basic Accounting I (3)</td>
</tr>
</tbody>
</table>

Choose 9-14 units from the following:

- BUAD 6 Business Law I (3)
- BUAD 8 Business Law II (3)
- BUAD 10 Introduction to Business (3)
- BUAD 12 International Business (3)
- BUAD 15 Business and Society (3)
- BUAD 40 Entrepreneurship and Small Business (3)
- BUAD 41 Leadership and Supervision (3)
- BUAD 42 Financing a Small Business (3)
- BUAD 44 Investments (3)
- BUAD 45 Human Relations on the Job (3)
- BUAD 66 Business Communications (3)
- BUAD 71 Introduction to e-Commerce (1)
- BUAD 72 e-Commerce Marketing (1)
- BUAD 80 Principles of Customer Services (3)
- BUAD 91 Principles of Management (3)
- BUAD 106 Business Mathematics (3)
- BUAD 120 Starting a Small Business – The Entrepreneur (1)

Choose the remaining 0-6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 76</td>
<td>Sales OR</td>
</tr>
<tr>
<td>BUAD 77</td>
<td>Principles of Marketing</td>
</tr>
</tbody>
</table>

BUSINESS Administration

Associate in Science for Transfer:

SC Program: AS-T.1001

PROGRAM DESCRIPTION: The Associate in Science in Business Administration for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. The Associate in Science in Business Administration for Transfer degree aligns with the CSU Bachelor of Science in Business Administration.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:
1. Express the accounting equation; identify and perform the processes of the accounting cycle; and prepare and interpret the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.

2. Identify and illustrate fundamental accounting concepts, classifications, cost systems, cost-volume-profit relationships, budgeting and profit planning to support planning, control and decision making activities of management.

3. Prepare and process payroll records and payroll tax returns in compliance with applicable federal and state laws and regulations.

4. Apply the Internal Revenue Code and related Treasury Regulations as they relate to individual, partnership and corporation income taxes; prepare simple individual income tax returns.

5. Utilize their ability to identify and apply business and finance concepts to advance into upper division coursework as business majors in the fields of accounting, finance, marketing, management and information technology and services.

**REQUIREMENTS:**
In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Business Administration for Transfer degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a "P" if the course is taken on a Pass/No Pass basis.

**REQUIRED CORE:**
- **ACCT 2** Introduction to Financial Accounting (4)
- **ACCT 4** Introduction to Managerial Accounting (4)
- **BUAD 6** Business Law I (3)
- **ECON 1A** Principles of Economics (Micro) (3)
- **ECON 1B** Principles of Economics (Macro) (3)

**LIST A:**
- **MATH 8** Finite Mathematics (3)
- **MATH 9** Survey of Calculus (4)
- **MATH 14** Introduction to Statistics (4)

**LIST B:**
- **BUAD 10** Introduction to Business (3) OR
- **BUAD 66** Business Communications (3)

**CIS 1** Computer Literacy Workshop (3)

*May be used to fulfill CSU General Education requirements. See a counselor. #May be used to fulfill IGETC requirements. See a counselor.

**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE REQUIREMENTS:**
- **Major** 26-28
- **General Education** 37-39*
- **Electives** 2-6*

*Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.

### University Studies – 21-21 Unit Emphasis:

**SC Program: AA.1492**

The emphasis in Business Administration is designed to provide students with the common core of lower division courses required by most universities to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. See a counselor before selecting your electives.

Complete the following 14 units:

- **ACCT 2** Financial Accounting (4)
- **ACCT 4** Managerial Accounting (4)
- **ECON 1A** Principles of Microeconomics (3)
- **ECON 1B** Principles of Macroeconomics (3)

Choose 6-7 additional units:

- **BUAD 6** Business Law I (3)
- **BUAD 10** Introduction to Business (3)
- **BUAD 66** Business Communications (3)
- **CIS 1** Computer Literacy Workshop (3)
- **MATH 3A** Calculus 3A (4)
- **MATH 8** Finite Mathematics (3)
- **MATH 9** Survey of Calculus (4)
- **MATH 14** Introduction to Statistics (4)

### Business Administration – Accounting Concentration

**Associate in Science:**

**SC Program: AS.1081**

**PROGRAM DESCRIPTION:** This degree prepares you to enter the workforce in an entry level accounting, bookkeeping, or clerk position with many private sector and government organizations. This degree also provides an excellent knowledge base for those planning to pursue an advanced degree in accounting, business, economics, or law (ACCT 2 and ACCT 4 are recommended for these students).

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. Express the accounting equation; identify and perform the processes of the accounting cycle; and prepare and interpret the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.

2. Identify and illustrate fundamental accounting concepts, classifications, cost systems, cost-volume-profit relationships, budgeting and profit planning to support planning, control and decision making activities of management.

3. Use integrated accounting software in performing the processes of the accounting cycle and preparing the basic financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.

4. Prepare and process payroll records and payroll tax returns in compliance with applicable federal and state laws and regulations.

5. Apply the Internal Revenue Code and related Treasury Regulations as they relate to individual, partnership and corporation income taxes; prepare simple individual income tax returns.

6. Explain the criteria for the formation and enforcement of business and consumer contracts, including the specialty areas of sales and agency.

7. Demonstrate the use of skills relevant for problem solving, decision making and solving ethical dilemmas in the business environment including critical thinking, effective written and oral communication, working effectively in teams and the proficient use of computers for information search, retrieval, problem solving and communication.

**DEGREE REQUIREMENTS:**

**CORE COURSES:**

- **ACCT 101** Basic Accounting I (3) AND 6-8
- **ACCT 102** Basic Accounting II (3)
- **OR**
- **ACCT 2** Introduction to Financial Accounting (4) AND
- **ACCT 4** Introduction to Managerial Accounting (4)

- **ACCT 103** Computerized Accounting (2)
- **ACCT 104** Payroll Accounting (2)
- **ACCT 194** Income Tax (3)
- **BUAD 6** Business Law I (3)
- **BUAD 10** Business Law (3)
- **BUAD 15** Business and Society (3)
Business Administration – Business Entrepreneurship

Certificate:
SC Program: CL.3055

PROGRAM DESCRIPTION: Students completing this certificate will have the foundation necessary to begin building a small business.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Present an outline of a well-structured business plan, beginning with the Title Page and ending with an Appendix. There are a total of 11 topics discussed in class.

CERTIFICATE REQUIREMENTS:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Program: CL.3055</td>
<td></td>
</tr>
<tr>
<td>BUAD 45* Human Relations on the Job</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66* Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OAS 10 Excel for Windows I</td>
<td>1</td>
</tr>
<tr>
<td>OAS 11 Excel for Windows II</td>
<td>1</td>
</tr>
<tr>
<td>OAS 60 Multicultural and Computer Literacy</td>
<td>6</td>
</tr>
<tr>
<td>OAS 64 Computerized Ten-Key</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 29

CLIMATOLOGICAL AND METEOROLOGICAL STUDIES

General Studies – 18 Unit Emphasis:
SC Program: AS.1513

Many natural processes studied across a broad spectrum of scientific disciplines influence climate and weather on Earth. This degree plan reflects that fact by incorporating multidisciplinary courses such as Earth System Science and Oceanography while being centered on a core of physics, meteorology, and global climate. Electives in the plan can support spatial associations, environmental considerations, geologic and astronomical influences, as well as computer basics and statistics, depending on student interests. At least one chemistry and one physics course are recommended for the degree, as well as the completion of MATH 102 for the GE pattern.

Complete the following 10 units:
- ESCI 14 Meteorology (4)
- ESCI 17 Earth System Sciences (3)
- ESCI 18 Global climate: Past, Present and Future (3)

Choose 4 units from the following:
- AGNR 60 Environmental Science (3) AND AGNR 61 Environmental Science Lab (1)
- ESCI 10 Environmental Geology (4)
- ESCI 15 Oceanography (4)
- PHYS 2B General College Physics (4)

Choose 4 units from the following:
- AGNR 1 Introduction to Natural Resources (3)
- AGNR 83 Introduction to Global Positioning Systems (1)
- ASTR 1 Astronomy (3)
- OAS 10 Excel for Windows II (1)
- OAS 60 Multicultural and Computer Literacy (6)
- OAS 64 Computerized Ten-Key (1)
- GEOG 10 Introduction to Geographic Information Systems (3)
- MATH 14 Introduction to Statistics (4)
### COASTAL OCEANOGRAPHIC STUDIES

#### General Studies – 20 Unit Emphasis:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 60</td>
<td>Environmental Science (3) AND AGNR 81 Environmental Science Lab (1)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1**</td>
<td>Principles of Biology (4)</td>
<td></td>
</tr>
<tr>
<td>ESCI 10</td>
<td>Environmental Geology (4)</td>
<td></td>
</tr>
<tr>
<td>PHYS 2B</td>
<td>General College Physics (4)</td>
<td></td>
</tr>
</tbody>
</table>

Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 1</td>
<td>Introduction to Natural Resources (3)</td>
<td></td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop (3)</td>
<td></td>
</tr>
<tr>
<td>GEG 5</td>
<td>Digital Plant: GIS and Society (3)</td>
<td></td>
</tr>
<tr>
<td>GEG 10</td>
<td>Introduction to Geographic Information Systems (3)</td>
<td></td>
</tr>
</tbody>
</table>

#### Required Core:

Complete the following 10 units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCL 1</td>
<td>Physical Geology (4)</td>
<td></td>
</tr>
<tr>
<td>ESCI 15</td>
<td>Oceanography (4)</td>
<td></td>
</tr>
<tr>
<td>ESCI 16</td>
<td>Coastal Oceanographic Field Studies (2)</td>
<td></td>
</tr>
</tbody>
</table>

Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 10</td>
<td>General Biology (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 12</td>
<td>Field Biology (4)</td>
<td></td>
</tr>
<tr>
<td>ESCI 17</td>
<td>Earth System Science (3)</td>
<td></td>
</tr>
<tr>
<td>NHIS 15</td>
<td>Natural History (3)</td>
<td></td>
</tr>
</tbody>
</table>

Choose 4 units from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 60</td>
<td>Environmental Science (3) AND AGNR 81 Environmental Science Lab (1)</td>
<td></td>
</tr>
<tr>
<td>AGNR 81</td>
<td>Environmental Science Lab (1)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1**</td>
<td>Principles of Biology (4)</td>
<td></td>
</tr>
<tr>
<td>ESCI 10</td>
<td>Environmental Geology (4)</td>
<td></td>
</tr>
<tr>
<td>PHYS 2B</td>
<td>General College Physics (4)</td>
<td></td>
</tr>
</tbody>
</table>

### COMMUNICATIONS

#### Communication Studies

**Associate in Arts for Transfer:**

**SC Program: AA-T.1001**

**PROGRAM DESCRIPTION:** Communication classes provide students with skills that are essential for other classes and programs at Shasta College and beyond. The Associate in Arts in Communication Studies for Transfer program teaches communication theory and competencies that are crucial for success in both personal and business relationships. Students learn analytical and critical thinking skills that are essential life skills. Good oral communication skills have been documented by research to be an important factor in the health of personal relationships, and these skills have even been linked to one’s physical and psychological health. Communication courses enable students to lead richer, more satisfying and productive lives by improving their grasp of core theories and practical skills. The results are often immediate and dramatic, improving both personal and professional relationships in both large and small groups. The Associate in Arts in Communication Studies for Transfer degree aligns with the CSU Bachelor of Arts in Communication Studies.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

### PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Identify the role communication plays in academic, social and professional endeavors.
2. Present well-designed, well-researched, well-developed and supported information and persuasive presentations.
3. Demonstrate the tools of advocacy for issues of justice and fairness, with integrity and civility.
4. Demonstrate the skills of critical thinking, recognize common fallacies of thought, demonstrate active listening, conflict management and win-win problem solving essential for both personal relationships and team work.
5. Identify crucial issues affecting intercultural communication, and the adaptations necessary for successful interactions between cultures.

#### REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Communication Studies for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

**REQUIRED CORE:**

- CMST 60*# Public Speaking 3
- CMST 10*# Interpersonal Communication (3 units) 6
- CMST 40* Argumentation and Debate (3 units) 3
- CMST 54*# Small Group Communication (3 units) 3
- CMST 20* Intercultural Communication (3 units) 3
- CMST 30* Oral Interpretation (3 units) 3

**LIST B (Choose six units from the following):** 6
- CMST 20* Intercultural Communication (3 units)
- CMST 30* Oral Interpretation (3 units)

**LIST C (Choose three units from the following):** 3
- CMST 30* Oral Interpretation (3 units)

**LIST A (Choose six units from the following):** 6
- CMST 10*# Interpersonal Communication (3 units)
- CMST 40* Argumentation and Debate (3 units)

**General Electives**

Number will vary depending on units that double count.

**ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
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<tr>
<td>General Education</td>
<td>37-39*</td>
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<tr>
<td>General Electives</td>
<td>8-18*</td>
</tr>
</tbody>
</table>

**Degree Total Will Not Exceed 60 Units**

*May be used to fulfill CSU General Education requirements. See a counselor.

#May be used to fulfill IGETC requirements. See a counselor.

### COMPUTER AND INFORMATION SYSTEMS

#### CIS – Cisco Networking

**Certificate:**

**SC Program: CL.3441**

**PROGRAM DESCRIPTION:** This certificate program is awarded to students who have successfully completed the Introduction to Computer Science course and the CCNA sequence of courses. Students learn entry level networking skills that will help prepare them for a career in the Information Technology (IT) field. The program prepares students to take the Cisco CCNA certification exam.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a
PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Demonstrate competence in the area of Cisco Networking. To demonstrate competence in this area the student will be able to:
   - Install, Manage, and Maintain a Cisco device; to Plan and Implement a Network Infrastructure; to Create the Logical Design for an Active Directory Infrastructure; to Create the Logical Design for a Network Infrastructure Security.

2. Demonstrate competence in the area of human relations and presentation skills. To demonstrate competence in these areas the student will effectively work with other students in a team setting and effectively present a network design project to a design review committee consisting of other students.

3. Demonstrate competence in the area of Microsoft Networking. To demonstrate competence in this area the student will be able to:
   - Install Windows Seven Professional; to Manage Users, Computers and Groups in Windows 2008 Server; to Implement, Manage and Maintain Name Resolution; to Plan and Implement Server Roles and Server Security; to Plan and Implement an Active Directory Infrastructure; to Create the Logical Design for an Active Directory Infrastructure; to Create the Logical Design for Network Infrastructure Security.

4. Demonstrate competence in the area of basic electronics. To demonstrate competence in this area the student will accurately test electronic components such as LED, 7Segment display, pushbutton, speaker and photo sensor, and correctly build circuits with the electronic components and program a microcontroller to manipulate the built circuits.

5. Demonstrate competence in the area of web page design and development. To demonstrate competence in these areas the student will develop and publish a 3-page web site to a server. The site must include the following elements:
   - 1) appropriate overall design elements;
   - 2) working hyperlinks among pages, to an outside site(s), and to an e-mail address;
   - 3) a table; and
   - 4) a form.

6. Demonstrate competence in the area of basic electronics. To demonstrate competence in this area the student will accurately test electronic components such as LED, 7Segment display, pushbutton, speaker and photo sensor, and correctly build circuits with the electronic components and program a microcontroller to manipulate the built circuits.

DEGREE REQUIREMENTS:

CORE COURSES:

- BUAD 41 Leadership and Supervision 3
- BUAD 45 Human Relations on the Job 3
- CIS 2 Introduction to Computer Science 4
- CIS 23 Fundamentals of SQL 3
- CIS 31 Cisco CCNA 1 3
- CIS 32 Cisco CCNA 2 3
- CIS 33 Cisco CCNA 3 3
- CIS 34 Cisco CCNA 4 3
- CIS 35 Windows 8 – Configuration 1
- CIS 31 Managing and Maintaining Windows 8 1
- CIS 32 Install and Configure Server 2012 1
- CIS 53 Administering Server 2012 1
- CIS 54 Configure Advanced Server 2012 Server 1
- CIS 55 Exchange Server 2010, Configuring 1
- CIS 72 Fundamentals of Linux 3
- CIS 90 A+ Certification Prep/Cisco IT Essentials I 4
- CIS 92 Computer Security 3
- INDE 38 Introduction to Industrial Mechatronics 3

TOTAL UNITS FOR CERTIFICATE 16

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

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<th>Category</th>
<th>Units</th>
</tr>
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<td>62</td>
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</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
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<td>General Electives</td>
<td>0</td>
</tr>
<tr>
<td>Degree Total</td>
<td>62</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements. See a counselor.
program are not required in the certificate program. These omissions will result in a narrower skill set for completers of this program versus the CIS degree program. However, the essential skills to prepare students for a career in the IT field as a computer and network technician are still taught as part of this program.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this degree, the student should be able to:

1. Demonstrate competence in the area of Cisco Networking. To demonstrate competence in this area the student will be able to build networks with the following features: three computers on a LAN using a switch; a router with passwords, interfaces, routing protocol configured; a switch with two VLANs and STP protocol; PPP encapsulation and PAP/CHAP authentication protocols between two routers connected with a serial link.

2. Demonstrate competence in the area of A+ computer maintenance. To demonstrate competence in this area the student will be able to: accurately identify and explain the function of the CPU, harddrive, RAM, CDROM drive, and video card of a PC.

3. Demonstrate competence in the area of Microsoft Networking. To demonstrate competence in this area the student will be able to: Install Windows Seven Professional; to Manage Users, Computers and Groups in Windows 2008 Server; to Implement, Manage and Maintain Name Resolution; to Plan and Implement Server Roles and Server Security; to Plan and Implement an Active Directory Infrastructure; to Create the Logical Design for an Active Directory Infrastructure; to Create the Logical Design for Network Infrastructure Security.

4. Demonstrate competence in the area of web page design and development. To demonstrate competence in these areas the student will develop and publish a 3-page web site to a server. The site must include the following elements: (1) appropriate overall design elements; (2) working hyperlinks among pages, to an outside site(s), and to an e-mail address; (3) a table; and (4) a form.

5. Demonstrate competence in the area of basic electronics. To demonstrate competence in this area the student will accurately test electronic components such as LED, 7Segment display, pushbutton, speaker and photo sensor, and correctly build circuits with the electronic components and program a microcontroller to manipulate the built circuits.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_cis_gainful_employment/.

**CERTIFICATE REQUIREMENTS:**
BUAD 45 Human Relations 3
BUAD 2 Introduction to Computer Science 4
CIS 31 Cisco CCNA 1 3
CIS 32 Cisco CCNA 2 3
CIS 33 Cisco CCNA 3 3
CIS 34 Cisco CCNA 4 3
CIS 50 Windows 8 – Configuration 1
CIS 51 Managing and Maintaining Windows 8 1
CIS 52 Install and Configure Server 2012 1
CIS 53 Administering Server 2012 1
CIS 54 Configure Advanced Server 2012 Server 1
CIS 55 exchange Server 2010, Configuring 1
CIS 90 A+ Certification Prep/Cisco IT Essentials I 4
CIS 92 Computer Safety 3
INDE 38 Introduction to Industrial Mechatronics 3

**TOTAL UNITS FOR CERTIFICATE** 35

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**CIS – Systems Management**

**Associate in Science:**

**SC Program: AS.1157**

**PROGRAM DESCRIPTION:** This degree combines the core business courses with courses in the Information Technolog (IT) skills area. It prepares you to enter the workforce in an entry level IT related position with many public and private organizations, or to start your own IT related business. The degree also prepares you to transfer to a four-year institution and complete a bachelor’s degree in an IT related area.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this degree, the student should be able to:

1. Demonstrate at a fundamental level of knowledge and understanding of business practices including finance, accounting, marketing, management, human relations, e-commerce, legal and ethical considerations.

2. Given a set of requirements design, develop, and debug a computer program that satisfies the requirements.

3. Demonstrate competence using office software including database, spreadsheet, and word processing.

4. Given a set of requirements design and build a web page that meets the requirements.

5. Build and troubleshoot a computer network involving three computers, an ethernet switch, and IP addressing.

**DEGREE REQUIREMENTS:**

**CORE COURSES:***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 80A</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 10 *</td>
<td>Introduction to Business (fulfills GE requirement)</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 66 *</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 71</td>
<td>Introduction to e-Commerce</td>
<td>1</td>
</tr>
<tr>
<td>BUAD 72</td>
<td>e-Commerce Marketing</td>
<td>1</td>
</tr>
<tr>
<td>BUAD 80</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2 *</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 20</td>
<td>Access for Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 23</td>
<td>Fundamentals of SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 60 *</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 62 *</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 64</td>
<td>Web Programming Using JAVA/PHP/FLASH</td>
<td>3</td>
</tr>
<tr>
<td>CIS 73</td>
<td>Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>CIS 83</td>
<td>Web Design Using Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 86</td>
<td>HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Computer Security</td>
<td>3</td>
</tr>
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<td>OAS 10</td>
<td>Excel for Windows – 1</td>
<td>1</td>
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*May be used to fulfill General Education requirements. See a counselor.

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:**

<table>
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<tr>
<td><strong>Degree Total</strong></td>
<td>60*</td>
</tr>
</tbody>
</table>

**Note:** Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.
## CIS – Web Design

### Certificate:

**SC Program: CL.3115**

**PROGRAM DESCRIPTION:** This program is designed to be an introduction to the basics of designing and building simple Web pages. The curriculum assists students, small business owners, office and IT workers, and hobbyists to design and maintain a presence on the Web.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this certificate, the student should be able to:

1. Use a computer and the internet for daily needs.
2. Build dynamic web pages for personal and business use.
3. Incorporate graphics and photos into web pages.
4. Understand e-commerce basics and how to design a marketable website.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/bait_cis_gainful_employment/](http://www.shastacollege.edu/bait_cis_gainful_employment/).

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 80A</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>BUAD 71</td>
<td>Introduction to E-Commerce</td>
<td>1</td>
</tr>
<tr>
<td>CIS 2</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 64</td>
<td>Web Programming Using Java/PHP/Flash</td>
<td>3</td>
</tr>
<tr>
<td>CIS 73</td>
<td>Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>CIS 83</td>
<td>Web Design Using Dream Weaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 86</td>
<td>HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 17

## CIS – Windows Server

### Certificate:

**SC Program: CL.3444**

**PROGRAM DESCRIPTION:** This certificate will prepare students for employment in the field of information technology networking. Jobs in this sector include computer network technician, network administrator, network manager, data files manager, back-up operator, network security technician, etc.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this certificate, the student should be able to:

1. Plan an effective Windows Server Active Directory deployment.

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 15</td>
<td>Install and Configure Microsoft Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 16</td>
<td>Administering Microsoft Server</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 16

## Computer Maintenance

### Certificate:

**SC Program: CL.3429**

**PROGRAM DESCRIPTION:** The Computer Maintenance Certificate program provides the exposure and training necessary to maintain and troubleshoot common microcomputer systems to the board level. This program provides hands-on training in basic electronics, DOS installation and operation, PC repair and computer management.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this certificate, the student should be able to:

1. Identify and troubleshoot common problems with computer parts and how to solve the associated problems.
2. Describe the different types of memory, how each operates and installation procedure.
3. Install a Microsoft operating system and configure the computer as a typical workstation.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/bait_cis_gainful_employment/](http://www.shastacollege.edu/bait_cis_gainful_employment/).

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 13</td>
<td>Windows Desktop OS Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 14</td>
<td>Manage &amp; Maintain Windows Desktop OS</td>
<td>3</td>
</tr>
<tr>
<td>CIS 90</td>
<td>A+ Certification Prep/Cisco IT Essentials I</td>
<td>4</td>
</tr>
<tr>
<td>INDE 38</td>
<td>Introduction to Industrial Mechatronics</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 17

## Construction Technology

### Associate in Science:

**SC Program: AS.1165**

**PROGRAM DESCRIPTION:** The curriculum prepares students for entry-level employment in the carpentry trade. Award of specific apprenticeship credit will depend on the employer, local union regulations, aptitude of student as well as curriculum completed. Under normal circumstances, credit for partial fulfillment of apprenticeship requirements can be attained.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this degree, the student should be able to:

1. Plan a typical carpentry project.
2. Use basic carpentry tools and techniques to cut and fit wood and other building materials.
3. Understand and apply basic carpentry calculations.
4. Identify and use basic carpentry materials.
5. Demonstrate basic carpentry skills and techniques.
6. Solve problems related to basic carpentry.
7. Perform basic carpentry tasks.
8. Demonstrate knowledge of basic carpentry materials and equipment.
9. Demonstrate knowledge of basic carpentry calculations.
10. Demonstrate knowledge of basic carpentry tools and techniques.
11. Demonstrate knowledge of basic carpentry safety practices.

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUAD 45</td>
<td>Human Relations</td>
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<tr>
<td>CIS 2</td>
<td>Introduction to Computer Science</td>
<td>4</td>
</tr>
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<td>CIS 15</td>
<td>Install and Configure Microsoft Server</td>
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<tr>
<td>CIS 16</td>
<td>Administering Microsoft Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 73</td>
<td>Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>CIS 83</td>
<td>Web Design Using Dream Weaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 86</td>
<td>HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR DEGREE** 60

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54
1. Explain and demonstrate the use of appropriate personal protective equipment.
2. Identify other construction hazards on your job site, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.
3. Perform construction math with and without a calculator including adding, subtraction, multiply and divide whole numbers, fractions, percentages as well as decimals in the field.
4. Identify power tools commonly used in the construction trades.
5. Recognize relate and identify basic construction drawing terms, components, symbols and different classifications of construction drawings.
6. Calculate the quantities of lumber and wood products using industry-standard methods.

**DEGREE REQUIREMENTS:**

**CORE COURSES:**
- CONS 52 Residential Estimating 3
- CONS 53 Materials of Construction 3
- CONS 54 Survey of the Building Industry 3
- CONS 56 Essentials of Construction 3
- CONS 84 Analysis of Construction Drawings/Specs 3
- CONS 160 Carpentry Practices 5
- CONS 161 Electrical, Plumbing and Mechanical Systems 5
- CONS 178 Building Codes and Standards 3
- INDE 1 Career Planning for Industrial Technology 1
- WELD 70 Beginning Welding 3

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:**

<table>
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<tr>
<th>Major</th>
<th>32</th>
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<td><strong>Degree Total</strong></td>
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*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

**Construction Technology Certificate:**

**SC Program: CT.3125**

**PROGRAM DESCRIPTION:** The curriculum prepares students for entry-level employment in the carpentry trade. Award of specific apprenticeship credit will depend on the employer, local union regulations, aptitude of student as well as curriculum completed. Under normal circumstances, credit for partial fulfillment of apprenticeship requirements can be attained.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be able to:
1. Explain and demonstrate the use of appropriate personal protective equipment.
2. Identify other construction hazards on your job site, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.
3. Perform construction math with and without a calculator including adding, subtraction, multiply and divide whole numbers, fractions, percentages as well as decimals in the field.
4. Identify power tools commonly used in the construction trades.
5. Recognize relate and identify basic construction drawing terms, components, symbols and different classifications of construction drawings.
6. Calculate the quantities of lumber and wood products using industry-standard methods.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/ubait_cons_gainful_employment/](http://www.shastacollege.edu/ubait_cons_gainful_employment/).

**CERTIFICATE REQUIREMENTS:**
- CONS 52 Residential Estimating 3
- CONS 54 Survey of the Building Industry 3
- CONS 56 Essentials of Construction 3
- CONS 84 Analysis of Construction Drawings/Specs 3
- CONS 160 Carpentry Practices 5
- CONS 161 Electrical, Plumbing and Mechanical Systems 5
- CONS 178 Building Codes and Standards 3
- MATH 100 Technical Applications of Mathematics 3

**TOTAL UNITS FOR CERTIFICATE 28**

**CUSTOMER SERVICE**

Customer Service Academy Certificate:

**SC Program: CL.3133**

**PROGRAM DESCRIPTION:** The Customer Service Academy will equip you with the ability to manage or improve many workplace issues that, if addressed, will lead to improved business productivity. The topics range from conflict resolution to team building to communicating with people (both employees and customers). This is a short list of the ten (10) topics included in the academy. You can register for one or all of the academy topics, depending on the challenging issues you face either personally or professionally. Each course topic requires 9 hours of study and awards .5 units of elective academic credit.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor's Office, therefore, completion of the certificate will not be listed on the student's transcript.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be able to:
1. List ways in which to communicate more effectively to both internal and external customers.
2. Recognize conflict styles and manage conflict situations utilizing conflict resolution skills.
3. List ways to maintain/change your attitude in order to provide superior customer service.
4. Embrace change within organizations and apply skills to cope with change.
5. Self-assess individual attitude, stress, communication style, personality style and apply skills to work with team members who possess different styles.

**REQUIREMENTS FOR CERTIFICATE:**
- BUAD 81 Stress Management in the Workplace .5
- BUAD 82 Managing Organizational Change .5
- BUAD 83 Conflict Resolution .5
- BUAD 84 Attitude in the Workplace .5
- BUAD 85 Customer Service in the Workplace .5
- BUAD 86 Decision Making and Problem Solving .5
- BUAD 87 Team Building .5
Chapter 3: Programs of Study

BUAD 88  Communicating with People .5
BUAD 89  Time Management .5
BUAD 90  Values and Ethics .5

** TOTAL UNITS FOR CERTIFICATE **  5

DENTAL HYGIENE

Dental Hygiene

Associate in Science:

SC Program: AS.1173

PROGRAM DESCRIPTION: The Dental Hygiene Program is designed to train students to work as dental hygienists who have specific knowledge of the dental hygiene profession, a sophisticated level of thinking ability, and the positive character traits (i.e., responsibility, discipline, and initiative) necessary to succeed at any level in the workplace.

All courses in the program will employ an integrated teaching strategy that will include development of critical skills, competence in oral and written English communication, and competence in applied math for problem solving. In addition, all courses will provide a broad understanding of “all aspects of the field (industry).” The program will be articulated with various transfer institutions so that those students who choose to transfer for further study may do so.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
1. Ninety-five percent of those students who are eligible to sit for the National Board Dental Hygiene Examination (NBDHE) will pass their examination on the first attempt.
2. Upon completion and passing the NBDHE, ninety percent of those students who are eligible to sit for the State Board Exam will pass their examination on the first attempt.

REQUIREMENTS FOR ENROLLMENT INTO THE PROGRAM:
Space in the program is limited. A new class is enrolled every fall semester. In order to be eligible for enrollment, students must file an enrollment packet with the Admissions office during a designated enrollment period. All qualified applicants are offered enrollment on a space available basis in the order of their application ranking. Final selection of qualified applicants is competitive. Specific information is available in the Selection Criteria tab on the website.

Students must meet all the following requirements for application:
1. Students must have a high school diploma or its equivalent
2. The “Prerequisite Science” courses listed below must be completed with a grade of C or higher in each course and a minimum science 2.5 GPA.
3. Prerequisites must be completed upon application. No in-progress courses will be accepted.

PREREQUISITE COURSES:

ANAT 1*  Anatomy  5
PHY 1*  Physiology (with Lab)  5
MICR 1*  Microbiology  5
ENGL 1A*  College Composition  4
CHEM 2A*  Introduction to Chemistry  5
CHEM 2B*  Introduction to Organic and Biochemistry  5
SOC 1*  Introduction to Sociology  3
PSYC 1A*  General Psychology  3
**CMST 54*  Small Group Communication OR  3
**CMST 60*  Public Speaking  3
FSS 25*  Nutrition  3

** OR CMST 10 if completed with a grade of C or higher during or prior to Spring 2014.

** TOTAL PREREQUISITE UNITS **  41

HEALTH & SAFETY CLINICAL CLEARANCE:
Upon acceptance for enrollment, students must meet additional clinical requirements. All students participating in clinical experiences must submit proof of immunity of specific immunizations or serum titers, cleared criminal background check, negative drug screen, current physical examination and negative TB screening, and provide current valid Basic Life Support-Health Care Provider card (CPR) (which includes adult, child & infant resuscitation with two person rescue and AED training). Students are financially responsible for meeting these requirements according to established program process. Specific information is available on the Health and Safety Requirements tab on the website or students may call the Division Office (530-339-3600)

GRADUATION REQUIREMENTS:
Students must graduate from the Dental Hygiene Program to be eligible to take the state licensing examination. Due to the time commitments of the program, it is strongly recommended that students complete the following additional requirements for graduation before beginning dental hygiene courses:

- Completion of the Humanities requirement.
- Completion of competence in mathematics. MATH 102 Intermediate Algebra or MATH 110 Essential Math are the advised courses for meeting this requirement.
- Completion of the multi-cultural awareness requirement.
- Completion of computer literacy.

DEGREE REQUIREMENTS:
Students must be enrolled in the Dental Hygiene Program in order to take the courses listed below. Students must show competence in all semester courses (with a grade of C or better) in order to progress through the curriculum. A failing grade in any theory or clinical course within a semester will require withdrawal or result in failure from the program.

CORE COURSES:

DNTL 10  Oral Biology  3
DNTL 11  Oral Radiology  3
DNTL 12  Head and Neck Anatomy  2
DNTL 13  Dental Health Education/Seminar  2
DNTL 14  Introduction to Clinic  4
DNTL 20  Local Anesthesia and Nitrous Oxide  2
DNTL 21  General and Oral Pathology  4
DNTL 23  Patient Management and Geriatrics  2
DNTL 24  Clinical Practice I  4
DNTL 25  Clinic I Seminar  2
DNTL 26  Nutrition in Dentistry  1
DNTL 30  Periodontology I  3
DNTL 31  Pharmacology  2
DNTL 32  Dental Materials  2
DNTL 33  Advanced Clinical Topics  2
DNTL 34  Clinical Practice II  4
DNTL 35  Clinic II Seminar  1
DNTL 40  Periodontology II  1
DNTL 41  Practice and Financial Management  1
DNTL 42  Clinic III Seminar  2
DNTL 43  Clinical Practice III  4
DNTL 44  Community Oral Health  3
DNTL 45  Ethics and Jurisprudence  2

** TOTAL MAJOR UNITS: **  56

*May be used to fulfill General Education requirements.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

Major  97
Additional General Education  6
General Electives  0
Degree Total  103*

56
**DIESEL TECHNOLOGY**

**Diesel Technology**

**Associate in Science:**

**SC Program**: AS.1175

**PROGRAM DESCRIPTION**: This curriculum prepares the student for entry into the mechanic trade related to heavy equipment and diesel engines. Award of apprenticeship credit for completion of the program will depend on the employer, local union regulations, aptitude of student, as well as the curriculum completed. The Diesel Technology major requires technical courses to satisfy the minimum requirements for the major. Students are encouraged to take as many technical courses and related electives as their program will permit. When necessary, auto mechanic courses and diesel courses may be interchanged to satisfy major requirements.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. With an emphasis on general education, explain the basic theory of the subject matter or system for the course of instruction based on industry standards.
2. With an emphasis on general education, analyze a scenario based upon an equipment system failure/problem/complaint.
3. With an emphasis on general education, employ a systematic approach to troubleshooting a system malfunction and prepare a solution.
4. With an emphasis on general education, demonstrate the correct tools/supplies required to diagnose/repair a malfunction.
5. With an emphasis on general education, verify if the path of repair was correct by testing and/or completing a work order/report.

**DEGREE REQUIREMENTS:**

**CORE COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 48</td>
<td>Hydraulics</td>
<td>3.5</td>
</tr>
<tr>
<td>DIES 49</td>
<td>Advanced Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>DIES 94</td>
<td>Worksite Learning For Diesel Technology</td>
<td>1</td>
</tr>
<tr>
<td>DIES 160</td>
<td>Diesel Engine Electronic Control</td>
<td>4</td>
</tr>
<tr>
<td>DIES 161</td>
<td>Diesel Technology Field Training</td>
<td>2</td>
</tr>
<tr>
<td>DIES 162</td>
<td>Heavy Duty Power Train</td>
<td>4</td>
</tr>
<tr>
<td>DIES 164</td>
<td>Diesel Performance Analysis</td>
<td>4</td>
</tr>
<tr>
<td>DIES 166</td>
<td>Diesel Engines</td>
<td>6</td>
</tr>
<tr>
<td>DIES 170</td>
<td>Heavy Duty Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1A*</td>
<td>College Composition</td>
<td>4</td>
</tr>
<tr>
<td>INDE 1</td>
<td>Career Planning for Industrial Tech.</td>
<td>1</td>
</tr>
<tr>
<td>MATH 110*</td>
<td>Essential Math</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD</td>
<td>73, 170, 171, 174, 175 or 178</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements. See a counselor.

<table>
<thead>
<tr>
<th>ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>45.5</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>15</td>
</tr>
<tr>
<td>General Electives</td>
<td>0</td>
</tr>
</tbody>
</table>

**DIETARY SERVICES**

**Dietary Service Supervisor**

**Certificate:**

**SC Program**: CL.3431

Students interested in this certificate should contact the...
**Chapter 3: Programs of Study**

**Program Description:** The Dietary Service Supervisor program is designed to prepare students to work in a supervisory role in the food and nutrition services area of the healthcare industry. Graduates of the Shasta College DSS program can lawfully use the title of Dietary Service Supervisor, as described in CA State Law, Title 22.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this certificate.

**Program Learning Outcomes:**
1. Identify the location of applicable laws and regulations and determine compliance to regulatory requirements (state and federal). Determine acceptable standards of care in dietary services. Includes but not limited to California Code of Regulations, Title 22; Federal Code of Regulations; Business and Professions Code of Dietitians and Dietetic Technicians, Registered; and Food and Drug Administration Food Code.

2. Identify the role and limitations (no scope of practice) of the Dietary Service Supervisor under law (Title 22) for the Operation of Food Service.

3. Participate with the Registered Dietitian in the timely review and revision of the facility's policies and procedures to ensure that they are in compliance with regulations and standards of practice. Identify location of Diet Manuals.

4. Assist in the orientation of new employees. Assist in the ongoing, planned staff development of seasoned employees to ensure that they are competent to carry out the functions of the dietary service and trained in approved policies.

5. Assist in the development of Quality Assurance Programs to monitor staff practices for compliance, to determine training needs, and to evaluate resident/patient satisfaction.

6. Assist in the development of planned menu (and disaster menus) to meet the nutritional needs of resident/patients in accordance with the recommended dietary allowances. Ensure that therapeutic menus and standardized recipes are followed, as approved by R.D.

7. Ensure that food is served by methods that conserve nutritive value, flavor and appearance. Ensure that food is prepared in a form designed to meet individual needs and substitutions are of similar nutritive value.

8. Ensure that residents/patients receive and consume foods in the appropriate form as prescribed by the physician who is lawfully authorized to prescribe. Ensure that there is accommodation of food preferences, maintenance of current profile cards are maintained, and provide assistive devices as needed.

9. Ensure that food is stored, prepared, distributed, and served under sanitary conditions to prevent food borne illness. This includes the sanitation oversight of areas assigned to other departments such as the cleaning & sanitizing of internal components of the ice machine & nurse pantry refrigerators, trash disposal systems.

10. Ensure that the department runs smoothly (including the food ordering and storage according to applicable state requirements), staffing schedules, employee health, labor relations, safety programs and other duties as assigned by administration.

**Gainful Employment Information:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at www.shastacollege.edu/specs_dss_gainfulemployment.

**Requirements for Certificate:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 50</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>DSS 10</td>
<td>Food Production Management</td>
<td>3</td>
</tr>
<tr>
<td>DSS 63</td>
<td>DSS Operations and Management</td>
<td>3</td>
</tr>
<tr>
<td>DSS 94</td>
<td>DSS Certificate Worksite Learning</td>
<td>3</td>
</tr>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FSS 27</td>
<td>Nutrition and Disease</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units for Certificate:** 16

**Early Childhood Education**

**Associate in Science for Transfer:**

**Program Description:** The Associate in Science in Early Childhood Education Transfer degree is designed to provide students with a common core of eight early childhood education courses (approved by the Curriculum Alignment Project) that permit students to transfer smoothly to participating CSU’s to complete a Bachelor’s degree in child development or early childhood education.

The degree is designed to facilitate students’ successful transfer to certain California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors, and Child Life Specialists. With a BA in ECE/Child Development, students are eligible for the Master Teacher and Site Supervisor levels of the CA Child Development Permit, using the Alternative Qualifications category.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**Program Learning Outcomes:**

Upon successful completion of this degree, the student should be able to:

1. Exhibit skill in identifying the needs, the characteristics and multiple influences on the development of children birth to age eight.

2. Design, execute and evaluate environments and activities that support positive developmental play and learning outcomes for young children.

3. Establish and maintain safe and healthy learning environments for young children.

4. Observe, document, and use authentic assessment tools as a vehicle for child and program assessment and curriculum design.

5. Utilize ethical standards and professional behaviors that deepen understanding, knowledge, and commitment regarding the ECE profession.

6. Build family and community relationships and understand and value the importance and complex characteristics of families and communities in young children’s development.

7. Evaluate developmentally effective approaches to create positive relationships and supportive interactions as the foundation in working with children and families from diverse societies.

8. Upon completion of a program of study in Early Childhood Education students will, through planned and sequenced field experiences, develop the knowledge, skills and professional dispositions necessary to promote the development and learning of young children across the entire developmental period of early childhood in multiple early childhood age groups and in the variety of settings that offer early care and education.

**Requirements:**

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Early Childhood Education for Transfer degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a "P" if the course is taken on a Pass/No Pass basis.

**Required Core:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2*</td>
<td>Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 7</td>
<td>Early Childhood Observation and Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>
Chapter 3: Programs of Study

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION
FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37-39</td>
</tr>
<tr>
<td>General Electives</td>
<td>0-1</td>
</tr>
<tr>
<td><strong>Degree Total Will Not Exceed 60 Units</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Number will vary depending on units that double count.

Associate in Science:

SC Program: AS.1190

PROGRAM DESCRIPTION: The Early Childhood Education Program prepares students to become teachers and directors in programs providing care and learning opportunities for young children. The college courses focus on training for careers in preschools, Head Start, childcare, infant-toddler and school age care, and family childcare. Programs for young children require different qualifications for teachers and child care providers. The A.S. Degree in Early Childhood Education at Shasta College meets course work qualifications for the Child Development Teacher Permit Level and Title 22 staff qualifications for a teacher and director. Additional specified experience with children is required.

The Shasta College Early Childhood Education Program is participating in a statewide Curriculum Alignment Project between California Community Colleges and participating CSU and UC systems. A twenty-four unit core of eight specific Early Childhood Education courses will articulate with participating four year degree programs in Child Development and Early Childhood Education.

There are a minimum of 41 units in the major required for the Associate Science Degree in Early Childhood Education. Students need to complete core-required courses (35 units) and an additional 6 units of restricted elective courses. Twenty-one (21) General Education units will complete the Associate of Science degree in Early Childhood Education. All courses applied to the ECE A.S. Degree must be completed with a “C” grade or better.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Apply an understanding of principles of child development in planning inclusive and developmentally appropriate curriculum and environments.
2. Exhibit skill in observation and documentation as a vehicle for child and program assessment and curriculum design.
3. Create environments that are healthy, respectful and supportive to children and their families.
4. Utilize positive guidance of young children based on an understanding of cognitive, physical, and social and emotional development of children.
5. Identify professional standards and expectations as based upon NA EYC’s Code of Ethical Conduct.
6. Discuss current trends and issues in the field of Early Childhood Education.
7. Perform common tasks online and access resources and information in regard to current best practices in early education.

8. Identify and exhibit the ability to interact successfully with children and adults from an ever changing society.

DEGREE REQUIREMENTS:

CORE COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1</td>
<td>Human Development OR</td>
<td>3</td>
</tr>
<tr>
<td>ECE 9</td>
<td>Child Growth and Development (ECE 9 is recommended for students planning to transfer to a 4 year program for a degree in Early Childhood Education or Child Development)</td>
<td>3</td>
</tr>
</tbody>
</table>

RESTRICTED ELECTIVES: (Choose six units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 6</td>
<td>Exploring Family Childcare (1)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 10</td>
<td>Early Childhood Learning (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 12</td>
<td>Infant-Toddler Learning (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 14</td>
<td>School Age and Adolescent Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 16</td>
<td>Fundamentals of EC Mentoring &amp; Supervision (2)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 22</td>
<td>EC Curriculum: Infant/Toddler Care (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 24</td>
<td>EC Curriculum: School Age Care (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 26</td>
<td>The Child With Special Needs (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 27</td>
<td>Teaching Children with Special Needs (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 51</td>
<td>Early Childhood Staffing and Management (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 140</td>
<td>Essentials of 40 Developmental Assets (1)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Mental Health Awareness in ECE Programs (1)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 155</td>
<td>The Young Child: Intro to the Montessori Method (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

ECE graduates are qualified to work with children ages 0-5. However, it is recommended that students meet the additional 5-unit requirement by selecting and completing one of the following Specializations (Infant/Toddler School-Age, or Special Needs in ECE). A Specialization is required for the Master Teacher Level of the Child Development Permit, issued by the California Commission on Teaching Credentialing. Associate and Teacher Levels do not require a Specialization.

INFANT/TODDLER TEACHING SPECIALIZATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 12</td>
<td>Infant-Toddler Learning</td>
<td>3</td>
</tr>
<tr>
<td>ECE 22</td>
<td>E.C. Curriculum: Infant/Toddler Care</td>
<td>3</td>
</tr>
</tbody>
</table>

SCHOOL-AGE TEACHING SPECIALIZATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 14</td>
<td>School Age and Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 24</td>
<td>E.C. Curriculum: School-Age Care</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION/EARLY INTERVENTION SPECIALIZATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 26</td>
<td>The Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 27</td>
<td>Teaching Children with Special Needs</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>41</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>15</td>
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<tr>
<td>General Electives</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>60*</td>
</tr>
</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.
Early Childhood Education Certificate:

SC Program: CT.3451

PROGRAM DESCRIPTION: The Early Childhood Education Certificate will offer students initial training to work with young children. After completion of the 26-unit certificate requirements, the student will qualify for employment as an entry-level teacher in private child care settings licensed through the Department of Social Services. The Early Childhood Education Certificate course work also meets the training requirements for the Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing. All certificate requirements must be completed with a "C" grade or better.

This 26 unit certificate is intended to fulfill the ECE requirement of a lower-division program of study that can transfer to the CSU system. With additional coursework, both at lower-division and upper-division levels, it prepares the student for in-depth coursework toward higher degree attainment. When the 26-unit certificate is combined with 16 General Education units, it qualifies the student for a Child Development Permit issued by the Office of Teacher Credentialing, at the Teacher level.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Apply an understanding of principles of child development in planning inclusive and developmentally appropriate curriculum environments.
2. Exhibit skills in observation and documentation as a vehicle for child and program assessment curriculum design.
3. Create environments that are healthy, respectful, and supportive to children and their families.
4. Utilize positive guidance of young children based on an understanding of cognitive, physical, and social and emotional development of children.
5. Establish and maintain safe and healthy learning environments for young children.
6. Upon completion of the ECE Certificate, students will, through planned and sequenced field experiences, develop the knowledge, skills and professional dispositions necessary to promote the development and learning of young children.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at www.shastacollege.edu/specs_ece_ececert_gainfulemployment/.

CAREER REQUIREMENTS:

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>RESTRICTED ELECTIVES (Choose two courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1 Human Development OR ECE 9 Child Growth and Development</td>
<td>6</td>
</tr>
<tr>
<td>ECE 2 Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6 Exploring Family Childcare</td>
<td>3</td>
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<tr>
<td>ECE 52 Guidance in Adult-Child Relations</td>
<td>3</td>
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<tr>
<td>ECE 12 Infant/Toddler Learning (3)</td>
<td>3</td>
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<tr>
<td>ECE 14 School-Age Learning (3)</td>
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<tr>
<td>ECE 17 Principles/Practices of Teaching Young Children (3)</td>
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<tr>
<td>ECE 20 Introduction to Curriculum (3)</td>
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<tr>
<td>ECE 26 The Child With Special Needs (3)</td>
<td>3</td>
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<tr>
<td>ECE 27 Teaching Children with Special Needs (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 28 Teaching in a Diverse Society (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 16

EARTH SCIENCE

Earth System Science

University Studies – 22 Unit Emphasis:
SC Program: AA.1508

Earth System Sciences represents an emerging trend in the sciences and many universities offer a degree or option along this track (i.e. Earth Science, Planetary Science). This academic plan is intended to
support the transfer student interested in the bachelor's degree as it includes courses that define major portions of the Earth System, including geosphere, hydrosphere, atmosphere, and biosphere focused courses, and Earth's position in space.

Complete the following course:

ESCI 17 Earth System Science (3)

Choose at least 11 units from the following to include at least two courses that focus on different portions of the Earth System (geosphere, hydrosphere, atmosphere, and biosphere):

- AGNR 60 Environmental Science (3)
- ASTR 1 Astronomy (3)
- BIOL 1 Principles of Biology (4)
- BIOL 10 General Biology (3)
- ESCI 1 Physical Geology (4)
- ESCI 14 Meteorology (4)
- ESCI 15 Oceanography (4)
- ESCI 18 Global Climate Change: Past, Present and Future (3)

Choose the remaining units from the following courses:

- Related Science courses:
  - BIOL 11 Diversity of Life (3)
  - BIOL 12 Field Biology (4)
  - CHEM 1B General Chemistry (5)
  - ESCI 2 Historical Geology (4)
  - ESCI 6 Ancient Life (4)
  - ESCI 10 Earthquakes/Volcanoes/Other Geologic Hazards (3)
  - NHIS 15 Natural History (3)
  - PHYS 2B General College Physics (4)

- Courses from supporting disciplines:
  - AGNR 1 Introduction to Natural Resources (3)
  - AGNR 83 Introduction to Global Positioning Systems (1)
  - CIS 1 Computer Literacy Workshop (3)
  - GEOG 10 Introduction to Geographic Information Systems (3)
  - MATH 3B Calculus 3B (5)
  - MATH 14 Introduction to Statistics (4)

**EMERGENCY MEDICAL SERVICES**

EMS – Emergency Medical Response

General Studies – 18 Unit Emphasis:

**SC Program: AS.1508**

This degree is directed at students who will be working as Emergency Medical Technicians. Additionally, this degree could be used as a general preparation program for those students who will be attending a Paramedic certification program.

Complete the following course:

- FAID 75 Emergency Medical Technician 1 Basic (7)
- FAID 133 Certification CPR for the Professional Rescuer (.5)

Choose at least 13 units from the list below:

- ANAT 1 Human Anatomy (5)
- BIOL 5 Introduction to Human Biology (3)
- BIOL 6 Intro to Human Biology Laboratory (1)
- FAID 132 Emergency Medical Responder (EMR) (2)
- FIRS 120 Incident Command System ICS-200 (1)
- FSS 25 Nutrition (3)
- MICR 1 Microbiology (5)
- PHY 1 Physiology (5)

**ENGINEERING**

Engineering

University Studies – 27-30 Unit Emphasis:

**SC Program: AA.1494**

The emphasis in Engineering is designed to provide the lower division major courses to transfer to a university and earn a Bachelor's degree in the various fields of engineering. This includes Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering. See a counselor for the complete list of courses required for your engineering field and university -- the requirements typically total many more than 26 units and the general education areas are usually modified (see option #3).

Complete the following 21 units:

- MATH 3A Calculus (4)
- MATH 3B Calculus (5)
- MATH 4A Calculus (4)
- PHYS 4A Physics (Mechanics) (4)
- PHYS 4B Physics (Electricity and Magnetism) (4)

Choose 6-9 additional units:

- CHEM 1A General Chemistry (5)
- CIS 61 C++ Language Programming (3)
- ENGR 17 Circuits and Devices (4)
- ENGR 35 Statics (3)
- ENGR 45 Properties of Materials (4)
- MATH 4B Differential Equations (4)
- PHYS 4C Physics (Heat, Waves, Optics and Modern Physics (4)

General Education units are modified for this major.

**ENGLISH**

English

Associate in Arts for Transfer:

**SC Program: AA-T.1007**

**PROGRAM DESCRIPTION:** The Associate in Arts in English for Transfer degree introduces students to English or English Education study and preparation, including the appreciation and understanding of literary works through intellectual and cultural movements, such as Utilitarianism or the Aesthetic Movement, and historical and social changes. The Associate in Arts in English for Transfer degree is designed to provide students with a common core of lower division courses required to transfer and pursue a baccalaureate (4-year) degree in English in the CSU system. This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. Define basic critical reasoning concepts; identify literary genres; and write effective clear and well-organized analytical arguments or literary analyses.
2. Identify and discuss plot, conflict, setting, time frame, characters (protagonist and antagonist), dialogue, suspense, rising action, and denouement with works of literature in papers and on examinations.
3. Identify and write about or discuss diction, syntax, figurative language, sound and rhythm, irony, and various poetic forms.
4. Analyze and write about literature with an understanding of the historical and cultural contexts from which literary classics spring. Apply a variety of approaches to the analysis of literary works, including but not limited to historical, thematic, and formal approaches.

**REQUIREMENTS:**

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the
ENGLISH AS A SECOND LANGUAGE

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>18-20</td>
</tr>
<tr>
<td>General Education</td>
<td>37-39*</td>
</tr>
<tr>
<td>General Electives</td>
<td>10-17*</td>
</tr>
</tbody>
</table>

Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.

Noncredit Certificate:

SC Program: NCR.1001

PROGRAM DESCRIPTION: This certificate of completion is comprised of six non-credit courses that range from ESL beginning to advanced. These non-credit courses generally serve our immigrant population who seek language skills for employment and daily living. Instruction follows a communication-based approach to language learning. The last level in this sequence, ESL 336, acts as a transition course for students who want to pursue academic studies.
Firefighter I

Certificate:

SC Program: CT.3444

PROGRAM DESCRIPTION: Firefighter 1 includes everything necessary to: learn the essential skills, obtain the required knowledge and abilities to perform at the entry level in a volunteer or paid fire department as a firefighter in the State of California. This Academy adheres to the curriculum as required by the California State Fire Marshal’s Office (CAL-FIRE) for certification by their office as a “Certified Firefighter 1”. Certification is obtained only after successful completion of the Firefighter 1 Academy, and a minimum of six months full time employment with an organized, paid fire department, or twelve months of part time employment with an organized volunteer fire department. Upon successful completion of the Academy and the required work time, the Chief of the department in which the student works verifies successful work completion and the student makes application for their California State Firefighter 1 Certificate.

The Firefighter 1 Academy is an intense program including rigorous physical conditioning, English designed for firefighters as well as classroom and field training with the same tools and appliances used by the fire service. During the later portion of the academy students earn a State Fire Marshal Certificate for “Fire Control Three” as part of their Live Fire Training. The course also includes Emergency Medical Responder in which the students earn certification from the California Emergency Medical Authority.

Note: No college in California certifies individuals as Firefighter 1 or Firefighter 2. All certifications are issued by the California State Fire Marshal. This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Demonstrate the basic knowledge, skills and abilities to safely perform the tasks required to become an entry level firefighter.

CERTIFICATE REQUIREMENTS:
FIRS 104 Firefighter I Academy 21

TOTAL UNITS FOR CERTIFICATE 21

Students wishing to apply for California State Fire Marshal’s Office Firefighter I or II certification must meet the following criteria:
• Complete the required coursework as outlined by the State Fire Marshal’s Office.
• Work a minimum of either six months as a paid full-time firefighter or 12 months as a volunteer.
• A recommendation and signature on appropriate form from the Fire Chief of the department that a student works for or volunteers at is a mandatory requirement.

Note: No college in California certifies individuals as Firefighter 1 or Firefighter 2. All certifications are approved by the California State Fire Marshal’s Office.

Firefighter 2

Certificate:

SC Program: CT.3445

PROGRAM DESCRIPTION: The Firefighter 2 certification entails advanced knowledge, skills and abilities gained only after the completion of the Firefighter 1 Academy and the required employment interval with an organized volunteer or paid fire department in the state of California. These advanced skills, knowledge and abilities are presented during the Firefighter 2 academy at Shasta College. The successful completion of this Firefighter 2 academy allows the student to operate at a “journeymen level” as a firefighter.

Note: No college in California certifies individuals as Firefighter 1, or Firefighter 2. All certifications are issued by the California State Fire Marshal.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Demonstrate advanced knowledge, skills and abilities to safely perform the tasks required to become an advanced firefighter.

CERTIFICATE REQUIREMENTS:
FIRS 104 Firefighter I Academy 21
FIRS 108 Firefighter II Academy 5

TOTAL UNITS FOR CERTIFICATE 26

Students wishing to apply for California State Fire Marshal’s Office Firefighter I or II certification must meet the following criteria:
• Complete the required coursework as outlined by the State Fire Marshal’s Office.
• Work a minimum of either six months as a paid full-time firefighter or 12 months as a volunteer.
• A recommendation and signature on appropriate form from the Fire Chief of the department that a student works for or volunteers at is a mandatory requirement.

Note: No college in California certifies individuals as Firefighter 1 or Firefighter 2. All certifications are approved by the California State Fire Marshal’s Office.

Fire Investigation

General Studies – 18 Unit Emphasis:

SC Program: AS.1507

While available to anyone, this degree is designed for students who intend on working as fire investigators. Additionally, this degree is applicable for students who are, or will be working in Fire Prevention, Plans Checking, or similar functions within a municipal fire department. Once a student has completed this degree, it is hoped that they will continue their education and pursue a transfer level AA degree with a final target being undergraduate and graduate degrees in Chemistry, Physics, Engineering, Systems Analysis, or similar disciplines.

Complete the following 13 units:
FIRS 71 Fire Behavior and Combustion (3)
FIRS 74 Fire Protection Equipment and Systems (3)
FIRS 86 Building Construction for Fire Protection (3)
FIRS 189 Fire Investigation 1A (2)
FIRS 191 Fire Investigation 1B (2)

Choose 5 units from the list below:
ADJU 16 Legal Aspects of Evidence (3)
ADJU 20 Principles of Investigation (3)
CHEM 2A Introduction to Chemistry (5)
FTWL 101 Wildland Fire Behavior (3)
FTWO 112 Advanced Firefighter Training (.5)
FTWP 114 Wildland Fire Origin & Cause Determination FI-210 (1.5)
Chapter 3: Programs of Study

Fire Service Command, Company Officer

General Studies – 18 Unit Emphasis:

SC Program: AS.1506

While available to anyone, this degree is designed for students who have been working as Firefighter/Engineers (paid or volunteer) and intend on becoming Engine Captains. Additionally, this degree supports wildland firefighters who are, or will be working at the Crew/Engine/Dozer/Squad Boss levels, or similar supervisory positions. Once a student has completed this degree, it is hoped that they will continue their education and pursue a transfer level AA degree with a final target being undergraduate and graduate degrees in team development, group dynamics/psychology, fire administration or similar disciplines.

Complete the following 4 units:
- FIRS 85 Fire Command 1A (2)
- FIRS 87 Fire Command 1B (2)

Choose 14 units from the list below:
- FIRS 100 Basic Fire Company Operations (2)
- FIRS 108 Firefighter II Academy (5)
- FIRS 135 Intermediate Incident Command System I-300 (1.5)
- FIRS 136 Advanced Incident Command System I-400 (1)
- FTWL 102 Wildland Firefighter Safety and Survival (3)
- FTWL 103 Wildland Fire Operations (3)
- FTWO 114 Initial Attack Incident Commander Type 4 (1.5)
- FTWO 121 Crew Boss S-230 (1.5)
- FTWO 135 Task Force/Strike Team Leader S-330 (1.5)

Fire Technology

Associate in Science:

SC Program: AS.1240

PROGRAM DESCRIPTION: The Fire Technology curriculum is planned to serve both as an in-service program and as a pre-employment two-year program for community college students aspiring to enter the field of firefighting. Fire Technology majors may be required to fulfill a tour of duty at a local fire station. The suggested course sequence has been supplied to the Counseling Division by the Instructional Division. Students are urged to use this outline along with the Shasta College catalog. Particular attention should be paid to course prerequisites and to whether a class is taught Fall or Spring semester or both. Courses listed may be offered either spring or fall semesters, or at the discretion of the division.

This degree is approved through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Possess the necessary skills, knowledge and abilities to enter the fire service or to increase skills, knowledge and abilities for those already employed as a firefighter.

DEGREE REQUIREMENTS:

CORE COURSES:
- FIRS 70 Fire Protection Organization 3
- FIRS 71 Fire Behavior and Combustion 3
- FIRS 72 Fire Prevention Technology 3
- FIRS 74 Fire Protection Equipment and Systems 3
- FIRS 79 Fundamentals of Personal Fire Safety 3
- FIRS 86 Building Construction for Fire Protection 3
- FIRS 104 Firefighter I Academy 21

Additional General Education 21
General Electives 0
Degree Total 60

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

Fire Technology – Wildland Firefighter 1 Academy

Certificate:

SC Program: CL.3434

PROGRAM DESCRIPTION: Students completing this certificate will have the basic firefighting training as required by the U.S. Forest Service and California Department of Forestry for seasonal or permanent employment in fire fighting. This Academy provides the students with all the required knowledge, skills and abilities as required and dictated by the United States Forest Service (USFS) and the California Department of Forestry and Fire Protection (CDF or Cal-Fire) for a certificate required by those two wildland fire agencies for seasonal wildland firefighter employment. The focus of this academy is wildland fire control and safety in the wildland fire environment. Students who successfully complete this academy obtain the very basic skills, knowledge, and abilities to perform at the entry level as a wild land firefighter. More advanced wild land courses are contained in the Shasta College Curriculum Catalog. Both the State and Federal wildland Fire Agencies provide their own more advance training once employment is obtained. Note: Successful completion of the Wildland Firefighter 1 Academy does not assure employment with the USFS or CAL-FIRE.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor's Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Demonstrate the basic knowledge, skills and abilities to safely perform the tasks required by the United States Forest Service and the California Department of Forestry and Fire Protection (CAL Fire) as an entry level wildland firefighter.

CERTIFICATE REQUIREMENTS:
- FIRS 73 Wildland Firefighter I Academy 4

TOTAL UNITS FOR CERTIFICATE 4

Wildland Fire Behavior –

General Studies – 18 Unit Emphasis:

SC Program: AS.1509

While available to anyone, this degree is designed for students who have been working as wildland firefighters and intend on working within the Plans Section of the Incident Command System (specifically the Situation Unit and Fire Behavior positions). Once a student has completed this degree, it is hoped that they will continue their education and pursue a transfer level AA degree with a final target being undergraduate and graduate degrees in Meteorology, Physics, or similar disciplines.

Complete the following 4.5 units:
- FTWO 113 Introduction to Wildland Fire Behavior S-190 (1.5)
- FTWO 132 Intermediate Wildland Fire Behavior S-290 (2)
- FTWO 144 Intro. to Wildland Fire Behavior Calculations (2)
FOOD AND BEVERAGE AND LODGING MANAGEMENT

Food and Beverage and Lodging Management

General Studies – 18 Unit Emphasis:

SC Program: AS.1517

The Food and Beverage and Lodging management emphasis allows students to explore many areas of the hospitality industry, including culinary arts, restaurant management, casino management, and beverage management.

Choose 12 -18 units from the following courses:

- CULA 45, 46, 48, 49, 50, 55, 59, 60, 65, 66, 73, 74, 75, 76, 78, 80, 88, 159, 161, 172
- DSS 10, 63
- HOSP 10, 20, 35, 40, 45, 50, 60, 65

Choose the remaining 0 – 6 units from the following:

- ACCT 2, 4, 101, 102, 103, 104, 194
- BUAD 6, 8, 10, 40, 42, 66, 71, 72, 80, 81-90, 91, 106, 120, 166
- CIS 1, 83, 86
- OAS 10, 11, 12

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

1. Explain and summarize key GIS concepts, applications and societal implications.
2. Perform GIS data acquisition, capture, editing, and attributing.
3. Manage GIS data through file management, database design, georeferencing and conversion.
4. Perform GIS analysis using queries, overlay functions, and models.
5. Produces a portfolio of maps demonstrating effective communication, design aesthetics, application of GIS tools and use of cartographic standards.
6. Employs best practices for GIS project design, planning, and implementation.
7. Effectively engages with community through projects, volunteer activities, user meetings and worksite learning.
8. Articulates key opportunities and challenges related to the application of GIS for a chosen application discipline.
9. Performs customization of GIS applications through programming and web map services.
10. Demonstrates effective written and oral communication as it pertains to a chosen application discipline.

DEGREE REQUIREMENTS:

CORE COURSES:

- GEOG 5* Digital Planet: GIS and Society 3
- GEOG 9 Map and Geospatial Principles 3
- GEOG 10 Introduction to Geographic Information Systems 3
- GEOG 12 GIS Data Design and Capture 3
- GEOG 94 GIS Worksite Learning 1

CONCENTRATION OPTIONS: (Choose 8 units) 8

- GEOG 13 GIS Spatial Analysis (3)
- GEOG 14 GIS Cartography and Visualization (3)
- GEOG 15 Intro to Remote Sensing (3)
- GEOG 21 GIS-CAD Integration (1)
- GEOG 24 Customizing GIS (1)
- GEOG 25 GIS Projects (1)

INFORMATION TECHNOLOGIES: (Choose 9-10 units) 9-10

- CIS 2* Introduction to Computer Science (4) OR
- CIS 23 Database Management Systems (3)
- CIS 61* C++ Programming (3) OR
- CIS 62* Java Programming (3) OR
- CIS 64 Web Programming using Java/ PHP/Flash (3)

APPLICATION DISCIPLINES: (Choose 6-8 units) 6-8

- AGNR 1* Intro to Natural Resources (3)
- AGNR 50 Natural Resource Measurements (3)
- ENGR 1A Measurements and Plane Surveying (3)
- ENGR 27 Map and Computer-aided Drafting (3)
- ESCI 10* Environmental Geology (4)
- GEOG 1A* Physical Geography (3)
- GEOG 1AL Physical Geography Lab (1)
- GEOG 1B* Human Geography (3)
- GEOG 2A Physical Field Geography (1)
- GEOG 2B Human Field Geography (1)
- GEOG 7* California Geography (3)
- GEOG 8* World Regional Geography (3)

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>36-39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional General Education</td>
<td>14-18</td>
</tr>
<tr>
<td>General Electives</td>
<td>3-10</td>
</tr>
<tr>
<td>Degree Total</td>
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</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is
Geographic Information Systems Certificate:

SC Program: CT.3449

PROGRAM DESCRIPTION: The Geographic Information Systems (GIS) Certificate at Shasta College provides students with the knowledge and skills needed to apply principles, methods and tools of geographic information systems (GIS). Students develop foundation principles of maps, geographically referenced data, imagery and global positioning systems. GIS fundamentals are taught, both in conceptual and practical terms. Students learn the design of geographic databases and the capture of data using global positioning systems (GPS) and remotely sensed imagery. Spatial analysis skills are developed, from basic geographic inquiry through more complex analysis using GIS overlays and models. Students learn the principles and practice of remote sensing and image processing for integration with GIS and GPS. Maps are designed and implemented for output in hardcopy and digital formats. Worksite learning allows students to gain GIS workplace experience and to develop contacts among the community of GIS professionals. Successful students will have strong computer and critical thinking skills. Refer to http://www.shastacollege.edu/gis for more information.

This certificate is pending approval through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Explain and summarize key GIS concepts, applications and societal implications.
2. Perform GIS data acquisition, capture, editing, and contributing.
3. Manage GIS data through file management, database design, georeferencing and conversion.
4. Perform GIS analysis using queries, overlay functions, and models.
5. Produce a portfolio of maps demonstrating effective communication, design aesthetics, application of GIS tools and use of cartographic standards.
6. Employ best practices for GIS project design, planning, and implementation.
7. Effectively engage with community through projects, volunteer activities, user meetings and worksite learning.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/gis for more information.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG 5</td>
<td>Digital Plant: GIS and Society</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 9</td>
<td>Map and Geospatial Principles</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 10</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 12</td>
<td>GIS Data Design and Capture</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 13</td>
<td>GIS Spatial Analysis</td>
<td>3</td>
</tr>
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<td>GEOG 14</td>
<td>GIS Cartography and Visualization</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 15</td>
<td>Introduction to Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 21</td>
<td>GIS-CAD Integration</td>
<td>1</td>
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<tr>
<td>GEOG 24</td>
<td>Customizing GIS</td>
<td>1</td>
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<tr>
<td>GEOG 25</td>
<td>GIS Projects</td>
<td>2</td>
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<tr>
<td>GEOG 94</td>
<td>GIS Worksite Learning</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 18

Associate in Science for Transfer:

SC Program: AS-T.1005

PROGRAM DESCRIPTION: The Associate in Science in Geology for Transfer degree provides the foundation for students interested in the study of the earth and provides breadth in both geologic processes and earth history. Field-based experiences and investigations are critical to geology and, within this degree, core courses and recommended transferable electives prepare the transfer student for university studies that expound upon such experiences. The Associate in Science in Geology for Transfer degree is designed to provide students with a common core of lower division courses required to transfer and pursue a baccalaureate (4-year) degree in geology in the CSU system.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of the AS-T in Geology, students will be able to:

1. Describe major concepts and provide theoretical perspectives in geology utilizing appropriate vocabulary.
2. Develop and apply basic research methods as required in field and laboratory studies in geology.
3. Practice critical thinking to evaluate internal and surface Earth processes and their results.
4. Utilize geologic concepts and theory to analyze and interpret field situations supported by lab and field-collected evidence.

REQUIREMENTS:
In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Geology for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1A</td>
<td>General Chemistry</td>
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<tr>
<td>CHEM 1B</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>ESCI 1</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>ESCI 2</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 3A</td>
<td>Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 3B</td>
<td>Calculus</td>
<td>4</td>
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</tbody>
</table>

Additional Recommended Preparation:

While these additional courses are not required for this degree, completing these courses will better prepare students for upper division coursework in geology. Some of these may be required for the Bachelor’s degree. Check the catalog for the CSU campus to which you plan on transferring.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>ESCI 3</td>
<td>Mineralogy and Crystal Optics</td>
<td>4</td>
</tr>
<tr>
<td>ESCI 14</td>
<td>Meteorology</td>
<td>4</td>
</tr>
<tr>
<td>ESCI 15</td>
<td>Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>MATH 14</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2AB</td>
<td>General College Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 4AB</td>
<td>Physics</td>
<td>4</td>
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ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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<tbody>
<tr>
<td>Major</td>
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<td>General Education</td>
<td>43</td>
</tr>
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<td>General Electives</td>
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</tr>
</tbody>
</table>

Degree Total Will Not Exceed 60 Units

University Studies – 20 Unit Emphasis:

SC Program: AA.1497

Geology is a field-based study of earth materials, processes and history. All courses in this plan apply theory to field situations and the
degree requires the completion of field-based classes. This approach should adequately prepare the transfer student for further and more intensive field experiences as they work to complete the bachelor's degree at a 4-year school.

Two 30-series ESCI courses: 32, 33, 34, 35, 36, 37, 38 (1.5 units each)

OR

Three 40-series ESCI courses: 42, 43, 44, 45, 47 (1 unit each)

AND

Choose 3 units from the following list:

AGNR 1 Introduction to Natural Resources (3)
AGNR 60 Environmental Science (3)
AGNR 83 Introduction to Global Positioning Systems (1)
*CHEM 1B General Chemistry (5)
CIS 1 Computer Literacy Workshop (3)
GEOG 10 Introduction to Geographic Information Systems (3)
MATH 3B Calculus 3B (5)
MATH 14 Introduction to Statistics (4)
*NHIS 15 Natural History (3)
*PHYS 2B General College Physics (4)

Geologic Field Studies

General Studies – 20 Unit Emphasis

SC Program: AS.1511

This degree plan places a field emphasis around classes that provide the background necessary to apply basic scientific principles centered on the geological sciences. Classes support modern geologic theory and its application to field problems as well as lab experiences that produce a foundation for successful fieldwork. At least one chemistry and one physics course are recommended for the degree, as well as the completion of MATH 102 for the GE pattern.

Complete the following 6 units:

ESCI 1 Physical Geology (4)
ESCI 23 Introduction to Geology in the Field (2)

Choose one 4-unit course from the list below:

ESCI 2 Historical Geology (4)
ESCI 6 Ancient Life (4)
ESCI 7 Introduction to the Geology of California (4)
ESCI 10 Environmental Geology (4)

Choose one 3-unit course from the list below:

ESCI 9 Geologic Hazards (3)
ESCI 11 Economic Geology (3)

Choose one combination of the following Earth Science field courses to total 4 units:

Two 30-series ESCI courses: 32, 33, 34, 35, 36, 37, 38 (1.5 units each)

OR

Two 40-series ESCI courses: 42, 43, 44, 45, 47 (1 unit each)

Choose 3 units from the following list:

AGNR 1 Introduction to Natural Resources (3)
CIS 1 Computer Literacy Workshop (3)
GEOG 5 Digital Planet: GIS and Society (3)
GEOG 10 Introduction to Geographic Information Systems (3)
NHIS 15 Natural History (3)

HEALTH PROFESSIONS

Allied Health

University Studies – 20 Unit Emphasis

SC Program: AA.1511

The emphasis in Allied Health is designed to provide the lower division major courses to transfer to a university and earn a Bachelor’s degree in Nursing or in other allied health fields.

Complete the following:

ANAT 1 Human Anatomy (5)
CHEM 2A Introduction to Chemistry (5)
MICR 1 Microbiology (5)
PHY 1 Physiology (5)

Health

General Studies – 18 Unit Emphasis

SC Program: AS.1499

The Health emphasis allows students to explore health-related topics such as nutrition, physical fitness, substance abuse, wellness, and medical-related areas in medical terminology, first aid, EMT training. Students who have completed LVN and CNA certificate programs can use this emphasis to complete an associate degree.

Choose 18 units from at least two areas*:

FAID 130, 132, 133, 175, 178
FSS 25
HEOC 10, 130, 131, 131, 160, 181
KINES 1, 2
OAS 110
PE 4, 35
PE (activity)* 11, 12A, 12B, 12C, 15, 16, 17, 30A, 30B, 30C, 31, 32, 37, 51A, 51B, 51C, 60, 62, 69, 70A, 70B, 70C, 71, 72, 73, 74, 75
PEAT (activity)* 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 23, 24, 25, 26, 29, 30,
ROAD 1, 2, 3
VOCN 160, 161, 162

*Limit of 6 units from Dance, PE activity, and Athletics courses combined.

Health Information Management

Bachelor of Science:

SC Program: BS.5001

PROGRAM DESCRIPTION: The Health Information Management Program consists of educational courses in the third and fourth year at upper division level that result in a Baccalaureate of Science degree in Health Information Management. Health Information Management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care.
HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records.

Graduates of the baccalaureate program will receive a Bachelor of Science in Health Information Management and be eligible to sit for the national certification exam sponsored by the American Health Information Management Association (AHIMA). Passing this exam results in licensure as a Registered Health Information Administrator (RHIA) and qualification to work in management positions related to health information.

This baccalaureate degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Qualify for national certification as a Registered Health Information Administrator (RHIA) by achieving a passing score on the AHIMA certification exam.

2. Integrate knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and protecting patient information as evidenced by successful completion of course competencies and assignments.

3. Apply the principles of health information management related to administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies as evidenced by successful completion of course competencies and assignments.

4. Demonstrate the concepts of effective communication to effectively interact with all levels of a healthcare organization that utilize patient data in decision-making and operations -- clinical, financial, administrative and information systems -- as evidenced by successful completion of course competencies and assignments.

REQUIREMENTS FOR ENROLLMENT IN THE PROGRAM:

Space in the program is limited. In order to be eligible for enrollment, students must have graduated with an Associate in Science degree in Health Information Technology from a regionally accredited institution and submit a Health Information Program Application packet via email to HIMapplication@shastacollege.edu. The application packet information consists of the following:

1. Health Information Management Program Application Form
2. Unofficial copy of transcripts from all previous college work
3. One-page Statement of Interest including your background and the reasons you are applying to the program

As enrollment spaces are determined, applicants scheduled for enrollment will receive an Enrollment Invitation email. The email will provide instructions for providing a response to the invitation by an established deadline. Those who have accepted the invitation to enroll will receive an email indicating acceptance into the program and further instructions for registration for classes. If the applicant is not able to attend when offered enrollment, they will be removed from the applicant pool and the applicant will need to re-apply to be considered for a subsequent class. Students who are not selected for the cohort have the option of re-applying during a subsequent semester. More information on the Health Information Management program can be found at the HIM General Information Webpage.

STUDENT FEES:

California residents enrolled in upper-division community college coursework will pay $130 per unit. Students will also have to complete and pay for a physical exam, TB skin test, required immunizations, a background check/drug screening, and any additional clinic-specific requirements necessary to begin the clinical experience.

DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>SEMESTER ONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 405  Fundamentals of Health Info Mgmt  4</td>
</tr>
<tr>
<td>HIMS 408  Ethics in Healthcare Administration  3</td>
</tr>
<tr>
<td>HIMS 410  Healthcare Informatics  4</td>
</tr>
<tr>
<td>ENGL 401  Advanced Professional Writing  3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER TWO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 415  Healthcare Analytics  4</td>
</tr>
<tr>
<td>HIMS 418  Legal Concepts &amp; Compliance in Healthcare  4</td>
</tr>
<tr>
<td>HIMS 420  Principles of Finance for Info Mgmt  3</td>
</tr>
<tr>
<td>PSYC 401  Industrial-Organizational Psychology  3</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER THREE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 425  Revenue Cycle Management  3</td>
</tr>
<tr>
<td>HIMS 430  Human Resource Management in Healthcare  4</td>
</tr>
<tr>
<td>HIMS 435  Project Management in Healthcare  3</td>
</tr>
<tr>
<td>CIS 401  Database Mgmt &amp; Design for Healthcare Prof.  4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER FOUR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 440  Leadership &amp; Strategic Mgmt for Health Prof.  4</td>
</tr>
<tr>
<td>HIMS 445  Healthcare Info Systems Analysis &amp; Design  4</td>
</tr>
<tr>
<td>HIMS 455A  Applied Research Project in Health Info Mgmt  3</td>
</tr>
<tr>
<td>HIMS 455B  Advanced Professional Practice Experience  1</td>
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BACHELOR IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Degree Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
</tr>
</tbody>
</table>

Health Information Technology

Associate in Science:

SC Program: AS.1600

PROGRAM DESCRIPTION: The Associate of Science in Health Information Technology program prepares students for a career working with health information in a variety of healthcare settings in diverse roles. Health Information Technology professionals perform the essential functions of acquiring, analyzing, maintaining and securing health information vital to providing quality patient care. Health Information Technology graduates are employed in hospitals, clinics, physician’s offices, ambulatory care facilities, long term care facilities, home health agencies, consulting firms, and any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors. Upon program accreditation, graduates will be eligible to apply for writing the national examination for certification as a Registered Health Information Technician (RHIT). The Health Information Technology program is designed to prepare students for entry into Shasta College’s Health Information Management Baccalaureate Degree program.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Apply the knowledge and skills needed to perform HIM Associate Degree entry-level competencies as defined by the American Health Information Management Association’s (AHIMA) Council for Excellence in Education (CEE).

2. Apply the knowledge and skills needed to successfully pass the national Registered Health Information Technician (RHIT) exam.

3. Compete in the job market in the field of health information technology or enroll in an advanced degree program.

4. Demonstrate the ability to work effectively as an individual and collaboratively in a group to resolve health information challenges in a changing healthcare environment.
STUDENT FEES:
Fees students may incur aside from the ordinary course enrollment fees:
1. Textbooks/Virtual Lab software access fee
2. Transportation cost to/from professional practice site (HIT 60)
3. Background check fee and required immunizations cost
   for student’s professional practice experience (HIT 60)

DEGREE REQUIREMENTS:
In addition to the required 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate of Science in Health Information Technology Degree. Students must also obtain a minimum grade point average of 2.0 with a grade of C or higher in all courses required for the major. A “P” (Pass) grade is not an acceptable grade for courses in this major.

CORE COURSES:
OAS 110 Medical Terminology 3
BIOL 5* Introduction to Biology 3
HIT 7 Introduction to Human Disease Process 3
HIT 10 Introduction to Health Information 4
HIT 11 Computer Basics for Health Information Tech. 1
HIT 15 Legal Aspects of Healthcare 3
HIT 20 Hospital and Health Statistics 3
HIT 25 Health Information in Alternative Setting 2
HIT 30 Basic Pharmacology 1
HIT 35 CPT Coding 3
HIT 40 ICD Coding I 4
HIT 45 ICD Coding II 4
HIT 50 Healthcare Reimbursement 2
HIT 55 Healthcare Quality Management 3
HIT 60 Professional Practice Experience 2

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th></th>
<th>Major</th>
<th>41</th>
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</thead>
<tbody>
<tr>
<td>Additional General Education</td>
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<td>General Electives</td>
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<tr>
<td>Degree Total</td>
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<td>75-77</td>
</tr>
</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

Nursing – Associate Degree Nursing

Associate in Science:
SC Program: AS.1380

PROGRAM DESCRIPTION: The educational objective of the Associate in Science Degree Nursing program is to prepare the student who, upon graduation and successful completion of the NCLEX-RN, will be able to function within the scope of nursing as defined by the State of California Nursing Practice Act. Students must meet established physical criteria to participate in the clinical area. This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree:
1. 90% of those students who are eligible to sit for the National Council Licensing Examination for Registered Nursing (NCLEX-RN) will pass their examination within the first six months of the first attempt.

GRADUATION REQUIREMENTS:
1. Completion of the Humanities requirement.
2. Completion of competence in math (MATH 102 Inter. Algebra or MATH 110 Essential Math are the advised course for meeting this requirement).
3. Completion of the multi-cultural awareness requirement.
4. Completion of computer literacy.

Due to the time commitments of the ADN program, it is strongly recommended to complete the graduation requirement before entering the program.

REQUIREMENTS FOR ENROLLMENT IN THE PROGRAM:
Space in the program is limited. A new class is enrolled every semester. In order to be eligible to enroll in the NA and HHA courses, the student must complete the clinical requirements for immunizations and CPR certification. Students who have completed the requirements and submitted the appropriate forms will be added to the Wait List based on the date of submission of clinical requirement materials to the Health Sciences office. Students on the Wait List will be offered enrollment on a space available basis and will be contacted by the Health Sciences office to complete additional health and safety requirements (physical exam, TB screening, drug screening and criminal background check). Students must meet established physical criteria to participate in the clinical area. See program web page for specific information regarding enrollment.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEOC 130</td>
<td>Nurse Assistant</td>
</tr>
<tr>
<td>HEOC 131</td>
<td>Home Health Aide</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 12.5
2. The “Prerequisite Science” courses listed below must be completed with a grade of C or higher in each course and a minimum science 2.5 GPA.
3. Prerequisites must be completed upon application. No in-progress courses will be accepted.

**PREREQUISITE COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 1*</td>
<td>Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>MICR 1*</td>
<td><strong>Microbiology</strong></td>
<td>5</td>
</tr>
<tr>
<td>PHY 1*</td>
<td>Physiology (with lab)</td>
<td>5</td>
</tr>
</tbody>
</table>

Students must complete the remaining “PREREQUISITE” courses listed below with a grade of “C” or better in each course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A*</td>
<td>College Composition</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 2*</td>
<td>Cultural Anthropology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1*</td>
<td>Introduction to Sociology OR</td>
<td></td>
</tr>
<tr>
<td>SOC 2*</td>
<td>Social Problems</td>
<td></td>
</tr>
<tr>
<td>PSYC 1A*</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 14*</td>
<td>Psychology of Personal/Social Adjustment</td>
<td></td>
</tr>
<tr>
<td>*<em>CMST 10</em></td>
<td>Interpersonal Communication OR</td>
<td>3</td>
</tr>
<tr>
<td>CMST 54*</td>
<td>Small Group Communication OR</td>
<td></td>
</tr>
<tr>
<td>CMST 60*</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

* May be used to fulfill General Education Requirements. See a counselor.
** ONLY if completed with a grade of C or higher during or prior to Spring 2014.

**TOTAL PREREQUISITE UNITS**

**28**

**DEGREE REQUIREMENTS:**

Students must be enrolled in the ADN Program in order to take the courses listed below. Students must show competence in both clinical and theory components (with a grade of C or better) in order to progress through the curriculum. A failing clinical grade in either theory or clinical will require withdrawal or result in failure of the program.

**CORE COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGN 1</td>
<td>Theoretical Foundations of Nursing Care</td>
<td>6.5</td>
</tr>
<tr>
<td>REGN 10</td>
<td>Theoretical Concepts Med/Surgical Nursing I</td>
<td>6.5</td>
</tr>
<tr>
<td>REGN 11</td>
<td>Clinical Concepts Med/Surgical Nursing I</td>
<td>4.5</td>
</tr>
<tr>
<td>REGN 12</td>
<td>Assessment Concepts Med/Surgical Nursing</td>
<td>1</td>
</tr>
<tr>
<td>REGN 20</td>
<td>Theoretical Concepts Med/Surgical Nursing II</td>
<td>7</td>
</tr>
<tr>
<td>REGN 21</td>
<td>Clinical Concepts Med/Surgical Nursing II</td>
<td>5</td>
</tr>
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<td>REGN 33</td>
<td>Theoretical Concepts Med/Surgical Nursing III</td>
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<tr>
<td>REGN 34</td>
<td>Clinical Concepts Med/Surgical Nursing III</td>
<td>6</td>
</tr>
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</table>

**TOTAL UNITS FOR CORE:**

**48**

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Units</th>
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<tbody>
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<td>Major</td>
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</table>

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

The enrollment process for LVNs desiring to transition to RN has changed. For pertinent information see Advanced Placement tab on website or contact the Division at (530) 339-3600.

**ENROLLMENT CRITERIA FOR THE 30-UNIT OPTION – NON DEGREE – LVN-RN PROGRAM:**

LVNs may elect to take a non-degree program under the BRN regulation 1429 – the 30 unit option. This consists of twenty (20) units of nursing and ten (10) units of related science. REGN 20X, REGN 21X, REGN 33X, and REGN 34X are the required 20 units of nursing. Microbiology and physiology are the required 10 units of science. Students must see nursing program director if considering this option.

**Nursing – Vocational Nursing**

**Certificate:**

SC Program: CT.3265

**PROGRAM DESCRIPTION:** This curriculum is designed to prepare selected individuals to provide nursing care requiring technical-manual skills under the supervision of a Licensed Vocational Nurse. Upon successful completion of the program, a student receives a Certificate of Completion and is eligible to take the NCVQ for licensure as a Vocational Nurse. Students who have had previous education and experience in nursing will be given the opportunity to receive credit toward completion of the program.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate:

1. 90% of those students who are eligible to sit for the National Council Licensing Examination for Vocational Nurses (NCLEX-PN) will pass the examination within the first six months of the first attempt.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please click on the Gainful Employment Information tab on our website.

**REQUIREMENTS FOR ENROLLMENT INTO THE PROGRAM:**

Space in the program is limited. A new class is enrolled every three semesters. In order to be eligible for enrollment, students must satisfy the prerequisites listed below and file an enrollment packet with the Admissions Office during designated enrollment periods in each semester. All qualified applicants are placed on a waiting list and enrolled on a space available basis in the order of their accepted application date. Specific information is available in the Enrollment Process tab on our website. Students must meet all of the following requirements for application:

1. Students must have a high school diploma or equivalent.
2. Students must be a current Certified Nurse Aide (CNA).
3. Students must complete the following prerequisite courses with a C grade or better. No in-progress courses will be accepted.

**PREREQUISITE COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 5</td>
<td>Introduction to Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 6</td>
<td>Human Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>ECE 1</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1A</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 14</td>
<td>Psychology of Personal/Social Adjustment</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR PREREQUISITES**

**13**

**HEALTH & SAFETY CLINICAL CLEARANCE:**

Upon acceptance for enrollment, students must meet additional clinical requirements. All students participating in clinical experiences must submit proof of immunity of specific immunizations or serum titers, cleared criminal background check, negative drug screen, current physical examination and negative TB screening, and provide current valid Basic Life Support-Health Care Provider card (CPR) which includes adult, child & infant resuscitation with two person rescue and AED training). Students are financially responsible for meeting these requirements according to established program process. Specific information is available on the Health and Safety Requirements tab on the website or students may call the Division Office (530-339-3600).
CERTIFICATE REQUIREMENTS:
Students must be enrolled in the program in order to take the courses listed below.

NOTE: Students must show competence in both clinical and theory components (a grade of C or better) in order to progress through the curriculum. A failing grade in either theory or clinical components will require withdrawal or result in failure of the program.

VOCN 160 Foundations of Nursing Practice 15
VOCN 161 Nursing of Adults 13
VOCN 162 Nursing of Adults and Children 13

TOTAL UNITS FOR CERTIFICATE: 41

RECOMMENDED COURSES (Not required):
ENGL 190 Reading and Writing II
MATH 220 Basic Mathematics
OAS 110 Medical Terminology

PROGRAM DESCRIPTION:
This certificate provides a foundation in business mathematics, safety and sanitation principles and practices for personal and institutional application, and fundamental baking skills for students who intend to specialize in baking and pastry making for commercial production. Production of yeast and quick breads, cakes, cookies, pies, and pastries, as well as decorating and icings are undertaken. This certificate provides a base for students interested in basic baking techniques and who are also interested in moving forward with additional skills in the Culinary Arts field.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate, the student should be able to:
1. Explain and apply sanitation guidelines related to food handling.
2. Problem-solve recipe calculations associated with baked goods and pastry production.
3. Define and describe classic cooking terminology associated with baking.
4. Demonstrate health and safety and hand tool usage.
5. Demonstrate usage of a calculator to determine accurate recipe costing of baked goods.

CERTIFICATE REQUIREMENTS:
BUAD 106 Business Math or Math Placement Level 3 or higher 3
CULA 50 Safety and Sanitation 2
CULA 60 Baking 2

TOTAL UNITS FOR CERTIFICATE 4-7

Bartender – Culinary Arts Emphasis
Certificate:

SC Program: CL.3246

PROGRAM DESCRIPTION: Students completing this certificate will be able to apply safety and sanitation principles and practices for a beverage operation, describe service skills for wine, beer, and spirits products, and identify wines from the wine districts of California, France, Germany, and Italy. This certification will provide knowledge and skills for those entering a new position and for those interested in sharpening their skills in a current position. Limitation on enrollment: Students must be 21 years of age or older.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Describe commonly used beverages and their recipes used in the hospitality industry.
2. Define the differences between spirits, wines, fortified wines, and liquors.
3. Describe the winemaking and beer-making process.
4. List and describe the major winemaking regions of the United States and Europe.
5. Explain and apply sanitation guidelines related to beverage handling in an hospitality organization.

CERTIFICATE REQUIREMENTS:
CULA 50 Safety and Sanitation 2
CULA 60 Beverage Management 2
CULA 73 Introduction to Wine 2

TOTAL UNITS FOR CERTIFICATE 6

Culinary Arts Concentration
Associate in Science:

SC Program: AS.1292

PROGRAM DESCRIPTION: With this degree, graduates enter the culinary field well prepared for entry-level employment, many progressing to management positions. Students will apply principles in sanitation and safety, hospitality, basic food production, nutrition, management, advanced cuisine, and gourmet food preparation. Business communications and general education requirements are also required for the degree. Hands-on worksite learning provides the student additional experience in the field.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Prepare workstations, corresponding to the preparation and presentation of a meal, in a time-restricted quality-minded setting.
2. Prepare large scale quantity items in a time-restricted quality-minded setting.
3. Practice the principles of sanitation and safety procedures.
4. Recognize the types of gourmet foods served in hotels and restaurants and the presentation of these specialties.
5. Demonstrate the principles of the garde-manger section of the kitchen.

DEGREE REQUIREMENTS:

CORE COURSES:
BUAD 66* Business Communications 3
CULA 45 Basic Food Production 5
CULA 46 Advanced Foods 5
CULA 48 Gourmet Food Preparation 3
CULA 49 Menu Planning and Cost Analysis 2
CULA 50 Sanitation and Safety 2
CULA 55 Food and Beverage Cost Control 2
CULA 60 Beverage Management 2
CULA 65 Dining Room Service 3
CULA 75 Pastry 2
CULA 94 Culinary Arts Worksite Learning 1
CULA 159 Stocks, Soups, Sauces & Basic Culinary Prep. 2
CULA 161 The Art of Garde Manger 2
CULA 172 Baking 2
FSS 25 Nutrition 3
HOSP 10 Introduction to the Hospitality Industry 3
HOSP 55 Customer Service Skills for a Multicultural Workplace 3
HOSP 65 Hospitality Supervision 3

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional General Education</td>
<td>12</td>
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<tr>
<td>General Electives</td>
<td>0</td>
</tr>
<tr>
<td>Degree Total</td>
<td>60*</td>
</tr>
</tbody>
</table>

*Note: Calculation assumes a student will fulfill computer literacy through a test. If this graduation requirement is added, the number of units is increased by 3 units.

Chapter 3: Programs of Study

HOSPITALITY – CULINARY ARTS CONCENTRATION

Certificate:

SC Program: CT.3246

PROGRAM DESCRIPTION: With this certificate, students will enter the Culinary Arts field and should be able to demonstrate principles in sanitation and safety, hospitality, basic food production, nutrition, and business mathematics. Additional skills will be applied in beverage management, advanced foods, menu planning and cost analysis, human resources management, purchasing, dining room service, baking, supervision, garde manger, and actual worksite learning.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:

1. Prepare workstations, corresponding to the preparation and presentation of a meal, in a time-restricted quality-minded setting.
2. Prepare large scale quantity items in a time-restricted quality-minded setting.
3. Practice the principles of sanitation and safety procedures.
4. Recognize the types of gourmet foods served in hotels and restaurants and the presentation of these specialties.
5. Demonstrate the principles of the garde-manger section of the kitchen.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at www.shastacollege.edu/specs_cula_culacert_gainfulemployment/.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 106</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CULA 45</td>
<td>Basic Food Production</td>
<td>5</td>
</tr>
<tr>
<td>CULA 46</td>
<td>Advanced Foods</td>
<td>5</td>
</tr>
<tr>
<td>CULA 48</td>
<td>Gourmet Foods Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CULA 49</td>
<td>Menu Planning and Cost Analysis</td>
<td>2</td>
</tr>
<tr>
<td>CULA 50</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>CULA 55</td>
<td>Food and Beverage Cost Control</td>
<td>2</td>
</tr>
<tr>
<td>CULA 60</td>
<td>Beverage Management</td>
<td>2</td>
</tr>
<tr>
<td>CULA 65</td>
<td>Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>CULA 94</td>
<td>Culinary Arts Worksite Learning</td>
<td>2</td>
</tr>
<tr>
<td>CULA 159</td>
<td>Stocks, Soups, Sauces and Basic Culinary Prep.</td>
<td>2</td>
</tr>
<tr>
<td>CULA 161</td>
<td>The Art of Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>CULA 172</td>
<td>Baking</td>
<td>2</td>
</tr>
<tr>
<td>FSS 25</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 10</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 65</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 44

Dining Room Management – Culinary Arts Emphasis

Certificate:

SC Program: CL.3248

PROGRAM DESCRIPTION: This certificate provides a foundation for students interested in entry level dining room management. In addition to an overview of the hospitality industry, areas of focus will include legal aspects of hospitality operations, principles of safety and sanitation, skills for delivery of effective service in a dining room environment, theory of wine sales and service, and business mathematics.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:

1. Describe the flow of service between a dining room and kitchen in a restaurant environment.
2. Assess staffing needs based upon levels of projected business.
3. Illustrate safety and sanitation practices in food and beverage handling.
4. Describe wine sales and service techniques in a dining room.
5. Plan an effective dining room layout design for staffing and service.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 106</td>
<td>Business Math or Math Placement Level 3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>CULA 50</td>
<td>Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CULA 65</td>
<td>Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>CULA 73</td>
<td>Introduction to Wine</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 10</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 45</td>
<td>Restaurants, Hotels, and Lawful Management</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE 12 – 15

Dining Room Staff – Culinary Arts Emphasis

Certificate:

SC Program: CL.3249

PROGRAM DESCRIPTION: Students completing this certificate will have practiced and demonstrated basic skills for front-of-the-house service in a live food and beverage operation. Additionally, students will apply principles of safety and sanitation and business mathematics. This certificate provides skills necessary for an entry-level food service position.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office;
Chapter 3: Programs of Study

**Associate in Science: SC Program: AS.1294**

**PROGRAM DESCRIPTION:** The course of study in hospitality management includes instruction in hotel and restaurant operations designed to prepare students for various positions in the hospitality industry. What interests many prospective students in the field is the extraordinary range of management jobs available. In addition to operational management, graduates will be able to pursue careers in such areas as personnel, marketing, sales, finance, training, facilities management, conference management, and purchasing. Career progression is often very rapid, with companies offering very good financial and professional development packages in recognition of the major shortage of well qualified management graduates for what is one of the world’s largest and fastest growing industries.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this degree, the student should be able to:
1. Relate customer expectations to the achievement of financial viability of the organization.
2. Practice appropriate communication skills in operational and human resource management.
3. Evaluate hospitality operations.
4. Apply quality control systems to customer service issues.
5. Apply the appropriate management/supervisory techniques to operational situations.

**DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 66 * Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1 Computer Literacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>CULA 50 Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CULA 55 Food and Beverage Cost Control</td>
<td>2</td>
</tr>
<tr>
<td>CULA 66 Wine with Food OR</td>
<td>2</td>
</tr>
<tr>
<td>CULA 73 Introduction to Wines</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 10 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 20 Hospitality Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
<td>5 – 8</td>
</tr>
</tbody>
</table>

**Hospitality – Hotel/Restaurant Management Concentration Certificate:**

**SC Program: CL.3242**

**PROGRAM DESCRIPTION:** This certificate is designed to prepare students for careers in the hospitality field associated with food and beverage management, lodging, and tourism. Hands-on worksite learning gives the student additional experience in the field.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**
Upon successful completion of this certificate, the student should be able to:
1. Define the concept of service and train others to meet and exceed guest expectations, in any hospitality industry environment.
2. Define the main departments within a full-service hotel and their functions, and describe how each department works together to ensure the overall objective is met.
3. Describe computer applications commonly used in the hospitality industry.
4. Describe the nature of, and be able to effectively function in, this dynamic physically demanding environment.
5. Describe motivational techniques that management can employ to improve employee performance in a hospitality operation.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at www.shastacollege.edu/specs_hosp_hotelmanagecert_gainfulemploy ment/.

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 106 Business Math or Math Placement Level 3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>CULA 50 Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CULA 65 Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>CULA 55 Food and Beverage Cost Control</td>
<td>2</td>
</tr>
<tr>
<td>CULA 66 Wine with Food OR</td>
<td>2</td>
</tr>
<tr>
<td>CULA 73 Introduction to Wines</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 10 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 20 Hospitality Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL UNITS FOR CERTIFICATE</td>
<td>16</td>
</tr>
</tbody>
</table>

**Line Cook – Culinary Arts Emphasis Certificate:**

**SC Program: CL.3251**

**PROGRAM DESCRIPTION:** This certification prepares a student with the basic skills to be a line cook in a food operation. Students will recognize the importance of safety and sanitation, prepare food, demonstrate plate presentations, use weights and measures, and...
program learning outcomes:
Upon successful completion of this certificate, the student should be able to:
1. Explain and apply sanitation guidelines related to food handling.
2. Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles.
3. Calculate operation budget, various food and labor costs, menu pricing, inventory controls, and forecasting.
4. Demonstrate production line management and organization.
5. Identify and apply guidelines for handling of meats, dairy products, fresh produce, and bakery items.

Certificate requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 45</td>
<td>Basic Food Production</td>
<td>5</td>
</tr>
<tr>
<td>CULA 46</td>
<td>Advanced Foods</td>
<td>5</td>
</tr>
<tr>
<td>CULA 50</td>
<td>Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 10</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units for certificate: 15

HUMANITIES

Humanities

University Studies – 18 Unit Emphasis:

SC Program: AA.1513

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. With careful planning, the Humanities emphasis will satisfy the lower division major courses to transfer to a university and earn a Bachelor's degree in the various fields of Humanities.

Choose 18 units from at least 3 of the following disciplines:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>1, 2, 3, 4, 6, 12, 21A</td>
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<tr>
<td>ENGL</td>
<td>1B, 10A, 10B, 11A, 11B, 13A, 13B, 14, 15, 16, 18,</td>
</tr>
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<td></td>
<td>19, 20, 24, 25, 31, 33, 36</td>
</tr>
<tr>
<td>HIST</td>
<td>2, 3</td>
</tr>
<tr>
<td>HUM</td>
<td>2, 4, 70</td>
</tr>
<tr>
<td>MUS</td>
<td>1, 2, 3, 4, 5, 10, 11, 14, 15, 16</td>
</tr>
<tr>
<td>PHIL</td>
<td>6, 7, 8, 14</td>
</tr>
<tr>
<td>THTR</td>
<td>1, 5, 8, 9, 12, 13, 30, 31, 34</td>
</tr>
<tr>
<td>CMST</td>
<td>30</td>
</tr>
<tr>
<td>DAN</td>
<td>(up to 3 units of Dance may apply to the emphasis)</td>
</tr>
</tbody>
</table>

Choose 18 units from least two of the following areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE</td>
<td>1, 2, 3, 6, 7, 8, 9, 12, 14, 15, 16, 17, 20, 22, 24, 25, 26, 27, 28, 51, 52, 60</td>
</tr>
<tr>
<td>EDUC</td>
<td>1</td>
</tr>
<tr>
<td>FSS</td>
<td>10, 12, 16, 18, 25, 26, 27, 46, 60</td>
</tr>
</tbody>
</table>

HUMAN SERVICES

(formerly family studies)

Human Services

Associate in Science:

SC Program: AS.1225

Program description: This program is designed to provide students with foundational skills and concepts about human interaction within the primary social, cultural, and economic system of our society – the family. Individual and family issues that arise from changing societal patterns have created a vast need for a variety of support services. Students with an A.S. Degree in Family Studies will have the opportunity to enter the Human Services field in a number of paraprofessional positions, and with additional coursework would be prepared to transfer to a four-year college/university with lower division preparation for a Bachelor’s of Social Work.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

Program learning outcomes:
Upon successful completion of this degree, the student should be able to:

Human Development

General Studies – 18 Unit Emphasis:

SC Program: AS.1501

The Human Development emphasis permits students to explore the areas of early childhood education, teacher preparation, and family studies in order to develop foundational concepts and skills in working with people of all ages. Students will recognize that each human life, characterized by multiple influences and interrelated domains, is worthy of study, both individually and within a variety of contexts.

Choose 18 units from at least two of the following areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE</td>
<td>1, 2, 3, 6, 7, 8, 9, 12, 14, 15, 16, 17, 20, 22, 24, 25, 26, 27, 28, 51, 52, 60</td>
</tr>
<tr>
<td>EDUC</td>
<td>1</td>
</tr>
<tr>
<td>FSS</td>
<td>10, 12, 16, 18, 25, 26, 27, 46, 60</td>
</tr>
</tbody>
</table>

74
1. Identify the impact of the context (historical, cultural, societal, and/or familial) on individuals as they develop, as well as the reciprocal influences, and apply this understanding when analyzing human behavior.

2. Integrate the perspectives of continuity and change, multidirectional pathways, and resiliency when evaluating the process of personal and interpersonal development throughout the lifespan.

3. Identify crucial elements of various systems perspectives and apply these concepts in the analysis of specific situations.

4. Reflect a critical awareness of current issues and valid scientific research in the field of Family Studies/Human Services.

5. Create a comprehensive action plan that reflects both personal and interpersonal effectiveness within the physical, mental, financial and psychosocial domains.

6. Differentiate between personal values and professional guidelines/ethics established within the field of Human Services.

7. Complete at least one semester of guided, practical experience in the workplace that integrates classroom experience with professional training.

DEGREE REQUIREMENTS:
The student must complete the Core Courses listed below, required General Education, and electives to total 60 units to complete the A.S. Degree requirements. Some major courses may be double counted toward the General Education unit requirement. Students planning to transfer to a Social Work Baccalaureate Program should consider utilizing available General Education units and elective units to complete the specific lower division requirements of the transfer school of their choice. It is imperative to consult the catalog of that institution.

CORE COURSES:
CMST 10* Interpersonal Communication 3
ECE 1* Human Development 3
ECE 2* Child, Family and Community 3
FSS 10 Introduction to Human Services 3
FSS 12 Standards and Practices in Human Services 3
FSS 14 Introduction to Case Management 3
FSS 16* Marriage & Family 3
FSS 18* Adulthood and Aging 3
FSS 25* Nutrition OR
BIOL 5* Introduction to Human Biology 3

FSS 46* Principles of Economics (MICRO) OR
ECON 1A* Principles of Economics (MICRO) 3
ECON 1B* Principles of Economics (MACRO) 3

FSS 60** Life Management 3
FSS 94 Family Studies & Services Worksite Learning 1-4
PSYC 1A* General Psychology 3
PSYC 41* Cultural/Social Context of Childhood 3
SOC 1* Introduction to Sociology 3
SOC 70* Social Welfare 3

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:
Major 46-49
Additional General Education 9
General Electives 2-5
Degree Total 60

*Note: Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

INDUSTRIAL TECHNOLOGIES

Industrial Automation & Manufacturing

Certificate:
SC Program: CL.3451

PROGRAM DESCRIPTION: The Industrial Manufacturing and Automation Certificate will prepare students for jobs in the manufacturing industry such as mechatronic or automated systems technicians, PLC programmers and automation design, both in large and small facilities.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Design a simple control program for a small-scale industrial processing station including detailed schematics.
2. Build the system including Remote IO and all safety procedures.
3. Demonstrate system operation including safety procedures
4. Modify system for given input/output changes.
5. Maintain system through given component failure.
6. Create PLC ladder logics code sing RS 5000.
7. Modify system for given process changes.
8. Troubleshoot system for instructor introduced error.
9. Present system and key learnings to class.

CERTIFICATE REQUIREMENTS:
INDE 1 Career Planning for Industrial Technology 1
INDE 40 Entrepreneurial Manufacturing 2
INDE 41 Industrial Electronics 3
INDE 42 Industrial Control Devices 3
INDE 43 Industrial Motor Control 3
INDE 44 Industrial Process Control 3
INDE 94 INDE Worksite Learning 2

TOTAL UNITS FOR CERTIFICATE: 17

Industrial Technologies

General Studies – 18 Unit Emphasis:
SC Program: AS. 1500

The Industrial Technology emphasis permits the student to explore the trades and acquire skills in a variety of technical fields: automotive and diesel technology, construction, computerized drafting, computer electronics, heavy equipment operation, aviation ground school, machine tooling, and welding.

Choose 18 units from at least three of the following areas:
AGMA 42, 44
AUTO 1, 10, 20, 21, 130, 131, 147, 150, 161, 162, 163, 180, 181
CONS 45, 46, 47, 48, 52, 53, 54, 55A, 56, 84, 148, 149, 150, 160, 161, 178
DIES 48, 49, 160, 161, 162, 164, 166, 170
ENGR 1A, 1B, 2, 22, 24, 27, 29, 30, 31, 32, 33, 37, 38
INDE 1, 38, 40, 41, 42, 43, 44, 101, 102
WELD 70, 73, 118, 170, 171, 174, 175, 176, 178, 182, 184, 186
WTT 177, 180, 181, 183, 184, 186
Industrial Technology Certificate:

SC Program: CL.3430

PROGRAM DESCRIPTION: The Industrial Technology Certificate is designed to provide employable knowledge and skills courses common to various industrial occupations for entry-level employment in diverse industries.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this certificate, the student should be able to:

1. Explain the basic theory of the subject matter or industrial system for the course of instruction based on industry standards.
2. Analyze a scenario based upon an industrial equipment system failure/problem/complaint.
3. Employ a systematic approach to troubleshooting an industrial system malfunction and prepare an effective repair solution.
4. Analyze component failures to determine the root cause of the component failure.
5. Verify if the path of repair was correct by testing and/or completing a work order/report.
6. Demonstrate the correct usage of tools/supplies required to diagnose/repair a malfunction

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 48</td>
<td>Hydraulics</td>
<td>3.5</td>
</tr>
<tr>
<td>INDE 101</td>
<td>Industrial Occupation Basics</td>
<td>3</td>
</tr>
<tr>
<td>INDE 38</td>
<td>Introduction to Industrial Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Technical Applications of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 15.5

KINESIOLOGY

Kinesiology

Associate in Arts for Transfer:

SC Program: AA-T.1003

PROGRAM DESCRIPTION: The Associates in Arts in Kinesiology for Transfer provides students with the opportunity to meet the requirements for transfer to the California State University system in the Kinesiology major. The degree is designed to prepare students for a variety of career options in the field of Kinesiology such as teaching, exercise science, sports medicine, and physical therapy. Current and prospective community college students are encouraged to meet with a counselor to develop an educational plan that best meets their goals and needs.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Identify and apply the concepts, theoretical principles, and historical and current trends in the field of Kinesiology.
2. Understand how exercise in the form of physical activity contributes to the physiological responses and adaptations of the human body.
3. Apply critical thinking, writing, reading, oral communication, and quantitative and qualitative analysis to skill and movement-related concepts.
4. Identify and apply the scientific principles of movement, exercise, and sport including the knowledge and skill in the listed activity course families of fitness, aquatics, individual sport and team sport.
5. Transfer to the California State University level programs with a comprehensive foundation in Kinesiology courses.

REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Kinesiology for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 1*#</td>
<td>Human Anatomy with Lab</td>
<td>5</td>
</tr>
<tr>
<td>KINES 1</td>
<td>Foundations of Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1*#</td>
<td>Physiology with Lab</td>
<td>5</td>
</tr>
</tbody>
</table>

Movement Based Courses: (minimum of 3)

Select a maximum of one course from any three of the following areas for a minimum of three units.

Aquatics:

PE 30A Beginning Swimming (1) OR
PE 30B Intermediate Swimming (1) OR
PE 31 Aqua Aerobics (1) OR
PE 32 Water Polo (1) OR
PE 37 Springboard Diving (1)

Combatives:

PE 37 Springboard Diving (1)

Fitness and Conditioning:

PE 11 Fundamental Conditioning (1) OR
PE 12A Beg. Weight Training and Fitness (1) OR
PE 12B Inter. Weight Training and Fitness (1) OR
PE 15 Aerobic Dance (1) OR
PE 16 Aerobic Exercise (1) OR
PE 17 Yoga (1)

Individual Sports:

PE 50A Beginning Tennis (1) OR
PE 51B Intermediate Tennis (1) OR
PE 62 Golf (1) OR

Team Sports:

PE 69 Football (1) OR
PE 70A Beginning Volleyball (1) OR
PE 70B Intermediate Volleyball (1) OR
PE 71 Softball (1) OR
PE 72 Baseball (1) OR
PE 74 Soccer (1) OR
PE 75 Basketball (1)

LIST A (Choose two courses from the following):

Chem 1A*# General Chemistry (5) OR
Chem 2A*# Introduction to Chemistry (5)

KINESIOLOGY * Sports Emergency Care (3)

Math 14*# Introduction to Statistics (4)

Phys 2A*# General Physics (4)

*May be used to fulfill CSU General Education requirements. See a counselor.

#May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>23-25</td>
</tr>
<tr>
<td>General Electives</td>
<td>37-39*</td>
</tr>
</tbody>
</table>

Degree Total Will Not Exceed 60 Units
**LANGUAGE ARTS**

**University Studies – 18 Unit Emphasis:**

**SC Program: AA.1496**

With careful planning, the Language Arts emphasis will satisfy the lower division major courses to transfer to a university and earn a Bachelor’s degree in the various fields of Language Arts.

Choose 18 units from at least two areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 10, 20, 30, 40, 54, 60</td>
<td></td>
</tr>
<tr>
<td>ENGL 1B, 1C, 10A, 10B, 11A, 11B, 13A, 13B, 14, 15, 16, 17, 18, 19, 20, 24, 25, 31, 33, 36</td>
<td></td>
</tr>
</tbody>
</table>

Foreign Languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 1, 1L, 2L, 3, 4</td>
<td></td>
</tr>
<tr>
<td>FREN 1, 2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>GERM 1, 2</td>
<td></td>
</tr>
<tr>
<td>JAPN 1, 2, 3, 4, 19, 20</td>
<td></td>
</tr>
<tr>
<td>SPAN 1, 2, 3, 4, 19, 20</td>
<td></td>
</tr>
<tr>
<td>JOUR 21, 27, 29</td>
<td></td>
</tr>
</tbody>
</table>

**General Studies – 18 Unit Emphasis:**

**SC Program: AS.1502**

The emphasis in language arts allows students to explore the areas of both written and spoken English language, literature, and world languages.

Choose 18 units from at least two areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 10, 20, 30, 40, 54, 60</td>
<td></td>
</tr>
<tr>
<td>ENGL 1B, 1C, 10A, 10B, 11A, 11B, 13A, 13B, 14, 15, 16, 17, 18, 19, 20, 24, 25, 31, 33, 36</td>
<td></td>
</tr>
</tbody>
</table>

Foreign Languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 1, 1L, 2L, 3, 4</td>
<td></td>
</tr>
<tr>
<td>FREN 1, 2, 3, 4</td>
<td></td>
</tr>
<tr>
<td>GERM 1, 2</td>
<td></td>
</tr>
<tr>
<td>JAPN 1, 2, 3, 4, 19, 20</td>
<td></td>
</tr>
<tr>
<td>SPAN 1, 2, 3, 4, 19, 20</td>
<td></td>
</tr>
<tr>
<td>JOUR 21, 27, 29</td>
<td></td>
</tr>
</tbody>
</table>

**LIBERAL STUDIES**

**Liberal Studies – Teaching Prep**

**University Studies – 29 Unit Emphasis:**

**SC Program: AA.1504**

The Liberal Studies emphasis prepares students to transfer as a Liberal Studies major to campuses of the California State University system. This is the bachelor’s degree major students select to prepare as an elementary school teacher and earn a multiple subjects credential. See a counselor for this major – many if not all courses satisfy the general educational pattern.

Complete the following 29 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 10 General Biology (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 10L General Biology Lab (1)</td>
<td></td>
</tr>
<tr>
<td>CMST 54 Small Group Communication (3) OR</td>
<td></td>
</tr>
<tr>
<td>CMST 60 Public Speaking (3)</td>
<td></td>
</tr>
<tr>
<td>ECE 1 Human Development (3)</td>
<td></td>
</tr>
<tr>
<td>EDUC 1 Introduction to Education and Teaching (3)</td>
<td></td>
</tr>
<tr>
<td>ESCI 12 General Earth Science (4) OR</td>
<td></td>
</tr>
<tr>
<td>PHSC 1 Physical Science Survey (4)</td>
<td></td>
</tr>
<tr>
<td>HIST 1 World Civilization to 1500 C.E. (3) OR</td>
<td></td>
</tr>
<tr>
<td>HIST 3 World Civilization: 1500 to Present (3)</td>
<td></td>
</tr>
<tr>
<td>HIST 17A United States History (3) OR</td>
<td></td>
</tr>
<tr>
<td>HIST 17B United States History (3)</td>
<td></td>
</tr>
<tr>
<td>MATH 41A Concepts of Elementary Mathematics (3) OR</td>
<td></td>
</tr>
<tr>
<td>MATH 41B Concepts of Elementary Mathematics (3)</td>
<td></td>
</tr>
<tr>
<td>POLS 2 Introduction to American Government (3)</td>
<td></td>
</tr>
</tbody>
</table>

**LIFE MANAGEMENT**

**Certificate:**

**SC Program: CL.3252**

**PROGRAM DESCRIPTION:** This certificate is designed to provide students with the information, perceptions and skills necessary to move toward responsible independence and effective interpersonal relationships. Resources such as time, money and energy will be stressed along with the study of the physical, mental, emotional and social needs of all ages. This curriculum is essential for preparing individuals to balance personal, family and work responsibilities throughout the life cycle.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be capable of balancing personal, family and work responsibilities on a sustainable basis through the use of:

1. A comprehensive model of developmentally appropriate concepts and behavior throughout the lifespan.
2. A personal mission statement for life and set of initial life goals.
3. A theoretical perspective of family.
4. A personal dietary analysis and plan.
5. A personal budgetary analysis and plan.

**CERTIFICATE REQUIREMENTS:**

All courses to be applied to the Life Management Certificate must be completed with a “C” grade or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1 Human Development</td>
<td>3</td>
</tr>
<tr>
<td>FSS 16 Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>FSS 25 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FSS 46 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>FSS 60 Life Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE 15**

**MATHEMATICS**

**Associate in Science for Transfer:**

**SC Program: AS-T.2001**

**PROGRAM DESCRIPTION:** The Associate in Science in Mathematics for Transfer Degree (AS-T in Mathematics) provides students with the opportunity to meet the requirements for transfer to the California State University system in Mathematics or a similar major. In order to earn this degree a student must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Completing
this degree guarantees admission to the CSU system but not to a particular campus or major.

The degree is designed to prepare students for upper division study in Mathematics and related fields. Mathematics graduates at the bachelor's level are qualified for employment in pursuing a career in the field of mathematics, engineering, statistics, actuarial science, business, management, law enforcement, government, and education. They also frequently enter graduate programs to pursue advanced degrees in Mathematics or related fields.

Those students interested in teaching at the high school level should know that the nation is experiencing a shortage of well qualified mathematics teachers. Current and prospective community college students interested in this degree are encouraged to meet with a Counselor to develop an educational plan that best meets their goals and needs.

This degree is pending approval through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of the AS-T in Mathematics, students will be able to:

1. Calculate derivatives
2. Solve linear systems, integration problems, and problems for multivariate functions.
3. Solve differential equations and interpret the solution sets
4. Analyze and model the behaviors of physical phenomena using calculus.
5. Apply mean value theorems.
6. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
7. Use appropriate technology to enhance their mathematical thinking, solve mathematical problems, and judge the reasonableness of their results.

**REQUIREMENTS:**

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Mathematics for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course. A "P" (Pass) grade is not an acceptable grade for courses in this major.

**REQUIRED CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3A*#</td>
<td>4</td>
</tr>
<tr>
<td>MATH 3B*#</td>
<td>5</td>
</tr>
<tr>
<td>MATH 4A*#</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the lists below with at least 3 units from list A:

**LIST A:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 4B*#</td>
<td>4</td>
</tr>
<tr>
<td>MATH 6*#</td>
<td>3</td>
</tr>
</tbody>
</table>

**LIST B:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 8*#</td>
<td>3</td>
</tr>
<tr>
<td>MATH 14*#</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 4A*#</td>
<td>4</td>
</tr>
<tr>
<td>CIS 60</td>
<td>3</td>
</tr>
<tr>
<td>CIS 61</td>
<td>3</td>
</tr>
<tr>
<td>CIS 62</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be used to fulfill CSU General Education requirements. See a counselor.

#May be used to fulfill IGETC requirements. See a counselor.

---

**University Studies – 24 Unit Emphasis:**

**SC Program: AA.1509**

The Mathematics emphasis is designed to provide lower division major courses to transfer to a university and pursue a baccalaureate degree in mathematics.

Complete the following 24 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3A</td>
<td>Calculus 3A (4)</td>
</tr>
<tr>
<td>MATH 3B</td>
<td>Calculus 3B (5)</td>
</tr>
<tr>
<td>MATH 4A</td>
<td>Calculus 4A (4)</td>
</tr>
<tr>
<td>MATH 4B</td>
<td>Differential Equations (4)</td>
</tr>
<tr>
<td>MATH 6</td>
<td>Linear Algebra (3)</td>
</tr>
<tr>
<td>MATH 14</td>
<td>Introduction to Statistics (4)</td>
</tr>
</tbody>
</table>

**METEOROLOGY/CLIMATOLOGY**

**Meteorology/Climateology**

**University Studies – 18 Unit Emphasis:**

**SC Program: AA.1506**

Many universities offer an Atmospheric Science degree or option and this academic plan is intended to support the transfer student interested in that bachelor's degree. Courses in this plan produce a foundation to transfer in such studies as weather and climate challenges that face society now and into the future.

Complete the following 10 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCI 14</td>
<td>Meteorology (4)</td>
</tr>
<tr>
<td>ESCI 17</td>
<td>Earth System Science (3)</td>
</tr>
<tr>
<td>ESCI 18</td>
<td>Global Climate (3)</td>
</tr>
</tbody>
</table>

Choose the remaining 8 units from the following list to include at least one additional science course:

**Related Science Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 60</td>
<td>Environmental Science (3)</td>
</tr>
<tr>
<td>AGNR 61</td>
<td>Environmental Science Lab (1)</td>
</tr>
<tr>
<td>ASTR 1</td>
<td>Astronomy (3)</td>
</tr>
<tr>
<td>CHEM 18</td>
<td>General Chemistry (5)</td>
</tr>
<tr>
<td>ESCI 10</td>
<td>Environmental Geology (4)</td>
</tr>
<tr>
<td>ESCI 15</td>
<td>Oceanography (4)</td>
</tr>
<tr>
<td>NHIS 15</td>
<td>Natural History (3)</td>
</tr>
<tr>
<td>PHYS 2B</td>
<td>General College Physics (4)</td>
</tr>
</tbody>
</table>

Courses from supporting disciplines:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 83</td>
<td>Introduction to Natural Resources (3)</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Computer Literacy Workshop (3)</td>
</tr>
<tr>
<td>GEOG 10</td>
<td>Introduction to Global Positioning Systems (1)</td>
</tr>
<tr>
<td>MATH 3B</td>
<td>Calculus 3A (5)</td>
</tr>
<tr>
<td>MATH 14</td>
<td>Introduction to Statistics (4)</td>
</tr>
</tbody>
</table>

**MULTICULTURAL STUDIES**

**Multicultural Studies**

**University Studies – 18 Unit Emphasis:**

**SC Program: AA.1502**

This emphasis expands a student's understanding of other cultures and is good preparation for university majors in Multicultural Studies, Ethnic studies, and International relations. With careful planning it could be also be used for students interested in International Business, geography, and secondary teaching. Students in the Multicultural Studies program will be exposed to a diversity of non-western cultures, an increasingly valuable knowledge base in our global society.
### SC Program: AA-T.1008

**PROGRAM DESCRIPTION:** The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and to demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. List and describe the major concepts, vocabulary, theoretical perspectives, and creative performance practices of music.
2. Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
3. Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
4. Demonstrate the ability to "audiate" a musical score by sight reading and performing complex rhythms and by sight-singing chromatic, modulating, and post-tonal melodies.
5. Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions. Analyze chromatic harmonic progressions that include modulation using 20th century techniques.

**REQUIREMENTS:**

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Music for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

**REQUISITE CORE:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 2</td>
<td>Diatonic Harmony and Musicianship</td>
<td>4</td>
</tr>
<tr>
<td>MUS 3</td>
<td>Advanced Diatonic Harmony and Musicianship</td>
<td>4</td>
</tr>
<tr>
<td>MUS 4</td>
<td>Chromatic Harmony</td>
<td>4</td>
</tr>
<tr>
<td>MUS 5</td>
<td>20th Century Harmony</td>
<td>4</td>
</tr>
<tr>
<td>MUS 48</td>
<td>Applied Music (four semesters, .5 units each)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Large Ensemble (4 semesters, 1 unit each from the following):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 31</td>
<td>Chamber Choir (1)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 33</td>
<td>Jazz Ensemble (1)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 35</td>
<td>Vocal Jazz Ensemble (1)</td>
<td>4</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER DEGREE REQUIREMENTS:**

Major: 22 units
General Education: 37-39 units
General Electives: 0-1 units

Degree Total Will Not Exceed 60 Units

## Associate in Arts:

**SC Program:** AA.1360

**PROGRAM DESCRIPTION:** The AA curriculum in Music is designed to provide preparation for either transfer to a CSU or UC as a music major and/or assist in development for a career in music within a variety of music career choices. A few of these career options could be: working in the music industry, music performance, music education, music publishing, musical theater, composition, retail music merchandising, and private music instruction. Additionally the music curriculum creates an opportunity for local amateur and professional musicians to perform within the music department’s music performance ensembles (Choirs, Orchestras, Symphonic Bands, and Jazz Ensembles) and/or to advance their music skills.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:

1. Describe major concepts, vocabulary, theoretical perspectives, and creative performance practices of music.
2. Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
3. Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression. Included will be performance within formal recital settings.
4. Demonstrate the ability to “audiate” a musical score by sight singing tonal music and performing rhythms.
5. Demonstrate the ability to recognize and analyze patterns and musical function by aurally identifying and transcribing scales, modes, melodies, and harmonic progressions.
6. Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

**DEGREE REQUIREMENTS:**

Students must complete the Core and Restricted Elective courses. In addition, students fulfill the 37 unit general education pattern for CSU or IGETC. NOTE: Students planning to transfer to National Association of Schools of Music (NASM) accredited universities to complete a BA degree in Music, in addition to meeting the major requirements shown below, will be required by the transfer institution to show proficiency in the following areas: theory, keyboard skills, vocal skills, music history/appreciation, and applied musicianship.

**CORE COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 2</td>
<td>Diatonic Harmony and Musicianship</td>
<td>4</td>
</tr>
<tr>
<td>MUS 3</td>
<td>Advanced Diatonic Harmony and Musicianship</td>
<td>4</td>
</tr>
<tr>
<td>MUS 4</td>
<td>Chromatic Harmony</td>
<td>4</td>
</tr>
<tr>
<td>MUS 5</td>
<td>20th Century Harmony</td>
<td>4</td>
</tr>
<tr>
<td>MUS 10</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 48</td>
<td>Applied Music (four semesters, .5 units each)</td>
<td>2</td>
</tr>
<tr>
<td>MUS 61A</td>
<td>Beginning Performance Analysis</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 61B</td>
<td>Intermediate Performance Analysis</td>
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MUS 61C Advanced Intermediate Performance Analysis .5
MUS 61D Advanced Performance Analysis .5
MUS 64 Beginning Keyboard Skills 1
MUS 65 Intermediate Keyboard Skills 1
MUS 66 Advanced-Intermediate Keyboard Skills 1
MUS 67 Advanced Keyboard Skills 1

RESTRICTED ELECTIVES: (Choose four units) 4
MUS 31 Chamber Choir (1)
MUS 33 Jazz Ensemble (1)
MUS 35 Vocal Jazz Ensemble (1)
MUS 40 Concert Choir (1)
MUS 42 Shasta College Chorale (1)
MUS 43 Shasta College Symphony Orchestra (1)
MUS 44 Shasta College Pre-Symphony (1-1)
MUS 46 Shasta College Symphonic Band (1)
MUS 47 Shasta College Jazz Ensemble (1)

The following courses are not required but are recommended by the

*May be used to fulfill General Education requirements.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>31</th>
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<tbody>
<tr>
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<td>General Electives</td>
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<td>Degree Total</td>
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</tr>
</tbody>
</table>

*Note: Calculation assumes a student will double-count the
Multicultural graduation requirement with either a social science or
humanities G.E. requirement and that the student will fulfill computer
literacy through a test. If students plan well and see a counselor,
they may be able to double count the Multicultural and Computer
Literacy units. If these graduation requirements are added, the
number of units is increased by 6 units.

NATURAL SCIENCES

Natural Sciences

University Studies – 18 Unit Emphasis:

SC Program: AA.1512

The Natural Sciences emphasis is designed to provide lower division
major courses to transfer to a university and pursue baccalaureate
degrees in life science and physical science areas.

Choose 18 transferable units from the following disciplines:

AGAS 19
AGEH 33
AGNR 60, 61
AGPS 20
ANAT 1
ASTR 1
BIOL 1, 5, 6, 10, 11, 12
BOT 1
CHEM 1A, 1B, 2A, 2B, 10, 11, 70, 70A, 71, 71A
ESCI 1, 2, 3, 6, 7, 8, 9, 10, 12, 14, 15, 17, 18
FSS 25
MICR 1
NHIS 15
PHSC 1
PHY 1
PHYS 2A, 2B, 4A, 4B, 4C
ZOOL 1

General Studies – 18 Unit Emphasis:

SC Program: AS.1514

This emphasis allows the student to explore the broad areas of life
and physical sciences as a foundation for lifelong learning.

Choose 18 units from at least four of the following areas:

Agriculture:
AGAS 19
AGEH 33
AGNR 60
AGPS 20

ANAT 1
ASTR 1
BIOL 1.5, 10, 11, 12
BOT 1, 50, 52
CHEM 1A, 1B, 2A, 2B, 6, 10, 16, 26, 70, 70A, 71, 71A
ESCI 1, 2, 3, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 32, 33, 34, 35, 36, 37, 38
FSS 25
GEOG 1A, 1AL, 10, 21, 24, 25
MICR 1
NHIS 15, 65
PHSC 1
PHY 1
PHYS 2A, 2B, 4A, 4B, 4C
ZOOL 1, 15

Oceanography

University Studies – 22 Unit Emphasis:

SC Program: AA.1498

This degree plan identifies courses needed for a student to transfer
into any of the marine sciences. The associate degree emphasizes a
multidisciplinary approach as a foundation that can then be applied to
an Oceanography bachelor’s degree or a more specialized bachelor’s
degree such as Marine Biology or Marine Fisheries.

Complete the following 14 units:

BIOL 1 Principles of Biology (4)
ESCI 1 Physical Geology (4)
ESCI 15 Oceanography (4)
ESCI 16 Coastal Oceanographic Field Studies (2)

Choose the remaining 8 units from the following transferable courses
to include at least one additional science course:

Related Science Courses:
AGNR 60 Environmental Science (3)
AGNR 61 Environmental Science Lab (1)
BIOL 12 Field Biology (4)
CHEM 1B General Chemistry (5)
ESCI 10 Environmental Geology (4)
ESCI 17 Earth System Science (3)
ESCI 37 Geology of the Northern California Coast (1.5)
ESCI 38 Geology of Point Reyes National Seashore (1.5)
NHIS 15 Natural History (3)
NHIS 65 Natural History of Patrick’s Point (1)
PHYS 2B General College Physics

Courses from supporting disciplines:
AGNR 1 Introduction to Natural Resources (3)
AGNR 83 Introduction to Global Positioning Systems (1)
CIS 1 Computer Literacy Workshop (3)
GEOG 10 Introduction to Geographic Information Systems (3)
MATH 3B Calculus 3B (5)
MATH 14 Introduction to Statistics (4)
OFFICE ADMINISTRATION

Administrative Office Assistant

Certificate:
SC Program: CL.3091

PROGRAM DESCRIPTION: This certificate prepares students for work as an entry-level Administrative Assistant. Administrative Assistants work for supervisors, managers, and executives. Students learn the following skills:

- Document and Data Handling: how to prepare, modify, and proofread documents such as reports, letters, memos, records, lists, and schedules.
- Technology: Working knowledge of Microsoft Office (Word, Excel, Internet Explorer, and Outlook).
- Keyboarding: Type 35-40 words per minute. Interpersonal: Meet and greet clients and visitors, maintain a pleasant manner, and project a professional image in person and on the phone.
- Confidential: Handling of mail, money, and receipts.
- General: Research and price office furniture and supplies with attention to detail. Obtaining on-the-job training through the Worksite Learning course at Shasta College is highly recommended.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Define ethical office behavior.
2. Define gracious and efficient behavior with office visitors using appropriate customer service skills.
3. Schedule appointments including the use of electronic calendaring.
4. Organize files and folders electronically.
5. Prepare notices, agendas, and minutes for meetings.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_oas_gainful_employment/.

CERTIFICATE REQUIREMENTS:
- **BUAD 166** Business English 3
- **CIS 1** Computer Literacy Workshop 3
- **OAS 10** Excel for Windows – I 1
- **OAS 51** Introduction to Keyboarding and Word 3
- **OAS 64** Computerized 10-Key .5
- **OAS 152** Keyboarding for Speed and Accuracy .5
- **OAS 158** Office Procedures for Admin Assistants 3

RESTRICTED ELECTIVES: (Choose three units) 3
- **OAS 80** Outlook (1) AND **OAS 166** Records Management (2)
- **OAS 110** Medical Terminology (3)

TOTAL UNITS FOR CERTIFICATE 17

Administrative Office Professional

Associate in Science:
SC Program: AS.1397

PROGRAM DESCRIPTION: This degree prepares you to be an advanced-level Administrative Assistant. Administrative Assistants work for supervisors, managers, and executives. Skills learned:
- Document and Data Handling: How to prepare, modify, and proofread documents such as reports, letters, memos, records, lists, and schedules.
- Technology: Advanced knowledge of Microsoft Office: Word, Excel, and Outlook. Setup and coordinate meetings and conferences using Outlook. Intermediate knowledge of Microsoft Office: PowerPoint, Internet Explorer, and Access. Incorporate computer graphics in documents, in addition to computer based filing methods and procedures. Type 50-55 words per minute. Interpersonal: Meet and greet clients and visitors, maintain a pleasant manner, and project a professional image in person and on the phone.
- Confidential: Handling of mail, money, and receipts, and record keeping.
- General: Research and price office furniture and supplies with attention to detail. Sales concepts, including markups, discounts, insurance, and depreciation, scheduling and reporting duties, coordinate and maintain records for staff. Obtaining on-the-job training through the Worksite Learning course at Shasta College is highly recommended.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filling an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Operate the alphabetic, numeric, and symbol keys by touch with proper typing technique.
2. Type for 5 minutes at a minimum net speed of 50 words a minute with five errors or less.
3. Expand and apply knowledge of Microsoft Word to complete business documents.
4. Increase abilities related to formatting business letters, memos, tables, mail merge, and reports including employment documents.
5. Answer, with at least 70 percent accuracy, questions on objective tests covering technical information

DEGREE REQUIREMENTS:

**CORE COURSES:**
- **ACCT 101** Basic Accounting I 3
- **ACCT 103** Computerized Accounting 2
- **BUAD 66** Principles of Customer Service 3
- **BUAD 80** Principles of Customer Service 3
- **BUAD 106** Business Mathematics 3
- **BUAD 166** Business English 3
- **CIS 1** Computer Literacy Workshop 3
- **CIS 20** Access for Windows I 1
- **OAS 10** Excel for Windows I 1
- **OAS 11** Excel for Windows II 1
- **OAS 41** Introduction to Keyboarding and Word 3
- **OAS 152** Keyboarding for Speed and Accuracy .5
- **OAS 158** Office Procedures for Admin Assistants 3
- **OAS 83** Web Design Using Dreamweaver (2)
- **OAS 92** Word for Windows III (1)
- **OAS 93** Word for Windows III (1)
- **BUAD 94** Powerpoint 1
- **OAS 152** Keyboarding for Speed and Accuracy .5
- **OAS 158** Office Procedures for Admin Assistants 3
- **OAS 166** Records Management 2
- **OAS 171** Proofreading Skills 2

**RECOMMENDED COURSES** (not required):
- **CIS 63** Business Communications
- **BUAD 66** Principles of Customer Service
- **BUAD 80** Principles of Customer Service
- **BUAD 106** Business Mathematics
- **BUAD 166** Business English
- **CIS 1** Computer Literacy Workshop
- **CIS 20** Access for Windows I
- **OAS 10** Excel for Windows I
- **OAS 11** Excel for Windows II
- **OAS 41** Introduction to Keyboarding and Word
- **OAS 152** Keyboarding for Speed and Accuracy
- **OAS 158** Office Procedures for Admin Assistants
- **OAS 166** Records Management
- **OAS 171** Proofreading Skills

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:**
- Major 41
- Additional General Education 18

*May be used to fulfill General Education requirements. See a counselor.
Chapter 3: Programs of Study

### Administrative Office Professional Certificate:

**SC Program:** CT.3247

**PROGRAM DESCRIPTION:** This certificate prepares you to be an intermediate-level Administrative Assistant. Administrative Assistants work for supervisors, managers, and executives. Skills learned:
- **Document and Data Handling:** How to prepare, modify, and proofread documents such as reports, letters, memos, records, lists, and schedules. Technology: Working knowledge of Microsoft Office: Word, Excel, PowerPoint, Internet Explorer, Access, and Outlook. Incorporate computer graphics into documents, in addition to computer based filing methods and procedures. Type 45-50 words per minute. Interpersonal: Meet and greet clients and visitors, maintain a pleasant manner, and project a professional image in person and on the phone. Confidential: Handling of mail, money, and receipts, and record keeping. General: Research and price office furniture and supplies with attention to detail. Scheduling and reporting duties. Obtaining on-the-job training through the Worksite Learning course at Shasta College is highly recommended.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be able to:
1. Type for 5 minutes at a minimum speed of 40 words per minute with five errors or less.
2. Proofread typed work, mark and count errors, and compute speed.
3. Establish folders (directories) and subfolders (sub-directories) for information management.
4. Increase abilities related to formatting business letters, memos, tables, mail merge, and reports including employment documents.
5. Anders, with at least 70 percent accuracy, questions on objective tests covering technical information.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/admit/oas/gainfulemployment/](http://www.shastacollege.edu/admit/oas/gainfulemployment/)

**CERTIFICATE REQUIREMENTS:**

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<thead>
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<th>Course</th>
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<tr>
<td>ACCT 101</td>
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<td>BUAD 80</td>
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<td>BUAD 166</td>
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<td>CIS 1</td>
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<td>CIS 20</td>
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<td>OAS 158</td>
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</tr>
<tr>
<td>OAS 166</td>
<td>2</td>
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<tr>
<td>OAS 171</td>
<td>2</td>
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**DEGREE REQUIREMENTS:**

| Degree Total | 60* |

**RECOMMENDED COURSES (not required):**

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<th>Course</th>
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<td>OAS 12</td>
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<tr>
<td>OAS 93*</td>
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### Medical Office Specialist

**Associate in Science:**

**SC Program:** AS.1356

**PROGRAM DESCRIPTION:** This curriculum is designed to prepare the individual with clerical medical office skills for entry-level employment in physicians’ offices, health care facilities, clinics, laboratories, health and accident insurance companies, with related clerical duties essential to medical office assisting.

This degree is pending approval through the California Community College Chancellor's Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this degree, the student should be able to:
1. Effectively use appointment scheduling and patient recall software.
2. Identify the legal and ethical issues related to working in a medical practice.
3. Plan, design, and create a worksheet.

**DEGREE REQUIREMENTS:**

**CORE COURSES:**

<table>
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<th>Course</th>
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<td>OAS 166</td>
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**RECOMMENDED COURSES (not required):**

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<tbody>
<tr>
<td>ACCT 101</td>
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<tr>
<td>OAS 92</td>
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</table>

*May be used to fulfill General Education requirements. See a counselor.

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:**

- **Major:** 40
- **Additional General Education:** 18
- **General Electives:** 2
- **Degree Total:** 60*

**Note:** Calculation assumes a student will double-count the Multicultural graduation requirement with either a social science or humanities G.E. requirement and that the student will fulfill computer literacy through a test. If students plan well and see a counselor, they may be able to double count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.
Medical Office Specialist
Certificate:

SC Program: CT.3276

PROGRAM DESCRIPTION:
This program is designed to prepare the student for an entry-level position in the medical office. Skills learned: prepare claims for health care facilities, clinics, physicians’ offices, medical equipment companies, brief understanding of medical billing services, and record management. Upon completion of this program, the graduate should have the necessary knowledge and skills to secure employment in either the medical provider or health career sectors.

This certificate is pending approval through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:
1. Effectively use appointment scheduling and patient recall software.

GAINFUL EMPLOYMENT INFORMATION: For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at http://www.shastacollege.edu/bait_oas_gainful_employment/.

CERTIFICATE REQUIREMENTS:
BUAD 186 Business English 3
CIS 1 Computer Literacy Workshop 3
OAS 1 Career Planning in Business & Office Admin 1
OAS 10 Excel for Windows I 1
OAS 51 Introduction to Keyboarding and Word 3
OAS 52 Intermediate Keyboarding and Word 3
OAS 64 Computerized 10-Key .5
OAS 80 Outlook 1
OAS 84 Office Administration Worksite Learning 1
OAS 110 Medical Terminology 3
OAS 114 Healthcare Billing and Reimbursement 3
OAS 150 Electronic Medical Records 3
OAS 152 Keyboarding for Speed and Accuracy .5
OAS 158 Office Procedures for Admin Assistants 3
OAS 166 Records Management 2

TOTAL UNITS FOR CERTIFICATE 31

RECOMMENDED COURSES (not required):
ACCT 101 Basic Accounting I (3)
BIOL 5 Introduction to Human Biology (3)
OAS 11 Excel for Windows II (1)
OAS 92 Word for Windows II (1)

OFFICE AND COMPUTER TECHNOLOGIES

Office and Computer Technologies

General Studies – 18 Unit Emphasis:

SC Program: AS.1498

The office and computer technologies emphasis allows students to explore many areas of office management, and computer and information management, including clerical skills, legal assisting, medical coding and billing, medical transcription, Computer Networking, A+, and Web design.

Choose 12 – 18 units from the following areas:

CIS 1, 2, 13, 14, 15, 16, 17, 20, 21, 23, 31, 32, 33, 34, 39, 57, 60, 61, 62, 63, 64, 66, 67, 72, 73, 76, 83, 86, 90, 92
OAS 1, 10, 11, 12, 30, 51, 52, 53, 64, 80, 84, 91, 92, 93, 94, 110, 112, 113, 114, 152, 158, 160, 166, 171

Choose 0 – 6 additional units:
ACCT 101, 102, 103, 104
BUAD 10, 45, 66, 71, 72

PHILOSOPHY

Philosophy

Associate in Arts for Transfer:

SC Program: AA-T.1009

PROGRAM DESCRIPTION: This program introduces students to Philosophy. Philosophy is the study or logical analysis of the principles underlying conduct, reasoning, value, knowledge and the nature of the universe. Students will engage in the critical analysis of a number of theories defended by philosophers, who have attempted to answer a number of fundamental and puzzling questions about ourselves and the nature of the universe. The Associate in Arts in Philosophy for Transfer degree is designed to provide students with a common core of lower division courses required to transfer and pursue a baccalaureate (4-year) degree in Philosophy in the CSU system.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:
1. Evaluate arguments to determine validity using two different methods.
2. State, explain and critically analyze competing theories in some of the following areas: Metaphysics, Epistemology, Political Philosophy, Philosophy of Religion, Aesthetics and Philosophy of Science.
3. State, explain and critically analyze the following two ethical theories: Kantianism and Utilitarianism.

REQUIREMENTS:
In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Philosophy for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:
PHIL 8# Introduction to Logic 3
PHIL 6# Introduction to Philosophy OR 3
PHIL 7# Introduction to Ethics 3

LIST A (Choose one course from the following): 3
PHIL 14# Modern Western Philosophy (3)
Any course not selected from the list of Core courses above

LIST B (Choose two courses from the following): 6
ADJU 15 Concepts of Criminal Law (3)
BUAD 6 Business Law (3)
ENGL 1B# Literature and Composition (3)
HIST 1A# Western Civilization (3)
HIST 1B# Western Civilization (3)
Any course not selected from List A above

LIST C (Choose one course) 3
Any course from List A or B not already used

*May be used to fulfill CSU General Education requirements. See a counselor.
#May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN ARTS IN PHILOSOPHY FOR TRANSFER DEGREE REQUIREMENTS:

Major 18
General Education 37-39
Chapter 3: Programs of Study

2016-2017 Shasta College Catalog

General Electives
9-20*

Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.

PHYSICAL EDUCATION

Physical Education

University Studies – 18 Unit Emphasis:

SC Program: AA.1493

The Physical Education emphasis is designed to provide lower division major courses to transfer to a university and pursue baccalaureate degrees in Physical Education – teaching, kinesiology, and pre-physical therapy.

Choose 18 units from at least 3 areas:

ANAT 1
CHEM 1A, 1B, 2A, 2B
FSS 25
HLTH 1, 2, 3
KINES 1, 2
MATH 14 or 2
PEAT 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 23, 24, 25, 26, 29, 30

PHYSICAL SCIENCES

Physical Sciences

University Studies – 22 Unit Emphasis:

SC Program: AA.1510

The Physical Sciences emphasis is designed to provide students with the lower division major courses to transfer to a university and pursue baccalaureate degrees in chemistry, geology, physics, and related areas. See a counselor for the complete list for your choice of transfer campus or major.

Complete the following 22 units:

CHEM 1A General Chemistry (5)
CHEM 1B General Chemistry (5)
MATH 3A Calculus (4)

PHYS 2A General College Physics (4) AND
PHYS 2B General College Physics (4)

OR
PHYS 4A Physics/Mechanics (4) AND
PHYS 4B Physics/Electricity and Magnetism (4)

PHYSICS

Physics

Associate in Science for Transfer:

SC Program: AS-T.1004

PROGRAM DESCRIPTION: The Associate in Science in Physics for Transfer Degree (AS-T in Physics) provides students with the opportunity to meet the requirements for transfer to the California State University system in Physics or a similar major. In order to earn this degree a student must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Completing this degree guarantees admission to the CSU system but not to a particular campus or major. The degree is designed to prepare students for upper division study in Physics and related fields. Physics graduates at the bachelor’s level are qualified for employment by industry or government in a variety of technical positions. They also frequently enter graduate programs to pursue advanced degrees in Physics or related fields. Physics graduates are often well qualified for admission into professional programs in medicine or law. Those students interested in teaching at the high school level should know that the nation is experiencing a shortage of well qualified physics teachers. Current and prospective community college students interested in this degree are encouraged to meet with a Counselor to develop an educational plan that best meets their goals and needs.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Apply appropriate physical principles and use appropriate mathematical techniques to analyze a given real world physical problem.
2. Demonstrate basic experimental knowledge including experimental design, data analysis including error analysis, and interpretation of results.
3. Use computers and other technology as experimental and modeling tools.
4. Meet the requirements for transfer to a California State University with a major in Physics.

REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Physics for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:

- PHYS 4A*# Physics (Mechanics) 4
- PHYS 4B Physics (Electricity and Magnetism) 4
- PHYS 4C Physics (Heat, Waves, Optics, and Modern Physics) 4
- MATH 3A# Calculus 3A 4
- MATH 3B# Calculus 3B 5
- MATH 4A# Calculus 4A 4

Additional Recommended Preparation:

While these additional courses are not required for this degree, completing these courses will better prepare students for upper division coursework in physics. Some of these may be required for the Bachelor’s degree. Check the catalog for the CSU campus to which you plan to transfer.

- CHEM 1A/1B General Chemistry (10 units)
- MATH 4B Differential Equations (4 units)
- MATH 6 Linear Algebra (3 units)

*May be used to fulfill CSU General Education requirements. See a counselor.
#May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37-39*</td>
</tr>
<tr>
<td>General Electives</td>
<td>3-4*</td>
</tr>
</tbody>
</table>

Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.
Political Science

Associate in Arts for Transfer:

SC Program: AA-T.4001

PROGRAM DESCRIPTION: This program initiates a systemic and scholarly study of the politics of influence, human behavior that shape world events. Through this curriculum students are exposed to research methodology that connects them to a formal operational level of reasoning. Political science studies diversity in cultures, how power is exercised or resisted, and how nations are governed. The Associate in Arts in Political Science for Transfer degree provides the student with the problem solving skills to become active participants in the world around them.

This degree is pending approval through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. Demonstrate an understanding of the nature of political science, the origin and nature of the State, patterns and functions of government and how political ideologies affect open and closed systems of government today.
2. Describe basic structural components of national government (legislative, executive and judicial) and explain their relationship to each other and sub-national governmental units.
3. Describe and understand the Bill of Rights and the contemporary U.S. Supreme Court decisions, which explain the current status of individual rights as outlined by this document and later amendments.
4. Indicate the function of the mass media, particularly television and the internet, as a vital influence in the election process.
5. Identify and discuss how globalization has impacted the developing world.
6. Debate the issue of sustainability and potentially negative consequences of development.
7. Use critical thought to investigate the causes, costs and potential resolution of ethnic conflicts.
8. Discuss the history of and trends in the emergence of the international nation-state system and modern challenges to that system.
9. Synthesize knowledge of political, social and economic conditions in the world as evidenced through a research paper or project.
10. Critically evaluate global political concepts such as balance of power, diplomacy, just war theory and arms control.

REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Political Science for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course. A "P" (Pass) grade is not an acceptable grade for courses in this major.

REQUIRED CORE:

POLS 2*# Introduction to American Government 3

LIST A: (Choose one course from the following) 9-10
POLS 1*# Introduction to Political Science (3)
POLS 25*# Global Politics (3)

PSYC 25 Introduction to Research Methods (3) OR
MATH 14*# Introduction to Statistics (4)

LIST B: (Choose two courses from the following) 6
ENGL 1C*# Critical Reasoning, Reading, and Writing (3)
HIST 1A*# History of Western Civilization (3)
HIST 1B*# History of Western Civilization (3)

HIST 17A*# United States History (3)
HIST 17B*# United States History (3)
JOUR 21* Introduction to Mass Communications (3)
POLS 20*# Politics of the Developing World (3)
SOC 25*# Sociology of Minorities (3)

Any course not selected from List A above OR

Any other courses that are articulated as lower division major preparation for the Political Science major at a CSU.

* May be used to fulfill CSU General Education requirements. See a counselor.
# May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER DEGREE REQUIREMENTS:

- Major 18-19
- General Education 37-39
- General Electives 2-18

Degree Total Will Not Exceed 60 Units

Psychology

Associate in Arts for Transfer:

SC Program: AA-T.1006

PROGRAM DESCRIPTION: This program introduces students to psychology as the scientific study of human behavior and mental processes and the practical application of psychology to personal and social issues. The Associate in Arts in Psychology for Transfer degree is designed to provide students with a common core of lower division courses required to transfer and pursue a baccalaureate (4-year) degree in psychology in the CSU system.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:

Upon successful completion of this degree, the student should be able to:

1. List and describe the major concepts, vocabulary, theoretical perspectives, and empirical findings of psychology.
2. Describe and apply basic research methods in psychology.
3. Practice critical thinking to solve problems related to behavior and mental processes.
4. Link psychological concepts and principles to relevant practical applications.

REQUIREMENTS:

In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Psychology for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a "P" if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:

MATH 14*# Introduction to Statistics 4
PSYC 1A*# General Psychology 3
PSYC 25 Introduction to Research Methods 3

LIST A (Choose one course from the following): 3-4
Biol 1*# Principles of Biology (4) OR
Biol 10 & 10L*# Gen Biology and Gen Biology Lab (3/1)
Biol 5*# Introduction to Human Biology (3)

LIST B (Choose one course from the following): 3-4
Any List A course not used above (3-4)
ECE 1*# Human Development (3)
ENGL 1B* Literature and Composition (3) OR
ENGL 1C Critical Reasoning, Reading, and Writing (3)
PSYC 15# Social Psychology (3)
SOC 1# Intro to Sociology (3)

LIST C (Choose one course from the following): 3-4
Any List A or List B course not used above
PSYC 5# Human Sexuality (3)
PSYC 14# Psychology of Personal/Social Adjustment (3)
PSYC 17# Abnormal Psychology (3)
PSYC 20# Cross-Cultural Psychology (3)
PSYC 41 Cultural/Social Context of Childhood (3)
PSYC 46# Human Learning & Memory (3)

*May be used to fulfill CSU General Education requirements. See a counselor.
#May be used to fulfill IGETC requirements. See a counselor.

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER DEGREE REQUIREMENTS:

Major 19-21
General Education 37-39*
General Electives 18-20*

Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.

PUBLIC SAFETY AND SERVICES

Public Safety and Services

General Studies – 18 Unit Emphasis:
SC Program: AS.1503
This emphasis permits the student to explore courses in the field of public safety and for current law enforcement personnel to earn an associate degree for advancement in the field.

Complete the following course:
ADJU 10 Introduction to Administration of Justice (3)

Choose the remaining 15 units from the following:
ADJU 11, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 30, 40, 41, 42, 100, 102, 106

QUANTITATIVE REASONING

Quantitative Reasoning

University Studies – 18 Unit Emphasis:
SC Program: AA.1503
The quantitative reasoning emphasis is a flexibly designed option which, with proper counseling, provides transfer coursework toward majors in computer science and math.

Choose a minimum of 18 units from the following mathematics and computer science courses:
MATH 2, 3A, 3B, 4A, 4B, 6, 8, 9, 10, 13, 14
CIS 2, 60, 61, 62, 63, 72

SOCIAL SCIENCES

Social Sciences

University Studies – 21 Unit Emphasis:
SC Program: AA.1501
The A.A. in University Studies, Social Sciences emphasis is designed to provide students with a strong foundation for the study of humanity from diverse perspectives. It is an excellent starting point for students interested in pursuing baccalaureate degrees in anthropology, history, political science, psychology, sociology.

Choose 21 units from at least three different disciplines:
ANTH 1, 2, 14, 25
ARCH 3, 4A
ECE 1, 2, 9
ECON 1A, 1B
FSS 16, 18
GEOG 1A, 1AL, 1B, 5, 7, 8
HIST 1A, 1B, 2, 3, 17A, 17B, 25, 35, 36, 38, 40, 55, 57
MATH 14*
POLI 1, 2, 20, 25
PSYC 1A, 5, 14, 15, 17, 20, 25, 41, 46
SOC 1, 2, 15, 25, 30, 70

*Students can take MATH 14 as part of the 21 units, but it does not fulfill one of the three discipline requirements.

University Studies – 21 Unit Emphasis:
SC Program: AS.1516
This emphasis allows students to explore the social and behavioral sciences as a foundation for lifelong learning, or as introduction to the related fields of anthropology, psychology, sociology, economics, geography, history, and political science.

Choose 18 units from at least three of the following areas:
ANTH 1, 2, 14, 25
ARCH 3, 4A, 5A
ECE 1, 2, 9
ECON 1A, 1B
FSS 16, 18
Sociology

Associate in Arts for Transfer:

SC Program: AA-T.1002

PROGRAM DESCRIPTION: Sociology is the systematic and scientific study of society and social behavior. The sociologist looks beyond individual and unique events to the predictable broad patterns and regular occurrences of social life that influence individuals. Studies range from the profound impact of post-industrial societies on family life, crime, mass communications, gender, race, ethnicity and intergenerational relations to the study of emotions and the values that govern daily social encounters.

The sociology major is designed to provide undergraduate preparation leading to careers in social work, politics, law, public administration, the nonprofit sector, international development, marketing, urban and environmental planning, public relations, personnel, criminal justice, counseling and other social service professions. The Associate in Arts in Sociology for Transfer degree will also prepare a student for advanced studies in several areas, including sociology, social work, environmental studies, education, public health and urban planning. This degree prepares students for a CSU Baccalaureate Degree in Sociology.

This degree is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of all degree requirements and filing an application for graduation with Admissions and Records, the student's transcript will reflect completion of this degree.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Articulate the sociological perspective on human behavior.
2. Compare and contrast the major theoretical orientations in sociology.
3. Articulate the role of theory and social research methods in sociology.
4. Describe research methodology and critically evaluate sociological data.
5. Integrate content knowledge and cognitive skills, i.e., logical thinking, problem-solving, and critical reasoning, when completing exams, term papers, and additional class assignments.
6. Apply sociological principles that contribute to the foundation for life-long personal growth, development of effective interpersonal and social skills, education, employment and everyday life.

REQUIREMENTS:
In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Arts in Sociology for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course, or a “P” if the course is taken on a Pass/No Pass basis.

REQUIRED CORE:
SOC 1# Introduction to Sociology 3

LIST A
SOC 2# Social Problems 3
MATH 14# Introduction to Statistics 4

LIST B (Choose six units from the following): 6
PSYC 15 Social Psychology (3 units)

ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Major</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37-39*</td>
</tr>
<tr>
<td>General Electives</td>
<td>11-17*</td>
</tr>
</tbody>
</table>

Degree Total Will Not Exceed 60 Units

*Number will vary depending on units that double count.

STUDENTS WITH DISABILITIES

Transition Certificate for Students with Disabilities

Certificate:

SC Program: CL.3415

PROGRAM DESCRIPTION: This curriculum is designed to provide an integrated educational option for students transitioning to post-secondary educational settings.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this certificate, the student should be able to:

1. Approximately 70% of students should be able to use a word processor, find information on the Internet, and create a PowerPoint presentation.
2. Approximately 70% of students will be ready to enter regular college math classes such as MATH 220 or MATH 240.
3. Approximately 70% of students will be ready to enter non-adaptive college English classes such as ENGL 260.
4. Approximately 70% of students will have identified a career path.
5. Students will acquire the knowledge necessary to select relevant occupational opportunities and job search skills. Approximately 70% of students will demonstrate the ability to find job postings, complete job applications, write a resume and prepare for job interviews.
6. Students will know how to access relevant community and governmental resources. Approximately 70% of students will be able to identify at least four or more community organizations, or state agencies that provide support services for students with disabilities.

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ADAP 210</td>
<td>Career Planning and Development 1</td>
</tr>
<tr>
<td>ADAP 254</td>
<td>Adapted Computer Skills (two semesters) 2</td>
</tr>
<tr>
<td>ADAP 255</td>
<td>Human Awareness and Life Skills 2</td>
</tr>
</tbody>
</table>
**WATERSHED RESTORATION**

Certificate:
SC Program: CL.3421

**PROGRAM DESCRIPTION:** This certificate provides full-time students as well as professionals related to various agencies and industries an opportunity to obtain knowledge, skills and hands-on training related to the many facets of watershed restoration including regulation, mapping, water quality, data collections, recent advances in erosion control and bio-engineering applications and techniques, and heavy equipment operations.

This is a locally approved certificate. Upon satisfactory completion of the listed requirements and application for completion of the certificate to Admissions and Records, the student will receive a certificate of completion. This certificate program is not approved through the California Community College Chancellor’s Office; therefore, completion of the certificate will not be listed on the student’s transcript.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be able to:

1. Apply the newest technologies and practices in erosion control in restoring an ecosystem
2. Apply the latest techniques in bio-engineering applications
3. Select and implement an appropriate method or procedure for monitoring a specific attribute of the environment.
4. Operate and maintain heavy equipment resulting in minimum impact to the watershed.
5. Accurately navigate in the field using maps, compass, a Global Positioning System (GPS). Students will also be able to use GPS for field data collection and Geographic Information Systems (GIS) for data mapping and display.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/bait_nr_gainful_employment/](http://www.shastacollege.edu/bait_nr_gainful_employment/).

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNR 50</td>
<td>Natural Resources Measurements</td>
<td>4</td>
</tr>
<tr>
<td>AGNR 64</td>
<td>Watershed Management and Ecology</td>
<td>3</td>
</tr>
<tr>
<td>AGNR 66A</td>
<td>Watershed Restoration Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CONS 46</td>
<td>Equipment Operations and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CONS 47</td>
<td>Project Construction for Equipment Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 14

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**WATER/WASTEWATER TREATMENT**

Water/Wastewater Treatment

Certificate:
SC Program: CL.3420

**PROGRAM DESCRIPTION:** This program is designed to provide entry-level training and upgrading for California water and wastewater public and private agency operators. A student seeking introduction into either water or wastewater fields would benefit by taking the entire course offerings. It is strongly recommended that students complete MATH 101-Basic Algebra and CHEM 2A-Introduction to Chemistry before completing the requirements of the program.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements and filing an application for graduation with Admissions and Records, the student’s transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**

Upon successful completion of this certificate, the student should be able to:

1. Assess existing methods in water and wastewater treatment technology.
2. Analyze treatment plant’s relationship and responsibility to the community.
3. Evaluate the processes of coagulation, flocculation, sedimentation, filtration, disinfection, and distribution in water treatment.
4. Evaluate the processes of primary sedimentation, oxidation, filtration, disinfection, and disposal in wastewater treatment.

**GAINFUL EMPLOYMENT INFORMATION:** For information about our graduation rates, the median debt of students who completed this certificate, and other important information, please visit our website at [http://www.shastacollege.edu/bait_wtt_gainful_employment/](http://www.shastacollege.edu/bait_wtt_gainful_employment/).

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTT 177</td>
<td>Introduction to Wastewater Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WTT 180</td>
<td>Introduction to Water Treatment Tech</td>
<td>3</td>
</tr>
<tr>
<td>WTT 181</td>
<td>Intermediate Water Treatment Tech</td>
<td>3</td>
</tr>
<tr>
<td>WTT 183</td>
<td>Intermediate Wastewater Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WTT 184</td>
<td>Small Water Systems and Distribution</td>
<td>3</td>
</tr>
<tr>
<td>WTT 186</td>
<td>Advanced Wastewater Treatment</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE** 18

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**WELDING**

Welding Technology

Associate in Science:
SC Program: AS.1490

**PROGRAM DESCRIPTION:** The Welding Technology Program is designed to prepare students for the opportunity to become certified welders under the standards set by the American Welding Society. Students can receive their certification by the American Welding Society in a variety of processes as part of the instructional program. The program is available in three formats:

- Associate in Science Degree in Welding Technology
- Certificate from Shasta College in Welding Technology
- Certification by the American Welding Society as a certified welder

This degree is approved through the California Community College
Welding Technology
Certificate:

SC Program: CT.3430

PROGRAM DESCRIPTION: The Welding Technology Program is designed to prepare students for positions in a variety of trades or service industries requiring technically trained and/or certified welders. The program is designed to prepare students for the opportunity to become certified welders under the standards set by the American Welding Society. Students can receive their certification by the American Welding Society in a variety of processes as part of the course work. Upon successful completion of this certificate, the student should be able to:

1. Demonstrate competencies in job safety skills and awareness of workplace hazards.
2. Follow written and oral instructions in the interpretation of simple drawings and sketches, including welding symbols and the execution of the fabrication process.
3. Set up, maintain, and adjust welding related equipment.
4. Acquire skills and knowledge to make a successful transition to an entry-level position in the work force.
5. Pass workmanship tests using common welding processes.

PROGRAM LEARNING OUTCOMES:
Upon successful completion of this degree, the student should be able to:

1. Demonstrate competencies in job safety skills and awareness of workplace hazards.
2. Follow written and oral instructions in the interpretation of simple drawings and sketches, including welding symbols and the execution of the fabrication process.
3. Set up, maintain, and adjust welding related equipment.
4. Acquire skills and knowledge to make a successful transition to an entry-level position in the work force.
5. Pass workmanship tests using common welding processes.

DEGREE REQUIREMENTS:

CORE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WELD 70</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 73</td>
<td>Structural Steel Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD 118</td>
<td>Blueprint/Specification Reading (Mechanical)</td>
<td>2</td>
</tr>
<tr>
<td>WELD 170</td>
<td>Introduction to ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 171</td>
<td>Intermediate ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 174</td>
<td>Structural Steel MIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 175</td>
<td>TIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 177</td>
<td>Pipe Welding Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WELD 182</td>
<td>Advanced ARC Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>WELD 183</td>
<td>Advanced ARC Welding Specialty Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>WELD 184</td>
<td>Advanced GTAW (TIG) Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>WELD 185</td>
<td>Advanced Pipe Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 188</td>
<td>Advanced GMAW (MIG) Welding</td>
<td>1.5</td>
</tr>
</tbody>
</table>

*May be used to fulfill General Education requirements. See a counselor.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
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<tr>
<td>Additional General Education</td>
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<tr>
<td>General Electives</td>
<td>3.5</td>
</tr>
<tr>
<td>Degree Total</td>
<td>60*</td>
</tr>
</tbody>
</table>

*Note: Calculation assumes a student will double-count the Multicultural and Computer Literacy units. If these graduation requirements are added, the number of units is increased by 6 units.

FOR AMERICAN WELDING SOCIETY CERTIFICATION:

In order to become certified by the American Welding Society, the following courses are offered for the student to increase his/her skill and knowledge. Certification by the American Welding Society is dependent upon the meeting of criteria as determined by the certified welding inspector. The completion of these courses is recommended, but does not guarantee certification by the American Welding Society.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>WELD 170</td>
<td>Introduction to ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 171</td>
<td>Intermediate ARC Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 174</td>
<td>Structural Steel MIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 175</td>
<td>TIG Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 177</td>
<td>Pipe Welding Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WELD 182</td>
<td>Advanced ARC Welding</td>
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</tr>
<tr>
<td>WELD 183</td>
<td>Advanced ARC Welding Specialty Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>WELD 184</td>
<td>Advanced GTAW (TIG) Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>WELD 185</td>
<td>Advanced Pipe Welding</td>
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</tr>
<tr>
<td>WELD 188</td>
<td>Advanced GMAW (MIG) Welding</td>
<td>1.5</td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE: 29.5

WORLD LANGUAGES

University Studies – 18 Unit Emphasis:

SC Program: AA.1514

The World Languages emphasis is recommended for students pursuing intermediate fluency in a world language to facilitate communication in professional settings or to begin the first two years of a language or literature major and transfer to a university.

Choose 10-18 units from the courses listed below:

<table>
<thead>
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<th>Course</th>
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<td>ASL 2</td>
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<td>FREN 1</td>
<td>Elementary French (5)</td>
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<tr>
<td>FREN 2</td>
<td>Elementary French (5)</td>
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<tr>
<td>FREN 3</td>
<td>Intermediate French (3)</td>
<td></td>
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<tr>
<td>FREN 4</td>
<td>Intermediate French (3)</td>
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<tr>
<td>JAPN 1</td>
<td>Japanese 1 (5)</td>
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<tr>
<td>JAPN 2</td>
<td>Japanese 2 (5)</td>
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<tr>
<td>JAPN 3</td>
<td>Japanese 3</td>
<td>5</td>
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<tr>
<td>JAPN 4</td>
<td>Japanese 4</td>
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<tr>
<td>SPAN 1</td>
<td>Spanish 1</td>
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<td>SPAN 2</td>
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<td>SPAN 3</td>
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<tr>
<td>SPAN 4</td>
<td>Spanish 4</td>
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Select the remaining 0 – 8 units from:

- Any course not used above
- ASL 1L American Sign Language 1 Skill-Building Lab (1)
- ASL 2L American Sign Language 2 Skill-Building Lab (1)
- ENGL 10A World Literature (to 1650) (3)
- ENGL 10B World Literature (after 1650) (3)
- ENGL 25 Linguistics (3)
- HIST 35 History of Mexican Americans (3)
- JAPN 19 Japanese Conversation 1 (2)
- JAPN 20 Japanese Conversation 2 (2)
- SPAN 19 Spanish Conversation and Culture I (3)
- SPAN 20 Spanish Conversation and Culture II (3)
# Chapter 4: Courses

## Course Families

Students are limited to a total of four enrollments within a family.

### ART FAMILY

<table>
<thead>
<tr>
<th>FAMILY:</th>
<th>COURSES INCLUDED:</th>
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<tbody>
<tr>
<td>Visual Art Fundamentals</td>
<td>ART 12 Form, Design and Color  &lt;br&gt; ART 13 Inter. Form, Design and Color  &lt;br&gt; ART 15 Three Dimensional Design  &lt;br&gt; ART 110 Mixed Media: Works on Paper</td>
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<tr>
<th>FAMILY:</th>
<th>COURSES INCLUDED:</th>
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<tbody>
<tr>
<td>Drawing</td>
<td>ART 16 Pencil Rendering  &lt;br&gt; ART 17 Shades/Shadow/Perspective  &lt;br&gt; ART 21A Beginning Freehand Drawing  &lt;br&gt; ART 21B Intermediate Freehand Drawing</td>
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<th>FAMILY:</th>
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<tbody>
<tr>
<td>Figure Drawing</td>
<td>ART 31A Beginning Figure Drawing  &lt;br&gt; ART 31B Intermediate Figure Drawing  &lt;br&gt; ART 31C Adv. Inter. Figure Drawing  &lt;br&gt; ART 31D Advanced Figure Drawing</td>
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<th>FAMILY:</th>
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<tr>
<td>Painting</td>
<td>ART 29A Beginning Painting  &lt;br&gt; ART 29B Intermediate Painting  &lt;br&gt; ART 29C Adv. Intermediate Painting  &lt;br&gt; ART 29D Advanced Painting  &lt;br&gt; ART 122 Portrait Painting  &lt;br&gt; ART 123 Landscape Painting  &lt;br&gt; ART 124 Painting</td>
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<th>FAMILY:</th>
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<tr>
<td>Water Media</td>
<td>ART 23 Pen, Brush and Ink  &lt;br&gt; ART 26A Beginning Watercolor  &lt;br&gt; ART 26B Intermediate Watercolor  &lt;br&gt; ART 26C Adv. Intermediate Watercolor  &lt;br&gt; ART 26D Advanced Watercolor  &lt;br&gt; ART 125 Introduction to Watercolor  &lt;br&gt; ART 126 Nature in Watercolor</td>
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<th>FAMILY:</th>
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<tbody>
<tr>
<td>Printmaking</td>
<td>ART 50A Beginning Printmaking  &lt;br&gt; ART 50B Intermediate Printmaking  &lt;br&gt; ART 50C Advanced Printmaking</td>
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<th>FAMILY:</th>
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<tbody>
<tr>
<td>Sculpture</td>
<td>ART 55A Beginning Sculpture  &lt;br&gt; ART 55B Intermediate Sculpture  &lt;br&gt; ART 55C Advanced Sculpture</td>
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<th>FAMILY:</th>
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<tbody>
<tr>
<td>Ceramics</td>
<td>ART 35A Beginning Ceramics  &lt;br&gt; ART 35B Intermediate Ceramics  &lt;br&gt; ART 37 Sculptural Ceramics</td>
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<tr>
<th>FAMILY:</th>
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<tbody>
<tr>
<td>Glass</td>
<td>ART 45 Beginning Glass  &lt;br&gt; ART 46 Glass Blowing  &lt;br&gt; ART 57 Sculptural Glass</td>
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<th>FAMILY:</th>
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<tr>
<td>Darkroom Photography</td>
<td>ART 60A Beg. Darkroom Photography  &lt;br&gt; ART 60B Int. Darkroom Photography  &lt;br&gt; ART 60C Adv. Int. Darkroom Photography  &lt;br&gt; ART 60D Advanced Darkroom Photography</td>
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<tbody>
<tr>
<td>Graphic Design</td>
<td>ART 80A Graphic Design  &lt;br&gt; ART 80B Intermediate Graphic Design  &lt;br&gt; ART 121 Illustration</td>
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### DANCE FAMILY

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<thead>
<tr>
<th>FAMILY:</th>
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<tbody>
<tr>
<td>Modern Dance</td>
<td>DAN 20A Beginning Modern Dance  &lt;br&gt; DAN 20B Intermediate Modern Dance  &lt;br&gt; DAN 20C Adv. Int. Modern Dance  &lt;br&gt; DAN 20D Advanced Modern Dance</td>
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<th>FAMILY:</th>
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<tr>
<td>Jazz Dance</td>
<td>DAN 40A Beginning Jazz Dance  &lt;br&gt; DAN 40B Intermediate Jazz Dance  &lt;br&gt; DAN 40C Adv. Intermediate Jazz Dance  &lt;br&gt; DAN 40D Advanced Jazz Dance</td>
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<tr>
<td>Choreography</td>
<td>DAN 10 Dance Combinations  &lt;br&gt; DAN 15 Fundamentals of Choreography  &lt;br&gt; DAN 16 Inter. Choreog/Dance Analysis  &lt;br&gt; DAN 17 Adv. Choreog/Dance Analysis</td>
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<tr>
<th>FAMILY:</th>
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<tbody>
<tr>
<td>Tap</td>
<td>DAN 50A Beginning Tap Dance</td>
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### MUSIC FAMILY

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<tbody>
<tr>
<td>Piano</td>
<td>MUS 22A Beginning Piano  &lt;br&gt; MUS 22B Intermediate Piano  &lt;br&gt; MUS 22C Advanced Intermediate Piano  &lt;br&gt; MUS 22D Advanced Piano</td>
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<tr>
<td>Vocal Technique</td>
<td>MUS 29 Beginning Voice  &lt;br&gt; MUS 30 Intermediate Voice</td>
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### PHYSICAL EDUCATION FAMILY

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<tr>
<th>FAMILY:</th>
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<tr>
<td>Fitness and Conditioning</td>
<td>PE 11 Fundamental Conditioning  &lt;br&gt; PE 12A Beg. Weight Training and Fitness  &lt;br&gt; PE 12B Int. Weight Training and Fitness  &lt;br&gt; PE 12C Adv. Weight Training and Fitness  &lt;br&gt; PE 15 Aerobic Dance  &lt;br&gt; PE 16 Aerobic Exercise  &lt;br&gt; PE 17 Yoga</td>
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Physical Education Families continued on next page…
### Course Descriptions

**ACCOUNTING (ACCT)**

See Also: BUAD, CIS, OAS

**ACCT 2  INTRODUCTION TO FINANCIAL ACCOUNTING – 4 Units**

Advisory: ENGL 190 or BUAD 166 with a grade of C or higher or English Placement Level 6 or higher; and MATH 240 or MATH 260 with a grade of C or higher or Math Placement Level 2 or higher.

Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and financial statement analysis. It also includes issues related to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. This course may be offered in a distance education format.

**ACCT 4  INTRODUCTION TO MANAGERIAL ACCOUNTING – 4 Units**

Prerequisite: ACCT 2 with a grade of C or higher

Advisory: MATH 101 with a grade of C or higher or Math Placement Level 3 or higher; and OAS 10 with a grade of C or higher or proficiency in creating, editing, formatting and printing spreadsheets using Excel.

Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)

This course is the study of how managers use accounting information in decision-making, planning, directing and controlling operations. The course focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Topics include issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**ACCT 101  BASIC ACCOUNTING I – 3 Units**

Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

A beginning course based on the double-entry bookkeeping system with an emphasis on a procedural approach. Topics include: accrual, cash, and modified cash basis of accounting; the accounting cycle, transaction analysis (rules of debits and credits), journalizing, posting, worksheets, preparation of financial statements, adjusting, closing, and reversing entries; combination journal; petty cash; bank reconciliations; special journals, accounts receivable, accounts payable; and basic payroll procedures. The course culminates with the student keeping a set of books for a small service sole proprietorship for the last month of the fiscal year. This course is not transferable to a four-year college or university. This course may be offered in a distance education format.

**ACCT 102  BASIC ACCOUNTING II – 3 Units**

Prerequisite: ACCT 101 or ACCT 2 with a grade of C or higher

Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

A continuation of ACCT 101 maintaining the procedural approach. Topics include: accounting for notes payable, notes receivable, inventories, fixed assets, partnerships, corporations, long-term debt, and cash flows. The course culminates with the student keeping a manual set of books for a small merchandising partnership for the last month of the fiscal year. This course is not transferable to a four-year college or university. This course may be offered in a distance education format.

**ACCT 103  PC ACCOUNTING – 2 Units**

Prerequisite: ACCT 101 or ACCT 2 with a grade of C or higher

Advisory: Ability to type 25 wpm strongly recommended

Note: Students must have access to a full version of Microsoft Excel as assignments are submitted using Excel

Class Hours: 18 lecture/54 lab total (when offered in the distance education format, hours will total 216)

A continuation of ACCT 101 maintaining the procedural approach. Topics include: accounting for notes payable, notes receivable, inventories, fixed assets, partnerships, corporations, long-term debt, and cash flows. The course culminates with the student keeping a manual set of books for a small merchandising partnership for the last month of the fiscal year. This course is not transferable to a four-year college or university. This course may be offered in a distance education format.

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### Family: COURSES INCLUDED:

| Aquatics                  | PE 30A  | Beginning Swimming |
|                         | PE 30B  | Intermediate Swimming |
|                         | PE 30C  | Advanced Swimming |
|                         | PE 31   | Aqua Aerobics |
|                         | PE 32   | Water Polo |
|                         | PE 35   | Lifeguard Training |
|                         | PE 37   | Springboard Diving |

| Racquet Sports           | PE 51A  | Beginning Tennis      |
|                         | PE 51B  | Intermediate Tennis   |
|                         | PE 51C  | Advanced Tennis       |

| Individual Sports and Team Sports | PE 60   | Self Defense |
|                                   | PE 62   | Golf |
|                                   | PE 69   | Football |
|                                   | PE 70A  | Beginning Volleyball |
|                                   | PE 70B  | Intermediate Volleyball |
|                                   | PE 70C  | Advanced Volleyball |
|                                   | PE 71   | Softball |
|                                   | PE 72   | Baseball |
|                                   | PE 73   | Track and Field Techniques |
|                                   | PE 74   | Soccer |
|                                   | PE 75   | Basketball |

| THEATRE FAMILY            | THTR 12  | Acting I |
|                         | THTR 13  | Acting II |
|                         | THTR 16  | Acting Laboratory |
|                         | THTR 81  | Playwriting and Script Analysis |

| Rehearsal and Performance | *THTR 23* | Mainstage Production I |
|                         | *THTR 26* | Mainstage Production II |
|                         | *THTR 70* | Repertory Theatre |
|                         | *THTR 74* | Repertory Theatre Technical |
|                         | *THTR 153* | Community Drama |

| Musical Theatre          | *THTR 50* | Stage Production |
|                         | *THTR 51* | Stage Prod. – Choreography |
|                         | *THTR 52* | Stage Production – Music |

| Theatre Practicum        | THTR 29  | Directing |
|                         | *THTR 41* | Theatre Laboratory |
|                         | *THTR 42* | Stage Production Lab |

| Theatre Studies          | THTR 30  | Stagecraft |
|                         | THTR 31  | Intro. to Theatrical Design |
|                         | THTR 34  | Makeup |
|                         | THTR 38  | Make-Up Lab |

*Variable unit course. When the student enrolls in this course (regardless of the unit value), it is counted as one of the four enrollments for the Family. The course can also be taken up to the maximum number of units stated for that specific course; the subsequent enrollments will not count towards the limit of four enrollments for the Family.*
This course emphasizes the major areas of a computerized accounting system and provides the student with hands-on opportunity to determine procedures, analyze transactions, enter data and print reports related to the general ledger, depreciation, accounts receivable, accounts payable, payroll, financial statements, financial statement analysis and inventory control. This course may be offered in a distance education format.

ACCT 104 PAYROLL ACCOUNTING – 2 Units
Prerequisite: ACCT 101 or ACCT 2 with a grade of C or higher; and BUAD 106 or Math Placement Level 3 or higher
Advisory: OAS 64 with a grade of C or higher
Class Hours: 27 lecture/27 lab total (when offered in the distance education format, hours will total 108)
Payroll Accounting emphasizes the methods of computing wages and salaries, the methods of keeping records, and the preparation of government reports. This course is designed to provide training in the complexities of payroll accounting for vocational purposes. This course may be offered in a distance education format.

ACCT 194 INCOME TAX – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A basic course in income tax law intended to acquaint students with provisions of State and Federal Income Tax Law. It is designed for individuals or the small business owner wanting to become better acquainted with the handling and processing of income tax returns and recent tax laws and developments. This course may be offered in a distance education format.

ADAPTIVE STUDIES (ADAP)

ADAP 100 COLLEGE SUCCESS FOR STUDENTS WITH DISABILITIES – 3 Units (formerly SPED 100)
Grading: Pass/No Pass Option
Advisory: English Placement Level 2 or higher
Class Hours: 54 lecture total
Introduction and practice of college study skills and techniques to enhance student success. Emphasis of this course will be on self- assessment for the student who has a disability, as well as information dissemination. Topics to be discussed will include study skills, college support services and programs, disability awareness, personal goals, the college experience, and career exploration. Discussion will also include legal aspects of disability.

ADAP 102 ORIENTATION TO COLLEGE – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
An orientation to college that is tailored to the unique needs of students with disabilities. Introduction of educational programs, student services, and learning resources, along with full orientation to Disabled Students Programs and Services is covered. The laws and policies guiding the inclusion of students with disabilities in post-secondary education will be covered. In the one-unit format, students will complete formal educational plans and explore options for transfer education or job placement. This course may be repeated in compliance with Title 5 regulations.

ADAP 200 PREPARATION FOR COLLEGE – 3 Units
Grading: Pass/No Pass Option
Advisory: English Placement Level 2 or higher
Class Hours: 36 lecture/54 lab total
Introduction and orientation to college including completion of all applications and forms, thorough review of college catalog, college services, and student rights and responsibilities. Emphasis of this course will be on self-assessment for the student who has a disability including learning styles, personal strengths and weaknesses, and goal-setting. Additional topics to be discussed will include legal aspects of disabilities in college and work settings, reasonable accommodations and strategies for success, disability awareness, and college visitation. This course may be repeated in compliance with Title 5 regulations.

ADAP 210 CAREER PLANNING AND DEVELOPMENT – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
This course is designed as a career development and planning option for transitioning students who have disabilities. The content of the course is designed to assist students in the processes of 1) Finding a career that coincides with their individual interests and talents, 2) Matching personality assets to career characteristics, 3) Training in the researching of career choices and employment opportunities, 4) Matching vocational skills to career choices, 5) Developing and initiating an education/career plan consisting of goals and options, 6) Identifying educational opportunities available to attain career goals, 7) Identifying the impact of paid work upon SSI and SSDI.

ADAP 253 ADAPTED MICROCOMPUTER KEYBOARDING – 1 Unit
(formerly OAS 254, MIS 251, MIS 251AB, BUSI 251AB)
Grading: Pass/No Pass Option
Class Hours: 54 lab total
A personal-use individualized course in keyboarding designed to meet the needs of students with disabilities. Interested students must be interviewed by a DSPS counselor and/or the instructor to determine if the course is appropriate for the student's abilities and interests. The course is designed to provide the intensive drill necessary to master the alphabetic keys as well as numbers and symbols of the microcomputer keyboard. A beginning class intended for students needing a computer terminal keyboarding skill who have had no previous typing experience. Students will be required to access software and key in data. Includes speed and accuracy development. This course may introduce document production if keyboard is mastered by touch. This class does not meet the requirement of Keyboarding I (BeginningTyping) for an Associate in Arts degree or certificate. This course may be repeated in compliance with Title 5 regulations.

ADAP 254 ADAPTED COMPUTER SKILLS – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 54 lab total
Adapted Computer Skills is recommended for students requiring remedial instruction in using computers whether through standard platforms or assistive technology. Skills covered include the use of email, Internet access, and the use of MS Office software to apply in personal and academic interactions. This course may be repeated in compliance with Title 5 regulations.

ADAP 255 HUMAN AWARENESS AND LIFE SKILLS – 2 Units
(formerly SPED 255)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/27 lab total
This course is being provided as a more focused curricular offering in interpersonal, sexuality, and life skills for students with disabilities. The aim of this course is to prepare students to tackle the rights as well as the responsibilities of life and to assist individuals to achieve an independent balance that is essential in order to enjoy a meaningful quality of life. The course will cover several related areas of the domestic domain 1) Self-awareness/self-esteem, 2) Health, hygiene, and nutrition, 3) personal and financial self-protection and 4) Relationships. This course may be repeated in compliance with Title 5 regulations.

ADAP 256 READING AND WRITING FOR LIFE SKILLS – 2 Units
(formerly SPED 256)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/27 lab total
This course is constructed to help students with disabilities and/or remedial level skills enhance reading and writing for vocational or academic tasks. Instruction will include word attack strategies, vocabulary development, word usage, basic writing conventions, sentence writing, paragraph writing, critical thinking opportunities, and interpretive comprehension. Materials will be tailored to student’s individual skill level. This course may be repeated in compliance with Title 5 regulations.

ADAP 258 MATHEMATICS FOR LIFE SKILLS – 2 Units
(formerly SPED 258)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/27 lab total
This course is constructed to help students with disabilities and/or remedial level skills enhance basic mathematics skills for vocational or academic tasks. Progressive, individualized instruction provided in basic arithmetic computation of whole numbers, fractions, mixed numbers, and decimals, in understanding uses of ratios, percents and
proportions; in word problem decoding, and in measurement and basic geometric concepts. This course may be repeated in compliance with Title 5 regulations.

ADAP 297 SPECIAL TOPICS IN SPECIAL EDUCATION – 0.5-2.0 Units (formerly SPED 297)
Grading: Pass/No Pass Option
Class Hours: 9-36 lecture total
This course is designed to give students an opportunity to explore a variety of topics dealing with special education. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. This course may be repeated in compliance with Title 5 regulations.

ADAP 298 SPECIAL TOPICS IN SPECIAL EDUCATION – 0.5-2.0 Units (formerly SPED 298)
Grading: Pass/No Pass Option
Class Hours: 27-108 lab total
This course is designed to give students an opportunity to explore a variety of topics dealing with education and disabilities such as the use of assistive technologies, and methods of effective learning for specific types of impairments. A different topic will be addressed each time the class is taught and will be listed in the schedule of classes. This course may be repeated in compliance with Title 5 regulations.

ADMINISTRATION OF JUSTICE (ADJU)

ADJU 10 INTRODUCTION TO ADMINISTRATION OF JUSTICE – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
The history and philosophy of administration of justice in America. Recapitulation of the system, identifying the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation ethics, education and the training for professionalism in the system. This course may be offered in a distance education format. Required for Administration of Justice majors.

ADJU 15 CONCEPTS OF CRIMINAL LAW – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice courses will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

ADJU 16 LEGAL ASPECTS OF EVIDENCE – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Origin, development, and philosophy of evidence; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights, search and seizure, the case study approach, privileged communication, and witness competency. Required for Administration of Justice majors. This course may be offered in a distance education format.

ADJU 17 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A study of California and federal courts systems, detailed analysis of all aspects of the criminal justice system, especially identifying functions and relationships between the various sub-systems procedures from incident to final disposition; function of constitutional, federal, state, and civil law as it applies to and affects criminal justice. Required for Administration of Justice majors. This course may be offered in a distance education format.

ADJU 18 COMMUNITY RELATIONS & MULTICULTURAL ISSUES FOR LAW ENFORCEMENT – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course examines the complex, dynamic relationships between communities and the justice system in addressing crime and conflict with emphasis on the challenges and prospects of administering justice within a diverse, multicultural population and the roles played by race, ethnicity, gender, religion, sexual orientation, age, social class, culture, and justice professionals in shaping relationships within the justice system. Special topics include crime prevention, restorative justice, conflict resolution, and pure justice. Required for Administration of Justice majors. This course may be offered in a distance education format.

ADJU 20 PRINCIPLES OF INVESTIGATION – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
The study of basic principles of all types of investigation utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, ethical issues in investigations and case preparation. Required for Administration of Justice majors.

ADJU 21 POLICE FIELD OPERATIONS – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice System.

ADJU 22 JUVENILE PROCEDURES – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
The organization function and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; and juvenile status and court procedures. This course may be offered in a distance education format.

ADJU 23 CAREER PLANNING FOR ADMINISTRATION OF JUSTICE – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
Career Planning for Administration of Justice is designed to acquaint students with current employment techniques and standards in multiple areas of the Administration of Justice field. Students will be exposed to multi-agency recruiting, testing and hiring practices. Students will learn to identify personal problematic areas regarding these practices and will be instructed as to how to seek out and obtain possible solutions to these problems.

ADJU 24 MULTI-CULTURAL ISSUES IN LAW ENFORCEMENT – 3 Units
Grading: Pass/No Pass Option
Note: Required field trip
Class Hours: 54 lecture total
This class identifies cultural diversity issues related to law enforcement. Specific areas such as history, current make-up, value of diversity, recognition and handling are discussed. Law enforcement issues relative to sexual harassment, victimology and crisis intervention are covered. Course satisfies P.O.S.T. Basic Academy Part 1 curriculum requirements.

ADJU 25 SUBSTANTIVE LAW – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.
ADJU 26  COURTROOM TESTIMONY & REPORT WRITING – 3 Units
Grading: Pass/No Pass Option
Advisor: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher
Class Hours: 54 lecture total

Provides practical instruction and experience in the proper techniques of report writing and presentation of courtroom evidence. Major emphasis will include the correct writing process, spelling, main elements of a report, report content as well as important aspects of courtroom testimony. Required for Administration of Justice majors.

ADJU 30  WILDLIFE LAW ENFORCEMENT - 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total

Students will develop an understanding of the practice of wildlife enforcement. Students will analyze various wildlife enforcement situations and learn to apply management techniques to properly and safely utilize our wildlife populations.

ADJU 40  INTRODUCTION TO CORRECTIONS – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course will provide a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues. This course may be offered in a distance education format.

ADJU 41  FUNDAMENTALS OF CRIME AND DELINQUENCY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An introduction to major types of criminal behavior, roles and careers of offenders, factors which contribute to the production of criminality or delinquency; methods used in dealing with violators in the justice system; the changing roles of police, courts, and aftercare process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. This course may be offered in a distance education format.

ADJU 42  INTERVIEWING AND COUNSELING – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry-level practitioners. In corrections, counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel.

ADJU 45  CRIMINAL STREET GANGS – 3 Units
Class Hours: 54 lecture total

This course will explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California; explore areas of violence, recruitment, drug use, graffiti and attire; emphasis placed on organization within gangs and racial backgrounds including types of solutions in the criminal justice system used to combat street gangs.

ADJU 46  NARCOTIC AND DRUG ABUSE – 3 Units
Class Hours: 54 lecture total

This course will explore the Administration of Justice system and the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education.

ADJU 94  ADMIN. OF JUSTICE WORKSITE LEARNING – 1-8 Units
Grading: Pass/No Pass Option
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include Worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

Class Hours: 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteering at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

ADJU 100  P.C. 832 ARREST COURSE – 2 Units
Grading: Pass/No Pass Option
Notes:
1. This course does not include P.C. 832 Firearms Training. Students wishing to receive such training need to concurrently enroll in ADJU 102.
2. Students taking this course may be required to submit fingerprint card to DOJ and pay a substantial fee for a background check. Instructor will explain requirements at first class session.
3. The ADJU 100 course requires the use of POST workbooks which will cost the student approximately $100.
4. If you intend to continue in the POST basic academy Modular format this course is not required. You should enroll directly in ADJU 131 Regular Basic Course Modular Format Level III Academy.

Class Hours: 40 lecture total

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, and discretionary decision-making, mandatory for all peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training.

ADJU 102  P.C. 832 FIREARMS – .5 Unit (formerly ADJU 110)
Grading: Pass/No Pass Option
Limitation on Enrollment: Student must be at least 18 years of age to register for this course. Student will be required to submit a Live Scan report to the DOJ (at the student’s expense) to verify eligibility to possess/carry a firearm. The results of the Live Scan must be presented to the instructor the first day of class.
Corequisite: ADJU 100 or previous completion of ADJU 100 with a grade of C or higher.
Note: Students are required to provide their own ammunition for the range.

Class Hours: 27 lab total

Course meets curriculum and competency objectives for the firearms portion of the Commission on Peace Officer Standards and Training (P.O.S.T.) P.C. 832 training standard. Students will receive training on use and safety of firearms. They will also be required to fire a hand gun and meet an accuracy standard established by P.O.S.T.

ADJU 106  SEXUAL ASSAULT AND DOMESTIC VIOLENCE EDUCATION & TRAINING – 4 Units
Grading: Pass/No Pass Option
Class Hours: 72 lecture total

This course covers the history, causes and dynamics of domestic violence and sexual assault. It will also cover existing laws and regulation in California with regards to sexual assault and domestic violence. Incident impact on individuals, family structure and the community will be discussed. The course is specifically designed to provide training to those who may become involved in crisis intervention and sexual assault and domestic violence victim advocacy, as well as those pursuing a career in law enforcement, education or social services.

AG – GENERAL AGRICULTURE (AG)

AG 1  CAREER PLANNING FOR AGRICULTURE – 2 Units
(formerly ENVR 1)
Grading: Pass/No Pass Option
Class Hours: 36 lecture total

Career opportunities and requirements in Agriculture, Agriculture Business, Equine Science, Environmental Horticulture and Veterinary Technology will be examined. Students will learn how to apply for jobs.
Traits of highly successful people will be explored by formal presentation and interactive assignments. Environmental awareness and interrelationships with career success will be covered.

**AG 6 CAREER PLACEMENT – AG AND NATURAL RESOURCES – 1 Unit (formerly AG 6)**

**Grading:** Pass/No Pass Option  
**Note:** Designed for students concurrently completing or who have completed the core course requirements in agriculture, horticulture, and natural resources majors. This course may require a multi-day, overnight field trip to survey the industry.  
**Class Hours:** 18 lecture total  
This class is designed to give students an overview of the California agriculture, horticulture, and natural resources industry and assist in obtaining the best possible employment during the summer and upon graduation. Students will learn interview techniques, will develop an employment portfolio, and will learn how to apply for jobs. This class is required for all agriculture, horticulture, and natural resources majors.

**AG 9A AGRICULTURE AND NATURAL RESOURCES LEADERSHIP I – 1 Unit (formerly AG 9, ENVR 9)**

**Grading:** Pass/No Pass Option  
**Note:** Required field trips  
**Class Hours:** 9 lecture/27 lab total  
The course is designed to develop leadership qualities in students. “Hands-on” techniques will be used to facilitate problem solving, cooperative work ethics, developing initiative, managing and organizing information, flexible thinking and effective questioning. Practical experience in conducting business as a group will be gained by participation.

**AG 9B AGRICULTURE AND NATURAL RESOURCES LEADERSHIP II – 1 Unit**

**Grading:** Pass/No Pass Option  
**Note:** Required field trips  
**Class Hours:** 9 lecture/27 lab total  
The course is designed to develop leadership qualities in students. Students will learn group dynamics and problem solving when working in committees. Event organizing, planning and follow up will be emphasized. “Hands-on” activities will emphasize these leadership development activities.

**AG 9C AGRICULTURE AND NATURAL RESOURCES LEADERSHIP III – 1 Unit**

**Grading:** Pass/No Pass Option  
**Note:** Required field trips  
**Class Hours:** 9 lecture/27 lab total  
The course is designed to develop leadership qualities in students especially as it relates to understanding personality types. Students will develop public speaking skills for prepared and extemporaneous topics and will analyze current trends, regulations and policies around agriculture and natural resource topics.

**AG 9D AGRICULTURE AND NATURAL RESOURCES LEADERSHIP IV – 1 Unit**

**Grading:** Pass/No Pass Option  
**Note:** Required field trips  
**Class Hours:** 9 lecture/27 lab total  
The course is designed to develop leadership qualities in students. Students will develop habits of successful people. Work with community and industry member’s activities and events. Participate in leadership building skills, such as public speaking, job interviews and debate teams.

**AG 58 STUDENT ENTERPRISE PROJECTS – 1-4 Units**

**(formerly AGRI 58)**  
**Limitation on Enrollment:** Student must have a sponsoring instructor from the Division.  
**Note:** Student projects are subject to approval by a project evaluation committee.  
**Class Hours:** 9 lecture/27-189 lab total  
Selection and completion of a management/production enterprise project under faculty supervision. Each student will be required to develop a project plan, timeline, budget and contract with the sponsoring instructor.

**AG 94 AG WORKSITE LEARNING – 1-8 Units**

**(formerly AGRI 96)**  
**Limitation on Enrollment:** Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.  
**Class Hours:** 75 hours paid or 60 hours non-paid per unit  
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**AG – AGRICULTURE BUSINESS (AGAB)**

**AGAB 51 AGRICULTURE ACCOUNTING – 3 Units**

**(formerly AGRI 51)**  
**Grading:** Pass/No Pass Option  
**Class Hours:** 54 lecture total  
The study of the principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earning and cost of production to improve agribusiness efficiency. Course includes compiling a depreciation record, financial statement, simple accounting, and obtaining credit. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business.

**AGAB 53 INTRODUCTION TO AGRICULTURE BUSINESS – 3 Units**

**Grading:** Pass/No Pass Option  
**Class Hours:** 54 lecture total  
Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.

**AGAB 54 AGRICULTURE ECONOMICS – 3 Units**

**(formerly AGRI 54)**  
**Grading:** Pass/No Pass Option  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)  
An introduction to economic and business principles as they relate to resource management. The focus of the course will be to relate economic theories and principles to applied agri-business and resource management problem solving. Student involvement in practical marketing, financing, promotions, business analysis, retailing, or some other practical economic problem will be required. This course may be offered in a distance education format.

**AG – ANIMAL SCIENCE (AGAS)**

**AGAS 10 LIVESTOCK SELECTION – 3 Units**

**(formerly AGRI 10)**  
**Grading:** Pass/No Pass Option  
**Prerequisite:** AGAS 19 with a grade of C or higher  
**Note:** Field trips to area ranches may be taken.  
**Class Hours:** 36 lecture/54 lab total  
A course designed to evaluate and select desirable production livestock. Animal genetics, performance records, grading and meat quality characteristics will be discussed as important tools in selection. The majority of lab time will be spent judging live animals.

**AGAS 11 LIVESTOCK FEEDING AND NUTRITION – 3 Units**

**(formerly AGRI 11)**  
**Grading:** Pass/No Pass Option  
**Class Hours:** 54 lecture total  
A study of the digestive physiology of farm animals; their utilization of the basic nutrients, feedstuffs, and feed additives. Common feeds in
Northern California will be used to blend practical farm rations for beef, dairy, sheep, swine and horses. Time will be allotted to cost analysis of commercial feeds and least-cost computer ration programs.

AGAS 15 ARTIFICIAL INSEMINATION – 1 Unit (formerly AGRI 15)
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab total
A course to familiarize students with basic techniques of Artificial Insemination in cattle. Demonstration and hands-on involvement will include: synchronization, handling of semen, livestock handling, and breeding techniques.

AGAS 19 PRINCIPLES OF ANIMAL SCIENCE – 3 Units
(formerly AGRI 19)
Grading: Pass/No Pass Option
Class Hours: 36 lecture/54 lab total
An introduction to the principles of animal science presented in terms of an animal's biological cycle or production. Topics will include basic nutrition, genetics, reproduction, and animal health relating to domestic farm animals. In addition to investigating modern production practices, the impact of animal agriculture upon mankind and the environment will also be considered. The weekly lab session will be devoted to investigating the basic management practices associated with each livestock species.

AGAS 30 LIVESTOCK PRODUCTION – 3 Units
Class Hours: 36 lecture/54 lab total
This course is a study of the principles and practices of purebred and commercial swine, sheep and beef cattle production throughout California, the United States and the World. Emphasis will be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record keeping to ensure scientifically-based management decisions and consumer product acceptance.

AG – ENVIRONMENTAL HORTICULTURE (AGEH)

AGEH 10 PLANT IDENTIFICATION AND USAGE – 3 Units
Grading: Pass/No Pass Option
Class Hours: 36 lecture/54 lab total
Identification, growth habits, culture and ornamental use of commonly used landscape plants adapted to climates of California. Plant materials from our local region will be emphasized. This course is required for an AA or AS degree in Environmental Horticulture.

AGEH 22 NURSERY PRACTICES AND PLANT PROPAGATION – 2 Units (formerly HORT 22, HORT 32A)
Class Hours: 18 lecture/54 lab total
This course is required for all Environmental Horticulture majors. The methods and principles used in the propagation of plants, including both sexual and asexual propagation will be demonstrated and practiced. Other topics related to successful plant propagation such as soil media preparation, the growing environment, transplanting and potting, disease and insect control, irrigation, and fertilization will also be covered.

AGEH 23 NURSERY PRACTICES AND MANAGEMENT – 2 Units (formerly HORT 23, HORT 32B)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total
This is required for all Environmental Horticulture majors. This hands-on course will cover production schedules, marketing strategies, customer service, product displays, greenhouse and nursery management and much more. Best practices and economic feasibility will be emphasized.

AGEH 26 INTEGRATED PEST MANAGEMENT IN ENVIRONMENTAL HORTICULTURE – 3 Units
(formerly HORT 26, AGRI 26)
Grading: Pass/No Pass Option
Class Hours: 36 lecture/54 lab total
Exploration, identification and control of major horticultural pests, including insects, weeds, and diseases; impact of pests on commercial nursery crops and the landscape is also discussed. Integrated pest management including cultural, biological, mechanical/physical, and chemical control methods is emphasized. Course is designed to assist students in preparing for California licensing exams in pest management. Laboratory required. (C-ID AG-EH 120L).

AGEH 31 LANDSCAPE IRRIGATION – 3 Units
(formerly HORT 31, AGRI 31)
Grading: Pass/No Pass Option
Advisory: MATH 100 with a grade of C or higher, or Math Placement Level 3 or higher; and ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 36 lecture/54 lab total
This is a study of water hydraulics, irrigation systems design and installation procedures and irrigation scheduling. Techniques in the operation and maintenance of irrigation systems will also be presented. Emphasis will be placed on residential design and installation, but commercial design and installation will be covered. This course is required for all Environmental Horticulture majors.

AGEH 32 IRRIGATION AUDITING AND TROUBLESHOOTING – 1 Unit (formerly HORT 31.3, AGEH 31.3)
Grading: Pass/No Pass Option
Advisory: MATH 100 with a grade of C or higher, or Math Placement Level 3 or higher; and ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 9 lecture/27 lab total
This course teaches techniques for water savings and irrigation efficiency. Students will learn how to perform an irrigation audit and schedule an irrigation system. The maintenance and troubleshooting of irrigation systems will also be covered.

AGEH 33 ENVIRONMENTAL HORTICULTURE – 3 Units
(formerly HORT 33, AGRI 33)
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Environmental horticulture provides students with an understanding of how various aspects of the environment relate to plant growth and how human horticultural practices can influence the environment. This course explains the basic principles of botany and horticulture. Topics include plant structure, growth, physiology, and reproduction; climate, soil, and ecology; plant problems, including pests, diseases and effects of pollution; plant genetics, human-manipulated plants, and the world food picture. This course is useful for plant scientists, horticulturists, and those seeking science credits. Required for first-year Environmental Horticulture Majors. This course may be offered in a distance-learning format.

AGEH 34 BEGINNING FLORAL DESIGN – FALL FLOWERS – 2 Units (formerly HORT 34, HORT 34AB)
Grading: Pass/No Pass Option
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total
Course introduces the beginning floral design student to the principles and techniques of flower arranging. The subject matter includes a blend of art, science, business, and career in preparation for entering the floral industry and related areas. Fall flowers and fall/winter holiday arrangements will be emphasized.

AGEH 35 LANDSCAPE DESIGN – 3 Units
(formerly HORT 35, AGRI 35)
Grading: Pass/No Pass Option
Prerequisite: AGEH 10 with a grade of C or higher, or AGNR 6 with a grade of C or higher
Class Hours: 36 lecture/54 lab total
This course is a requirement for all Environmental Horticulture majors. This course emphasizes the process leading to the development of the residential design. The incorporation of design principles i.e. unity, rhythm, repetition, balance, etc. and how the principles are used to create a functional and pleasing composition with plant material and other landscape elements will be stressed. Emphasis is on residential design, both rural and suburban.

AGEH 36 FLORAL DESIGN FOR WEDDINGS AND SPECIAL OCCASIONS – 2 Units (formerly HORT 36)
Grading: Pass/No Pass Option
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at
the first class meeting
Class Hours: 18 lecture/54 lab total

This course provides instruction in floristry skills pertaining to weddings and flowers to wear and carry. This course will provide the student with the skills necessary for higher entry-level jobs in commercial floristry. Some subjects to be covered in this course include bouquets, corsages, and body flowers, wedding and reception decoration, including altar designs, candelabra, cake and table centerpieces.

**AGEH 38 LANDSCAPE AND TURF MANAGEMENT – 3 Units**
(formerly HORT 38, AGRI 38)
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher; and MATH 220 with a grade of C or higher, or Math Placement Level 1 or higher
Class Hours: 36 lecture/54 lab total

This is a required course for Environmental Horticulture majors. The installation of lawns, groundcovers, shrubs and trees will be covered. The practices of pruning, trimming, mowing, watering, fertilizing, and pesticide application as applied to landscape management of home, parks, highways, and how to estimate and bid in all areas of landscape management will also be covered.

**AGEH 40 INTERMEDIATE FLORAL DESIGN – 2 Units**
(formerly HORT 40, HORT 34CD)
Prerequisite: AGEH 34 or AGEH 44 with a grade of C or higher
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total

Instruction in floristry skills related to contemporary styles of design for all occasions, weddings, and sympathy work. The application of techniques for mass and line style designs including Flemish, Oriental, parallel, contemporary, free-style, vegetative, and interpretive will be addressed.

**AGEH 41 SELECTION AND CARE OF BLOOMING AND TROPICAL PLANTS – 1.5 Units**
(formerly HORT 41, HORT 135, AGRI 135)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/27 lab total

Designed to prepare and upgrade skills of those planning to work with tropical plants in nurseries and plant shops. Emphasis will be placed upon knowledge of plants and their care and use. During lab, students will be directed in practical work using various types of plants constructed in the industry. The class will include a thorough discussion of propagation techniques, pests and diseases common to houseplants.

**AGEH 44 BEGINNING FLORAL DESIGN – SPRING FLOWERS – 2 Units**
(formerly HORT 44)
Grading: Pass/No Pass Option
Note: Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 18 lecture/54 lab total

Course introduces the beginning floral design student to the principles and techniques of flower arranging. The subject matter includes a blend of art, science, business, and career in preparation for entering the floral industry and related areas. Spring flowers and spring holiday arrangements will be emphasized.

**AGEH 46 SYMPATHY FLOWERS– 1 Unit**
(formerly HORT 46)
Grading: Pass/No Pass Option
Advisory: AGEH 34 with a grade of C or higher
Class Hours: 13.5 lecture/13.5 lab total

This class will offer in-depth instruction on the specific floral materials and techniques used in sympathy designing. Servicing the order and customer service relating to funerals and memorials will be emphasized. Floral pieces specific to funerals and memorials will be practiced in class.

**AGEH 60 MASTER GARDENER TRAINING – 3 Units**
(formerly HORT 60)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher
Class Hours: 54 lecture total

This is the training course for the Master Gardener Program, a community service organization designed to relay research based horticultural information to the home gardener. The Master Gardener program was developed by the University Cooperative Extension to train interested horticultural enthusiasts to assist local gardeners in diagnosing plant problems and to provide science based information for keeping home landscapes and the environment healthy. The University of California has agreed to let Shasta College use their training materials which are provided through this class. Topics covered in this course include pesticide use, IPM, weed identification and management, pruning, plant diseases, soils, fertilizers, growing vegetables, native plants, vermiculture, watering and many other plant related topics. This is a required course for anyone interested in obtaining a UC Extension certification as a Shasta College Master Gardener.

**AGEH 61 PLANT PROTECTION MATERIALS – 3 Units**
Grading: Pass/No Pass Option
Class Hours: 162 total hours (distance education delivery format only)

Course will cover pesticide laws and regulations, risks, benefits and mode of action, safe and responsible use, toxicology, and environmental issues related to the use of all agricultural chemicals. Fertilizers, plant growth regulators, defoliants, antimicrobials and other new generation pesticides will be discussed. Sustainable practices will be emphasized and examples used to generate students ability to solve pest problems and formulate integrated pest/agricultural chemical management plans. This course may be offered in a distance education format.

**AGEH 71 ORGANIC GARDENING PRACTICES (SUMMER) – 1 Unit**
(formerly HORT 71)
Grading: Pass/No Pass Option
Note: This course is complementary to, but independent from AGEH 72 Organic Gardening Practices (Fall and Spring)
Class Hours: 9 lecture/27 lab total

This course is an introduction to Organic Gardening. It includes summer crops, irrigation, pests and cultural practices for growing a summer garden. Students will be planting crops for the season and encouraged to start their own garden plot. Subject matter in this course is supplemental to AGEH 72, which addresses gardening practices for spring and fall seasons.

**AGEH 72 ORGANIC GARDENING PRACTICES (FALL AND SPRING) – 1 Unit**
(formerly HORT 72)
Grading: Pass/No Pass Option
Note: This course is complimentary to, but independent from AGEH 71 Organic Gardening Practices (Summer)
Class Hours: 9 lecture/27 lab total

Course covers cool season organic vegetable growing practices for the home and market gardener. Includes fall vegetable cover crops and cultivating practices, early spring planting and season extending strategies. Students will be planting crops appropriate for the season. Since subject matter varies with each seasonal crop, this course is supplemental to AGEH 71, which addresses gardening practices for the summer season.

**AGEH 94 HORTICULTURE WORKSITE LEARNING – 1-8 Units**
(formerly HORT 94)

Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

Course hours: 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student's major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**AGEH 120 SELECTED TOPICS IN ENVIRONMENTAL HORTICULTURE: PRUNING – .5 Units**
(formerly HORT 120, HORT 128E, AGRI 128E)
Grading: Pass/No Pass Option
Class Hours: 9 lecture total
A basic course in pruning techniques of ornamental plants, and the specific categories of flower-bearing and fruit-bearing trees, shrubs, and vines. The focus of this short course is to teach the student why plants are pruned, when plants should be pruned and how plants are pruned.

**AGEH 125 MICRO-IRRIGATION AND LOW WATER USE LANDSCAPING – 1 Unit**  
(formerly HORT 125, AGRI 125)  
Grading: Pass/No Pass Option  
Class Hours: 18 lecture total  
Course will cover methods of reducing irrigation requirements of ornamental landscapes, including reducing evaporation, appropriate irrigation methods, and appropriate plants.

**AGEH 130 INTRODUCTION TO NATIVE PLANTS – 1 Unit**  
(formerly HORT 130, AGRI 130)  
Grading: Pass/No Pass Option  
Note: Includes one local plant collection field trip.  
Class Hours: 18 lecture total  
Covers the strategy of drought tolerant plants, as well as the identification, collection, and propagation of native and non-native plants used in the landscape.

**AG - EQUINE (AGEQ)**

**AGEQ 12 HORSEMANSHIP – 3 Units (formerly AGRI 12)**  
Grading: Pass/No Pass Option  
Note: Students must provide their own horse  
Class Hours: 36 lecture/54 lab total  
This course is designed for those interested in learning to ride and handle horses. Includes basic equitation, proper seat and hands, tack identification and use, and basic care and grooming of the pleasure horse.

**AGEQ 13 EQUINE SCIENCE – 3 Units (formerly AGRI 13)**  
Grading: Pass/No Pass Option  
Class Hours: 36 lecture/54 lab total  
The study of horse production practices including breed types, selection, conformation, nutrition, breeding and first aid. Emphasis will be placed on general health care and how to detect health problems. This course is designed for the beginner to intermediate horseperson.

**AGEQ 14 WESTERN RIDING AND TRAINING – 3 Units**  
(formerly AGRI 14, AGRI 111)  
Grading: Pass/No Pass Option  
Class Hours: 36 lecture/54 lab total  
This course specializes in the many phases of Western riding and training. It is suited for intermediate level riders and those interested in a career. Subjects covered include basic training, groundwork, showing, trail riding, and more. It is essential in the Certificate Program as it better prepares the student to enter the horse business.

**AGEQ 21 HORSE MANAGEMENT– 3 Units**  
(formerly AGRI 21, AGRI 115)  
Grading: Pass/No Pass Option  
Class Hours: 36 lecture/54 lab total  
An intensive study of the horse industry including factors for career success. This course will provide students an understanding of management considerations to be better prepared for running and/or managing an equine enterprise. Topics covered are horse facilities, health care, equipment and tack,Trailering horses, conditioning, pasture management, and managing the stalled horse.

**AGEQ 109 EQUINE REPRODUCTION – 1.5 Units**  
Grading: Pass/No Pass Option  
Class Hours: 18 lecture/27 lab total  
An in-depth study of equine reproduction including basic principles of animal genetics, reproductive anatomy and physiology, breeding management of mares and stallions, evaluation of fertility, reproductive diseases and care of the pregnant mare and newborn foal. Artificial insemination, embryo transfer and current innovations in assisted reproduction will also be discussed. The laboratory portion of the course is designed to complement and reinforce the lecture by providing students with opportunities to learn practical skills in the field of equine reproduction. Students will be encouraged to develop skills in horsemanship, interpretation of equine sexual behavior, breeding management of mares and stallions and collection, evaluation and processing of fresh cooled and frozen semen. Ultrasound, artificial insemination and embryo transfer will be demonstrated. Some time will be dedicated to the use of computer resources currently available to breeders. There will be opportunities to participate in field trips.

**AGEQ 111 HANDLING PROBLEM HORSES – 3 Units**  
Note: It is recommended that students provide their own horse.  
Class Hours: 36 lecture/54 lab total  
This course is designed to help people handle horses with existing problems as well as educating handlers on how to prevent problems from starting with their horses. Subject matter includes horse behavior and dealing with specific problems such as rearing, bucking, refusals, biting, trailering, and problems on the trail. Young horses are welcomed and novice handlers are encouraged to take this course.

**AGEQ 113 HORSE OWNERSHIP AND BASIC HANDLING – 3 Units**  
Note: Field trips will be taken to local horse ranches.  
Class Hours: 54 lecture total  
This course specializes in what it takes to own horses on a small and large scale. Subject matter will include horse behavior, breeding, stable management, property ownership, pasture management, water, fly systems, barn plans, arena footing and much more.

**AG – MECHANIZED AGRICULTURE (AGMA)**

**AGMA 42 FARM POWER AND MACHINERY - 3 Units**  
Class Hours: 27 lecture/81 lab total  
This class covers basic skill-level operation and maintenance of agricultural equipment including tractors, tillage, planting and harvesting machinery. Safe operational practices, proper machine and implement inspection and set-up, and basic operational skills will be covered. Precision agricultural technology, equipment management and field layout will be discussed. The lab activities will include the operation of machinery in the field laboratory.

**AGMA 44 INTRODUCTION TO CONSTRUCTION SKILLS FOR AGRICULTURE AND NATURAL RESOURCES – 3 Units**  
(formerly ENVR 44)  
Class Hours: 27 lecture/81 lab total  
This course covers the basic construction skills related to agriculture, natural resources, and environmental horticulture. Subjects covered will be mechanical drawing, design layout, arc welding, oxy/acetylene cutting and brazing, carpentry, electrification, small engine theory, concrete work structures, and project construction. Safety will be emphasized.

**AG – NATURAL RESOURCES (AGNR)**

**AGNR 1 INTRODUCTION TO NATURAL RESOURCES – 3 Units**  
(formerly NR 1)  
Grading: Pass/No Pass Option  
Note: Required day field trips  
Class Hours: 36 lecture/54 lab total  
An introduction to the integrated management of forests, soil, watershed, fish, and wildlife in the context of protection and restoration of watersheds and ecosystems. An emphasis will be placed on natural resources careers, policy and law, tools, techniques and practices, and management philosophies of public and private lands. Basic biological and ecological processes will be introduced along with discussion of the scientific method and preparing reports.

**AGNR 4 INTRODUCTION TO WILDLAND AND RANGE ECOTOLOGY – 3 Units**  
Grading: Pass/No Pass Option  
Note: Required multi-day field trips  
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 108 for the lecture portion of the class and an additional 54 hours of lab totaling 162 hours for this course)  
Basic range management and improvement practices. Proper utilization of rangeland resources, management for sustainable human and environmental values, use by wild and domestic animals, historical and legal changes in rangeland management. Overview of multiple use principles. Maintenance and improvement of range plant communities,
AGNR 52 COMPUTERS IN AGRICULTURE AND NATURAL RESOURCES – 3 Units (formerly ENVR 52, AGRI 52)
Class Hours: 36 lecture/54 lab total
This course introduces students to basic computer applications in agriculture, horticulture, natural resources, and related Career Technical Education majors. Students will gain basic computer literacy skills while learning to use examples of industry-specific software. Others topics will include file management, data manipulation, and use of software such as Word, Excel, Access, and PowerPoint. Students will also be exposed to basic concepts and software related to Geographic Information Systems (GIS). This course is required for all agricultural, horticulture, and natural resources majors.

AGNR 53 FOREST PROTECTION AND HEALTH – 3.5 Units (formerly NR 53)
Class Hours: 27 lecture/108 lab total (when offered in the distance education format, hours will total 81 for the lecture portion of the class and an additional 108 hours of lab totaling 189 hours for this course.
This course will discuss the biotic and abiotic stress factors that influence forest resource values. Direct and indirect management practices in addition to silvicultural principles that maintain and enhance biotic balance, biological diversity, and ecosystem health and productivity will be covered. Also, issues related to fuels management and prescribed fire will be covered. The lecture portion of this course may be offered in a distance education format.

AGNR 55 INTRODUCTION TO FOREST OPERATIONS – 3 Units (formerly NR 55)
Class Hours: 36 lecture/54 lab total
Develop knowledge and skills to recognize the capabilities and limitations of timber harvesting equipment and systems operating in a broad range of forest resource management situations. After completing the course, students will be able to identify harvest systems that are best matched with the characteristics of the physical, environmental, economic, and social operating environments. Harvest process evaluations and decisions are aided with various forest engineering analysis and tools.

AGNR 60 ENVIRONMENTAL SCIENCE – 3 Units (formerly ENVR 60, NR 60)
Grading: Pass/No Pass Option
Advisory: Students who wish to add a lab component to this class should co-enroll in AGNR 61
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is an introduction to the conservation or wise use of natural resources and incorporates discussions about the complex relationships of man to the environment. Students will learn about the diverse agencies that manage our resources along with their history and philosophies. Each of the major natural resources such as water, air, energy, forests, wildlife, agriculture, and soils will be covered and students will learn about the environmental policy and laws that govern use of these resources. An emphasis is placed on the practical components of Environmental Science as it relates to social and economic aspects of conservation. This course may be offered in a distance education format.

AGNR 61 ENVIRONMENTAL SCIENCE LABORATORY – 1 Unit (formerly ENVR 61)
Class Hours: 54 lab total
A laboratory course designed to complement AGNR 60 and to acquaint the students with some of the more common laboratory and field tests and procedures utilized in environmental science.
and private agencies will occur as feasible.

Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 108 for the lecture portion of the class and an additional 54 hours of lab totaling 162 hours for this course)

This course addresses a variety of topics concerned with the quality and quantity of water resources and watershed management, ecology, and restoration. Emphasis will be on the State of California. Coverage will include the hydrologic cycle, water quality, water use and conservation, and watershed health and function. Sources, measurements, quality (pollution and treatment), usage, and conservation of water will be addressed. Environmental impacts of dam construction and hydroplant operation will be discussed. Laboratory work will involve measurements and interpretations of data collected or distributed and watershed restoration project planning and implementation. Field trips to various facilities (federal, state, county, city, private agencies) and restoration/monitoring sites will occur as feasible. The lecture portion of this course may be offered in a distance education format.

AGNR 65 FOREST ECOLOGY – 3 Units (formerly NR 65, NR 165)
Grading: Pass/No Pass Option
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 108 for the lecture portion of the class and an additional 54 hours of lab totaling 162 hours for this course)

The forest community is used as a model to discuss ecological principles as they apply to forest management. Students will gain a better understanding of Biological Organization and community classification, biotic and abiotic environmental factors, population and community ecology, and the role of disturbance in forested ecosystems. In addition, biogeochemical cycling, forest succession, and the role of natural selection will be discussed. Students will be expected to apply scientific principles and critical thinking skills to all lab activities and research papers. The lecture portion of this course may be offered in a distance education format.

AGNR 66A WATERSHED RESTORATION PRACTICUM I – 1 Unit (formerly AGNR 66, NR 66)
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab total

This course will use the hydrologic watershed unit as the focus which will provide a hands-on approach to ecosystem management, erosion control, sediment control, and stream restoration. The course will emphasize how restoring resource values require an interdisciplinary scientific approach and community-wide participation to protect, enhance and restore.

AGNR 66B WATERSHED RESTORATION PRACTICUM II – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab total

Students will determine best management practices for erosion and sediment control. Laws and requirements will be discussed along with the importance and methods for documenting endangered species and archaeological sites.

AGNR 70 WILDLIFE CONSERVATION AND MANAGEMENT – 3 Units (formerly NR 70)
Grading: Pass/No Pass Option
Note: Includes several all-day field trips
Class Hours: 36 lecture/54 lab total

The study of plant and animal ecology in relation to principles of wildlife management. An emphasis will be placed on identification of common western birds and mammals, sexing and aging criteria, wildlife population dynamics, wildlife habitat management, and a review of trapping and marking techniques. Ecological concepts such as biotic communities, succession, limiting factors, and predator-prey relationships will also be covered.

AGNR 83 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) – 1 Unit (formerly NR 83)
Class Hours: 9 lecture/27 lab total

This course is an introduction to theory and practice of geopositioning (GPS). Course will cover principles of geopositioning, including satellite systems, triangulation, accuracy and the configuration and use of GPS field devices. Students will gain experience in the use of both recreational grade and mapping grade GPS equipment for field navigation and data collection. The application of GPS to various fields and industries will be covered, from natural resources and agriculture to construction and infrastructure management.

AGNR 94 NATURAL RESOURCES WORKSITE LEARNING – 1-8 Units (formerly NR 94)
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student at work must work up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

AGNR 173 BEGINNING TAXIDERMY – 2 Units (formerly NR 173)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total

An introduction to taxidermy dealing with the taxidermy of birds. It will include collecting, materials and tools, preservatives, skinning, mounting and painting. Habitat materials and composition will be discussed and applied.

AGNR 174 INTERMEDIATE TAXIDERMY – 2 Units (formerly NR 174)
Grading: Pass/No Pass Option
Prerequisite: AGNR 173 with a grade of C or higher
Class Hours: 18 lecture/54 lab total

An introduction to taxidermy of small mammals, reptiles and fish. Advanced techniques in bird taxidermy are also presented. Instruction will include game laws, tools and materials, skinning, tanning, mounting and display. A variety of artificial habitats will be employed. Students will supply their own specimens.

AG – PLANT SCIENCE (AGPS)

AGPS 20 PLANT SCIENCE – 4 Units (formerly AGRI 20)
Grading: Pass/No Pass Option
Note: Field trips to local areas will be included.
Class Hours: 54 lecture/54 lab total

An introduction to the biological principles of plant growth and development. Ecosystem relationships will be covered with particular emphasis on succession, water cycle, mineral cycle, and energy flow. In addition, an introduction to modern production and marketing practices of agronomic crops, the impact of commercial crop production upon mankind and the environment will be considered.

AGPS 24 SOILS – 3 Units (formerly ENVR 24, AGRI 24)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher; and one year of high school chemistry or equivalent
Note: Class includes two Saturday field trips on classification, judging, and conservation of soils. This class is required for all agriculture, natural resources, and horticulture majors.
Class Hours: 54 lecture/54 lab total

This class is an introductory course on the physical, chemical, and biological properties of soil as it relates to agriculture and natural resources. Ecosystem relationship of soil use and management is emphasized. The effects of drainage, tillage, and irrigation on land use are discussed.

AGPS 25 CALIFORNIA WATER – 3 Units (formerly AGRI 25)
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is an interdisciplinary examination of California's water use and management with a historical emphasis on the politics and conflict arising from water scarcity. Topics of water quality, water law, measurement of water, evaluation of irrigation methods and systems, and issues relating to water use will all be covered. This course may be offered in a distance education format.
AGPS 126 PESTICIDE TRAINING - .5 Unit  
(formerly AGRI 126, AGRI 126AD)  
Grading: Pass/No Pass Option  
Class Hours: 9 lecture total  
This course is designed to meet the continuing education requirement for pesticide applicators and pest control advisors. The focus of the course is on methods and calculations necessary to apply pesticides safely, accurately and efficiently and to look at alternative techniques being used and developed for management of plant pests.

AG – SUSTAINABLE AGRICULTURE (AGSA)  
AGSA 50 AGRICULTURE RESOURCE MANAGEMENT – 3 Units (formerly AGRI 50)  
Grading: Pass/No Pass Option  
Class Hours: 36 lecture/54 lab total  
A unique non-traditional land management class based on “sustainable,” “regenerative,” or “holistic” principles and practices. The total course will focus around the use of a “model” for making land management decisions for public and private lands. This class is appropriate for managing ranches and farms or for anyone interested in sustainable land management.

AGSA 56 INTRODUCTION TO SUSTAINABLE AGRICULTURE AND FARM MANAGEMENT – 3 Units  
Grading: Pass/No Pass Option  
Class Hours: 54 lecture total  
This course explains the organization and operation of sustainable farm and ranch businesses, identifies factors affecting profitability, and evaluates the business for sustainability, increased efficiency and profit. Budgeting, resources management and farm operation analysis are applied to the Farm lab. Includes an examination of case studies to connect sustainable agriculture principles to actual farming practices.

AG – VETERINARY SCIENCE (AGVETT)  
AGVETT 16 VETERINARY PRACTICES – 2 Units  
(formerly AGRI 16)  
Grading: Pass/No Pass Option  
Class Hours: 18 lecture/54 lab total  
An introduction to common veterinary practices, sanitation, and livestock disease endemic to Northern California. Special emphasis will be given to parasite control and preventive vaccination programs. Lab activities will include demonstrations and student participation in performing castration, worming, vaccinations, and animal handling and restraint procedures.

AG – VITICULTURE (AGVIT)  
AGVIT 80 VINEYARD DESIGN AND CONSTRUCTION – 1 Unit  
(formerly HORT 80)  
Grading: Pass/No Pass Option  
Class Hours: 9 lecture/27 lab total  
An introductory course in establishing a commercial or home vineyard. Numerous principles will be covered with respect to the design and construction of a vineyard. The important training steps and maintenance of a young vineyard will also be covered. A vineyard will be utilized as a resource for this class.

AGVIT 81 VINEYARD CARE – 1 Unit (formerly HORT 81)  
Grading: Pass/No Pass Option  
Class Hours: 9 lecture/27 lab total  
This is an introductory hands-on course for the care and maintenance of grape vineyards. Pruning, thinning, irrigation, and other cultural practices will be discussed. Course covers both conventional and organic management methods. This course would benefit students interested in both commercial production and home vineyard care.

AGRICULTURE (AGRI)  
See AG, AGAB, AGAS, AGEH, AGEQ, AGMA, AGNR, AGPS, AGSA, and AGVIT for course listings

ALLIED HEALTH (ALH)  
ALH 94 MEDICAL ASSISTING CLINICAL EXPERIENCE – 3 Units  
Grading: Pass/No Pass Only  
Prerequisites: ALH 103 and ALH 104 with a grade of C or higher  
Corequisite: ALH 107  
Class Hours: 60 hours non-paid per unit (180 total)  
This course is a culmination of the Medical Assisting Program where students are placed in a medical office in order to implement what they have learned in a healthcare setting. In order to participate in ALH 94, students must have successfully complete all program requirements. Students must complete 180 hours of verified, supervised field experience in a healthcare setting. The course stresses good work habits and meeting of required competencies through actual on-the-job performance with a preceptor. The student will practice skills learned during the course of the program and or any additional skills that are within the medical assistant scope of practice. This is a pass/fail class. Students may repeat through an appeals process.

ALH 101 MEDICAL ASSISTING CORE – 3 Units  
Prerequisites: BIOL 5 and OAS 110 with a grade of C or higher  
Corequisite: ALH 102, OAS 114, and OAS 150  
Class Hours: 45 lecture/27 lab total  
Medical Assisting Core serves as a foundation course for the medical assistant student. It is one of four corequisite courses that make up the first semester of the Certificate of Achievement in Medical Assisting. Students will be oriented to the medical office and the role of the medical assistant with a focus on history and trends in health care, the health care team, law and ethics, professional communication and service excellence, patient advocacy and documentation, cultural competency, study skills and critical thinking, math in healthcare, workplace safety, medical office emergencies and CPR.

ALH 102 ADMINISTRATIVE MEDICAL ASSISTING – 3 Units  
Prerequisites: BIOL 5 and OAS 110 with a grade of C or higher  
Corequisite: ALH 101, OAS 114, and OAS 150  
Class Hours: 45 lecture/27 lab total  
This course will serve as an introduction to administrative medical assisting. This course is one of four corequisite courses that make up the first semester of the Certificate of Achievement in Medical Assisting. Students will demonstrate the skills required to perform medical office bookkeeping, accounting (accounts receivable and payable), payroll, and banking procedures, computers, telecommunications, patient scheduling, and facility management. Students will also describe various types of medical documents and the basics of Meaningful Use.

ALH 103 CLINICAL MEDICAL ASSISTING I – 6 Units  
Prerequisites: ALH 101 and ALH 102 with a grade of C or higher  
Corequisite: ALH 104  
Class Hours: 81 lecture/81 lab total  
This course is one of two corequisite courses that make up the last semester of the Certificate of Achievement in Medical Assisting. In this course students will learn the principles of infection control and medical asepsis. Also discussed are exams and procedures from the pediatric to geriatric patient, including gender specific exams. Students will understand vital signs, normal vital sign ranges as well as factors that influence those norms. Students will learn their role in minor office surgery, diagnostic imaging, rehabilitation, and therapeutic modalities. Students will also gain an understanding of electrocardiography, risk factors for heart disease, and the recognition of life threatening arrhythmias.

ALH 104 CLINICAL MEDICAL ASSISTING II – 6 Units  
Prerequisites: ALH 101 and ALH 102 with a grade of C or higher  
Corequisite: ALH 103  
Class Hours: 81 lecture/81 lab total  
This course is one of two corequisite courses that make up the last semester of the Certificate of Achievement in Medical Assisting. In this course students will learn the principles of nutrition, basic pharmacology, drug calculations and administration, regulatory guidelines in the medical laboratory, introduction to the medical lab, phlebotomy, hematology, urinalysis, basic microbiology, and specialty lab tests.
ALH 107 MEDICAL ASSISTING PROFESSIONAL DEVELOPMENT – 5 Units
Corequisite: ALH 94, or previous completion of ALH 94 with a grade of C or higher
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)
This course must be taken concurrently with ALH 94. The purpose of this course is to reconvene as a group during externship in order to discuss experiences and progress. The course will reinforce the importance of networking within the community. Students will continue to develop professionally through resume writing, interview preparedness, development of soft skills, certification review, exploring continuing education opportunities, and developing strategies for professional success, including a discussion on social media in the work place. This course may be offered in a distance education format.

AMERICAN SIGN LANGUAGE (ASL)
Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

ASL 1 AMERICAN SIGN LANGUAGE 1 – 4 Units
(formerly SL 90, SPED 93A)
Grading: Pass/No Pass Option
Corequisite: ASL 1L, or previous completion of ASL 1L with a grade of C or higher
Class Hours: 72 lecture total
Designed to introduce student to basic skills in American Sign Language vocabulary, finger spelling and grammatical structure. The student will gain the manual skills to engage in basic dialogue, visual cues and the receptive skills to understand general American Sign Language conversation. Topics include: American Sign Language as an independent language, the history of American Sign Language, the Deaf community and Deaf culture.

ASL 1L AMERICAN SIGN LANGUAGE 1 SKILL–BUILDING LAB – 1 Unit (formerly SL 91, SPED 95A)
Grading: Pass/No Pass Option
Corequisite: ASL 1 or previous completion of ASL 1 with a grade of C or higher
Class Hours: 54 lab total
This course is designed to give students a lab environment to practice basic American Sign Language skills. The course will review vocabulary, sentence structure and visual, non-manual behaviors from ASL 1 and give students a solid foundation in basic signing skills which will better prepare them for the next level of American Sign Language. The lab environment will provide visual structured activities. Most of class time will be non-verbal interactions.

ASL 2 AMERICAN SIGN LANGUAGE 2 – 4 Units
(formerly SL 92, SPED 93B)
Grading: Pass/No Pass Option
Prerequisite: ASL 1 with a grade of C or higher
Corequisite: ASL 2L or previous completion of ASL 2L with a grade of C or higher
Class Hours: 72 lecture total
This course is a continuation of ASL 1 and is designed to increase vocabulary and fluency in receptive and expressive skills of American Sign Language students. Emphasis is on the structure of American Sign Language including lexical, morphemic and syntactical elements. The student will gain the manual skills to engage in descriptive, complex dialog and stories at a moderate skill level. Topics include American Sign Language contrast and comparisons to other languages, language development and acquisition, and societal and legal issues.

ASL 2L AMERICAN SIGN LANGUAGE 2 SKILL–BUILDING LAB – 1 Unit (formerly SL 93, SPED 95D)
Grading: Pass/No Pass Option
Prerequisite: ASL 1L with a grade of C or higher
Corequisite: ASL 2L or previous completion of ASL 2L with a grade of C or higher
Class Hours: 54 lab total
This course is designed to give students a lab environment in which to practice new vocabulary and structures learned in ASL 2, and will review vocabulary, sentence structure and visual, non-manual behaviors learned from ASL 2. Students will be involved in structured class assignments in order to utilize signing skills and increase fluency to a moderate rate in preparation for success in ASL 3.

ASL 3 AMERICAN SIGN LANGUAGE 3 – 4 Units
(formerly SL 94, SPED 93C)
Grading: Pass/No Pass Option
Prerequisite: ASL 2 with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course is intended for students who plan to use American Sign Language in their daily lives. Success in this course will enable students to communicate with Deaf and Hard-of-Hearing individuals through sign language at an average rate of speed and build confidence in their use of the language. Students will study basic qualities and skills needed to interpret including topics such as the interpreting process, an overview of the NAD-RID Code of Professional Conduct, expectations, and simultaneous interpreting practice. Exposure to Deaf culture through class discussions and guest lecturers will be incorporated.

ASL 4 AMERICAN SIGN LANGUAGE 4 – 4 Units
(formerly SL 96)
Grading: Pass/No Pass Option
Prerequisite: ASL 3 with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course is intended for students who plan to use American Sign Language in their daily lives. Success in this course will enable students to communicate with Deaf and Hard of Hearing individuals through sign language at an average rate of speed and build confidence in their use of the language, storytelling ability and presentation. Students will study qualities and skills needed to become interpreters. Students will be exposed to a variety of members and activities in the Deaf community.

ASL 5 AMERICAN SIGN LANGUAGE 5: GRAMMAR – 4 Units (formerly SL 7)
Prerequisite: ASL 4 with a grade of C or higher
Class Hours: 72 lecture total
This course focuses on American Sign Language grammar and communication skills. ASL stories and literature are employed to give students the opportunity to learn and practice the rules of Deaf culture and the grammar of ASL. English grammar will be analyzed and the differences between the two languages discussed.

ASL 80 DEAF CHALLENGES – 3 Units (formerly SL 80)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
In this course, students will be exposed to the challenges deaf people face in the areas of society, family, education, language/communication, and work. In addition, students will understand how these challenges impact the development and identity of deaf individuals. This course may be offered in a distance education format.

ASL 81 EDUCATIONAL WORLD OF THE DEAF – 3 Units (formerly SL 81)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course focuses on the education of the deaf population from ancient times to the present. It addresses the cultural, physical and psychological effects on the way deaf people learn. Topics such as family relationships, cognitive development, and language acquisition are addressed. This course may be offered in a distance education format.

ANATOMY (ANAT)

ANAT 1 HUMAN ANATOMY – 5 Units
Advisory: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher; and BIOL 5 and BIOL 6 with a grade of C or higher.
Note: May be taken concurrently with PHY 1
Class Hours: 54 lecture/54 lab/18 discussion total
A systematic hands-on approach to the anatomy of the human body. Covers the structural organization of the human body: gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. Human cadavers and/or mammalian dissections are used as an integral component of the course. This course is intended for nursing, kinesiology, physical therapy, radiologic
anthropology, respiratory therapy, dental hygiene, surgical technology, physical therapy, and other allied health related majors.

ANTHROPOLOGY (ANTH)

ANTH 1  PHYSICAL ANTHROPOLOGY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course introduces students to human evolutionary biology. It includes an introduction to: the history of evolutionary thought; basic human genetics and molecular biology; human variation and adaptation; evolutionary influences on behavior; the anatomy, ecology, and behavior of the nonhuman primates; and the evolution of our lineage as reflected in the hominid fossil record. This course may be offered in a distance education format.

ANTH 2  CULTURAL ANTHROPOLOGY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This introductory course explores how anthropologists study and compare human culture. Cultural anthropology presents fundamental concepts, data, methods, and theories employed by cultural anthropologists as they seek to understand the full range of human experience. Topics include: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. This course may be offered in a distance education format.

ANTH 14  RELIGION, MYTH AND RITUAL – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher or English Placement level 5 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

A cross-cultural study of the forms and functions of religion, myth, and ritual in contemporary and historical societies. Emphasis will be on non-Western traditional groups and understanding their religious beliefs in a culturally relative context. This course may be offered in a distance education format.

ANTH 25  CULTURE AND HISTORY OF THE NORTH AMERICAN INDIAN – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher or English Placement Level 5 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

A course dealing with the history and culture of the North American Indian. Emphasis will be on the origins, spread and diversification, and the development of Native American cultures in North America. Additional emphasis will be on contemporary Native Americans. Consideration will be given to how the arts, economics, and cultural contributions of Native Americans have influenced the modern world. This course may be offered in a distance education format.

ARCHAEOLOGY (ARCH)

ARCH 3  PRINCIPLES OF ARCHAEOLOGY – 3 Units
Class Hours: 54 lecture total
An introductory course to the study of world prehistory and historical archaeology through the analysis of archaeological method, theory, and regional developments. The course includes case study examination of the fundamental concepts of archaeology and the changing theoretical orientations of archaeology in the contemporary world.

ARCH 4A BEGINNING FIELD ARCHAEOLOGY – 3 Units
(formerly ARCH 4, 4AD)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/108 lab total
An introductory course in the practical application of archaeological principles and methods. Students will become familiar with the basic techniques of scientific archaeological excavation and site survey, mapping, photographing, data recording, cataloging and preservation of archaeological specimens.

ARCH 4B INTERMEDIATE FIELD ARCHAEOLOGY – 3 Units
Class Hours: 18 lecture/108 lab total
An intermediate course in the practical application of archaeological principles and methods that continues to build on the beginning course. Students will begin to take a part in the development and organization of scientific archaeological excavation projects. Students will learn additional excavation techniques, and learn to supervise field crews. Students will learn how to develop strategies for site reconnaissance and recording. Students will evaluate field records, and coordinate field catalogues.

ARCH 4C ADVANCED INTERMEDIATE FIELD ARCHAEOLOGY – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ARCH 4A with a grade of C or higher
Class Hours: 18 lecture/108 lab total
An advanced intermediate course in the practical application of archaeological principles and methods. Students learn advanced excavation techniques. Students learn additional methods of site mapping and recording. Students learn to map using a total station. Students are trained in soil sampling, and flotation techniques.

ARCH 4D ADVANCED FIELD ARCHAEOLOGY – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ARCH 4C with a grade of C or higher
Class Hours: 18 lecture/108 lab total
An advanced course in the practical application of archaeological principles and methods. Students will serve as assistant field director to the principal investigator in a local archaeological project. Students will learn to use archival facilities and evaluate documentary evidence of archaeological sites. Students will organize and execute aspects of field projects. Students will learn to interpret data gathered from field projects.

ARCH 5A BEGINNING ARCHAEOLOGY LABORATORY – 2 Units
(formerly ARCH 5, 5AD)
Class Hours: 108 lab total
This is a course that emphasizes both the field aspects of archaeology coupled with post-field laboratory analysis and data interpretation. Method and theory of both field survey, excavation and recording and post-field data processing and curation and subsequent interpretation and explanation will be the class focus. Students will assume positions of crew chiefs, laboratory chiefs, mappers, camp organizers, etc. under the instructor’s direction. Students will participate in preliminary site analysis, interpretive projects, and cultural material processing.

ARCH 5B INTERMEDIATE ARCHAEOLOGY LABORATORY – 2 Units
Prerequisite: ARCH 5A with a grade of C or higher
Class Hours: 108 lab total
An intermediate course in the practical application of archaeological laboratory methods. Students will learn beginning analyses of floral, faunal, and lithic materials collected during excavation of local sites. Students will learn artifact replication and conduct some experiments.
ART (ART)

ART 1 INTRODUCTION TO ART – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. Recommended for Humanities elective. This course may be offered in a distance education format.

ART 2 HISTORY OF WESTERN ART THROUGH THE GOTHIC PERIOD – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A historical survey course of the visual arts including architecture, crafts, engraving, etching, graphics, painting, sculpture, and woodcuts. Historical periods covered are Stone Age, Egyptian, Mesopotamian, Aegean, Greek, Etruscan, Roman, Byzantine, Christian, Medieval, Romanesque, and Gothic. (30,000 B.C. - 1400 A.D.) This course may be offered in a distance education format.

ART 3 WESTERN ART, RENAISSANCE TO CONTEMPORARY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A historical survey course of the visual arts from the Renaissance through the contemporary periods in history, with emphasis on painting, sculpture and architecture. This course may be offered in a distance education format.

ART 4 WORLD ART – 3 Units
Class Hours: 54 lecture total
A survey of the visual arts of ethnic and indigenous cultures with an emphasis on both historic and contemporary art. Explored are the Americas, Africa, and the Pacific Islands. Lectures are focused on the styles, motifs, symbols, rituals and traditions of the cultures by examining their crafts, drawings, sculpture, printmaking and paintings. This course is designed as a Humanities elective, recommended for Art Core Programs, and required for the Art History Concentration.

ART 5 ADVANCED ARCHAEOLOGY LABORATORY – 2 Units
Prerequisite: ARCH 5 with a grade of C or higher
Class Hours: 108 lab total
An advanced course in the practical application of archaeological laboratory methods. Students will serve as laboratory assistant to the principal investigator in an archaeological field project. Students will complete a series of analyses that conform to professional archaeological standards. Students will oversee all activities in the laboratory including the cleaning, cataloging, drawing, and analysis of artifacts recovered from local archaeological sites.

ART 6 HISTORY OF MODERN ART – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
An in-depth study of contemporary visual expression, starting with pre-impressionism and tracing the development of modernism through significant art movements in the 20th Century. This course may be offered in a distance education format.

ART 7 INTERMEDIATE FORM, DESIGN AND COLOR – 3 Units
(formerly ART 12)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/81 lab total
A fundamental course in two-dimensional design and color theory with the study of basic design elements as they apply to form. Two-dimensional design includes balance, directional movements, structural analysis, texture and unity. Color theory includes color schemes, psychological use of color, and value and intensity concepts. Required for the Art Core Program, and recommended for theatre, architecture and graphic design studies.

ART 8 THREE DIMENSIONAL DESIGN – 3 Units
(formerly ART 15)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/81 lab total
A fundamental course in two-dimensional design and color theory with the study of basic design elements as they apply to form. Two-dimensional design includes balance, directional movements, structural analysis, texture and unity. Color theory includes color schemes, psychological use of color, and value and intensity concepts. Required for the Art Core Program, and recommended for theatre, architecture and graphic design studies.

ART 9 SHADES, SHADOWS, AND PERSPECTIVES - 3 Units
(formerly ART 17)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/81 lab total
A historical survey course of the visual arts including architecture, crafts, engraving, etching, graphics, painting, sculpture, and woodcuts. Historical periods covered are Stone Age, Egyptian, Mesopotamian, Aegean, Greek, Etruscan, Roman, Byzantine, Christian, Medieval, Romanesque, and Gothic. (30,000 B.C. - 1400 A.D.) This course may be offered in a distance education format.

ART 10 INTERMEDIATE FREEHAND DRAWING – 3 Units
Grading: Pass/No Pass Option
Class Hours: 27 lecture/81 lab total
A developmental course designed to explore concepts, styles and creative expression related to intermediate level drawing, focusing on the information, mediums and techniques learned in 21A. Greater emphasis is placed on personal idea development, consistency and presentation techniques and the utilization of a variety of mediums. More information provided regarding paper and its manufacture, drawing materials and the techniques of developing a professional
ART 23   PEN, BRUSH AND INK – 2 Units (formerly ART 23AB)
Class Hours: 18 lecture/54 lab total
Exploring 2D possibilities with a variety of pens, brushes, inks, and papers. Exercises are based in observation and imagination, with supporting foundational drawing practice. Exposure to artists using this medium, and to links between illustration and fine arts.

ART 26A   BEGINNING WATERCOLOR – 3 Units
(formerly ART 26, 26AB)
Grading: Pass/No Pass Option
Class Hours: 27 lecture/81 lab total
An introductory course in watercolor painting methods as they apply to the visual arts. Methods cover wet wash, wash, stroke, and glaze overlays, with emphasis on creative interpretation and expression.

ART 29C   ADVANCED INTERMEDIATE PAINTING – 3 Units
(formerly ART 30, 25CD)
Prerequisite: ART 29A with a grade of C or higher
Class Hours: 27 lecture/81 lab total
An intermediate course in oil or polymer painting which is designed, through guided experimentation, to broaden the student’s knowledge of opaque media and techniques. Students are expected to complete three paintings: a non-objective work, a realist work and a “Free” painting (student’s choice).

ART 29D   ADVANCED PAINTING – 3 Units
Prerequisite: ART 29C with a grade of C or higher
Class Hours: 27 lecture/81 lab total
Advanced students will narrow the scope of techniques addressed in Art 29C to focus on the creation of a series of images which effectively express selected experiences. Artists will create a portfolio for use in the Annual Student Art Competition. These directed works will result from ongoing class discussions of projects, instructor presented slide lectures, films and technical critiques. Students will investigate preservation and cataloguing techniques.

ART 31A   BEGINNING FIGURE DRAWING – 3 Units
(formerly ART 31, 22AB)
Class Hours: 27 lecture/81 lab total
An introductory course in creative drawing of the nude human figure using a wide variety of techniques. Emphasis will be placed on anatomy, proportion, composition, and development of personal expression. Topics include an examination of the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to figure drawing.

ART 31B   INTERMEDIATE FIGURE DRAWING – 3 Units
(formerly ART 32, 22CD)
Prerequisite: A grade of C or higher in ART 31A
Class Hours: 27 lecture/81 lab total
A developmental course designed to expand on information and techniques learned in Intermediate Watercolor Painting. General attention will be given to personal idea development, consistency, presentation techniques and working with more independence. The student will be expected to increase the quality and number of paintings completed during the semester. The student will also learn to develop a professional portfolio and communicate professionally.

ART 31C   ADVANCED INTERMEDIATE FIGURE DRAWING – 3 Units
Prerequisite: A grade of C or higher in ART 31B
Class Hours: 27 lecture/81 lab total
A course designed to expand upon the information and techniques learned in Intermediate Watercolor Painting. General attention will be given to personal idea development, consistency, presentation techniques and working with more independence. The student will be expected to increase the quality and number of paintings completed during the semester. The student will also learn to develop a professional portfolio and communicate professionally.

ART 31D   ADVANCED FIGURE DRAWING – 3 Units
Prerequisite: ART 31C with a grade of C or higher
Class Hours: 27 lecture/81 lab total
Advanced Figure Drawing students will work toward an expanded knowledge of (and ability) with materials employed in Advanced Intermediate Figure Drawing. Through this exploration, students will define a clearer personal direction and emerge with enhanced critical skills.

ART 35A   BEGINNING CERAMICS – 3 Units (formerly ART 35, 35AB)
Grading: Pass/No Pass Option
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
An introductory course developing skills in the use of the potter's wheel. The course includes glazing, decorative techniques, properties of clay and firing of ceramic forms.

ART 35B   INTERMEDIATE CERAMICS – 3 Units
(formerly ART 36, 35CD)
Grading: Pass/No Pass Option
Prerequisite: ART 35A with a grade of C or higher
Class Hours: 27 lecture/81 lab total
An intermediate course developing skills in hand-building with coils, slabs and introduction of the potter’s wheel. The course includes glazing, decorative techniques, properties of clay and firing of ceramic forms.

ART 37   SCULPTURAL CERAMICS – 3 Units
Grading: Pass/No Pass Option
Advisory: ART 35A or ART 35B with a grade of C or higher
ART 45  BEGINNING GLASS – 3 Units (formerly ART 45AB)
Grading: Pass/No Pass Option
Prerequisite: ART 45 or ART 57 with a grade of C or higher
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
This course focuses on skills progression in working with glass in the molten state. Emphasis is placed upon individualized projects for students. Students will work with studio equipment related to recycling, melting, firing and annealing of glass.

ART 50A  BEGINNING PRINTMAKING – 3 Units (formerly ART 50, 50AD)
Grading: Pass/No Pass Option
Prerequisite: ART 50A with a grade of C or higher
Class Hours: 27 lecture/81 lab total
An introductory course surveying the four main printmaking processes as they apply to the visual arts. Studio experience during the semester will focus on black and white printing techniques including: relief, intaglio, stencil (serigraph) and planographic (monotype or lithography). Emphasis will be placed on the use of printmaking processes as an expressive art form through lecture, demonstration, and class critiques.

ART 50B  INTERMEDIATE PRINTMAKING – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ART 50B with a grade of C or higher
Class Hours: 27 lecture/81 lab total
An intermediate course focusing on color intaglio techniques including: multi-plate and la poupee processes. Emphasis will be placed on the use of printmaking processes as an expressive art form through lecture, demonstration and class critiques. Students will produce four editions of prints within the color intaglio techniques.

ART 50C  ADVANCED PRINTMAKING – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ART 50B with a grade of C or higher
Class Hours: 27 lecture/81 lab total
An advanced course focusing on color relief print processes (i.e. multi-plate, a la poupee and rainbow printing). Advanced students will clearly express their personal aesthetic through the production of four editions of prints within the color relief processes. Emphasis will be placed on the use of color relief printing as an expressive art form through lecture, demonstration, and class critiques.

ART 55A  BEGINNING SCULPTURE – 3 Units (formerly ART 55, 55AB)
Advisory: ART 15 with a grade of C or higher
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

ART 55B  INTERMEDIATE SCULPTURE – 3 Units (formerly ART 56, 55CD)
Prerequisite: ART 55A with a grade of C or higher
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
An intermediate level course in the sculpting of clay, wood, metal, plaster, and other materials. Creative application of these media are used in abstract and representational forms.

ART 55C  ADVANCED SCULPTURE – 3 Units
Prerequisite: ART 55B with a grade of C or higher
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
This course expands upon the information and techniques gained from ART 55B. Attention will be given to personal idea development and concepts, consistency, presentation, techniques and working independently. Students will be expected to develop a style and conceptual approach which will be reflected in the sculpture produced during the semester. Students will develop a professional portfolio and learn to communicate professionally.

ART 57  SCULPTURAL GLASS – 3 Units
Advisory: ART 45 or ART 55 with a grade of C or higher
Note: Field trips may be required
Class Hours: 27 lecture/81 lab total
A structured intermediate sculpture course in which students will develop an understanding of the potential of the medium of glass in its molten and frozen states. Students will begin a hands-on involvement with molten glass working, ladel sand casting, kiln casting and other glass processes. Regular demonstrations, presentations and in-class projects as well as individual assignments will establish a fundamental knowledge and physical understanding of glass as a medium for sculpture.

ART 70A  BEGINNING DIGITAL PHOTOGRAPHY – 3 Units (formerly ART 70)
Grading: Pass/No Pass Option
Prerequisite: ART 70B with a grade of C or higher
Note: This is a digital imaging class. Students must provide an 8 megapixel (or larger) digital camera with manual aperture and shutter speed controls.
Class Hours: 27 lecture/81 lab total
An introductory digital course presenting the origins and history of photography, camera and lens familiarization, exposure, metering, printing procedures, print presentation, composition and standards of quality. Emphasis is placed on print quality along with content, composition and personal expression. The course concentrates on expressive and aesthetic aspects of photography in fine art.

ART 70B  INTERMEDIATE DIGITAL PHOTOGRAPHY – 3 Units (formerly ART 71)
Grading: Pass/No Pass Option
Prerequisite: ART 70A with a grade of C or higher
Note: This is a digital imaging class. Students must provide an 8 megapixel (or larger) digital camera with manual aperture and shutter speed controls.
Class Hours: 27 lecture/81 lab total
A continuation and advancing of the principles covered in ART 70A with emphasis on artistic expression and use of current technologies.

ART 70C  ADVANCED INTERMEDIATE DIGITAL PHOTOGRAPHY – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ART 70B with a grade of C or higher
Note: This is a digital imaging class. Students must provide an 8 megapixel (or larger) digital camera with manual aperture and shutter speed controls.
Class Hours: 27 lecture/81 lab total
This course builds on the techniques covered in ART 70B. This course provides instruction in the advanced theories, vocabularies and techniques of digital photography with emphasis on artistic expression and use of current technologies.
speed controls.
Class Hours: 27 lecture/81 lab total

This course builds on the techniques covered in ART 70C. This course provides continued exploration in the advanced theories, vocabularies and techniques of digital photography. Emphasis will be on current issues in photography, contemporary photographers and portfolio development along with the basic theories of illumination and the utilization of a variety of light sources.

**ART 72 INTRODUCTION TO DIGITAL ART – 3 Units**
Grading: Pass/No Pass Option
Note: Students should have a basic understanding of computers before enrolling in the class. Prior experience with Photoshop, Illustrator or iDesign is not necessary.
Class Hours: 27 lecture/81 lab total

An introduction to the concepts and methods of digital art and design. This course is designed to introduce students to image editing, digital painting and drawing, page layout, graphic rendering and file output for print, web or multimedia using current software.

**ART 80A GRAPHIC DESIGN – 3 Units**
Grading: Pass/No Pass Option
Advisory: ART 12 with a grade of C or higher
Note: It would be helpful if the student has basic skills in Adobe Photoshop.
Class Hours: 27 lecture/81 lab total

The course provides the student with an introduction to the theories and applications behind typography, color theory, layout, and composition. The student will learn and use industry standard image editing and page layout software to produce class assignments typically encountered in the graphic design and printing industries.

**ART 80B INTERMEDIATE GRAPHIC DESIGN – 3 Units**
Grading: Pass/No Pass Option
Prerequisite: ART 80A with a grade of C or higher
Class Hours: 27 lecture/81 lab total

This course builds on the software training and design concepts from 80A to teach the student more advanced image editing, document composition, and digital illustration techniques using industry standard software and accepted design practices and advanced theories and principles.

**THE 100 SERIES OF COURSES ARE SPECIFIC SUBJECT AREAS TAKEN FROM THE TRANSFER (1-98) COURSES AS SHORT-TERM INTRODUCTION COURSES:**

**ART 110 MIXED MEDIA: WORKS ON PAPER – 2 Units**
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total

This course selectively and aesthetically combines various media and techniques of drawing, painting, photo, printing and collage into two-dimensional works. Underlying the instruction is a historical component which emphasizes modern and contemporary art to broaden the students' interest and awareness of contemporary trends.

**ART 121 ILLUSTRATION (formerly ART 121W) – 2 Units**
Grading: Pass/No Pass Option
Class Hours: 18 lecture/ 54 lab total

Designed to develop a personal approach to the problems of pictorial elucitation and provides an understanding of the use of visual media to illustrate verbal content. It develops a knowledge of the more common graphic media and of design elements in relationship to illustration.

**ART 122 PORTRAIT PAINTING – 2 Units (formerly ART 125W)**
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total

A basic course in the materials, tools, composition, proportion, lighting, shadow patterns, anatomy, value, color, line and study of other masters in portrait painting.

**ART 123 LANDSCAPE PAINTING – 2 Units (formerly ART 125X)**
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total

A basic course to introduce the techniques of landscape painting, specifically the areas of pictorial materials, space, simple perspective, composition, value, color, scale, texture, line, and the study of other landscape painters.

**ART 126 NATURE IN WATERCOLOR – 2 Units**  
(formerly ART 126X)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total

An extensive course in different watercolor methods, such as: wet wash, stroke, and glaze overlays, with emphasis on creative interpretation of subjects in nature.

**ART 301 BEGINNING, INTERMEDIATE AND ADVANCED DRAWING & PAINTING-MIXED MEDIA – 0 Units**
Class Hours: 6-108 lab total

An introductory, intermediate and advanced course incorporating basic drawing techniques using a variety of pencils and covering composition, color mixing, brush strokes, watercolor, acrylic, oil and pastels. The course is designed to provide stimulation and growth for individual adults through art activities.

**ASTRONOMY (ASTR)**

**ASTR 1 ASTRONOMY – 3 Units**
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

A survey course designed to introduce the science of astronomy. This course covers aspects of archaeoastronomy, telescope optics, radio astronomy, prominent scientists, the sun, planets and their moons, and generalities of stellar evolution. This course may be offered in a distance education format.

**ASTR 2 STELLAR ASTRONOMY – 3 Units**
Class Hours: 54 lecture total

A survey course designed to introduce the science of astronomy concentrating on celestial bodies and phenomena beyond the solar system. This course covers aspects of the history of astronomy, light, telescopes, prominent scientists, the sun, stars, stellar evolution, galaxies, cosmology, and the possibility of other life forms in the Universe. This course may be offered in a distance education format.

**AUTOMOTIVE TECHNOLOGY (AUTO)**

**AUTO 1 VEHICLE ELECTRICAL SYSTEMS – 3 Units**
Class Hours: 27 lecture/81 lab total

Designed to cover the basic theory of electricity and magnetism, as well as areas of operation, testing, and service of vehicle batteries, switches, relays, starters and starting systems, alternators, regulators, charging systems, and light circuits. The course includes electrical theory, repair procedures, and ASE laboratory tasks. This course, along with AUTO 10, is designed to prepare students to become ASE certified in area A-6. Required for Automotive majors with emphasis on electrical systems.

**AUTO 10 AUTOMOTIVE ELECTRONICS – 3 Units**  
(formerly AUTO 110)
Prerequisite: AUTO 1 with a grade of C or higher
Class Hours: 27 lecture/81 lab total

This course is designed to establish an understanding of electronic theory and solid state technology as it applies to the automobile. The student will learn to read wiring schematics, calculate voltages, current flow, and resistances within parallel and series circuits, and to properly use related testing equipment used for diagnosis. This course includes electrical/electronic theory, repair procedures, and ASE laboratory tasks. This course, along with AUTO 1, is designed to prepare students to become ASE certified in area A-6. This course, along with AUTO 20 and AUTO 21 will qualify students to test for the Bureau of Automotive Repair Level 1 smog training certificate.

**AUTO 20 ENGINE PERFORMANCE – 4 Units**
Class Hours: 36 lecture/108 lab total

This course is designed to give students the understanding of the operation of automotive engines and related systems such as electrical, ignition and fuel delivery. The course will also provide students with
entry level skills to diagnose, service and repair these systems using current industry tools and equipment. This course includes ASE laboratory tasks and is designed to prepare students to become ASE certified in area A-8. This course along with AUTO 10 and AUTO 21 will qualify students to test for the Bureau of Automotive Repair for Level 1 smog training certificate.

AUTO 21 ADVANCED ENGINE PERFORMANCE – 3 Units
Prerequisite: AUTO 20 with a grade of C or higher
Class Hours: 27 lecture/81 lab total
This course is designed to continue the study of engine performance by including the emission control systems and computer controlled engine operation. The course will also provide students with entry level skills to diagnose, service and repair these systems using current industry tools and equipment. This course includes ASE laboratory tasks and, along with AUTO 20, is designed to prepare students to become ASE certified in areas A-8 and L-1. This course along with AUTO 10 and AUTO 20 will qualify students to test for the Bureau of Automotive Repair Level 1 smog training certificate.

AUTO 94 WORKSITE LEARNING FOR AUTOMOTIVE TECH. – 1-8 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes. Class Hours: 75 hours paid or 60 hours non-paid per unit.
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

AUTO 130 AUTOMOTIVE STEERING AND SUSPENSION – 3 Units
Class Hours: 36 lecture/54 lab total
This course is designed to give students the entry level skills required to diagnose, service, and repair modern automotive wheel and tire, steering, and suspension systems. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course, along with AUTO 131, is designed to prepare students to become ASE certified in area A-4.

AUTO 131 AUTOMOTIVE WHEEL ALIGNMENT – 2 Units
Class Hours: 18 lecture/54 lab total
This course is designed to give students the entry level skills required to perform complete four-wheel alignments on modern automobiles and light trucks. The course includes theory of alignment principles and the operation of industry standard alignment equipment. This course, along with AUTO 130, is designed to prepare students to become ASE certified in area A-4.

AUTO 147 AUTOMOTIVE BRAKING SYSTEMS – 3 Units
Class Hours: 27 lecture/81 lab total
This course is designed to provide the entry level skills needed to diagnose, service, and repair various braking systems found on domestic and import automobiles and light trucks. The course includes brake theory, repair procedures, and ASE laboratory tasks, and is designed to prepare students to become ASE certified in area A-5. Standard and power assist, drum and disc type systems and anti-lock braking systems are included in this course.

AUTO 150 INTRODUCTION TO ENGINE MACHINING – 5 Units
(formerly INDE 150)
Class Hours: 72 lecture/54 lab
This course is designed to introduce the student to the basic fundamentals of the internal combustion engine. The subjects will cover the operation and design of varied engine systems and the repair and rebuilding of these engines. This course will also provide instruction in the disassembly, cleaning and inspection of the internal combustion engine. The student will be oriented in the use of general and specialty tools used in the rebuilding of internal combustion engines. ASE based tasks will utilize hand and power tools and modern machining equipment. Completion of this course will prepare students to become certified in ASE area A-1.

AUTO 161 MANUAL DRIVE TRAIN AND AXLES – 3 Units
Class Hours: 27 lecture/81 lab total
A course designed to give a technical and working knowledge of manual drive trains and axles. Subject matter covered includes clutch diagnosis and repair, manual transmission diagnosis and repair, transaxle diagnosis and repair, drive (half) shaft and universal joint diagnosis and repair, rear axle diagnosis and repair, four-wheel drive component diagnosis and repair, theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-3.

AUTO 162 AUTOMATIC TRANSMISSIONS AND TRANSAXLES – 4 Units
Class Hours: 36 lecture/108 lab total
A course designed to give a working knowledge of automatic transmissions and transaxles. Subject matter covered will include transmission/transaxle maintenance and adjustment, in-vehicle transmission/transaxle repair, and off-vehicle transmission/transaxle repair. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-2.

AUTO 163 HEATING, AIR CONDITIONING AND ACCESSORIES – 3 Units
Class Hours: 36 lecture/54 lab total
This course is designed to give students a technical and working knowledge of automotive heating and air conditioning systems. Emphasis is placed on entry level skills necessary for diagnosing, servicing, and repairing modern automotive heating and air conditioning systems. The course includes theory of operation, repair procedures, and ASE laboratory tasks. This course is designed to prepare students to become ASE certified in area A-7.

AUTO 176 LEVEL 2 SMOG TECHNICIAN TRAINING – 1 Unit
Prerequisite: AUTO 10, AUTO 20 and AUTO 21 with a grade of C or higher
Class Hours: 9 lecture/27 lab total
The Smog Check training is intended to provide students the knowledge, skills, and abilities needed to perform Smog Check inspections. Students who successfully complete this training will have met the Bureau’s training requirements to qualify to take the Smog Check Inspector state licensing examination.

AUTO 180 ENGINE MACHINIST I – 4 Units
(formerly INDE 180, AUTO 180A)
Prerequisite: AUTO 150 or DIES 164 with a grade of C or higher
Note: Basic hand tools required
Class Hours: 36 lecture/108 lab total
This course is designed to give the student instruction in the use of precision equipment required in the reconditioning of modern automotive engines. Students completing this course will have the manipulative skills and the knowledge of the various machine tools required to completely remanufacture automotive engines.

AUTO 181 ENGINE MACHINIST II – 4 Units
(formerly AUTO 181, AUTO 180B)
Prerequisite: AUTO 180 with a grade of C or higher
Note: Basic hand tools required
Class Hours: 36 lecture/108 lab total
This course will build on the skills obtained in AUTO 180, Engine Machinist I, and will provide new skills in the following areas; advanced machining techniques, high performance machines, changing fixtures, maintenance and service of machine tools.

BIOLOGICAL SCIENCES (BIOL)

BIOL 1 PRINCIPLES OF BIOLOGY – 4 Units
Prerequisite: CHEM 1A with a grade of C or higher
Class Hours: 36 lecture/108 lab total
A biological science emphasizing molecular and cellular organization,
energetics of respiration and photosynthesis, cell integration and development. General principles of heredity, evolution, specialization and community. Intended for majors in science.

**BIOL 5 INTRODUCTION TO HUMAN BIOLOGY - 3 Units**

**Prerequisite:** BIOL 5 or previous completion of BIOL 5 with a grade of C or higher

**Corequisite:** BIOL 10 or previous completion of BIOL 10 with a grade of C or higher

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A one-semester introductory course in human anatomy and physiology. Topics include anatomy and physiology of the human body. Includes dissection techniques, normal body functions, microstructure of the body, and the nervous, skeletal, muscular, respiratory, circulatory, digestive, urinary, endocrine, and reproductive systems. Emphasis will be placed on those aspects of biology that are rapidly reshaping our culture. This course may be offered in a distance education format.

**BIOL 10 GENERAL BIOLOGY - 3 Units**

**Grading:** Pass/No Pass Option

**Note:** BIOL 10 will meet the general education requirement for a laboratory science if taken with BIOL 10L.

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

An introduction to the major concepts of modern biology. Topics covered include biochemistry, cell biology, heredity, and nature of genes, evolution, diversity of life, and principles of ecology. Emphasis will be placed on those aspects of biology that are rapidly reshaping our culture. This course may be offered in a distance education format. This course will meet the general education requirement for a laboratory science if taken with BIOL 10L.

**BIOL 10L GENERAL BIOLOGY LABORATORY - 1 Unit**

**Grading:** Pass/No Pass Option

**Corequisite:** BIOL 10 or previous completion of BIOL 10 with a grade of C or higher

**Note:** BIOL 10L will meet the general education requirement for a laboratory science if taken with BIOL 10.

**Class Hours:** 54 lab total

A laboratory course designed to complement BIOL 5. A one-semester human anatomy and physiology laboratory course. Exercises include anatomical language, microscopy, membrane transport processes, skeletal muscle contraction, cardiology, blood pressures, pulmonary ventilation, and enzymatic digestion. The anatomy of eleven organ systems is also included. BIOL 6 is a prerequisite for the LVN program.

**BIOL 6 INTRO. TO HUMAN BIOLOGY LABORATORY - 1 Unit**

**Corequisite:** BIOL 5 or previous completion of BIOL 5 with a grade of C or higher

**Class Hours:** 54 lab total

A laboratory course designed to complement BIOL 5. A one-semester human anatomy and physiology laboratory course. Exercises include anatomical language, microscopy, membrane transport processes, skeletal muscle contraction, cardiology, blood pressures, pulmonary ventilation, and enzymatic digestion. The anatomy of eleven organ systems is also included. BIOL 6 is a prerequisite for the LVN program.

**BIOL 11 DIVERSITY OF LIFE - 3 Units**

**Grading:** Pass/No Pass Option

**Class Hours:** 162 total hours (only offered in the distance education format)

This course is a 3-unit, transferable, non-laboratory, computer-based life science course. It is available only on the Internet and is intended for those people who, for one reason or another, cannot come to the Shasta College campus for course work. Topics include molecular and cell biology, inheritance, gene expression, mutation, evolution and the diversity of living organisms.

**BIOL 12 FIELD BIOLOGY - 3 Units**

**Corequisite:** BIOL 12L

**Note:** A portion of this course may take place in an international location

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

Plant and animal morphology, classification, evolution, and ecological relationships examined through field and laboratory study, with an emphasis on field experiences. This course may be offered in a distance education format.

**BIOL 12L FIELD BIOLOGY LABORATORY - 1 Unit**

**Corequisite:** BIOL 12

**Note:** This course may take place in an international location

**Class Hours:** 54 lab total

Field techniques, experiments, and demonstrations covering the basic concepts of the lecture course BIOL 12. This laboratory is designed to expose students to common biological field research methods such as biological field sampling techniques including quadrants, trons, pitfall traps, light traps, and mist nets. This course may be offered in a distance education format.

**BOTANY (BOT)**

**BOT 1 GENERAL BOTANY - 4 Units**

**Prerequisite:** MATH 102 with a grade of C or higher or Math Placement Level 4 or higher

**Class Hours:** 36 lecture/108 lab total

An introduction to the structure, physiology, reproduction, life cycles and taxonomic of major plant and plant-like groups.

**BOT 50 WILDFLOWERS OF CALIFORNIA - 1 Unit**

**Grading:** Pass/No Pass Option

**Note:** Two all-day Saturday field trips will be required.

**Class Hours:** 9 lecture/27 lab total

Local wildflowers are examined closely in the laboratory in order to learn their structural characteristics. This knowledge will be used to identify flowers using a plant identification key and for sight identification. The field trips reinforce identification skills by allowing students to observe these flowers in their natural setting. A supplementary course for botany, biology, forestry, ornamental horticulture, and natural resources students; elementary and high school teachers; and general interest. Five three-hour class meetings and two all day Saturday field trips.

**BOT 52 MUSHROOM IDENTIFICATION - 2 Units**

**Grading:** Pass/No Pass Option

**Note:** Includes two local mushroom collection field trips

**Class Hours:** 27 lecture/27 lab total

In this course, students will learn to identify mushrooms and other fungi of Northern California. Class discussions will cover mushroom biology, the groups of fungi, mushroom structure, recognizing mushrooms by sight, and identifying mushrooms using written mushroom identification keys. Field trips will reinforce identification skills and help students understand the role of mushrooms in the ecosystem. There will be special emphasis on mushroom poisons and consumer safety.

**BUSINESS ADMINISTRATION (BUAD)**

See Also: ACCT, CIS, OAS

**BUAD 6 BUSINESS LAW I - 3 Units**

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

Introduction to the legal processes which covers the fundamental legal principles pertaining to business transactions. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. This course may be offered in a distance education format.

**BUAD 8 BUSINESS LAW II - 3 Units**

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course involves the various parameters and requirements of business organizations, security devices, bankruptcy with personal and intellectual property issues. This course may be offered in a distance education format.

**BUAD 10 INTRODUCTION TO BUSINESS - 3 Units**

**Advisory:** ENGL 280 with a grade of C or higher or English Placement Level 5 or higher

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A survey course for both business and non-business majors covering the different disciplines (finance, management, and marketing) of business. The course also covers the complexities of the competitive business world and includes additional disciplines such as international business, forms of business ownership, social responsibility and ethics, and entrepreneurship. Designed to provide students with familiarly with
basic principles and practices of contemporary business, knowledge of business terminology, and an understanding of how business works within the U.S. economic system. Due to its introductory nature, it is recommended that this course be taken as a first business course. This course may be offered in a distance education format.

**BUAD 12 INTERNATIONAL BUSINESS – 3 Units**
*Grading: Pass/No Pass Option*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

An introduction to international business. Emphasis will be on understanding global management, marketing, supply-chain management, and finance while working in an international environment influenced by cultural, legal, political, economic, and social factors. This course may be offered in a distance education format.

**BUAD 15 BUSINESS AND SOCIETY – 3 Units**
*Class Hours: 54 lecture total*

The purpose of this course is to increase the student's awareness of ethical issues in business. The course establishes a framework and definition of ethics and the interaction among business, government, and society. Examples from current events and across business disciplines will be used. Opposing points of view will be presented allowing the student to make individual judgments about ethical behavior in business and what things can and should be done to create a sustainable business model for the future.

**BUAD 30 REAL ESTATE PRINCIPLES – 3 Units**
*(formerly REAL 30)*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

This is a fundamental real estate course covering the basic laws and principles of California Real Estate. The knowledge, background, and terminology necessary for advanced study in specialized courses are covered. Designed to assist those preparing for the real estate salesperson license examination. This course may be offered in a distance education format.

**BUAD 40 ENTREPRENEURSHIP AND SMALL BUSINESS – 3 Units**
*Grading: Pass/No Pass Option*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

This course is an entrepreneurial perspective of starting a small business. The course covers techniques and methods of starting and managing a small business enterprise and incorporates the exploration of a sound business plan that includes a financial, management, and marketing analysis. This course may be offered in a distance education format.

**BUAD 41 LEADERSHIP & SUPERVISION – 3 Units**
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

This course focuses on the role of the first-line supervisor in the organization. There is particular emphasis on team building, coping with organizational change, leadership styles, motivating employees, and the supervisor’s role in monitoring the primary management functions of planning, organizing, directing, and controlling. This course may be offered in a distance education format.

**BUAD 42 FINANCING A SMALL BUSINESS – 3 Units**
*Grading: Pass/No Pass Option*
*Advisory: Students will need to have access to and a working knowledge of Microsoft Excel.*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

A course designed to give an understanding on the various ways of funding a business venture. The course explores how to raise money for growing or starting a small business by reviewing sources of public and private debt, equity capital, Initial Public Offering, commercial loans and SBA-guaranteed programs. This course may be offered in a distance education format.

**BUAD 44 INVESTMENTS – 3 Units** *(formerly FIN 44)*
*Grading: Pass/No Pass Option*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

Course designed to help the student gain an understanding of stocks, bonds, and other securities. Students will be encouraged to develop their own investment philosophy based on an understanding of the securities market and methods of analyzing that market. Recommended for students wanting an understanding of how businesses raise capital in the securities market. The student will develop a hypothetical personal investment portfolio, which will be tracked with the assistance of a web-based monitoring system. This course may be offered in a distance education format.

**BUAD 45 HUMAN RELATIONS ON THE JOB – 3 Units**
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

Human Relations on the Job is a course designed to give the student the opportunity to increase interpersonal skills. There is particular emphasis on communication, motivation, leadership, and group decision skills. Emphasis is placed on improved relationships among employees and between employees and employers. Topics include communication processes and styles, attitudes, values, motivation, leadership, valuing diversity, and reinforcement on the job. This course may be offered in a distance education format.

**BUAD 46 FUNDAMENTALS OF NONPROFIT MANAGEMENT – 1 Unit**
*Grading: Pass/No Pass Option*
*Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)*

Fundamentals of Nonprofit Management provides an understanding of the nonprofit sector as a whole and as nonprofit management from an overview perspective. This course will introduce the fundamentals of effective organization mission and vision statements, strategic planning, operations management, and budgeting. Participants will gain understanding of different aspects of management of a nonprofit organization. This course may be offered in a distance education format.

**BUAD 66 BUSINESS COMMUNICATIONS – 3 Units**
*Prerequisite: BUAD 166 with a grade of C or higher or English Placement Level 6 or higher*
*Note: Student must complete all assignments using a computer. Handwritten assignments will not be accepted.*
*Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)*

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. This is a required course for many major and certificate programs and an alternate requirement or suggested elective in others. This class also satisfies the A.S. General education requirement in English. This course may be offered in a distance education format.

**BUAD 71 INTRODUCTION TO E-COMMERCE – 1 Unit**
*Grading: Pass/No Pass Option*
*Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)*

This course is an introduction to e-commerce principles. Topics include an overview of where e-commerce fits into the business, e-commerce basics, cost-benefit of e-commerce solutions, planning and development. This course offers practical suggestions to individuals involved in or planning an e-commerce business or business component. This course may be offered in a distance education format.

**BUAD 72 E-COMMERCE MARKETING – 1 Unit**
*Grading: Pass/No Pass Option*
*Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)*

E-Commerce Marketing (electronic commerce) is the study of all the online or electronic-based activities that facilitate manufacturing goods and services by the producer to satisfy the wants and needs of the consumer. Electronic marketing draws heavily on networks' technology to coordinate market research, aid product development, and develop strategies and tactics to persuade consumers to buy, provide for online
distribution, maintain customer records, conduct customer satisfaction surveys, and gather consumer feedback. Electronic marketing advances the overall marketing program that in turn supports the company’s overall marketing business objectives. This course may be offered in a distance education format.

**BUAD 76  SALES – 3 Units (formerly MKTG 70, BUSI 70)**  
Grading: Pass/No Pass Option  
Class Hours: 54 lecture total  
Study of the fundamental problems, practices, and techniques of the salesperson. The course covers both retail and direct selling techniques including prospecting, pre-approach, demonstration/presentation, handling objections, closing, follow-up, and time management. Students will be required to make a minimum of one sales presentation in class.

**BUAD 77  PRINCIPLES OF MARKETING – 3 Units (formerly MKTG 74, BUSI 74)**  
Grading: Pass/No Pass Option  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)  
This course is designed to help the student understand everyday marketing problems in organizations. Topics include changing role of marketing, the marketing mix, consumer behavior, sales, advertising, market research, middlemen, retailing, product development, and marketing plans. Additionally, the writing and presentation of a marketing plan is required. This course may be offered in a distance education format.

**BUAD 80  PRINCIPLES OF CUSTOMER SERVICE – 3 Units**  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)  
This course is designed to provide the student with an understanding and knowledge of the importance of meeting the needs of customers in a service economy. Students will gain insight into employer and customer expectations of service levels. Emphasis will be placed on developing specific skills and abilities critical to providing excellent customer service. In addition, the student will be introduced to the concepts of internal and external customers, customer satisfaction, and customer retention. Other topics covered are attitude in the workplace, communicating with customers, decision making and problem solving, conflict resolution, and dealing with change in the workplace. This course may be offered in a distance education format.

**BUAD 81  STRESS MANAGEMENT IN THE WORKPLACE – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included in the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations. This course may be offered in a distance education format.

**BUAD 82  MANAGING ORGANIZATIONAL CHANGE – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. This course may be offered in a distance education format.

**BUAD 83  CONFLICT RESOLUTION – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to provide the student with an analysis of attitudes and behavior, which create conflict between individuals and groups within an organization. This course may be offered in a distance education format.

**BUAD 84  ATTITUDE IN THE WORKPLACE – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one’s attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others. This course may be offered in a distance education format.

**BUAD 85  CUSTOMER SERVICE IN THE WORKPLACE – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of the customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. This course may be offered in a distance education format.

**BUAD 86  DECISION MAKING AND PROBLEM SOLVING – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to introduce the student to decision making and problem solving as a supervisor. This course may be offered in a distance education format.

**BUAD 87  TEAM BUILDING – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace. This course may be offered in a distance education format.

**BUAD 88  COMMUNICATING WITH PEOPLE – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills. This course may be offered in a distance education format.

**BUAD 89  TIME MANAGEMENT – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered. This course may be offered in a distance education format.

**BUAD 90  VALUES AND ETHICS – .5 Unit**  
Grading: Pass/No Pass Only  
Class Hours: 9 lecture total (when offered in the distance education format, hours will total 27)  
This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor carrying out his/her duties will be emphasized. This course may be offered in a distance education format.

**BUAD 91  PRINCIPLES OF MANAGEMENT – 3 Units**  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)  
This is a basic course to broaden the student’s knowledge of the business organization emphasizing how the organizational structure can affect personnel, productivity, and ultimately the success of the firm. This course is required for the Business Management Certificate Program and is designed to assist any student who may already be on the lower rungs of the management ladder wishing to become more
knowledgeable about organization and management theory. The course should stimulate thought and discussion of several aspects of management and provide a limited opportunity for public speaking. This course may be offered in a distance education format.

**BUAD 94 BUSINESS WORKSITE LEARNING – 1-8 Units**

**Limitation on Enrollment:** Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

**Class Hours:** 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student's major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**BUAD 106 BUSINESS MATHEMATICS – 3 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** MATH 240 with a grade of C or higher or Math Placement Level 2 or higher

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A required course in several business occupational majors and suggested elective in others. Student entering this class should have a strong foundation of basic arithmetic skills of adding, subtracting, multiplying, and dividing of whole numbers, fractions, decimals, and percentage values. The class consists of applications of these skills to such business problems as markup, simple, discount, and compound interests, trade and cash discounts, insurance, installment buying, and depreciation. Waiver: Under certain circumstances, this course may be waived for some A.A. degrees or certificate requirements by substituting MATH 102 or higher math course. This course may be offered in a distance education format.

**BUAD 120 STARTING A SMALL BUSINESS – THE ENTREPRENEUR – 1 Unit**

**Grading:** Pass/No Pass Option

**Class Hours:** 18 lecture total (when offered in the distance education format, hours will total 54)

A survey course that explores various components that need to be considered for anyone contemplating or currently operating a small business – the Entrepreneur. The major class project will be the development of a basic executive summary of the student's business of that deal with retail merchants, i.e., wholesalers, advertising media, insurance agencies, accounting firms, and other service areas. This course may be offered in a distance education format.

**CHEM 1A GENERAL CHEMISTRY – 5 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** CHEM 16 or CHEM 2A with a grade of C or higher, or a score of 20 or higher on the California Chemistry Diagnostic test; and MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher. (If you have completed one year of high school chemistry with a grade of C or higher, you will be eligible to enroll in this course once you have seen a counselor.)

**Note:** Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lecture/54 lab/18 discussion (when offered in the distance education format, hours will total 216 for the lecture/discussion portion of this class and an additional 54 hours of lab totaling 270 hours for this course)

A course for science and engineering majors which covers the nature of atoms, molecules, and ions; chemical reactions; precipitation, oxidation-reduction, and acid/base chemistry; stoichiometry; electronic structure; periodicity; chemical bonding; properties of solids, liquids, gases, and solutions; and an introduction to thermodynamics and equilibrium. The lecture and discussion portions of this course may be offered in a distance education format.

**CHEM 1B GENERAL CHEMISTRY – 5 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** CHEM 1A with a grade of C or higher

**Note:** Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lecture/18 discussion/54 lab total (when offered in the distance education format, hours will total 216 for the lecture/discussion portion of this class and an additional 54 hours of lab totaling 270 hours for this course)

An introduction to chemical kinetics, nuclear chemistry, transition metals, and organic chemistry; along with continued, in-depth study of equilibrium, thermodynamics, electrochemistry, acid-base and solution chemistry. This course may be offered in a distance education format.

**CHEM 2A INTRODUCTION TO CHEMISTRY – 5 Units**

**Prerequisite:** MATH 101 with a grade of C or higher or Math Placement Level 3 or higher

**Note:** Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lecture/18 discussion/54 lab total (when offered in the distance education format, hours will total 216 for the lecture/discussion portion of this class and an additional 54 hours of lab totaling 270 hours for this course)

This course is a survey of inorganic chemistry and some organic chemistry suitable for agriculture and nursing students. The basic fundamentals of the metric system, chemical nomenclature, atomic and molecular structure, chemical reactions, energy changes, states of matter, solutions, chemical equilibria and kinetics, and organic functional groups are presented. The quantitative nature of chemistry is developed by introduction of the Avogadro's number and the mole and continuing with stoichiometry, gas law, solution concentrations and pH calculations. The lecture/discussion portion of this course may be offered in a distance education format.

**CHEM 2B INTRO TO ORGANIC AND BIOCHEMISTRY – 5 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** CHEM 2A or CHEM 1A with a grade of C or higher

**Note:** Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lecture/54 lab/18 discussion (when offered in the distance education format, hours will total 216 for the lecture/discussion portion of this class and an additional 54 hours of lab totaling 270 hours for this course)
A survey of the major classes of organic compounds including structure, nomenclature, properties, reactions, and the reaction mechanisms; an introduction to the biochemistry of proteins, carbohydrates, lipids, nucleic acids and their basic metabolic reactions. Suitable for nursing, dental hygiene, agriculture/natural resources and non-science majors. The lecture/discussion portion of this course may be offered in a distance education format.

**CHEM 6 INTRODUCTORY CHEMISTRY APPLIED TO THE ENVIRONMENT – 4 Units**
**Prerequisite:** MATH 101 with a grade of C or higher, or Math Placement Level 3 or higher

*Note:* Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 36 lecture/108 lab total

An introduction to the basic principles of general chemistry. Emphasis will be placed on applications to the chemistry of the environment, soils, water, air, agriculture, natural resources, and related consumer products. This course is suitable for environmental technology, agriculture, natural resources, and liberal arts students.

**CHEM 10 CHEMISTRY FOR THE LIBERAL ARTS – 3 Units**
**Grading:** Pass/No Pass Option

**Prerequisite:** MATH 101 with a grade of C or higher or Math Placement Level 3 or higher

*Note:* CHEM 10 will meet the general education requirement for a laboratory science if taken with CHEM 11

**Class Hours:** 54 lecture (when offered in the distance education format, hours will total 162)

An introduction to the major concepts of chemistry involving minimal student friendly math with attention to their relevance to practical and societal problems. This course is intended for non-science majors who wish to gain an appreciation for the application of chemistry to everyday living. The course includes such topics as nuclear energy and energy alternatives; health issues of drugs; food additives, nutrition, hormones, chemicals for household use, chemicals in the environment, and synthetics. This course may include field trips (not in the online format). This course may be offered in a distance education format. This course will meet the general education requirement for a laboratory science if it is taken with CHEM 11.

**CHEM 11 CHEMISTRY LAB FOR THE LIBERAL ARTS – 1 Unit**
**Grading:** Pass/No Pass Option

**Corequisite:** CHEM 10 or previous completion of CHEM 10 with a grade of C or higher

*Note:* CHEM 10 taken with CHEM 11 meets GE requirement in science. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lab total (when offered in the distance education format, hours will total 54)

Laboratory experiments and demonstrations, almost entirely non-mathematical, covering the basic concepts of the lecture course, CHEM 10. The laboratory is designed to help students learn how to use various chemicals around us, safely and effectively. This course may include field trips. This course may be offered in a distance education format.

**CHEM 16 CHEMICAL PROBLEM-SOLVING – 3 Units**
**Grading:** Pass/No Pass Option

**Advisory:** MATH 101 with a grade of C or higher or Math Placement Level 3 or higher

*Note:* Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

An introductory chemistry course for students who plan to major in a scientific field. This course is also designed to prepare students for General Chemistry 1A. The major emphasis of the course will be on chemical problem-solving. This course may be offered in a distance education format.

**CHEM 26 FUNDAMENTALS OF GENERAL, ORGANIC, AND BIOCHEMISTRY – 4 Units**
**Class Hours:** 72 lecture total (when offered in the distance education format, hours will total 216)

An introduction to the fundamental principles of general, organic, and biochemistry delivered completely online that will emphasize practical applications to nursing and health professions. This course will fulfill some CSU’s requirement for entry to the RN to BSN upgrade program. It is also suitable for AA degree programs and non-science transfer students. It may fulfill requirements for other related health and nutritional degree programs. This course may be offered in a distance education format.

**CHEM 70 ORGANIC CHEMISTRY – 4 Units**
**Prerequisite:** CHEM 1B with a grade of C or higher

*Note:* CHEM 70A should be taken concurrently with CHEM 70 for science majors for transfer

**Class Hours:** 54 lecture/18 discussion total (when offered in the distance education format, hours will total 216)

Structure, bonding, Polar bonds and their consequences, Alkanes and Cycloalkanes, stereochemistry and physical properties of organic compounds. Overview of organic reactions, reactions and mechanisms of alkanes, alkenes, alkynes, organic halides, Nucleophilic substitutions and eliminations. Science majors should take a second semester organic course, CHEM 71, which completes the required two-semester sequence. CHEM 70A, laboratory course, should be taken concurrently for science majors. Check school of transfer for their requirements. This course may be offered in a distance education format.

**CHEM 70A ORGANIC CHEMISTRY LABORATORY – 1 Unit**
**Prerequisite:** CHEM 1B with a grade of C or higher

**Corequisite:** Students must be concurrently enrolled in, or have completed CHEM 70 with a grade of C or higher

*Note:* Chemistry majors are required to take CHEM 70A concurrently with CHEM 70. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 54 lab total

Theory and application of organic chemistry laboratory techniques.

**CHEM 71 ORGANIC CHEMISTRY – 3 Units**
**Prerequisite:** CHEM 70 with a grade of C or higher

*Note:* CHEM 71A should be taken concurrently with CHEM 71 for science majors for transfer

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A continuation of CHEM 70. Infrared Spectroscopy, Mass Spectrometry, Nuclear Magnetic Resonance, Conjugated Dienes and Ultraviolet Spectroscopy, Benzene and Aromaticity, Chemistry of Benzene, Electrophilic Aromatic Substitution Alcohols and Phenols, Ethers and Epoxides, Thiols and Sulfides, Aldehydes and Ketones, Carboxylic Acids, Carboxylic Acid Derivatives and Nucleophile Acyl substitution, Carboxyl alpha-substitution Reactions Carbonyl Condensation, Amines, Carbohydrates, Amino Acids, Peptides and Proteins, Lipids. This course completes a two-semester sequence for science majors. CHEM 71A, laboratory course, should be taken concurrently for science majors. Check school of transfer for their requirements. This course may be offered in a distance education format.

**CHEM 71A ORGANIC CHEMISTRY LABORATORY – 2 Units**
**Prerequisite:** CHEM 70A with a grade of C or higher

**Corequisite:** CHEM 71 or previous completion of CHEM 71 with a grade of C or higher

*Note:* Chemistry majors are required to take CHEM 71A concurrently with CHEM 71. Students must provide those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 108 lab total

A continuation of Organic CHEM 70. Theory and application of organic chemistry laboratory techniques.

**CHINESE (CHIN)**

**CHIN 1 MANDARIN CHINESE 1 – 5 Units**

**Grading:** Pass/No Pass Option

**Class Hours:** 90 lecture total

This introductory course is designed to give the student thorough and intensive practice in speaking and listening to Chinese and reading and writing Chinese characters. The course will focus on communicative competence in situations relating to daily routines, home life, college
Students will focus on similarities and differences in communication behaviors. Perceptions, language usage, nonverbal style, thinking modes, and values all will be explored to see how they influence face-to-face communication between individuals of different cultures. This course may be offered in a distance education format.

CMST 20H INTERCULTURAL COMMUNICATION – HONORS – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This honors level intercultural communication course, and its purpose is to develop the skills necessary to build and maintain positive communication and relationships across cultures. Students will focus on similarities and differences in communication behaviors. Perceptions, language usage, nonverbal style, thinking modes, and values all will be explored to see how they influence face-to-face communication between individuals of different cultures. This course may be offered in a distance education format. Graded only. Students cannot receive credit for both CMST 20 and CMST 20H.

CMST 30H ORAL INTERPRETATION – HONORS – 3 Units (formerly SPCH 30)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total

This course is an introduction to the process of human communication with emphasis on the oral interpretation of literature. Subjects covered are analyzing the literature, using nonverbal and verbal communication in the interpretation of literature and the understanding, appreciation and performance of prose and poetry. College level writing skills will be expected on all papers, outlines and short essays. This course includes oral performance of literature. Credit can be taken for a letter grade only. Students cannot receive credit for both CMST 30 and CMST 30H.

CMST 40 ARGUMENTATION AND DEBATE – 3 Units (formerly SPCH 40)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher; and completion of a class in public speaking or public speaking experience
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is an introduction to the nature of argument and critical thinking, including methods of analysis, research, critical evaluation of reasoning and evidence, refutation and debate as a practical application of argumentation. Basic principles are applied in a variety of formal and informal debate situations. Public speaking training and/or experience are recommended for enrollment. This course may be offered in a distance education format.

CMST 40H ARGUMENTATION AND DEBATE – HONORS – 3 Units (formerly SPCH 40)
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher; Completion of a class in public speaking or public speaking experience
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This is an honors level introduction to the nature of argument and critical thinking, including methods of analysis, research, critical evaluation of reasoning and evidence, refutation, and debate as a practical
application of argumentation. Basic principles are applied in a variety of formal and informal debate situations. Public speaking training and/or experience are recommended for enrollment. This course may be offered in a distance education format. Graded only. Enrollment in Honors Program Required. Students cannot receive credit for both CMST 40 and CMST 40H.

CMST 54 SMALL GROUP COMMUNICATION – 3 Units
(formerly SPCH 54)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (.5 to 1.5 units may be offered in the distance education format; when offered in the distance education format, hours will total 72 to 108)
This course is an introduction to the process of human communication with an emphasis on small groups. Subjects covered are preparation for discussion, group participation, leadership, decision-making, interpersonal relations, managing diversity, critical thinking/problem-solving, managing conflict, and evaluation of group interaction. Students will be involved in group interactions and emphasis will be on practical experience. College level writing skills will be expected on all papers, outlines and short essays. A portion of this course may be offered in a distance education format.

CMST 54H SMALL GROUP COMMUNICATIONS – HONORS – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This is an honors level, introductory course to the process of human communication with an emphasis on small groups. Subjects covered are preparation for discussion, group participation, leadership, decision-making, interpersonal relations, managing diversity, critical thinking/problem-solving, managing conflict, and evaluation of group interaction. Students will be involved in group interactions and emphasis will be on practical experience. College level writing skills will be expected on all papers, outlines and short essays. A portion of this course may be offered in a distance education format. Graded only. Students cannot receive credit for both CMST 54 and CMST 54H.

CMST 60 PUBLIC SPEAKING – 3 Units (formerly SPCH 60/60A)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (.5 to 1.5 units may be offered in the distance education format; when offered in the distance education format, hours will total 72 to 108)
This course is an introduction to the process of human communication with emphasis on public speaking. The subjects covered are: speech topic selection, audience analysis, information competency (e.g. researching, evaluating and using supporting materials), presentation outlining, principles of effective speech delivery, critical evaluation of speeches, and presentation of informative and persuasive speeches. Most students will have the opportunity to be recorded and to use presentational technology. College level writing skills will be expected on all papers, outlines and short essays. A portion of this course may be offered in a distance education format.

CMST 60H PUBLIC SPEAKING – HONORS – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This is an honors level introductory Public Speaking course. Through a process of thorough analysis, critical thinking, extended discussions, and original oral and written responses, students will study the fundamentals of extemporaneous public speaking. Emphasis is placed on the organization of ideas, the use of research techniques, and the development of critical analysis for problem solving. Graded only. Enrollment in Honors Program Required. Students cannot receive credit for both CMST 60 and CMST 60H.

COM 20 INTRODUCTION TO MULTI-MEDIA – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
This class studies how multimedia programs are designed and produced. Professional and amateur productions are extensively analyzed for form, content and overall design effectiveness. The class traces the process of a typical multimedia project from start to finish. This includes design implementation, user analysis, interface and interaction considerations, project management and client needs assessment. The class explores the technical aspects of production, including capturing and compressing sound and visual images. Delivery systems such as the Internet and CD ROM are evaluated. An overview of “tools of the trade” examines a variety of production and editing software. The class is not platform specific nor does it attempt to teach all the software discussed.

COM 21 MULTI-MEDIA AUTHORING – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course will acquaint the student with the process of designing and producing effective multi-media presentations. Students work individually and as part of a creative team. The focus is on identifying and analyzing audiences, designing, adapting and organizing information for maximum effect, and then producing text, audio and video presentations, such as podcasts, video shorts suitable for free-standing use or for interactive and social-networking websites. Software such as Final Cut, Audacity, WordPress, Joomla and Dokuwiki are complex tools that will be explored. The class also will explore basic planning strategies, audience analysis, production techniques, materials, and equipment involved in a computer multimedia production. Students will be expected to produce at least two projects suitable for a portfolio and that could be used for a blog, podcast, video-sharing or social-networking site, and a live or point-of-sale presentation. This course may be offered in a distance education format.

CIS 1 COMPUTER LITERACY WORKSHOP – 3 Units
(formerly MIS 19)
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Math and Business Learning Center. Students taking the Internet format of this course must have access to the Microsoft Operating System and Office Suite—further information will be provided on the first day handout.
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)
This course is intended to help students achieve a degree of computer literacy through exposure to a variety of basic computer concepts including discussions of hardware, software, computer history, programming, computer ethics, and cultural implications. In addition, the student will be introduced to several hands-on applications such as systems software (Windows), word processing software (MS Word), spreadsheet software (MS Excel), database software (MS Access), and presentation software (MS PowerPoint). This course may be offered in a distance education format.

CIS 2 INTRODUCTION TO COMPUTER SCIENCE – 4 Units
(formerly MIS 20)
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course is designed as an introduction to computer programming and technology for those students planning on a career in the field of computer science or related disciplines. Common business applications are used to examine a wide range of methods for processing data in the interactive mode. The students will design, code, debug, and test programs in languages such as Machine, Assembler, Java, C++, Visual Basic and/or BASIC as assigned by the instructor. Computer history, hardware, software, processing, systems, programming languages, storage devices, careers, and impact on society will be explored to enable the student to become literate in the technical aspects of computer systems.
CIS 13 WINDOWS DESKTOP OS CONFIGURATION – 3 Units
Advisory: CIS 2 with a grade of C or higher
Note: Students who enrolled in earlier versions of a Windows desktop operating system will be able to enroll in a more current version.
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
A Microsoft Certified Solutions Associate course. The terminology, planning, installation, configuration, administration, and troubleshooting of the current version Windows Desktop operating system will be covered. The course is designed to prepare a student to take and pass the corresponding Microsoft Certification Exam and for employment in the IT field. This course may be offered in a distance education format.

CIS 14 MANAGE & MAINTAIN WINDOWS DESKTOP OS – 3 Units
Advisory: CIS 13 with a grade of C or higher
Note: Students who enrolled in a previous version of a Windows desktop operating system will be able to enroll in the current version.
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
This is a Microsoft Certified Professional course with emphasis on managing and maintaining the current Windows Desktop operating system. The terminology, planning, installation, configuration, administration, and troubleshooting of applications in the Windows desktop environment will be covered. The course is designed to prepare a student to take and pass the specific Microsoft Certification Exam and for employment in the IT field. This course may be offered in a distance education format.

CIS 15 INSTALL AND CONFIGURE MICROSOFT SERVER – 3 Units
Advisory: CIS 2 with a grade of C or higher
Note: Students who took the class with an earlier Server version will be able to enroll in the current version.
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
This is a Microsoft Certified Professional course with emphasis on installing and configuring Windows Server. The terminology, planning, installation, configuration, administration, and troubleshooting of applications in a Windows Server 2012 environment will be covered. The course is designed to prepare a student to take and pass the specific Microsoft Certification Exam and for employment in the IT field. This course may be offered in a distance education format.

CIS 16 ADMINISTERING MICROSOFT SERVER – 3 Units
Advisory: CIS 13 with a grade of C or higher
Note: Students who took the class with an earlier Server version will be able to enroll in the more current version of Windows Server.
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
This is a Microsoft Certified Professional course with emphasis on the administration of Windows Server network infrastructure. The terminology, planning, installation, configuration, administration, and troubleshooting a Windows Server network infrastructure will be covered. The course is designed to prepare a student to take and pass the specific Microsoft Certification Exam and for employment in the IT field. This course may be offered in a distance education format.

CIS 17 CONFIGURE ADVANCED SERVER SERVICES – 3 Units
Advisory: CIS 13 with a grade of C or higher
Note: Students who took CIS 17 with an earlier Server version will be able to enroll in the current version Windows Server.
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
This is a Microsoft Certified Professional course with emphasis on installing and configuring advanced Windows Server services. The terminology, planning, installation, configuration, administration, and troubleshooting a Windows Server environment will be covered. The course is designed to prepare a student to take and pass a specific Microsoft Certification Exam and for employment in the IT field. This course may be offered in a distance education format.

CIS 20 ACCESS FOR WINDOWS – I – 1 Unit (formerly MIS 53)
Grading: Pass/No Pass Only
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resource Center and the Tehama campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
This course introduces the concepts, principles, and creation of relational databases through multi-media lecture/demonstration/discussion using Microsoft ACCESS on an IBM compatible microcomputer. Topics to be covered will include: the principles and elements of the relational database; design of tables and data entry; maintenance of the database for data accuracy; queries for sorting, linking related tables, and selecting specific records; development of forms for viewing as well as entering data; and reports for presenting printed copy of the database and/or selected records. This course provides preparation for the Microsoft Certified Application Specialist Access exam (77-605). This course may be taught in a distance education format.

CIS 21 ACCESS FOR WINDOWS–II – 1 Unit (formerly MIS 54)
Grading: Pass/No Pass Option
Prerequisite: CIS 20 or CIS 23 with a grade of C or higher
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Computer access is provided on campus at the Learning Resource Center and the Tehama campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
Designed to expand and improve database management skills through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of database design concepts; queries involving linked tables, logical operators, calculated fields; crosstab, update, and summary queries; pivot tables and Pivot Charts; presentation of data through forms and reports (including field calculations and graphics); creating hyperlinks from Access to web pages; importing and exporting data; and advanced queries. This course provides preparation for the Microsoft Certified Application Specialist Access exam (77-605). This course may be offered in a distance education format.

CIS 23 FUNDAMENTALS OF SQL – 3 Units
Advisory: CIS 1 with a grade of C or higher
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)
This course is designed to provide individuals with a complete introduction to database concepts and the relational database model using Structured Query Language. Topics include normalization, design methodology, database administration, SQL commands, SQL functions and procedures. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design using SQL. The MySQL and the Microsoft Access versions of SQL are utilized in the class exercises and projects. This course may be offered in a distance education format.

CIS 31 CISCO CCNA 1 - NETWORKING FOR HOME AND SMALL BUSINESSES – 3 Units (formerly MIS 32, MIS 1)
Advisory: CIS 2 with a grade of C or higher
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)
This course is the first in a two-course series designed to prepare students for the Cisco Certified Entry Network Technician (CCENT) exam, and the course is the first of a four-course series designed to prepare students for the Cisco Certified Networking Associate (CCNA) exam. This course is offered by Shasta College as the Cisco Regional Networking Academy in the area. Instructional materials developed by Cisco Systems are utilized for the course. The course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become
network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. This course may be offered in a distance education format.

CIS 32    CISCO CCNA 2 – WORKING AT A SMALL-TO-MEDIUM BUSINESS OR ISP – 3 Units (formerly MIS 32, MIS 2)
Prerequisite: CIS 31 with a grade of C or higher
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

This course is the second in a two-course series designed to prepare students for the Cisco Certified Entry Network Technician (CCENT) exam, and the course prepares students for the Cisco Certified Networking Associate (CCNA) exam. This course is offered by Shasta College as the Cisco Regional Networking Academy in the area. Instructional materials developed by Cisco Systems are utilized for the course. The course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It familiarizes students with servers that provide email services, Web space, and authenticated access. Students learn soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context. This course may be offered in a distance education format.

CIS 33    CISCO CCNA 3 – ROUTING AND SWITCHING IN THE ENTERPRISE – 3 Units (formerly MIS 33, MIS 3)
Prerequisite: CIS 32 with a grade of C or higher
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

This course is the third in a four-course series designed to prepare students for Cisco Certified Networking Associate (CCNA) exam. The course is offered by Shasta College as the Cisco Regional Networking Academy in the area. Instructional materials developed by Cisco Systems are utilized for the course. The course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks. IP Telephony requirements, and security. It also introduces advanced routing protocols including Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Other specific topics include Virtual LANs, Access Control Lists, and inter-VLAN routing. Hands-on exercises include configuration, installation, and troubleshooting. This course may be offered in a distance education format.

CIS 34    CISCO CCNA 4 – DESIGNING AND SUPPORTING COMPUTER NETWORKS – 3 Units (formerly MIS 34, MIS 4)
Prerequisite: CIS 33 with a grade of C or higher
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

This course is the fourth in a four-course series designed to prepare students for Cisco Certified Networking Associate (CCNA) exam. The course is offered by Shasta College as the Cisco Regional Networking Academy in the area. Instructional materials developed by Cisco Systems are utilized for the course. Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. Lifecycle services including upgrades, competitive analysis, and system integration, are presented in the context of pre-sales support. This course may be offered in a distance education format.

CIS 39    CISCO NETWORKING – CCNA SECURITY – 3 Units
Advisory: CIS 34 with a grade of C or higher or CCNA Certification
Class Hours: 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

This course is offered by Shasta College in its role as a Cisco Local Networking Academy. This course prepares students for the Cisco CCNA Security certification exam. This is a widely recognized entry level certification in the network security field. Obtaining this certification will provide Shasta College students with a competitive advantage in advancing to skilled technician positions in the high-demand job markets of computer and network security. Topics that will be addressed include: vulnerabilities and threats, security policy, security technologies and solutions, firewall and secure router design, switch security, intrusion detection, access lists, VPNs, cryptography, and hands-on equipment configuration. This course may be offered in a distance education format.

CIS 55    EXCHANGE SERVER 2010, CONFIGURATION – 1 Unit
Note: Students who took CIS 55 with an earlier Server version will be able to enroll in Windows Server 2010.
Class Hours: 9 lecture/27 lab total
A Microsoft Certified IT Professional course with emphasis on installing and configuring Microsoft Exchange Server 2010. The terminology, planning, installation, configuration, administration, and troubleshooting an Exchange Server 2010 environment will be covered. The course is designed to prepare students to take and pass the Microsoft Certification Exam 70-622 and for employment in the IT field.

CIS 57    INTRODUCTION TO COMPUTERS FOR GAMERS – 3 Units
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
This course is designed to get students interested in the computer field by teaching concepts as they relate to computer gaming. The course will cover the necessary computer troubleshooting and repair, networking, internet research, and overall computer knowledge needed to use sophisticated networked and online games. This course will include hands-on activities such as labs and projects to further learning and experience. This course may be offered in a distance education format.

CIS 60    VISUAL BASIC PROGRAMMING – 3 Units (form. BUSI 27, MIS 27)
Advisory: CIS 2 with a grade of C or higher
Class Hours: 36 lecture/54 lab total
This course is intended to teach programming techniques using the Visual Basic language. Software life-cycle including design, development, styles, documentation, testing, and maintenance; procedural versus object oriented programming; and program design tools will be discussed. Students will be introduced to Visual Basic statements including, but not limited to data types, input, output, computation, looping, arrays, subroutines, file processing commands, form layout, objects, events, error handling, passing parameters by value and by reference, principles of testing and designing test data, and Visual Basic tools. Students will design, code, test, and execute several detailed business-oriented programs ranging from very simple to complex. This course may be offered in a distance education format.

CIS 61    C++ LANGUAGE PROGRAMMING – 3 Units (formerly BUSI 25, MIS 25)
Advisory: CIS 2 with a grade of C or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
A study of the C++ Programming language. Emphasis is placed on programming theory and structure including data types, selection and iteration structures, functions, arrays, pointers, graphics, objects and classes. This course may be offered in a distance education format.

CIS 62    JAVA PROGRAMMING – 3 Units (formerly MIS 17)
Advisory: CIS 2 with a grade of C or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)
Java is a platform-neutral, object-oriented, and secure programming language that is quickly becoming the standard programming language for creating interactive content on the World Wide Web (WWW). This course covers Java programming language and the standard Java class libraries. This course may be offered in a distance education format.

CIS 63    ASSEMBLER LANGUAGE PROGRAMMING – 4 Units (formerly MIS 24)
Prerequisite: CIS 2 with a grade of C or higher
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)
In this course students will learn the functions and organization of a modern computer microprocessor including control unit, ALU, register files, cache memory, program counter, and instruction register. The internal binary representation of both data and instructions will be
studied including ASCII characters, instruction formats, and two’s complement number system. Emphasis will be placed on understanding machine language, instruction formats, and developing computer programs in assembly language. Integer instruction sets will be the primary focus, but floating point instructions will be introduced. A pseudocoding technique will be learned which will facilitate development of code in assembly language. Programming techniques and concepts will be studied including function calls, argument passing, use of the stack, array handling, sorting and searching, reentrant recursive programming, exceptions and interrupts, piping, number conversions, and program debugging and documentation. This course is designed to meet transfer requirements in computer science to four-year universities. This course may be offered in a distance education format.

**CIS 64 WEB PROGRAMMING USING JAVA/PHP/FLASH – 3 Units**

**Grading:** Pass/No Pass Option  
**Advisory:** CIS 2 with a grade of C or higher  
**Class Hours:** 36 lecture/54 lab total

Java is a platform-neutral, object-oriented, and secure programming language that is quickly becoming the standard programming language for creating interactive content on the World Wide Web (WWW). PHP (Hypertext Preprocessor) is a programming language that allows web developers to create dynamic content that interacts with databases. PHP is basically used for developing web-based software applications. Adobe Flash Professional is used to create content for the Adobe Engagement Platform (such as web applications, games and movies, and content for mobile phones and other embedded devices). This course covers introductory Java Applets, PHP Scripting, and Adobe Flash programming. This course may be offered in a distance education format.

**CIS 65 PROGRAMMING CONCEPTS AND METHODOLOGY USING C++ II – 3 Units**

**Grading:** Pass/No Pass Option  
**Advisory:** CIS 61 with a grade of C or higher  
**Class Hours:** 36 lecture/54 lab total

A study in the C++ programming language. An emphasis is placed on application of software engineering techniques to the design and development of large programs; data abstraction and structures and associated algorithms. This course may be offered in a distance education format.

**CIS 66 COMPUTER ARCHITECTURE AND ORGANIZATION – 3 Units**

**Advisory:** CIS 61 with a grade of C or higher  
**Class Hours:** 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course is an introduction to the organization and behavior of modern computer systems at the assembly language level. Topics include numerical computation, the internal representation of simple data types and structures, data representation errors, and procedural errors. Students will learn how to map statements and constructs of high-level languages onto sequences of machine instructions. (C-ID COMP 142). This course may be offered in a distance education format.

**CIS 67 DISCRETE STRUCTURES – 3 Units**

**Prerequisite:** CIS 2 and CIS 61 with a grade of C or higher  
**Class Hours:** 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

This course is an introduction to the discrete structures used in Computer Science, with an emphasis on their applications. Topics covered include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees, and discrete probability. (C-ID COMP 152). This class may be offered in a distance education format.

**CIS 72 FUNDAMENTALS OF LINUX – 3 Units**

**Advisory:** CIS 2 and CIS 90 with a grade of C or higher  
**Class Hours:** 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)

Fundamentals of Linux is an introductory and hands-on course for new users of the popular Linux operating system. Students will learn basic Linux systems administration skills using both command-line and graphical tools. Topics will include Linux installation and initialization, file system navigation and management, changing file permissions, the vi and emacs text editors, Bash, KDE, and GNOME shell features, process management, shell scripts, security, backup and recovery, printing, and basic networking including clients and network services. The course prepares students for the CompTia Linux+ certification exam. This course may be offered in a distance education format.

**CIS 73 PHOTOSHOP – 1 Unit**

**Grading:** Pass/No Pass Option  
**Class Hours:** 9 lecture/27 lab total

This course is designed to introduce students to image editing and graphic rendering and design using Adobe Photoshop. This course should enable students to develop their own graphics and text styles with little or no previous training in graphic arts. This course may be offered in a distance education format.

**CIS 76 MOBILE APPLICATIONS DEVELOPMENT – 3 Units**

**Class Hours:** 36 lecture/54 lab total (when offered in a distance education format, hours will total 108)

This course covers the development of applications for cell phones, tablets and other mobile devices such as the iPhone, the Blackberry, android and more. The course will prepare students to design, program and submit their applications for use on mobile devices. This course may be offered in a distance education format.

**CIS 83 INTRO TO WEB DESIGN – 2 Units**

**Grading:** Pass/No Pass Option  
**Advisory:** Basic knowledge of word processing and Windows  
**Class Hours:** 27 lecture/27 lab total (when offered in a distance education format, hours will total 108)

This course is designed to introduce students to Website development using current tools. Students will design a website and incorporate text, animation and links. This course may be offered in a distance education format.

**CIS 86 HTML – 3 Units**

**Grading:** Pass/No Pass Option  
**Note:** This class does not require any special software. Assignments may include work outside class, with the use of computer with standard browsers like Internet Explorer, Mozilla Firefox, Chrome, or Safari. Some computer access is provided on campus at the Learning Resource Center.  
**Class Hours:** 54 lecture (when offered in the distance education format, hours will total 162)

This is a fundamental course on the Hypertext Markup Language for web page authoring, with lecture and hands-on classes. The topics include: the HTML "TAG" structure, the basic <HTML>, <HEAD> and <BODY> components of a web document, text formatting, creation of hyperlinks, inclusion of images, the use of tables, frame and form structures, and incorporation of multimedia, applets and javascrpt. The editing, saving and publishing of web pages is performed with the basic tools provided with any of the currently available Windows platforms; no special software is needed for the class. This course may be offered in a distance education format.

**CIS 90 A+ CERTIFICATION PREPARATION/CISCO IT ESSENTIALS I – 4 Units**

**Advisory:** CIS 2 with a grade of C or higher  
**Note:** This course replaces ELEC 20, 21, 22, 23 and 24 for A+ Certification  
**Class Hours:** 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)

This course provides the student with the knowledge and skills to pass the A+ Core Hardware and the A+ OS Technologies certification tests. The CompTIA A+ certification exams are nationally recognized, and measures essential competencies for an entry-level computer technician. Topics covered are microcomputer architecture, personal computer hardware, including Microsoft Windows installations, configurations and troubleshooting. Students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. This course may be offered in a distance education format.

**CIS 92 INTRO. TO COMPUTER SECURITY – SECURITY + – 3 Units**

**Advisory:** CIS 31 with a grade of C or higher  
**Class Hours:** 45 lecture/27 lab total (when offered in the distance education format, hours will total 162)
This course provides the student with background, requirements, policies and procedures for establishing and maintaining computer and information system security. Course elements include: risk discovery and assessment; system planning with cost/benefit analyses; management policies; security practices and procedures within system life cycles and system recovery. The course will stress applied solutions to computer security problems, preparing students for the CompTIA Security+ Certification exam. This course may be offered in a distance education format.

**CIS 94 COMPUTER INFORMATION SYSTEMS WORKSITE LEARNING – 1-8 Units**

**Grading:** Pass/No Pass Option

**Limitation on Enrollment:** Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

**Class Hours:** 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**CIS 401 DATABASE MANAGEMENT AND DESIGN FOR HEALTHCARE PROFESSIONALS – 4 Units**

**Advisory:** CIS 2 with a grade of C or higher

**Limitation on Enrollment:** Students must be admitted to the Health Information Management program.

**Class Hours:** 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)

This course discusses advanced topics in database management and design. The primary concepts covered in this course include programming language, current database structures utilized in healthcare, effective communication with end users and key stakeholders, identifying goals and requirements in database projects, performing end user analysis, and creating data models for performance improvement. Students will explore all aspects of the data lifecycle from capture to storage and utilization to destruction. This course is designed for health information management majors. This course may be offered in a distance education format.

**CONSTRUCTION TECHNOLOGY (CONS)**

**CONS 45 CAREER PLANNING AND LEADERSHIP FOR HEAVY EQUIPMENT OPERATORS – 2 Units**

**Class Hours:** 36 lecture total

Career opportunities and training requirements in the field of Heavy Equipment Operations will be examined. Students will be assisted in identifying career opportunities and developing career goals. Leadership skills dealing with organizing a meeting, public speaking, and leadership styles will be covered. This class is required of all Equipment Operations and Maintenance students.

**CONS 46 EQUIPMENT OPERATIONS & MAINTENANCE – 3 Units**

**Grading:** Pass/No Pass Option

**Limitation on Enrollment:** Student must produce a negative test result in accordance with the Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility prior to enrolling.

**Class Hours:** 27 lecture/81 lab total

This class covers basic skill-level operation and maintenance of on- and off-road heavy equipment including agriculture and earth moving. Students will not be allowed to operate road equipment without license and driving record. Operational equipment used may include any of the following: dump truck, grader, backhoe, dozer, farm tractor, loader, excavator, forklift, and scraper.

**CONS 47 PROJECT CONSTRUCTION FOR EQUIPMENT OPERATIONS – 3 Units**

**Grading:** Pass/No Pass Option

**Limitation on Enrollment:** Students must be enrolled in the college’s random drug testing program.

This class teaches intermediate skill-level operation and maintenance of off-road and on-road heavy equipment. It also covers common project construction techniques utilizing heavy equipment with an emphasis on moving soil to grade using cut and fill calculations. This class will also cover student the topics of the construction program.

**CONS 48 SURVEYING FOR EQUIPMENT OPERATORS – 2 Units**

**Grading:** Pass/No Pass Option

**Advisory:** MATH 100 with a grade of C or higher

**Class Hours:** 18 lecture/54 lab total

This course teaches basic surveying techniques and concepts with emphasis on application for heavy equipment operators. It involves basic problem solving, grade setting and checking, leveling, distance measurement, cut-fill ratio, and basic mapping. The course has a heavy emphasis on field work using various equipment and instruments including levels, compasses tapes, as well as various state-of-the-art electronic surveying devices. This course will prepare students for work on a heavy equipment construction crew.

**CONS 52 RESIDENTIAL ESTIMATING - 3 Units**

**Class Hours:** 54 lecture total

This course is designed for learning construction-estimating techniques for both small and medium sized construction projects. It includes estimating materials, costs, labor, taxes, insurance fees, overhead, profit, transportation and contingencies common in the residential construction industry. In this class students will be responsible for interpreting blueprints, developing budgets and estimates, as well as planning a construction project representative of current industry activity.

**CONS 53 MATERIALS OF CONSTRUCTION - 3 Units**

**Grading:** Pass/No Pass Option

**Class Hours:** 54 lecture total

A residential building materials course covering building materials from concrete to various types of roofing. Course covers code requirements, application and construction techniques. In this course, students will become familiar with traditional and current construction materials and their use.

**CONS 54 SURVEY OF THE BUILDING INDUSTRY - 3 Units**

**Note:** Field trips may be required

**Class Hours:** 54 lecture total

This course provides students fundamental instruction in the green environment, green construction practices, and green building rating systems. This course introduces students to career opportunities and lists the responsibilities and characteristics a worker should possess in the following construction careers: carpentry, electrical, heating, ventilating, and air conditioning (HVAC), plumbing, concrete, heavy equipment, sheet metal, painting and sprinkler fitting. Provides students with techniques for communicating effectively with co-workers and supervisors. Teaches the basic leadership skills required to supervise personnel. Discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

**CONS 55A EQUIPMENT OPERATIONS SKILLS DEVELOPMENT – 1 Unit**

**Grading:** Pass/No Pass Option

**Prerequisite:** CONS 46 with a grade of C or higher

**Limitation on Enrollment:** Student must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.

**Class Hours:** 54 lab hours per unit

The practical application of skills needed to be successful in equipment operation as it applies to excavations. Includes farm and industrial equipment such as wheel and crawler tractors, backhoes, and excavators. Service and adjustment will also be a part of this course.
CONS 55B EQUIPMENT OPERATIONS PAD CONSTRUCTION – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: CONS 46 with a grade of C or higher
Limitation on Enrollment: Student must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 54 lab hours per unit
The practical application of skills needed to be successful in equipment operation as it applies to building pads. Includes farm and construction equipment such as bulldozers, loaders, dump trucks and motor grader. Hands-on training is emphasized in lab.

CONS 55C EQUIPMENT OPERATIONS ROADWAY CONSTRUCTION – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: CONS 46 with a grade of C or higher
Limitation on Enrollment: Student must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 54 lab hours per unit
The practical application of skills needed to be successful in equipment operation as it applies to constructing roads and driveways. Includes farm and construction equipment such as water truck, crawler tractors, motor grader, compactor and scraper. Hands-on training is emphasized in the outdoor field lab.

CONS 55D EQUIPMENT OPERATIONS GLOBAL SATELLITE SYSTEM SKILLS – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: CONS 46 with a grade of C or higher
Limitation on Enrollment: Student must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 54 lab hours per unit
This course focuses on the practical application of skills needed to be successful in equipment operation. Includes training and operating heavy equipment equipped with a Global Satellite Surveying System. This class emphasizes hands-on training with the Topcon 3D-MC GNSS machine control.

CONS 56 ESSENTIALS OF CONSTRUCTION - 3 Units
Class Hours: 54 lecture total
In this course, students will become familiar with traditional and current construction for safety obligations of workers, supervisors, and managers to ensure a safe workplace. Teach students the basic terms used in construction drawings, components, and symbols including the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs students on how to interpret and use drawing dimensions. Provide instruction the current methods to move materials and equipment from one location to another on a job site. Describes inspection techniques and load-handling safety practices. Also reviews American National Standards Institute (ANSI) hand signals. This course covers OSHA-10 training requirements and application.

CONS 84 ANALYSIS OF CONSTRUCTION DRAWINGS AND SPECIFICATIONS – 3 Units
Class Hours: 54 lecture total
An in-depth study of construction plans and specifications, including reading and interpreting construction documents from various private and public designers and determining quantities and types of materials used in both building and general engineering construction.

CONS 94 CONSTRUCTION TECH. WORKSITE LEARNING – 1-8 Units
Limitation on Enrollment: Students must have completed 30 units of required construction technology course work. Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
This course is designed for employment on approved jobs related to the students major and is supervised by a College representative to ensure that the work experience is of educational value. Good work habits through actual job performance is stressed. One to four units per semester may be taken depending on hours and nature of jobs. One unit of worksite learning credit is granted for 75 hours paid or 60 hours non-paid of on-the-job activity. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

CONS 139 CRANE CERTIFICATION – 3 Units
Prerequisite: CONS 46 with a grade of C or higher
Class Hours: 18 lecture/108 lab total
This course is designed to give the student the knowledge and skills needed to pass the National Crane Operators Certification examination. The course will cover safe setup and use of cranes, signal man and rigger protocols with an emphasis on hands-on practice. Pre-enrollment drug testing is required and a student must meet with the instructor prior to registration.

CONS 148 SURVEYING AND GRADE SETTING FOR CONSTRUCTION – 1 Unit (formerly AGRI 148)
Grading: Pass/No Pass Only
Note: Previous construction experience will be helpful
Class Hours: 9 lecture/27 lab total
This is an advanced level course designed to give the participants practical skills and knowledge in the latest technology and applications related to surveying for construction and grade setting. The course will emphasize skills development and hands-on exercises as well as provide an opportunity for participants to discuss related topics with industry leaders.

CONS 149 CLASS A & B LICENSE TRAINING – 3 Units (formerly ENVR 149, AGRI 149)
Grading: Pass/No Pass Option
Prerequisite: CONS 46 with a grade of C or higher
Note: Students will not be allowed to operate road equipment without a proper license and driving record. Students must be enrolled in the college’s random drug testing program. Students must produce a negative test result in accordance with Shasta College Student Substance Abuse Testing Policy at a student cost to be paid to the designated testing facility.
Class Hours: 27 lecture/81 lab total
This is an advanced level course designed to give the participants practical skills and knowledge in the operation and safety of on-road heavy equipment. The course will emphasize safe operation skills, pre-operation inspections and Department of Motor Vehicles Class A and B license training as it pertains to operating on-road heavy equipment.

CONS 150 INTRODUCTION TO RESIDENTIAL CONSTRUCTION - 3 Units
Class Hours: 54 lecture total
This course is recommended for entry-level students in the construction trades. Instruction will include tool safety, estimating costs, foundations, framing, plumbing, electrical, mechanical, and finish carpentry work. The student will gain a basic knowledge of the building trades.

CONS 160 CARPENTRY PRACTICES – 5 Units (formerly CONS 151/152, 151A/151B)
Class Hours: 72 lecture/54 lab total
The purpose of this course is to train students to become competent in the construction field. Related information including interpretation of layout, estimation of construction costs and choice quantities of materials will be emphasized. Basic skills will be developed with each phase of the job; foundation, framing, exterior and interior trim, and cabinet work. Basic information of building codes will be covered.

CONS 161 ELECTRICAL, PLUMBING AND MECHANICAL SYSTEMS – 5 Units (formerly CONS 154/155)
Class Hours: 72 lecture/54 lab total
This course is designed to give the student a basic understanding of all electrical, plumbing and mechanical systems and to familiarize them with the applicable construction codes, materials and skills.

CONS 178 BUILDING CODES AND STANDARDS – 3 Units
Class Hours: 54 lecture total
This course is designed to provide the crafts person, building, designer, and inspector with knowledge and insight regarding building regulations and requirements for minimum construction guidelines and
The following courses will require extensive reading and math exercises.

**CULA 45 BASIC FOOD PRODUCTION – 5 Units**
Corequisite: CULA 50 or previous completion of CULA 50 with a grade of C or higher
Class Hours: 18 lecture/216 lab total
This is a beginning laboratory course in food preparation and presentation including cooking equipment, techniques, and safety procedures, using weights and measures, and interpretation of recipes. Product identification and basic cooking techniques and procedures based on nutrition and classic preparation methods are presented. Students are provided the hands-on experience in preparing meals by following recipe structure and using and modifying recipes based on knowledge gained through the course. Food preparation is produced in a time-restricted setting to prepare for functioning in a commercial kitchen. This course is designed for students interested in pursuing a career in Culinary Arts/Culinary Management.

**CULA 46 ADVANCED FOODS – 5 Units**
Prerequisite: CULA 45 and CULA 50 with a grade of C or higher
Class Hours: 18 lecture/216 lab total
This course examines advanced principles of food preparation of foods served in restaurants. Emphasis given to the planning and preparation of food products relating to restaurants, hotels, and specialty food operations.

**CULA 48 GOURMET FOOD PREPARATION – 3 Units**
Prerequisite: CULA 45 and CULA 50 with a grade of C or higher
Class Hours: 27 lecture/81 lab total
This course is designed to teach advanced food preparation techniques and methods. Students learn the science of scratch cookery through small batch assignments. Areas of focus include gourmet items, buffet specialties, hors d’oeuvres, and canapés, while practicing presentation and garnishing. Small scale preparation is produced in a time-restricted quality-minded setting. This course is for students pursuing a career in culinary arts/culinary management.

**CULA 49 MENU PLANNING AND COST ANALYSIS – 2 Units**
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
This course is designed to summarize the basic principles of menu planning and layout for various food service operations. Topics include pricing, nutrition, and types of menus. This course may be offered in a distance education format.

**CULA 50 SANITATION & SAFETY (formerly CULA 150) – 2 Units**
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 36 lecture (when offered in the distance education format, hours will total 108)
This course provides safety and sanitation principles and practices for personal and institutional application. Methods and techniques for handling foods safely are examined including food preparation, storage, service, and the prevention of food contamination. Also covered are the importance of microorganisms, food borne illness and food allergies, sanitary facilities and equipment, accident prevention, crisis management, and pest management. Compliance with city, state, and federal health regulation as embodied in HACCP (Hazard Analysis Critical Control Point) are emphasized, along with the supervisor’s responsibilities in maintaining high standards of these principles. This course will provide updated information on USDA, FDA, Codex, and ISO 24,000 regulations and their relationship to food borne illness. The student receives a certificate of completion from the educational Foundation of the National Restaurant Association upon the successful completion of this course with a passing grade of 75% or higher. This course will provide the safe use of culinary equipment and its proper use to avoid accidents. This course is required for all Culinary Arts/Culinary Management students and is advised to be taken as the first course prior to all other culinary courses or in conjunction with the first few. It may be used for American Culinary certification and recertification, and is required for the Dietary Service Supervisor Certificate offered by the Nutrition Department. This course may be offered in a distance education format.

**CULA 55 FOOD AND BEVERAGE COST CONTROL – 2 Units**
(formerly CULA 155)
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 36 lecture total (when offered in the distance education format, hour will total 108)
This course will cover the function of purchasing from the viewpoint of management. It discusses channels of distribution, buying techniques, specification writing and other principles needed to perform this critical activity. This course may be offered in a distance education format.

**CULA 59 CATERING AND EVENT PLANNING – 3 Units**
Prerequisite: CULA 45 and CULA 50 with a grade of C or higher
Advisory: ENGL 280 with a grade of C or higher or English Placement Level 5 or higher; concurrent enrollment in CULA 94
Class Hours: 36 lecture/54 lab total
This course provides practical experiences designed to supplement the basic curriculum and includes special cooperative educational opportunities set up with the College and approved Chefs. Experiences include special and short order food preparation and service, buffet service, catering, dining room management and service and receiving and storeroom procedures. Large scale and small quantity preparation is produced in a time-restricted quality minded setting. This course is for students pursuing a career in culinary arts/culinary management.

**CULA 60 BEVERAGE MANAGEMENT – 2 Units**
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 162)
Identification, production, purchasing, and service of spirits, wine and beer products. Marketing, menu development, and cost controls of a beverage operation. Special emphasis on staffing, training, and legal regulations for beverage sales. This course may be offered in a distance education format.

**CULA 65 DINING ROOM SERVICE – 3 Units**
Class Hours: 27 lecture/81 lab
In this course, students will learn in a live environment, the skills and techniques of the “front of the house” service staff. Throughout this course, students will rotate through basic dining room positions, learning and practicing their skills in front of dining room guests, in our public dining facility. Emphasis will be on the basic serving techniques and on customer satisfaction.

**CULA 66 WINE WITH FOOD – 2 Units**
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 36 lecture total
This course is designed to teach students the applied approach to match wine and food from different parts of the world using flavors, textures, and components present in food and wine as complementing strategies. Emphasis on menu planning, preparation of foods, cooking methods, and pairing wines with food. Concepts can be applied to home preparation of food with wine, restaurant food production with wine, and dining out.

**CULA 71 BEGINNING BEERMAKING – 1 Unit**
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 18 lecture total
This course covers beer styles, ingredients, brewing equipment, brewing techniques, sanitation, fermentation, clarification, and bottling. It also provides a sensory evaluation of representative beers. Students will make one or two batches of beer during the class.

**CULA 73 INTRODUCTION TO WINES – 2 Units**
Grading: Pass/No Pass Option
Limitation on Enrollment: Students must be 21 years of age or older to take this course.
Class Hours: 36 lecture total
Characteristics of wines from the major varietals emphasized.
Identification of wines from the wine districts of California, France, Germany, and Italy. The concept of food and wine pairing will also be evaluated.

**CULA 74 WINE MAKING I – 2 Units**
- **Grading:** Pass/No Pass Option
- **Limitation on Enrollment:** Students must be 21 years of age or older to take this course.
- **Class Hours:** 27 lecture/27 lab

This is a course in the basic science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee, as well as the home winemaker, interested in career or skills development. Hands-on winemaking from crush through fermentation will be covered.

**CULA 75 PASTRY – 2 Units**
- **Prerequisite:** CULA 50 and CULA 172 with a grade of C or higher
- **Class Hours:** 18 lecture/54 lab total

This course covers fundamental baking skills for students who intend to specialize in baking and pastry making for commercial production. Production of yeast and quick breads, cakes, cookies, pies, and pastries, as well as decorating and icings are undertaken, with emphasis placed on more sophisticated items and gourmet specialties including cakes and pastries for weddings, birthdays and special occasions. Gourmet baked items and pastries are produced in a time-restricted quality-minded setting. This course is for students pursuing a career in culinary arts/culinary management.

**CULA 76 WINE MAKING II – 2 Units**
- **Grading:** Pass/No Pass Option
- **Advisory:** CULA 74 with a grade of C or higher
- **Limitation on Enrollment:** Students must be 21 years of age or older to take this course.
- **Class Hours:** 27 lecture/27 lab

This is an intermediate course in the science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee, as well as the home winemaker, interested in career or skills development. This course encompasses winemaking in the realms of wine analysis, chemistry, and treatments.

**CULA 78 SENSORY EVALUATION OF WINE – 2 Units**
- **Grading:** Pass/No Pass Option
- **Advisory:** CULA 73 or CULA 66 with a grade of C or higher
- **Limitation on Enrollment:** Students must be 21 years of age or older to take this course.
- **Class Hours:** 36 lecture

This course will provide the student a better understanding of wine by learning about the senses and how to use them. Students will learn how to describe wines precisely, practice tasting varietals, learn how to judge good and bad wines, and how a wine’s sensory characteristics are created in the vineyard and the winery.

**CULA 80 WINE SALES AND MARKETING - 3 Units**
- **Grading:** Pass/No Pass Option
- **Class Hours:** 54 lecture (when offered in the distance education format, hours will total 162)

This course explains the principles and strategies of wine marketing and sales. The information covered will help winery personnel or distributors understand this unique market. Students will develop a successful marketing plan. This course may be offered in a distance education format.

**CULA 88 WINES OF THE NORTH STATE - 1 Unit**
- **Grading:** Pass/No Pass Option
- **Limitation on Enrollment:** Students must be 21 years of age or older to take this course
- **Advisory:** CULA 73 with a grade of C or higher
- **Class Hours:** 18 lecture

A short course, including history, viticulture practices and winemaking styles of the North State wines of California, specifically Shasta, Tehama, and Trinity Counties. Sensory evaluation of representative wines is also covered.

**CULA 94 CULINARY ARTS WORKSITE LEARNING – 1-8 Units**
- **Limitation on Enrollment:** Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
- **Class Hours:** 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 6 units may be earned in a single semester.

**CULA 159 STOCKS, SOUPS, SAUCES & BASIC CULINARY PREPARATION – 2 Units**
- **Corequisite:** CULA 50 or previous completion of CULA 50 with a grade of C or higher
- **Class Hours:** 18 lecture/54 lab total

Demonstration and practical application in the preparation of various stocks, soups, and sauces involving different methods of cooking meat, fish, seafood, poultry and vegetables. The uses of culinary terms, equipment and hand tools will be applied to preparation of stocks, soups, and sauces. Emphasis is placed on the development, organization and carrying out of recipe standards, need and procurement of supplies, work stations, and attractive service.

**CULA 161 THE ART OF GARDE MANGER (PREPARATION AND PRESENTATION OF GARNISHED FOODS) – 2 Units**
- **Corequisite:** CULA 50 or previous completion of CULA 50 with a grade of C or higher
- **Class Hours:** 18 lecture/54 lab total

This laboratory course builds on skills previously learned while the student studies traditional upscale pantry preparation. Topics covered include hors d’oeuvres, canapés, pâtés, terrines and charcuterie. Artistic displays including buffet tables, centerpieces, culinary showpieces are presented. The student gains practical experience preparing and serving theme buffets for guests. Small and large scale preparation is produced in a time-restricted quality-minded setting. This course is for students pursuing a career in culinary arts/culinary management.

**CULA 172 BAKING – 2 Units**
- **Corequisite:** CULA 50 or previous completion of CULA 50 with a grade of C or higher
- **Class Hours:** 18 lecture/54 lab total

This course covers fundamental baking skills for students who intend to specialize in baking and pastry making for commercial production. Production of yeast and quick breads, cakes, cookies, pies, and pastries, as well as decorating and icings are undertaken. Gourmet baked items and pastries are produced in a time-restricted quality-minded setting. This course is for students pursuing a career in culinary arts/culinary management.

**CULA 180 INTRODUCTION TO THE FOOD AND WINE INDUSTRY – 4 Units**
- **Grading:** Pass/No Pass Option
- **Corequisite:** CULA 50 or previous completion of CULA 50 with a grade of C or higher
- **Class Hours:** 75 hours paid or 60 hours non-paid per unit

In other courses in order to participate in Worksite Learning Classes.
will have the opportunity to audition completed works for Shasta College Dance Concerts.

DAN 16 INTERMEDIATE CHOREOGRAPHY – 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 15 with a grade of C or higher or previous dance experience
Class Hours: 54 lab total
This is a continuation of the Fundamentals of Choreography. The class will expand on concert dance into commercial work and musical theater; working within the parameters of someone else’s criteria. The course will elaborate on the elements of space and its use. Students may come up with their own topics of interest, using a dance discipline of their choice for choreography. Analysis and critique of the works presented will include professional and historical choreography references. Students will be invited to audition completed works for presentation at the Shasta College dance concerts.

DAN 17 ADVANCED CHOREOGRAPHY AND DANCE ANALYSIS – 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 16 with a grade of C or higher
Class Hours: 54 lab total
This course is an advanced class in choreography. Students will have the opportunity to apply the knowledge and skills they have acquired through the technique and choreography classes to create a project that is complete for presentation. As part of the choreographic training, the student will have the option to collaborate with students from other artistic disciplines, sometimes using digital tools to blend dance with video and sound, design their own lighting and prepare a piece for public performance.

DAN 20A BEGINNING MODERN DANCE – 1 Unit
(formerly DAN 20, PE 40, HPE 36AB)
Grading: Pass/No Pass Option
Class Hours: 54 lab total
Fundamental movement, techniques, terminology, basic rhythm, and simple choreography of modern dance.

DAN 20B INTERMEDIATE MODERN DANCE – 1 Unit
(formerly DAN 21, PE 43, HPE 47AD, HPE 36CD)
Grading: Pass/No Pass Option
Advisory: DAN 20A with a grade of C or higher
Class Hours: 54 lab total
Movement, techniques, terminology, basic rhythm, and choreography of modern dance at an intermediate level.

DAN 20C ADVANCED INTERMEDIATE MODERN DANCE - 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 20B with a grade of C or higher
Class Hours: 54 lab total
A class for modern dance students interested in more technical and sophisticated performing and choreography.

DAN 20D ADVANCED MODERN DANCE – 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 20C with a grade of C or higher
Class Hours: 54 lab total
A class for modern dance students interested in advanced choreography and performance experience.

DAN 30A BEGINNING BALLET – 1 Unit
(formerly DAN 30, PE 41, HPE 37AB)
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is an introduction to the art form of classical concert dance and includes beginning classical technique, emphasis on body placement; introduction to classical ballet terminology used worldwide, recognition of the musical rhythms that accompany specific historic steps, beginning choreography of most used ballet step combinations and patterns.

DAN 30B INTERMEDIATE BALLET – 1 Unit
(formerly DAN 31, PE 44, HPE 45AD, HPE 37CD)
Grading: Pass/No Pass Option
Advisory: DAN 30A with a grade of C or higher
Class Hours: 54 lab total
This is an intermediate level course of classical concert dance and includes intermediate level techniques, recognition of differences in classroom labels between different schools of ballet, developing ability in coordination of steps, musical rhythms and recognition of ballet steps, combinations and patterns.

DAN 30C ADVANCED INTERMEDIATE BALLET – 1 Unit
(formerly DAN 31, PE 44, HPE 45AD, HPE 37CD)
Grading: Pass/No Pass Option
Advisory: DAN 30B with a grade of C or higher
Class Hours: 54 lab total
This is a class for ballet students interested in developing a more technical and sophisticated aspect of classical dance. Students will be instructed in the process of the classical exercises and be able to identify their purpose. Students will gain knowledge of the different schools of thought and the terminology of classical dance. There are performance and choreographic requirements and opportunities.

DAN 30D ADVANCED BALLET, POINTE AND PARTNERING – 1 Unit
(formerly DAN 32)
Grading: Pass/No Pass Option
Advisory: DAN 30C with a grade of C or higher
Class Hours: 54 lab total
This is an advanced level of ballet for the student who is ready to approach the art of classical technique that involves dancing on pointe and the fundamentals of partnering another dancer. Students will be taught original variations from past masters as well as contemporary work of choreographers working today. Performance opportunities are available each semester.

DAN 40A BEGINNING JAZZ DANCE – 1 Unit
(formerly DAN 40, PE 42 and HPE 72AB)
Grading: Pass/No Pass Option
Class Hours: 54 lab total
Fundamental movement, techniques, terminology, basic rhythm, and simple choreography of jazz dance.

DAN 40B INTERMEDIATE JAZZ DANCE – 1 Unit
(formerly DAN 41, PE 45, HPE 72CD, HPE 46AD)
Grading: Pass/No Pass Option
Advisory: DAN 40A with a grade of C or higher
Class Hours: 54 lab total
Movement, techniques, terminology, rhythm, and choreography of jazz dance at an intermediate level.

DAN 40C ADVANCED INTERMEDIATE JAZZ DANCE – 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 40B with a grade of C or higher
Class Hours: 54 lab total
A class for jazz dance students interested in a more technical and sophisticated performing and choreography.

DAN 40D ADVANCED JAZZ DANCE – 1 Unit
Grading: Pass/No Pass Option
Advisory: DAN 40C with a grade of C or higher
Class Hours: 54 lab total
A class for jazz dance students interested in advanced technical and sophisticated performing and choreography.

DENTAL (DNTL)

DNTL 10 ORAL BIOLOGY – 3 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 54 lecture/18 lab total
The study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to proper dental hygiene procedures.

DNTL 11 ORAL RADIOLOGY – 3 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 36 lecture/54 lab total
This course focuses on radiation physics, biology, protection, quality, dental techniques, film processing and mounting, interpretation of errors, recognition of anatomical landmarks, and evidence of pathologies. Students practice skills on radiographic models and
student patients in a clinical setting; all skills are taught to clinical
competence. This course builds on basic and dental sciences and
prepares for clinical dental hygiene practice.

DNTL 12 HEAD AND NECK ANATOMY - 2 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 27 lecture/27 lab total

This course studies the anatomical structures of the head and neck
regions and relates these structures to the clinical practice of Dental
Hygiene.

DNTL 13 DENTAL HEALTH EDUCATION/SEMINAR – 2 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 36 lecture total

Principles and practices of prevention and control of dental disease with
emphasis on nutrition, and plaque control, motivation and chairside
patient education.

DNTL 14 INTRODUCTION TO CLINIC – 4 Units
Limitation on Enrollment: Enrollment in the Dental Hygiene Program
Class Hours: 36 lecture/108 lab total

Introduction to all clinical procedures and skills needed for Dental
Hygiene.

DNTL 20 LOCAL ANESTHESIA AND NITROUS OXIDE – 2 Units
Prerequisite: DNTL 10, DNTL 11, DNTL 12, and DNTL 14 with a grade of
C or higher
Class Hours: 18 lecture/54 lab total

Covers the pharmacology and physiology of local anesthetic agents and
effective technique in delivery of these agents to the oral cavity.
Focuses on the anatomy of the nerves, physiology of nerve conduction,
and how anesthesia works. Discusses the prevention and management
of associated emergencies. Skills are practiced in a clinical setting on
student patients: all skills are taught to clinical competence.

DNTL 21 GENERAL AND ORAL PATHOLOGY – 4 Units
Prerequisite: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14 with a grade of
C or higher
Class Hours: 72 lecture total

Pathological processes of inflammation, immunology defense,
degeneration, neoplasm, developmental disorders, healing and repair.
Recognition of abnormalities in the human body with a special
emphasis on normal and abnormal conditions in the oral cavity.

DNTL 23 PATIENT MANAGEMENT AND GERIATRICS – 2 Units
Prerequisite: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14 with a grade of
C or higher
Class Hours: 36 lecture total

This course teaches characteristics of individual patients, motivation,
and management of same and interpersonal communication. Treatment
of the compromised patient and myofunctional therapy is presented.

DNTL 24 CLINICAL PRACTICE I – 4 Units
Prerequisite: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14 with a grade of
C or higher
Class Hours: 18 lecture/162 lab total*

"Lab hours may be listed as TBA in course schedule. Specific times
and meeting location(s) will be provided in the First Class Handout.

Provides beginning clinical experience in the treatment of adult and
child patients. Various clinical procedures utilizing scaling and polishing
techniques, oral inspection, cancer screening, dental and periodontal
charting, principles of ultrasonic scaling, plaque control instruction and
fluoride application will be taught.

DNTL 25 CLINIC I SEMINAR – 2 Units
Prerequisite: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14 with a grade of
C or higher
Class Hours: 36 lecture total

Provides expanded learning opportunities related to clinical dental
hygiene care through lecture, demonstrations and guest speakers.

DNTL 26 NUTRITION IN DENTISTRY – 1 Unit
Prerequisite: DNTL 10, DNTL 11, DNTL 12, DNTL 13 and DNTL 14 with a grade of
C or higher
Class Hours: 18 lecture total

Provides the basic principles of nutrition and their relationship to dental
health. To teach students to perform dietary surveys on clinic patients
and to plan nutritional dietary programs.

DNTL 27 SUMMER CLINIC 27 – 1 Unit
Grading: Pass/No Pass Only
Prerequisite: Completion of DNTL 11, DNTL 12, DNTL 14, DNTL 20,
DNTL 23, and DNTL 24
Class Hours: 54 lab total

This course will provide students with the opportunity to become more
proficient in the clinical skills learned and practiced during previous
clinical courses including instrumentation techniques, patient
assessment, and administration of local anesthesia.

DNTL 30 PERIODONTOLOGY I – 3 Units
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 54 lecture total

A course in Periodontology teaches the scientific study of the structures
and function of the periodontium in both health and disease, the etiology
and principles of periodontal diseases, examination procedures,
treatment and preventative measures.

DNTL 31 PHARMACOLOGY – 2 Units
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 36 lecture total

Focuses on pharmacology as it affects the clinical practice of dentistry.
Emphasizes drugs commonly used in dentistry, for treatment of
common systemic and oral diseases, and for emergency treatment:
effects, administration, and toxicology. Builds on basic and dental
sciences and prepares for clinical dental hygiene practice.

DNTL 32 DENTAL MATERIALS – 2 Units
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 36 lecture/21 lab total

Presents the history, composition, chemical and physical properties and
use of materials commonly utilized in the dental laboratory and dental
operator. Builds on dental sciences. Provides laboratory experience in
performing common dental laboratory procedures and prepares for the
clinical practice of extended functions. All skills are taught to
competence.

DNTL 33 ADVANCED CLINICAL TOPICS – 2 Units
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 36 lecture total

This course is designed to present advanced topics and current
technology used in the dental and dental hygiene field such as soft
tissue curettage, root morphology and periodontal instrumentation, oral
brush biopsy, non-surgical periodontal dressings, care for dental
implants, oral maxillofacial surgery and orthodontics.

DNTL 34 CLINICAL PRACTICE II – 4 Units
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 216 lab total

Advanced skills of dental hygiene practice, including assessment and
treatment are practiced on patients in a clinical setting, with emphasis
on planning and comprehensive treatment; all skills are taught to clinical
competence. Expands on the procedures and techniques introduced in
previous preclinical and clinical courses. Builds on basic and dental
sciences and prepares for clinical dental hygiene practice.

DNTL 35 CLINICAL II SEMINAR – 1 Unit
Prerequisite: DNTL 20, DNTL 21, DNTL 23, DNTL 24, DNTL 25 and
DNTL 26 with a grade of C or higher
Class Hours: 18 lecture total

Provides an expanded learning experience through discussion of dental
hygiene care for the culturally diverse, tobacco cessation counseling,
and seminar study of clinical cases. Builds on basic and dental sciences
and prepares for clinical dental hygiene practice.

DNTL 40 PERIODONTOLOGY II – 1 Unit
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34 and
DNTL 35 with a grade of C or higher
Class Hours: 18 lecture total

A course to enhance assessment skill applicable in the treatment of
patients with advanced periodontal disease. To teach the dental
hygienist ethical and clinical responsibility in periodontal disorders and
to teach the relationship of the specialty practice of periodontics within the broad scope of dentistry and the legal ramifications thereof.

**DNTL 41 PRACTICE AND FINANCIAL MANAGEMENT – 1 Unit**  
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35 with a grade of C or higher  
Class Hours: 18 lecture total  
Office practice management; ethical and legal aspects of dentistry and dental hygiene, and business matters relating to dental hygiene practice.

**DNTL 42 CLINIC III SEMINAR – 2 Units**  
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34, and DNTL 35 with a grade of C or higher  
Class Hours: 18 lecture/54 lab total  
Provides an expanded clinical experience exposure through independent study or additional clinical experience.

**DNTL 43 CLINICAL PRACTICE III – 4 Units**  
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34 and DNTL 35 with a grade of C or higher  
Class Hours: 216 lab total  
Provides students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their state and national board examinations.

**DNTL 44 COMMUNITY ORAL HEALTH – 3 Units**  
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34 and DNTL 35 with a grade of C or higher  
Class Hours: 54 lecture total  
Introduces students to the principles and practices of dental public health. The emphasis is placed on the role of the dental hygienist as an innovator of, and an educator in community health programs. Public health issues will be introduced and completely discussed.

**DNTL 45 ETHICS AND JURISPRUDENCE – 2 Units**  
Prerequisite: DNTL 30, DNTL 31, DNTL 32, DNTL 33, DNTL 34 and DNTL 35 with a grade of C or higher  
Class Hours: 36 lecture total  
The study of the fundamental factors necessary to be employed and practice within the ethical and legal framework of the State Dental Practice Act and the Code of Ethics of the American Dental Association.

**DNTL 54 SUMMER CLINIC 54 – 1 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: DNTL 14, DNTL 20, DNTL 24, DNTL 30, DNTL 34, DNTL 43 with a grade of C or higher  
Class Hours: 54 lab total  
This course will provide students with the opportunity to become more proficient in the clinical skills learned and practiced during previous clinical courses and to prepare for success on their state clinical licensing examinations. This course is offered on a pass/no pass basis only.

**DIESEL TECHNOLOGY (DIES)**

**DIES 48 HYDRAULICS – 3.5 Units**  
Grading: Pass/No Pass Option  
Class Hours: 54 lecture/27 lab total  
A study of the theory, application, and component parts of hydraulic systems. This course will emphasize fundamentals in dismantling, inspection, and troubleshooting hydraulic components and complete systems. Closed-loop application, inspection and trouble-shooting will be studied. This course is required for all Diesel Technology, Welding Technology and Equipment Operations and Maintenance majors.

**DIES 49 ADVANCED HYDRAULICS (formerly AGRI 49) – 3 Units**  
Grading: Pass/No Pass Option  
Prerequisite: DIES 48 with a grade of C or higher  
Class Hours: 27 lecture/81 lab total  
This course will emphasize the application of cylinders and motor used to control fluid power systems. Hydraulic-pneumatic circuitry, maintenance, repair, and closed loop drives will be covered. Recommended for Equipment Operations and Maintenance, production, agriculture, and diesel majors.

**DIES 94 DIESEL TECHNOLOGY WORKSITE LEARNING – 1-8 Units**  
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.  
Class Hours: 75 hours paid or 60 hours non-paid per unit  
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteeringism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**DIES 160 DIESEL ENGINE ELECTRONIC CONTROL – 4 Units**  
Class Hours: 54 lecture/54 lab total  
This course will cover electronic diesel engine control systems as related to testing, calibrating and diagnostic procedures. The use of industry software generated computer programs will be utilized.

**DIES 161 DIESEL TECHNOLOGY FIELD TRAINING – 2 Units**  
Prerequisite: DIES 162 with a grade of C or higher  
Limitation on Enrollment: Student must be 18 years of age, provide his/her own transportation, DMV readout, and must be prepared to take a physical including drug test at the repair facility’s request.  
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)  
This course is designed to prepare the student for a career in the diesel technology field. Classroom instruction will include work-site expectations, interview techniques, and assessment of work performance. The student will be placed with local industry at various diesel repair facilities to expose them to actual industry standards. This course may be offered in a distance education format.

**DIES 162 HEAVY DUTY POWER TRAIN – 4 Units**  
Class Hours: 54 lecture/54 lab total  
This course covers shop practices in service, repair, adjustment and preventive maintenance of heavy duty drive trains.

**DIES 164 DIESEL PERFORMANCE ANALYSIS – 4 Units**  
Class Hours: 54 lecture/54 lab total  
Diesel fuel systems, composition of fuels, combustion chamber design, manifolds, fuel and air filters, fuel transfer pumps, fuel-injection pumps and injectors are taught in this class. Mechanical and electronic fuel controls will be analyzed. You will learn testing, calibrating and diagnostic procedures, using modern test equipment. Performance analysis of diesel engines as related to the California Air Resources Board Heavy Duty Vehicle Smoke and Tampering Inspection Program as mandated by Senate Bill 1997 of 1988 will be covered.

**DIES 166 DIESEL ENGINES – 6 Units**  
Prerequisite: DIES 164 with a grade of C or higher  
Class Hours: 54 lecture/162 lab total  
This course is an in-depth study of various diesel engines, theory of design, operation and application. This lab will provide training in the disassembly and inspection of diesel engines, practical assembly procedures and technical analysis of engine services.

**DIES 170 HEAVY DUTY BRAKING SYSTEMS – 4 Units**  
Class Hours: 54 lecture/54 lab total  
This course will cover the basic design and repair of foundation brakes and air systems pertaining to heavy duty vehicles.

**DIETARY SERVICES SUPERVISOR (DSS)**

**DSS 10 FOOD PRODUCTION MANAGEMENT – 3 Units**  
Grading: Pass/No Pass Option
Advisory: CULA 50 with a grade of C or higher

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course will cover effective management skills in food production, food purchasing policies and procedures, and the role of the Dietary Service Supervisor. Basic institutional cooking skills will be presented including using weights and measures, choosing ingredients and food preparation methods. Students will be involved in menu planning and costing, recipe standardization and recipe costing. Instruction on the selection, safety and usage of institutional equipment will be provided. This course may be offered in a distance education format.

DSS 63 DIETARY SERVICE SUPERVISOR OPERATIONS AND MANAGEMENT – 3 Units

Grading: Pass/No Pass Option

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course includes methods of supervision and leadership which are applicable to the food service industry. Methods and techniques of recruitment, selection, training and evaluation of personnel are covered. Record maintenance, enforcement of safety and sanitary standards; supervision of food service employees are stressed. This course may be offered in a distance education format.

DSS 94 DSS CERTIFICATE WORKSITE LEARNING – 1-8 Units

Prerequisite: DSS 63 and CULA 50 with a grade of C or higher

Corequisite: DSS 10 and FSS 27 or previous completion of DSS 10 and FSS 27 with a grade of C or higher.

Limitation on Enrollment

1. All students participating in DSS 94 must pass a drug screening and background check prior to enrollment in the course. Students are financially responsible for meeting these requirements according to the established program process.

2. Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

Class Hours: 75 hours paid or 60 hours non-paid per unit

Students must complete 150 hours of verified, supervised field experience in a healthcare setting as required by the CA Department of Public Health (CADPH) for the DSS Certificate, and must follow the current requirements and regulations of the CADPH. The course stresses good work habits and meeting of required competencies through actual on-the-job performance with a preceptor. Students must complete a minimum of 150 hours, but may complete up to a maximum of 16 units in this WSL course in order to meet the required competencies.

ECE 3 EARLY CHILDHOOD PROGRAM ADMINISTRATION – 3 Units

Prerequisite: ECE 7 with a grade of C or higher

Note: This course meets the Title 22 requirements for Teacher/Director qualifications.

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course identifies and assesses the principles and practices of managing early childhood programs. Course content will focus on overall administrative procedures for various programs providing care and learning for children ages zero to eight. The topics include: regulatory agencies, licensing and compliance with local and state requirements, funding and budgeting, staff selection and scheduling, and enrollment and operational policies and reports. This course may be offered in a distance education format.

ECE 6 EXPLORING FAMILY CHILDCARE – 1 Unit (formerly ECE 153)

Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)

This course provides an introduction to family childcare. Topics presented include an overview of regulations, family childcare management, importance of culturally diverse and age appropriate activities, and safe and healthful setting in a family childcare. This course may be offered in a distance education format.

ECE 7 EARLY CHILDHOOD OBSERVATION & ASSESSMENT – 3 Units

Prerequisite: ECE 5 or ECE 9 with a grade of C or higher

Note: Observation hours for this course will be obtained through the course lab hours at the Shasta College Early Childhood education Center or a designated Early Childhood Mentor Site.

Class Hours: 36 lecture/54 lab total* (The lab portion of this course may be offered in a distance education format to accommodate lab hours completed at a designated Early Childhood Mentor Site. Lecture hours will be regularly scheduled hours.)

*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

This course provides the student with opportunities for further study of development and behavior of young children by developing skills in observation and assessment. Recording strategies, rating scales, portfolios and multiple assessment tools are explored.

ECE 8 TEACHING PRACTICUM FOR YOUNG CHILDREN – 5 Units (formerly ECE 8A)

Prerequisite: ECE 7, ECE 17, and ECE 20 with a grade of C or higher

Note: Supervised field site experience for the California Child Development Permit will be obtained through the course lab hours at the Shasta College Early Childhood education Center or a designated Early Childhood Mentor Site.

Class Hours: 54 lecture/108 lab total* (when offered in the distance education format, lecture hours will total 270)

*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

This course focuses on identifying, developing and refining skills and behaviors of developmentally appropriate practice that are essential for effective teaching of young children. The course is intended for students who are concurrently working or volunteering in center-based programs for young children (infant, toddler, preschool or after school care) where, under guided supervision of early childhood education professionals, they have the opportunity to work directly with the children to test the methods and refine the teaching skills explored in the course. Students will have the opportunity to practice and demonstrate skills that focus on child centered, play based approaches to teaching by designing, implementing, and evaluating developmentally appropriate activities as well as gaining practical knowledge of learning and assessment. Knowledge of curriculum design will be emphasized as students plan, prepare, present and evaluate experiences that promote positive development and learning for young children with a focus on child-centered, play based approaches, knowledge of the curriculum areas, and experience connecting theory to practice. The lecture component of this course may be offered in distance education format.

ECE 9 CHILD GROWTH AND DEVELOPMENT – 3 Units

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course provides an in-depth examination of the major physical, psychosocial, and cognitive/ language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. This course may be offered in a distance education format.

**ECE 10 EARLY CHILDHOOD LEARNING – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on the developmental learning process of children ages three to eight. Attention will be given to the application of current studies providing insight into the maturational stages as they relate to the acquisition of knowledge. Topics will include: individuality, readiness, transitions, competence, and developmentally appropriate strategies during the preschool and primary school years. This course may be offered in a distance education format.

**ECE 12 INFANT TODDLER LEARNING – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on developmental research and current practices in care and learning during infancy and toddlerhood. Emphasis will be on understanding developmental stages, planning optimal environments and clarifying the care giving role of teachers and child care workers for children during the first two years of life. This course may be offered in a distance education format.

**ECE 14 SCHOOL AGE AND ADOLESCENT DEVELOPMENT – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A course focusing on growth, development and behavior of school age children and adolescents. Current research and theoretical concepts will be discussed and analyzed for practical implications and applications to assist those living with and/or working with school age children and adolescents. This course may be offered in a distance education format.

**ECE 15 CHILD HEALTH, SAFETY AND NUTRITION – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

Provides an opportunity for early childhood educators and caregivers to focus on health, safety and nutrition in children’s programs. Fundamentals of a safe and healthful environment, including knowledge of state and local laws and regulations will be introduced. Key factors that ensure physical health, mental health and safety for both children and staff, and effective strategies for working collaboratively with families will be identified. Community health, safety and nutrition resources and their application to the children’s curriculum will be highlighted. This course may be offered in a distance education format.

**ECE 16 FUNDAMENTALS OF EARLY CHILDHOOD MENTORING AND SUPERVISION – 2 Units**  
**Prerequisite:** ECE 7 with a grade of C or higher  
**Advisory:** ECE 3 with a grade of C or higher  
**Class Hours:** 36 lecture total (when offered in the distance education format, hours will total 108)

Designed to satisfy the Child Development Permit Master Teacher level and above requirement. Course content focuses on the methods and principles of supervising the adult learner in the early childhood program. Emphasis is on the role of the classroom teacher who functions as a mentor to new teachers and other adult participants while simultaneously meeting objectives for children, parents, and staff. Expanded modeling, guidance, and evaluation approaches will be examined. This course may be offered in a distance education format.

**ECE 17 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. Emphasis will be placed upon increasing the student’s skills in critically analyzing educational settings for young children. Special attention will be given to room arrangement, selection and storage of materials. This course may be offered in a distance education format.

**ECE 20 INTRODUCTION TO CURRICULUM – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course presents an overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children from birth to age 8. Students will examine a teacher’s role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Students will acquire an understanding of the philosophies and strategies for developing and documenting integrated curricula for early childhood programs including ways to organize and implement daily, monthly, and long-range activity planning. This course may be offered in a distance education format.

**ECE 22 E.C. CURRICULUM: INFANT/TODDLER CARE – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

A course focusing on the planning, preparation, and presentation of developmentally appropriate curriculum activities, materials, and learning environments for use with infants and toddlers to support physical, social-emotional, cognitive and language development. Emphasis will be placed upon increasing the student’s skills in critically analyzing education settings and materials for infants and toddlers. Special attention will be given to both indoor and outdoor environments and curriculum. This course may be offered in a distance education format.

**ECE 24 E.C. CURRICULUM: SCHOOL AGE CARE – 3 Units**  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course will examine the planning and presentation of curriculum experiences for school age children in an extended care setting. Opportunities to develop skills in enhancing the school age child’s day with developmental experiences and positive social interaction will be provided. Focus will be placed on individualized and group activities to encourage the development of self-esteem, motivation for learning, and recreational skills. Special attention will be given to both indoor and outdoor environments and curriculum. This course may be offered in a distance education format.

**ECE 26 THE CHILD WITH SPECIAL NEEDS – 3 Units**  
**Prerequisite:** ECE 1 or ECE 9 with a grade of C or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course will focus on early childhood education and children with special needs. Developmental, educational, and family issues related to children and youth with disabilities and giftedness will be presented. The course also provides an overview of special education as a professional discipline, including its history, laws, challenges, current trends, and issues. This course will explore different types of special needs identified in children including children who are: gifted, developmentally delayed, learning disabled, as well as children with: emotional and behavioral disorders, communication disorders, sensory disorders, neurological disorders, and health impairments. This course may be offered in a distance education format.

**ECE 27 TEACHING CHILDREN WITH SPECIAL NEEDS & EARLY INTERVENTION STRATEGIES – 3 Units**  
**Prerequisite:** ECE 26 with a grade of C or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on learning to work with children birth to eight years of age with disabilities and other special needs and their families in inclusive early childhood settings. It will include an exploration of the following: characteristics of young children with disabilities and other special needs; impact on the family; types of
supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**ECE 140 ESSENTIALS OF 40 DEVELOPMENTAL ASSETS – 1 Unit**

Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)

This course offers an expanded study of the key elements necessary for children/youth to develop positive and healthy behaviors and habits. The research behind 40 Developmental Assets will be explored and action-based methods of using this research will be reviewed. Current strength-based approaches to building assets in children/youth will be analyzed. This course may be offered in a distance education format.

**ECE 147 MENTAL HEALTH AWARENESS IN ECE PROGRAMS – 1 Unit**

Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)

This course introduces the student to mental health issues in young children, their families, and their caregivers. It includes an overview of early childhood mental health from prenatal development to eight years of age, and the effects of environment and biology on mental health. Students will become aware of potential mental health concerns in early childhood, and how we can help children, parents, and caregivers in our programs. This course may be offered in a distance education format.

**ECE 155 THE YOUNG CHILD: INTRODUCTION TO THE MONTESSEORI METHOD – 1 Unit (formerly ECE 152F)**

Class Hours: 18 lecture total

This course will introduce the student to the teaching and theory of Dr. Maria Montessori. This method of preparing a preschool environment, which promotes independence in the young child, will be presented through lectures and demonstrations.

**EARTHC SCIENCE (ESCI)**

(formerly Geology and Physical Science)

**ESCI 1 PHYSICAL GEOLOGY (formerly GEOL 1, 1A) – 4 Units**

Note: Required day and overnight field trips.

Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)

An introduction to the physical processes that drive Earth as a dynamic planet. Both internal and external processes are considered as well as their inter-relationships. Discussion in the course will include Earth's internal structure, plate tectonics, minerals and rocks and their origins, surface processes, geologic structures such as faulting and folding, metamorphism, sedimentation, soil formation, geologic time including radiometric methods, geologic hazards such as earthquakes, volcanism, mass wasting, flooding, and the vital nature of Earth materials to society. Laboratory activities will focus on the application of classroom concepts and will include mineral and rock identification, geologic structures, topographic and geologic map use, use of remote imagery, recognition of landforms, geologic time, seismology, and volcanism. Lecture and laboratory will consider geologically produced and influenced natural resources, their exploitation, and concepts centered about sustainable uses. This course may be offered in a distance education format.

**ESCI 2 HISTORICAL GEOLOGY – 4 Units**

(formerly GEOL 2, 1B)

Advisory: ESCI 5, or ESCI 6, or ESCI 7, or ESCI 8, or ESCI 9, or ESCI 10, or ESCI 12, or ESCI 15, or ESCI 17 with a grade of C or higher

Required day and overnight field trips.

Class Hours: 54 lecture/54 lab total

The study of Earth history as revealed in the rock record and the placement of varied geologic events through time. Discussion in this course will include the genesis of minerals and three rock types, principles of stratigraphy, geologic structures, relative and absolute geologic time, paleogeography, and mountain building episodes of North America with emphasis on the west coast. Plate tectonics and crustal evolution will provide a framework for the preceding. Laboratory exercises will include the description and classification of minerals and rocks; recognition of ancient metamorphic, igneous and sedimentary environments; recognition, occurrence, and geologic use of fossil organisms; application of stratigraphic principles; recognition of geologic structures; and the development and use of different types of geologic maps and cross sections.
ESCI 3 MINERALOGY AND CRYSTAL OPTICS – 5 Units
(formerly GEOL 3)
Prerequisite: ESCI 1 with a grade of C or higher
Corequisite: CHEM 1A or previous completion of CHEM 1A with a grade of C or higher.
Class Hours: 54 lecture/108 lab total
An exploration into the chemistry, classification, optics and crystalline structure of minerals. Topics covered in the course will include the chemistry, bonding, and crystalline structure of minerals, recognition of crystal types, physical properties of minerals, mineral classification as well as their origins, occurrence, and use, and an introduction to the theory of optical identification of minerals. Laboratory activities will include crystallography, physical properties testing, mineral classification, and optical techniques to identify mineral crystals with an introduction to uniaxial and biaxial minerals.

ESCI 6 ANCIENT LIFE – 4 Units (formerly GEOL 6)
Note: Required day field trips.
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 162 for the lecture portion of the class and an additional 54 hours of lab totaling 216 hours for this course)
A survey of past life is presented through geologic and biologic investigations. This course is interdisciplinary in nature and provides geologic background and evidence for the origination and evolution of life. Associated methodologies and concepts presented include geologic time and its measure, chemical and organic evolution, controls on evolution, cladistic analysis, ancient ecological reconstruction, mass extinction and adaptive radiation, fossilization, and ancient geographic distributions of flora and fauna. Anatomical innovations that define major classes of organisms are traced through ancestor-descendant relationships. Laboratory exercises include processes of fossilization, fossil recognition, cladistic analysis, genetics, stratigraphy, reconstruction of ancient biologic communities, ancient geographic reconstruction through fossil information, functional morphology, mass extinction and adaptive radiation in the fossil record. The lecture portion of this course may be offered in a distance education format.

ESCI 7 INTRODUCTION TO THE GEOLOGY OF CALIFORNIA – 4 Units (formerly GEOL 7, 25)
Note: Required field trips (day trips and overnight trips)
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 162 for the lecture portion of the class and an additional 54 hours of lab totaling 216 hours for this course)
As the newest material added to North America, California geology records ancient and continued mountain building which has shaped the state into landforms as so different from other geographic provinces in California. Geologic maps unique rock packages and modern processes. Discussions in the course will include geologic hazards such as earthquakes, volcanism, and mass wasting, plate tectonics, economic resources, state and national parks, ground and surface water, soils, glaciation, coastal processes, desert land-forms, and the geologic history of the state. Laboratory exercises will include mineral and rock identification and classification, topographic and geologic maps; landforms; stratigraphy; aerial photo interpretation; and mineral, rock and data collection on field trips. The lecture portion of this course may be offered in a distance education format.

ESCI 8 PLANETARY GEOLOGY: DEVELOPMENT, HISTORY AND PLANETARY PROCESSES – 3 Units
(formerly GEOL 8, 22)
Note: Required field trips and/or evening observations when possible.
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
An introduction to the physical processes that shape planetary surfaces and guide their development through time. The course will explore the origins of the solar system and use Earth as a planetary "model" to perform systematic and comparative investigations of the planets and other bodies in the solar system. Recent information gathered by Earth-based and orbiting observation platforms and un-manned planetary probes will be used to investigate planetary processes, develop planetary histories and differentiate the varied pathways and processes that have influenced each planet's evolution. The course will also consider the Sun and its influence on the planets and other bodies in the solar system, as well as asteroids, comets, meteors and impacts on planetary surfaces. This course may be offered in a distance education format.

ESCI 9 EARTHQUAKES, VOLCANOES, AND OTHER GEOLOGIC HAZARDS – 3 Units (formerly GEOL 9, 20)
Note: Required field trips.
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162). A scheduled field trip will still be required for the online course.
This introductory course considers geologic hazards and their impact on society in part through the utilization of case histories, many of which are from California. The course will focus on earthquakes and volcanism specifically considering the dynamics of these two phenomena. Other topics to be discussed include tsunami origination and development, types of mass wasting and their controlling factors and influences, and flooding. A portion of the course will also describe geologic hazards that are human influenced or caused, such as soil erosion, acid rain, ground-water contamination and ground subsidence. Engineering mitigation, hazard preparedness and remediation strategies complete the course. This course may be offered in a distance education format.

ESCI 10 ENVIRONMENTAL GEOLOGY – 4 Units
(formerly GEOL 10/40)
Note: Required field trips.
Class Hours: 54 lecture/54 lab total
Geologically related impacts on the environment, both natural and human-influenced, provide the subject content for this course. Emphasis is placed on human and environmental interactions with discussions regarding natural resources and their exploitation, pollution and waste disposal, climate change, land use and engineering, and energy resources. Earth processes which result in environmental catastrophes, environmental change, and an impact on society are also considered including topics such as earthquakes, volcanism, flooding, mass wasting, coastal processes, and climate trends. Laboratory activities will focus on Earth materials, water resources and contamination, hazardous waste storage, mining and resource exploitation, and pollution.

ESCI 12 GENERAL EARTH SCIENCE – 4 Units
(formerly PHSC 2/PHSC 2 and PHSC 3)
Note: Required field trips.
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 162 for the lecture portion of the class and an additional 54 hours of lab totaling 216 hours for this course.)
A survey course designed for non-science majors which spans the Earth-related sciences, including geology, oceanography, meteorology, and astronomy. In general, the course focuses on physical processes and geologic features related to each discipline. Topics include the geologic evolution of the Earth, economic resources derived from the Earth, Earth materials, evolution and character of the oceans, ocean-atmosphere interactions, atmospheric processes including weather and climate, the solar system and Earth as part of the universe. Using an Earth systems approach, lecture and laboratory will consider concepts centered about the sustainable use of natural resources. The laboratory portion of this course provides hands-on activities that support and demonstrate lecture concepts. The lecture portion of this course may be offered in a distance education format.

ESCI 14 METEOROLOGY – 3 Units (formerly PHSC 4)
Note: If taking ESCI 14L, a laboratory science, it is required that ESCI 14 be taken concurrently. ESCI 14, however, may be taken without enrolling in ESCI 14L.
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Dynamic aspects of the atmosphere responsible for climate and weather represent the main focus of this course. Topics include atmospheric composition, solar radiation, global heat transfer, atmospheric moisture, pressure and atmospheric circulation, air masses, weather patterns and forecasting, storms including hurricanes and tornadoes, air pollution and ozone, and global climate changes. Applicable fundamental science concepts such as state changes, heat transfer mechanisms, and the physical and chemical aspects of the media involved in weather are also introduced. Further the course will consider influences on the atmosphere that disrupt sustainable, stable climate conditions. This course may be offered in a distance education format.
ESCI 14L METEOROLOGY LABORATORY – 1 Unit
Corequisite: ESCI 14
Class Hours: 54 lab total
This course accompanies ESCI 14 Meteorology and provides practical application to concepts presented in that course. Laboratory exercises will include analyses of incoming solar radiation, heat transfer in the atmosphere, humidity measurements, atmospheric motion, weather maps, storm characteristics, and climate controls and climate change. Lecture (ESCI 14) and laboratory (ESCI 14L) will consider influences on the atmosphere that disrupt sustainable, stable climate conditions. This course may be offered in a distance education format.

ESCI 15 OCEANOGRAPHY – 4 Units (formerly PHSC 5)
Note: Required overnight field trip.
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 162 for the lecture portion of the class and an additional 54 hours of lab totaling 216 hours for this course.)
Global ocean dynamics are part of an intricate system that influences world climate and both terrestrial and oceanic life. Basic principles and concepts are presented including ocean origins, ocean basin formation, seawater composition and characteristics, oceanic circulation, and the marine habitat providing a holistic view to the study of the oceans. Coastal processes such as waves and tides, erosion and deposition, and landforms are also considered. Laboratory activities will survey marine geology including plate tectonic and ocean basin topography, chemical oceanography, physical oceanography such as circulation, waves and tides, and biological oceanography including marine organisms, marine ecosystems and nutrient flow. Lecture and laboratory will consider marine produced and influenced natural resources, their exploitation, and concepts centered about sustainable uses. The lecture portion of this course may be offered in a distance education format.

ESCI 16 COASTAL MARINE SCIENCES – 2 Units
(formerly PHSC 6)
Corequisite: ESCI 16L
Note: Required field settings.
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
An introduction to the coastal oceanography and coastal habitat evaluation, including shore and near shore systems. In general, the course will develop oceanographic concepts associated with estuaries, tidal flats, sandy shores, rocky shores, lagoons, coral reefs and the shallow continental shelf. Basic concepts in oceanography including chemical, physical, geologic, and biologic realms, as related to the coastal zone and with an emphasis on the inter-related nature of these topics, will serve as foundational content. The course will also consider marine produced and influenced natural resources, their exploitation, and concepts centered about sustainable uses, especially as applied to coastal sites. This course may be offered in a distance education format.

ESCI 16L COASTAL MARINE SCIENCES LABORATORY – 1 Unit
Corequisite: ESCI 16
Class Hours: 54 lab total
This course accompanies ESCI 16 Coastal Marine Sciences and provides practical application to concepts presented in that course. Laboratory work will include field explorations along coasts, including shore and near shore systems, representing the primary resources for lab work. Other activities will include charting and navigation, species identification, and habitat monitoring to include data collection techniques, analysis and synthesis from coastal and near-shore sites. As with lecture (ESCI 16) marine produced and influenced natural resources, their exploitation, and sustainable uses, will be studied.

ESCI 17 EARTH SYSTEM SCIENCE – 3 Units (formerly PHSC 7)
Note: Required day field trips
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Earth is a dynamic planet, changing in response to natural processes within the atmosphere, geosphere, hydroosphere and biosphere. Modern science is now viewing the Earth system in its entirety, the sum of its parts, in an effort to understand how processes in one sphere impact those in another. This course stresses the inter-relationships of these systems and reviews natural cycles and positive and negative feedback pathways that operate over various time scales to affect global environmental change. The impact of civilization on the Earth system is also analyzed as the course considers pollution, over population, global warming, deforestation, desertification, resource depletion, and biologic extinctions along with solutions developed within sustainable concepts and practices. This course may be offered in a distance education format.

ESCI 18 GLOBAL CLIMATE CHANGE: PAST, PRESENT AND FUTURE – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Atmospheric processes, on a global and local scale, are considered as they determine weather and climate through time. Natural influences on the atmosphere include the global ocean, the sun, and volcanisms on planet Earth, each directing atmospheric responses in a different manner. Past climate conditions on Earth, and the science used to determine those conditions through rock, sediment and ice cores, will be explored. Human influences on the atmosphere will be considered as well as a review of the observations that have led to scientific consensus on global climate change. Current trends in climate change will be extrapolated into the future as directed by climate modeling and their consequences considered. This course may be offered in a distance education format.

ESCI 32 GEOLOGY OF THE NORTHERN SIERRAS – 1.5 Units
(formerly GEOL 32)
Grading: Pass/No Pass Option
Note: Required field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geologic processes that have shaped the northern Sierras into a geologically diverse setting. The course will culminate with a three-day field trip through the northern Sierras. Lecture meetings will present basic concepts in geology as well as topics specific to the northern Sierras such as continental growth, multiple mountain building and landscape development, glaciation and related geomorphology, and “mother-lode” economic geology. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 33 GEOLOGY OF THE SACRAMENTO VALLEY – 1.5 Units
(formerly GEOL 33, 27B)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in a distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geology of the Sacramento Valley that will culminate with a two-and-a-half day overnight field trip through this geomorphic province. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the Sacramento Valley as well as outcrops visited during the field trip. Topics to be discussed include geologic hazards, economic resources, volcanism, faulting, river processes, and the Pleistocene geology of the valley. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 34 GEOLOGY OF THE MODOC PLATEAU – 1.5 Units
(formerly GEOL 34, 61AB)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geology of the Modoc Plateau which will culminate with a two-and-a-half-day overnight field trip through this geomorphic province. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the Modoc Plateau as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, geologic hazards, geothermal potential, economic resources, faulting, plateau development, basin and range development, and surface and subsurface water. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.
Chapter 4: Courses

ESCI 35  GEOLOGY OF LASSEN VOLCANIC PARK – 1.5 Units
(formerly GEOL 35, 62AB)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geology of Lassen Volcanic Park that will culminate with a two-and-a-half day overnight field trip within and around the park. Lecture meetings will present basic concepts in geology needed to understand the geologic history of the park as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, volcanic and geothermal hazards, geothermal potential, glaciation and faulting. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 36  GEOLOGY OF MOUNT SHASTA AND VICINITY – 1.5 Units (formerly GEOL 36, 64AB)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geology of Mount Shasta and surrounding areas which will culminate with a two-and-a-half day overnight field trip around the mountain. Lecture meetings will present basic concepts in geology needed to understand the geologic history of Mount Shasta as well as outcrops visited during the field trip. Topics to be discussed include volcanic processes and features, volcanic hazards, earthquakes, eruption predictability, geothermal activity, glaciation and mass wasting events. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 37  GEOLOGY OF THE NORTHERN CALIFORNIA COAST – 1.5 Units (formerly GEOL 37)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geologic processes which have shaped and continue to shape northern California’s coastline. The course will culminate with a two-and-a-half day overnight field trip along the coast. Lecture meetings will present basic concepts in geology as well as topics specific to northern California’s coastline such as geologic hazards including earthquakes, tsunamis, mass wasting events, and shore erosion, tidal processes, erosion and depositional processes, active mountain building, and geomorphology. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 38  GEOLOGY OF POINT REYES NATIONAL SEASHORE – 1.5 Units (formerly GEOL 38)
Grading: Pass/No Pass Option
Note: Required overnight field trip.
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab totaling 81 hours for this course.)
An introduction to the geologic processes which have shaped and continue to shape the Point Reyes National Seashore. The course will culminate with a three day overnight field trip to the national seashore. Lecture meetings will present basic concepts in geology as well as topics specific to Point Reyes such as the San Andreas Fault system, geologic hazards including earthquakes, tsunamis, and mass wasting events, tidal and estuarine processes, and the area geomorphology. Field trip exercises will also be conducted at various stops. The lecture portion of this course may be offered in a distance education format.

ESCI 98  SPECIAL LAB TOPICS IN EARTH SCIENCE – .5-1 Unit
(formerly GEOL 98)
Note: Required field activities.
Class Hours: 27-54 lecture total
This course will provide students with an introduction to recent technological advances or multidisciplinary approaches to laboratory and field techniques in the geosciences. Topics will vary with each course offering and will be listed in the schedule of classes.

ECONOMICS (ECON)

ECON 1A  PRINCIPLES OF ECONOMICS (MICRO) – 3 Units
Grading: Pass/No Pass Option
Prerequisite: MATH 101 with a grade of C or higher, or Math Placement Level 3 or higher.
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher (ECON 1A is not a prerequisite for ECON 1B)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is a study of the basic institutions and principles of microeconomics and so it concentrates on the parts of an economic system; the markets, the producers, the consumers and the structures of basic industries along with systems for relative resource use and income determination. This course may be offered in a distance education format.

ECON 1B  PRINCIPLES OF ECONOMICS (MACRO) – 3 Units
Grading: Pass/No Pass Option
Prerequisite: MATH 101 with a grade of C or higher, or Math Placement Level 3 or higher.
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher (ECON 1A is not a prerequisite for ECON 1B)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course studies the basic economic institutions and principles as they pertain to the entire economic system such as money and banking, determinants of national income, employment, output and the roles played by government in using monetary and fiscal policy to promote the mandates of the Employment Act of 1946. This course may be offered in a distance education format.

EDUCATION (EDUC)

EDUC 1  INTRODUCTION TO EDUCATION AND TEACHING – 3 Units
Class Hours: 54 lecture total
For prospective teachers, paraprofessionals, tutors, classroom volunteers/mentors, and others interested in education, this introductory course focuses on contemporary education practices and theories. Topics include: educational history, organization, teacher-child relationships, teaching methods, school resources, staff relations, curriculum patterns, authority, and discipline in the schools.

EDUC 94  EDUCATION WORKSITE LEARNING – .5-8 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work relationships, teaching methods, school resources, staff relations, curriculum patterns, authority, and discipline in the schools.

ENGINEERING (ENGR)

ENGR 1A  MEASUREMENTS AND PLANE SURVEYING – 3 Units
Prerequisite: MATH 10 with a grade of C or higher or Math Placement Level 5 or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 108 for the lecture portion of the class and an additional 54 hours of lab totaling 162 hours for this course)
Surveying fundamentals including the use and care of surveying tools, surveying fundamentals including the use and care of surveying tools.
instruments such as engineers’ level, transits, and theodolite. Applications include survey procedures, vertical and horizontal measurements, traverses, layout, and survey calculations. Additional topics include legal descriptions, public land surveying, advanced equipment, and GPS. The lecture portion of this course may be offered in a distance education format.

ENGR 1B  PLANЕ SURVEYING - 3 Units
Prerequisite: MATH 10 with a grade of C or higher or Math Placement Level 5 or higher, and ENGR 1A with a grade of C or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 108 for the lecture portion of the class and an additional 54 hours of lab totaling 162 hours for this course)
Application of plane surveying principles to control surveys, field measurements, traverse, layout, and survey calculations. Additional topics include the use of auxiliary views in finding true length, bearing and slope of lines, the true shape and edge view of surfaces, dihedral angles, and the true virtual work.

ENGR 2 INTRODUCTION TO ENGINEERING – 2 Units
Grading: Pass/No Pass Option
Class Hours: 36 lecture total
The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. It explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. An introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics are examined. Communication skills pertinent to the engineering profession are emphasized. Up to one unit of this course may be offered in a distance education format.

ENGR 17 CIRCUITS AND DEVICES – 4 Units
Prerequisite: MATH 4A and PHYS 4B with a grade of C or higher
Corequisite: MATH 4B or previous completion of MATH 4B with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course covers Nodal and Mesh circuit analysis techniques, first and second order steady state and transient analysis using the methods of differential calculus, phasors, resonance, RLC circuits, the j operator, operational amplifiers, duality, basic digital circuits and Karnaugh mapping.

ENGR 22 ENGINEERING GRAPHICS – 2 Units
Prerequisite: English Placement Level 4 or higher; and MATH 220 with a grade of C or higher or Math Placement Level 1 or higher
Corequisite: MATH 4B or previous completion of MATH 4B with a grade of C or higher
Class Hours: 18 lecture/54 lab total
This course teaches the theory of orthographic projections and its use in delineating three-dimensional objects. The course begins with the basics. Topics include lettering, types of lines, geometric constructions, basic dimensioning practices, auxiliary views and a brief introduction to Computer-Aided Drafting (CAD).

ENGR 24 DESCRIPTIVE GEOMETRY – 2 Units
Prerequisite: ENGR 22 with a grade of C or higher
Corequisite: ENGR 22 with a grade of C or higher
Class Hours: 18 lecture/54 lab total
This course is a continuation of study of the theory of engineering graphics and its use in solving three-dimensional problems through the application of principals of multi-view projections. Descriptive Geometry topics include the use of auxiliary views in finding true length, bearing and slope of lines, the true shape and edge view of surfaces, oblique angles, shortest connectors, and the intersection between planes. Additionally, the method of revolutions is also explored in solving similar problems.

ENGR 27 MAP & COMPUTER-AIDED DRAFTING – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ENGR 29 with a grade of C or higher
Advisory: ENGR 1A with a grade of C or higher
Class Hours: 36 lecture/54 lab total
This course teaches the use of the computer and civil design software to produce maps. Course topics include input and processing of field data, digital terrain modeling, contours, subdivisions, roads, and deed descriptions.

ENGR 29 COMPUTER-AIDED DRAFTING (CAD) – 2 Units
Grading: Pass/No Pass Option
Corequisite: ENGR 22 or previous completion of ENGR 22 with a grade of C or higher
Note: Students taking the Internet format of this course must have access to and working knowledge of the Internet and Windows, plus access to the most recent version of the basic AutoCAD software.
Class Hours: 18 lecture/54 lab total (when offered in the distance education format, hours will total 108)
This course utilizes basic AutoCAD as a tool for efficient drafting and design development. This course helps prepare students for the growing numbers of jobs that require CAD, both for its greater efficiency and for its computer database drawings. The emphasis is on graphics with engineering applications. This course may be offered in a distance education format.

ENGR 30 INTERMEDIATE COMPUTER-AIDED DRAFTING – 2 Units
Grading: Pass/No Pass Option
Prerequisite: ENGR 29 with a grade of C or higher
Class Hours: 18 lecture/54 lab total
This is an intermediate course using AutoCAD for drafting and design. This course builds on basic 2D CAD, develops management systems, and covers 3D CAD through solid modeling.

ENGR 31 ARCHITECTURAL DETAILING – 2 Units
Grading: Pass/No Pass Option
Prerequisite: ENGR 21 with a grade of C or higher
Class Hours: 18 lecture/54 lab total
This is a continued study of CAD as it pertains to architectural applications. The student completes the set of architectural drawings designed from the previous courses. The emphasis is in detailing sections, interior elevations, structural calculations, electrical loading, and building code compliance. The techniques for presentation renderings and commercial design considerations will also be discussed.

ENGR 32 ADVANCED CIVIL DESIGN APPLICATIONS FOR CAD – 3 Units
Grading: Pass/No Pass Option
Prerequisite: ENGR 27 and ENGR 1A with a grade of C or higher
Corequisite: ENGR 27 and ENGR 1A with a grade of C or higher
Class Hours: 36 lecture/54 lab total
This course will further the student’s knowledge obtained in ENGR 27, so that the student will be better prepared as an engineering/drafting technician in a civil engineering office. Course topics include use of the computer and currently available software to process surveying data into complex topographic maps. These maps can and will be used for planimetric and profile maps as well as to process complex earthwork calculations.

ENGR 33 SOLID MODELING COMPUTER-AIDED DRAFTING – 2 Units (formerly ENGR 30C)
Prerequisite: ENGR 29 with a grade of C or higher
Corequisite: MATH 4A or previous completion of MATH 4A with a grade of C or higher
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 4 or higher; and MATH 220 with a grade of C or higher
Class Hours: 18 lecture/54 lab total
An advanced computer-aided drafting course using Solid Works, Mechanical Desktop and/or Inventor software to prepare students for drafting positions with high potential to advance to designer, etc. ENGR 33 builds on the skills and knowledge of ENGR 29. This course will focus on how to create 3D models, assemble and constrain assembly models. Students will use advanced drafting skills to solve design problems and to present solutions for production or engineering processes, and to visually communicate their solution.

ENGR 35 STATICS – 3 Units
Prerequisite: PHYS 4A with a grade of C or higher
Corequisite: MATH 4A or previous completion of MATH 4A with a grade of C or higher
Class Hours: 54 lecture total
A first course in engineering mechanics; properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area moments of inertia; fluid and cables. Optional additional topics include buoyancy, Mohr's circle and virtual work.
ENGR 37  STATICS FOR ENGINEERING TECHNICIANS AND CONSTRUCTION MANAGEMENT – 3 Units
Prerequisite: MATH 10 with a grade of C or higher, or Math Placement Level 5 or higher
Class Hours: 54 lecture total
This course analyzes the external forces induced in structures and machines by various types of loading. Basic vector analysis is used to determine equivalent force-couple systems and equilibrium of two-dimensional bodies. Analysis of simple frames and machines and trusses is discussed. Frictional forces within wedges and belts are considered within units. Centroids and Area Moments of Inertia are calculated for composite objects.

ENGR 38  STRENGTH OF MATERIALS FOR ENGINEERING TECHNICIANS AND CONSTRUCTION MANAGEMENT – 3 Units
Prerequisite: ENGR 37 or ENGR 35 with a grade of C or higher
Class Hours: 54 lecture total
This course analyzes the internal forces induced in structures and machines by various types of loading. Simple stresses, strains, basic mechanical properties of materials, torsion of circular shafts, shear forces and bending moment in beams, stresses in beams and beam design will be covered. Topics in deflection of beams and statically indeterminate beams are covered.

ENGR 40  STRENGTH OF MATERIALS – 3 Units
Prerequisite: ENGR 35 with a grade of C or higher
Class Hours: 54 lecture total
This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied.

ENGR 45  PROPERTIES OF MATERIALS – 4 Units
Prerequisite: PHYS 4A with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and performance. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports.

ENGR 94  ENGINEERING WORKSITE LEARNING – 1-8 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

ENGLISH (ENGL)
Please note Assessment Testing Policy. English assessment testing is required for entry into the following courses: Basic Skills English classes and ENGL 1A. The College administration will establish test dates in advance of registration each semester. Contact the Assessment Office for information on testing dates. If you think for some reason that your assessment test score does not reflect your English competency, please make an appointment with a counselor to discuss your options.

ENGL 1A  COLLEGE COMPOSITION – 4 Units
Prerequisite: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course develops the reading, critical thinking, and writing skills necessary for academic success, emphasizing expository and argumentative writing as well as research and documentation skills. As a transferable course, it presupposes that students already have a substantial grasp of grammar, syntax, and organization, and that their writing is reasonably free from errors. A research paper is required for successful completion of this course. This course may be offered in a distance education format.

ENGL 1AH  COLLEGE COMPOSITION – HONORS – 4 Units
Prerequisite: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher, or ENGL 196 with a grade of C or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This is an honors level English 1A course. This course develops the reading, critical thinking, and writing skills necessary for academic success, emphasizing expository and argumentative writing as well as research and documentation skills. As an honors course, ENGL 1AH offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. As a transferable course, it presupposes that students already have a substantial grasp of grammar, syntax, and organization, and that their writing is reasonably free from errors. An argumentative research paper is required for successful completion of the course. This course may be offered in a distance education format. Students cannot receive credit for both ENGL 1A and ENGL 1AH.

ENGL 1B  LITERATURE AND COMPOSITION – 3 Units
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Course emphasizes the development of critical thinking and writing skills through close study of the major genres of literature: poetry, drama, short story and novel. Students receive further instruction and practice in analytical writing, developing arguments about literary works and the critical reception of those works. In discussion and writing, students will also examine arguments as such, learning to identify sound as well as fallacious reasoning in critical assessments of literature. This course may be offered in a distance education format.

ENGL 1BH  LITERATURE AND COMPOSITION – HONORS – 3 Units
Prerequisite: ENGL 1AH with a grade of C or higher, or ENGL 1A with a grade of C or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This is an honors level English 1B course. This course emphasizes the development of critical thinking and writing skills through close study of the major genres of literature: poetry, drama, short story and novel. Students receive further instruction and practice in analytical writing, developing arguments about literary works, and the critical reception of those works. In discussion and writing, students will also examine arguments as such, learning to identify sound as well as fallacious reasoning in critical assessments of literature. This course may be offered in a distance education format. Students cannot receive credit for both ENGL 1B and ENGL 1BH.

ENGL 1C  CRITICAL REASONING, READING, AND WRITING – 3 Units
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Course focuses on critical thinking skills, close textual analysis, and expository and argumentative writing. Students apply critical thinking skills in reading non-fiction and fiction, and in writing essays of definition, cause/effect analysis, argumentation, refutation, and
advocacy. Students will learn to use research strategies in analyzing others' ideas and supporting their own. This course may be offered in a distance education format.

**ENGL 1CH CRITICAL REASONING, READING, AND WRITING – HONORS – 3 Units**

**Prerequisite:** ENGL 1AH with a grade of C or higher, or ENGL 1A with a grade of C or higher

**Limitation on Enrollment:** Enrollment in Honors Program required

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This is an honors level English 1C course. This course focuses on critical thinking skills, close textual analysis, and expository and argumentative writing. Students apply critical thinking skills in reading non-fiction and fiction, and in writing essays of definition, cause/effect analysis, argumentation, refutation, and advocacy. Students will learn to use research strategies in analyzing others' ideas and supporting their own. Honors work challenges students to be more analytical and creative through expanded assignments, such as more in depth engagement with and application of techniques of persuasion and argumentation. This course may be offered in a distance education format. Students cannot receive credit for both ENGL 1C and ENGL 1CH.

**ENGL 10A WORLD LITERATURE (to 1650) – 3 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** ENGL 1A with a grade of C or higher, or English Placement Level 7

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course introduces students to some representative masterpieces in world literature beginning with the ancient world and continuing to 1650. A majority of the works will be selected from non-Western literary traditions. The course involves critical analysis of these works within the context of the culture and time in which they were written. Emphasis centers on identifying and analyzing important themes that shape and define the human experience. This course may be offered in a distance education format.

**ENGL 10B WORLD LITERATURE (after 1650) – 3 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** ENGL 1A with a grade of C or higher, or English Placement Level 7

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course introduces students to some representative masterpieces in world literature beginning with 1650 and continuing to the present. A majority of the works will be selected from non-Western literary traditions. The course involves critical analysis of these works within the context of the culture and time in which they were written. Emphasis centers on identifying and analyzing important themes that shape and define the human experience. ENGL 10A is not a prerequisite to ENGL 10B. This course may be offered in a distance education format.

**ENGL 11A SURVEY OF AMERICAN LITERATURE--Pre-Colonial to 1860 – 3 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** ENGL 1A with a grade of C or higher, or English Placement Level 7

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

The course involves a study of representative authors in the literary history of the United States from the pre-colonial period to the Civil War. This course may be offered in a distance education format.

**ENGL 11B SURVEY OF AMERICAN LITERATURE--1860 to Present – 3 Units**

**Grading:** Pass/No Pass Option

**Prerequisite:** ENGL 1A with a grade of C or higher, or English Placement Level 7

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course involves a study of representative authors in the literary history of the United States from the Civil War to the present day. This course may be offered in a distance education format.
This course offers an introduction to the representative works by Shakespeare including the characteristics of the different genres such as comedy, history, and tragedy as well as a study of the sonnets. A particular focus on theatre history and the historical and sociological influences of the Elizabethan/Jacobean era will highlight the study of the dramatic and literary conventions. This course may be offered in a distance education format.

**ENGL 18 AFRICAN AMERICAN LITERATURE - 3 Units**
Grading: Pass/No Pass Option  
Advisory: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total

This course is primarily a genre study of African American Literature from the colonial period to the present — including oral tradition, poetry, slave narratives, essays, short stories, plays, novels, and music. Included is an examination of the historical, cultural and social forces influencing these works.

**ENGL 19 SURVEY OF BIBLE AS LITERATURE – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total

A course designed to provide the student with an understanding of the origin and development of the bible canon and its rendering into English. Major Bible books will be examined from the perspectives of content, form, and scholarly criticism. This course may be offered in a distance education format.

**ENGL 20 WORLD MYTHOLOGY – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course introduces the major images and themes of myths from around the world. By analyzing various archetypal patterns found in the sacred stories, narratives, and legends of the great civilizations and tribal cultures, students understand both the uniqueness of each culture's world view and the commonality of human experience. This course may be offered in a distance education format.

**ENGL 24 MULTICULTURAL PERSPECTIVES IN AMERICAN LITERATURE – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is an introduction to multiethic literary currents in American literature and will focus on African-American, Asian-American, Hispanic-American, Pacific-Islander, and/or Native-American literature (minimum of two) within "mainstream" American literature. Poetry, essays, short stories, novels, memoirs, and biography will be studied as works of individual artists and from a cultural perspective. An integral part of the course is an understanding of the political/cultural/historical context of the literature. This course stresses critical and analytical thinking, reading, and writing skills. Students from all backgrounds should benefit from the unique insights into American life afforded by these rich and varied traditions. This course may be offered in a distance education format.

**ENGL 25 LINGUISTICS – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

The course is an introduction to the study of language. Course content surveys linguistic concepts of the nature and diversity of language: morphology, syntax, semantics, phonetics, and phonology; language acquisition; social variation, and historical change. This course may be offered in a distance education format.

**ENGL 31 CREATIVE WRITING – 3 Units**
Grading: Pass/No Pass Option  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

The student learns the craft and principles of dramatic narrative and poetry through a variety of short assignments. A final project may be written in any field of interest: short story, article, movie/TV script, stage play, or book. Analysis and lecture are presented both for those desiring to write experimentally, and for those interested in the demanding world of publication. This course may be offered in a distance education format.

**ENGL 33 FICTION AND FILM – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An examination of fiction and film as literary art forms. Course emphasizes critical reading of literature and viewing of film, with comparative, expository, and argumentative writing about those works. Through in-depth analysis of examples from both literature and film, students will become familiar with the major literary conversations in fiction and film, and learn to appraise a work on the basis of literary merit. This course may be offered in a distance education format.

**ENGL 36 CHILDREN'S LITERATURE – 3 Units**
Grading: Pass/No Pass Option  
Prerequisite: ENGL 1A with a grade of C or higher, or English Placement Level 7  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course provides an overview of the origins and developments of children's literature and acquaints the student with different genres of literature written for and read by children. In addition to exploring ways of promoting children's development through literature, students will also learn how to approach children's literature from a critical and theoretical perspective. This course may be offered in a distance education format.

**ENGL 129 GRAMMAR REVIEW: GRAMMATICAL AND EFFECTIVE SENTENCES – 1 Unit**
Grading: Pass/No Pass Option  
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)

Emphasizes structure, variety, effectiveness, and sentence style. Includes a diagnosis of the individual's writing needs, methods of proofreading, rules of punctuation, and techniques for revision. This course may be offered in a distance education format.

**ENGL 190 READING AND WRITING II - 4 Units**
Prerequisite: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher  
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)

This course is designed to improve critical reading skills and to increase writing abilities so that students are able read a text closely and produce organized, well-supported, and smoothly written essays. The course places emphasis on writing both as a process and as a presentable product. In addition, the course introduces students to academic research and the use of source materials in writing. This course may be offered in a distance education format.

**ENGL 191 WRITING IN THE WORKPLACE: GRAMMAR IN CONTEXT AND BASIC ESSAY STRUCTURE – 2 Units**
Prerequisite: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher  
Class Hours: 36 lecture total

ENGL 191 is designed as the first in a module series specifically for those students who desire direct applications of writing skills to the workplace environment with a special emphasis on basic essay structure and the correct and effective use of grammar and mechanics required in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 192, ENGL 193, and/or ENGL 194 (for a total of four units) to admit a student into ENGL 1A. The
This course may be offered in a distance education format.

ENGL 192 WRITING IN THE WORKPLACE: NARRATION – 1 Unit
Prerequisite: ENGL 191 with a grade of C or higher
Class Hours: 18 lecture total

ENGL 192 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on narrative writing skills utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 193 or ENGL 194 (for a total of four units) to admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 193 WRITING IN THE WORKPLACE: PROCESS AND REPORT WRITING – 1 Unit
Prerequisite: ENGL 191 with a grade of C or higher
Class Hours: 18 lecture total

ENGL 193 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on process and report writing utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 192 or ENGL 194 (for a total of four units) to admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 194 WRITING IN THE WORKPLACE: COMPARISON/CONTRAST AND BASIC ARGUMENTATION – 1 Unit
Prerequisite: ENGL 191 with a grade of C or higher
Class Hours: 18 lecture total

ENGL 194 is designed specifically for those students who have completed ENGL 191 and who desire direct applications of writing skills to the workplace environment with a special emphasis on comparison/contrast and basic argumentative writing skills utilized in vocational fields. Emphasis will be on both correctness and the writing process. If passed with a grade of "C" or higher, this course can be used in combination with ENGL 191 and either ENGL 192 or ENGL 193 (for a total of four units) to admit a student into ENGL 1A. The flexible scheduling of this course, along with its module approach, allows students more freedom in choosing both their schedules and their curriculum.

ENGL 196 ACCELERATED READING AND WRITING – 5 Units
Class Hours: 90 lecture total (when offered in the distance education format, hours will total 270)

This course integrates the reading, writing, critical thinking, and college research skills needed to prepare students for success in college reading and composition. This course prepares students by emphasizing the critical reading strategies needed to analyze a variety of academic texts, and the academic writing skills needed to produce thesis-driven essays. It also emphasizes self-efficacy in finding, correcting, and eliminating patterns of error in students’ reading and writing, and introduces students to basic academic research methods. This course may be offered in a distance education format.

ENGL 260 ELEMENTS OF READING 260 – 4 Units
Prerequisite: English Placement Level 2 or higher
Class Hours: 64 lecture, 54 lab total

This course is constructed to help students enhance personal reading and work-related language skills. Instruction will include word attack strategies, vocabulary development, word usage, study skills, sentence writing, paragraph writing, critical thinking opportunities, and interpretive comprehension. Materials at the sixth and seventh grade levels will be used. The student must be capable of working independently and in small groups.

ENGL 280 READING AND WRITING I – 4 Units
Grading: Pass/No Pass Option
Prerequisite: ENGL 260 with a grade of C or higher, or English Placement Level 3 or higher
Class Hours: 72 lecture total

This course builds towards college-level reading and writing skills. The reading component emphasizes such skills as previewing, locating main ideas and supporting evidence, and drawing sound inferences. The writing component consists primarily of narrative, reading responses, and summaries. The course aims to increase reading and writing fluency, with some attention to correctness and the ability to develop ideas in an organized fashion in various kinds of writing.

ENGL 350 READING AND WRITING FOUNDATIONS – 0 Units
Advisory: English Placement Level 1 or higher
Class Hours: 54-108 lab total

This course is designed to help students read and write proficiently in daily life, in the workplace, and in preparation for academic study. With the instructor’s guidance, students will identify their personal goals for taking this course and develop an individual plan for meeting them. The course will provide one-on-one and small group instruction in basic reading and writing skills. This course may be repeated any number of times.

ENGL 382 READING AND WRITING WORKSHOP – 0 Units
Class Hours: 1-200 lab total

Students receive individualized tutoring to enhance skills and/or address problems they are having either in written expression or in reading.

ENGL 401 ADVANCED PROFESSIONAL WRITING – 3 Units
Prerequisite: ENGL 1B or ENGL 1C with a grade of C or higher
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course builds advanced skills in professional writing and reading. It emphasizes strategic and effective editing, revising, composition, research, and argument for various writing situations in the workplace. This course is designed for health information management majors. This course may be offered in a distance education format.

ENGLISH AS A SECOND LANGUAGE (ESL)

Información General Sobre Nuestros Programas
El Colegio de Shasta sirve a su comunidad con programas educativos y culturales que amplían las experiencias de los estudiantes, desarrollan sus habilidades potenciales y los capacitan para ser productivos y para truinar en la sociedad. A todos los estudiantes se les ofrece entrada a nuestros programas y a las oportunidades. El Colegio aspira a satisfacer las necesidades individuales, a mantener las normas académicas apropiadas, a proteger la libertad académica y personal, y a promover oportunidades sin discriminación.

Para obtener prioridad de matrícula en el siguiente semestre, complete el formulario expresando sus deseos de matricularse. Con mucha anticipación se publica un folleto que incluye todas las clases ofrecidas en cada semestre escolar. Hay consejeros en cada periodo de matrícula para ayudarle al alumno a planear su programa escolar.

El Programa de "ESL" (Inglés como Segunda Lengua) se les ofrece a los estudiantes extranjeros y a los residentes que no hablan inglés. Hay varios niveles de cursos en ESL. Los administradores y los profesores del programa le podrán ayudar a seleccionar los cursos más beneficiales para usted. Los cursos se ofrecen en las días y noches. Si desea más información visite la Oficina #206 o el Aula #210 llame al número 242-7711.

ESL 234 INTERMEDIATE HIGH – 5 Units (formerly ENGL 234)
Grading: Pass/No Pass Option
Advisory: Successful completion of ESL 333, or ESL Placement Level 5 or higher
Class Hours: 36 lecture/162 lab total

This course reviews and expands the intermediate language skills learned in the previous level. Students will develop the ability to communicate in oral and written English beyond the familiar. They will read authentic materials on everyday topics, identify the main ideas and draw conclusions, and write routine correspondence and brief compositions with increasing complexity.
Chapter 4: Courses

ESL 236  ADVANCED – 5 Units (formerly ENGL 236)
Grading: Pass/No Pass Option
Prerequisite: Successful completion of ESL 234, ESL 234 with a grade of C or higher, or ESL Placement Level 6 or higher
Class Hours: 36 lecture/162 lab total
At this level, students develop the ability to understand and engage in extended conversations and discussions and communicate with increasing fluency and grammatical accuracy. This course stresses the language skills necessary for further academic study. Students read authentic materials beyond the familiar, develop academic vocabulary, and write paragraphs and short compositions.

ESL 302  ORAL COMMUNICATION – 0 Units
Class Hours: 72 lab total
Designed for the upper beginning to upper intermediate student of English as a Second Language. Major emphasis will be on refining and expanding the listening and speaking skills, aural-oral coping skills, and oral critical thinking and expression skills, which are necessary to function in routine social interactions, entry-level jobs, and/or further academic work.

ESL 331  BEGINNING LOW – 0 Units
Class Hours: 180 lab total
This is a course designed for the absolute beginner with zero competency in English. Emphasis is on oral language skills and basic vocabulary related to daily living.

ESL 332  BEGINNING HIGH – 0 Units
Advisory: Successful completion of ESL 331
Class Hours: 180 lab total
This course builds on the basic language skills from ESL 331. Language skills are expanded in communicative contexts. Emphasis is placed on development of “social English.”

ESL 333  INTERMEDIATE LOW – 0 Units
Advisory: Successful completion of ESL 332 or ESL Placement Level 4 or higher
Class Hours: 180 lab total
This course integrates intermediate language skills. Students at this level build the communicative ability to function in practical areas of daily life.

ESL 334  INTERMEDIATE HIGH – 0 Units
Advisory: Successful completion of ESL 333 or ESL Placement Level 5 or higher
Class Hours: 180 lab total
This course reviews and expands the intermediate language skills learned in the previous level. Students will develop the ability to communicate in oral and written English beyond the familiar. They will read authentic materials on everyday topics, identify the main ideas and draw conclusions, and write routine correspondence and brief compositions with increasing complexity.

ESL 336  ADVANCED – 0 Units
Advisory: Successful completion of ESL 334, a grade of C or higher in ESL 234, or ESL Placement Level 6 or higher
Class Hours: 180 lab total
At this level, students develop the ability to understand and engage in extended conversations and discussions and communicate with increasing fluency and grammatical accuracy. This course stresses the language skills necessary for further academic study. Students read authentic materials beyond the familiar, develop academic vocabulary, and write paragraphs and short compositions.

ESL 378  AMERICAN CITIZENSHIP – 0 Units
Advisory: ESL 234 with a grade of C or higher or ESL Placement Level 6 or higher
Class Hours: 90 lab total
This is a course designed to prepare prospective citizens for citizenship. Class activities will focus on U.S. history, government, basic geography and American culture and customs as it relates to the knowledge required to become an American citizen. While improving their English language skills, students will learn how to complete naturalization forms and prepare for the written and oral test for citizenship.

ENVIRONMENTAL RESOURCES
See AG, AGMA, AGNR, AGPS and CONS for course listings

FAMILY STUDIES AND SERVICES (FSS)

FSS 10  INTRODUCTION TO HUMAN SERVICES – 3 Units
Class Hours: 54 lecture total
This course is an introduction to the Human Services field of study. It provides information to students who are interested in careers in the fields of welfare, mental health, adult/child protective services, vocational rehabilitation, social services, employment and training, education, child care services, job development and others. Historical and theoretical perspectives of human services will be covered. The significance of social policy and prevention will be stressed throughout the course. Workplace attitudes, values, ethics and professionalism will also be covered.

FSS 12  STANDARDS AND PRACTICES IN HUMAN SERVICES – 3 Units
Advisory: FSS 10 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course explores the theoretical perspectives and professional standards involved in Human Services – with particular emphasis on Social Work Practices. Students will be introduced to the practices of engagement, assessment, intervention, documentation and conflict resolution while consistently integrating these with the systems framework and strengths perspective. Professional and personal ethics will be stressed throughout the course. Multicultural competence and policy development will also be covered. This course may be offered in a distance education format.

FSS 14  INTRODUCTION TO CASE MANAGEMENT – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course introduces the student to the role and importance of the case manager within the field of Human Services/Social Work. The philosophical differences of various models will be explored along with the pragmatic skills and practices that combine for effective case management: engagement, interviewing, assessment, identification of goals and resources, monitoring progress and evaluating outcomes. Emphasis will be placed on professional standards and practices of conduct as well as documentation and record-keeping skills that align with legal mandates. This course may be offered in a distance education format.

FSS 16  MARRIAGE AND FAMILY – 3 Units (formerly HEOC 16)
Class Hours: 54 lecture total
An introductory course to marriage and family. Topics studied include dating, courtship, marriage, family life, dual career marriages, divorce, single parenting, domestic violence and other contemporary issues.

FSS 18  ADULTHOOD AND AGING – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A study of the developmental changes that occur during early, middle and late adulthood, as well as the continuities that exist within individuals throughout this time span. The physical, cognitive and psychosocial domains will be explored with a particular emphasis upon patterns that lead to successful aging within the societal context. This course may be offered in a distance education format.

FSS 25  NUTRITION – 3 Units (formerly HOEC 25)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A study of the science of food, the nutrients and other substances therein, their actions, interactions and balance in relation to health and disease. The class emphasizes the positive contributions of nutrition to life and health. This course may be offered in a distance education format.
FSS 25H NUTRITION – HONORS – 3 Units
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This is an enriched study of nutrition for honors students. The honors section of nutrition will expose students to a more advanced and sophisticated understanding and analysis of nutrition science. The course is designed to challenge motivated students in the study of nutrients, their physiological functions and interactions, and the relationship of nutrition to health and disease. The honors section will provide a diverse curriculum with comprehensive content engaging students in innovative and creative coursework. Students will be required to think critically, write effectively, and speak persuasively on a myriad of health and wellness issues related to nutrition. Students cannot receive credit for both FSS 25 and FSS 25H.

FSS 26 NUTRITION THROUGH THE LIFE SPAN – 3 Units
(formerly HOEC 26)
Class Hours: 54 lecture total
A course emphasizing the basic principles of nutrition as they apply to different age groups throughout the life cycle. The special concerns and nutritional needs of pregnancy and lactation, infancy and the preschool years, childhood and adolescence, adulthood and aging will be addressed. The course will also emphasize meal planning for the various stages of life utilizing current dietary recommendations and the most current revisions of nutrition labels.

FSS 27 NUTRITION AND DISEASE – 2 Units
Prerequisite: FSS 25 with a grade of C or higher
Note: Upon successful completion of the course (a grade of B or better), licensed nurses will receive 30 CE hours under BRN Provider #396.
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
A comprehensive therapeutic study of the relationship between a patient, their diet and optimum health. Physiological conditions that necessitate dietary modifications in the clinical setting will be stressed. This course may be offered in a distance education format.

FSS 46 PERSONAL FINANCE – 3 Units (formerly HOEC 46)
Class Hours: 54 lecture total
Designed to provide students with the information and decision-making tools needed for planning and implementing a successful lifelong financial plan. Topics will include budgeting, debt management, savings and other investment vehicles, taxes, insurance, and retirement planning.

FSS 60 LIFE MANAGEMENT – 3 Units (formerly HOEC 60)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course provides students with skills for understanding and using both internal and external resources to function effectively in our present and future society. The effects of cultural forces and future trends will be covered in reference to individual and family values, standards, and goals. Students will be required to analyze and integrate established principles with self-understanding in both decision-making and creating lifetime goals for themselves. Strategies in time management, energy management, stress management and conflict management will also be covered. This course may be offered in a distance education format.

FSS 94 FAMILY STUDIES AND SERVICES WORKSITE LEARNING – 1-8 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes. Class Hours: 75 hours paid or 60 hours non-paid per unit
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

FIRE TECHNOLOGY (FIRS)

FIRS 70 FIRE PROTECTION ORGANIZATION – 3 Units
Class Hours: 54 lecture total
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course may be offered in a distance education format.

FIRS 71 FIRE BEHAVIOR AND COMBUSTION – 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course of study presents theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics; fire characteristics of materials; extinguishing agents; and fire control techniques. This course may be offered in a distance education format.

FIRS 72 FIRE PREVENTION TECHNOLOGY – 3 Units
Class Hours: 54 lecture total
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation and fire safety education. This course may be offered in a distance education format.

FIRS 73 WILDLAND FIREFIGHTER I ACADEMY – 4 Units
Prerequisite: FAID 132 and FAID 133 with a grade of C or higher
Note: To be considered for seasonal Firefighter positions, you may also need to hold additional certificates. Students should contact CALFIRE and the USFS for additional information. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Grading: Pass/No Pass Option
Class Hours: 36 lecture/108 lab total
Review of fire behavior, equipment, and apparatus; cover basic wildland firefighting tactics and strategy, methods of attack, and pre-planning fire problems. Course meets or exceeds the minimum requirements for entry-level firefighter positions in the California Department of Forestry (CALFIRE) and the United States Forest Service (USFS).

FIRS 74 FIRE PROTECTION EQUIPMENT AND SYSTEMS – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This course may be offered in a distance education format.

FIRS 79 FUNDAMENTALS OF PERSONAL FIRE SAFETY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course will introduce the student to fundamental issues relating to firefighting safety and survival. Students will evaluate case studies in which firefighters have been killed or injured. In addition, each student will be required to give an oral presentation based on an analysis of a “near miss” fatal fire/rescue scenario. This course may be offered in a distance education format.

FIRS 85 FIRE COMMAND I & II – 2 Units (formerly FIRS 85A)
Grading: Pass/No Pass Option
Note: While anyone may enroll in this course for general knowledge,
skill development or degree requirement satisfaction, students pursuing California State Fire Marshal’s Office Certification or department specific promotional requirements should always check both of those organizations for current sequencing standards, prerequisites and “time limitations” related to certification or promotion. As of fall 2014 the CSFMO is requiring all Fire Officer Certification track candidates to have completed a CSFMO approved I-200 course and a CSFMO Prevention 1 course OR Fire Prevention 1A AND Fire Prevention 1B course, prior to enrollment in this class. These conditions and requirements have been changing rapidly as the CSFMO completes a major reorganization of the state’s fire training system. CSFMO certificates may only be issued to students who have completed all course requirements, including occupational experience or course prerequisites.

Class Hours: 40 lecture total

This course provides an in-depth analysis of the principles of fire command and fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FIRS 86 BUILDING CONSTRUCTION FOR FIRE PROTECTION – 3 Units

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. This course may be offered in a distance education format.

FIRS 87 FIRE COMMAND IB – 2 Units (formerly FIRS 85B)

Grading: Pass/No Pass Option

Class Hours: 40 lecture total

This course covers company and multi-company fire command issues including wildland fires, hazardous materials incidents, and major medical incidents.

FIRS 94 FIREFIGHTER TRAINEE WORKSITE LEARNING – 1-8 Units

Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

Class Hours: 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

FIRS 100 BASIC FIRE COMPANY OPERATIONS – 2 Units

Grading: Pass/No Pass Option

Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

Class Hours: 18 lecture/54 lab total

To provide the student with firsthand knowledge of actual fire conditions. Student will learn terminology used in the field, and how to work in the chain of command under emergency conditions, company procedures, shift routine, and engine company evolutions.

FIRS 102 IHC Leadership Development – 1.5 Units

Grading: Pass/No Pass Option

Class Hours: 18 lecture/27 lab total

Notes: While this course is open to any student, it was developed primarily for USFS, IHC employees. Students seeking certification from this course must meet their respective agency physical ability and training requirements for each specific certificate. Contact the course instructor for current certification requirements.

This course is directed at small unit leadership and decision making development in a simulated wild land field environment.

FIRS 104 FIREFIGHTER I ACADEMY – 21 Units

Class Hours: 235 lecture/450 lab total

Prerequisites: FAID 175 or FAID 132 with a grade of B or higher and FAID 133 with a grade of B or higher

Notes:
1. The California State Fire Marshal’s Office requires that all Firefighter I summative tests be completed with a minimum score of 80% (a grade of B or higher). Any student who does not meet this standard will have failed FIRS 104 and will not receive credit for the course, nor will the student receive individual unit or course completion certificates.
2. Any student enrolling in FIRS 104 must have completed the prerequisites of FAID 132 and FAID 133 at Shasta College (or their equivalents at another institution), or FAID 175 (or the equivalent at another institution). Students who attempt to satisfy these prerequisites with courses from another institution must provide transcripts that verify a minimum grade of B (80%) has been met.

This course provides the skills and knowledge needed for the entry level professional fire fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2006 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Firefighter I curriculum are: general knowledge germane to the profession, department communications, fireground operations, rescue operations, preparedness and maintenance, wildland suppression activities, and hazardous materials/WMD. This academy is an Accredited Regional Training Program approved by the California State Board of Fire Services. Final certification as a Firefighter I is verified by the State Fire Marshal’s Office after the student completes the Academy, works as a volunteer Firefighter for one year or a full-time paid Firefighter for six months. Students successfully completing this course will receive numerous stand alone certificates in structure and wildland fire suppression, Auto Extrication, Confined Space Awareness, Hazardous Materials Operations; and others. Note: Based on scheduling and instructor availability issues, this course may meet four or five days a week with occasional night classes, and additional weekend days may be required. Preset/scheduled dates and times may be shifted as needed to accommodate facility usage, equipment demands, weather, skills development needs and instructor availability. When dates and times are shifted, the total amount of required class time will not differ from those hours as listed on the first class handout.

FIRS 105 DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS – 1.5 Units

Grading: Pass/No Pass Option

Note: Student must provide a fire engine for the driving portions of the course. Student must possess a valid Class B CA Driver’s License.

Class Hours: 18 lecture/27 lab total

This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions.

FIRS 106 DRIVER/OPERATOR 1B: PUMP OPERATIONS – 1.5 Units

Grading: Pass/No Pass Option

Note: Student must provide a fire engine for the driving portion of the course. Student must possess a valid Class A, B, or C California Driver’s License.

Class Hours: 18 lecture/27 lab total

This course provides the student with information on pump construction and theory of pump operations. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions.

FIRS 108 FIREFIGHTER II – 4 Units

Notes:
1. Students will have to provide their own safety equipment, which meets NFPA standards. Equipment will include: helmet, gloves,
FIRS 109 COMPANY OFFICER 2A, HUMAN RESOURCE MANAGEMENT – 2 Units
Grading: Pass/No Pass Option
Prerequisite: FIRS 108 with a grade of B or higher
Class Hours: 40 lecture total
This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 110 COMPANY OFFICER 2B, HUMAN RESOURCE MANAGEMENT – 2 Units
Grading: Pass/No Pass Option
Prerequisite: FIRS 108 with a grade of B or higher
Class Hours: 40 lecture total
This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 113 FIRE CREW SUPERVISOR – 1 Unit
Grading: Pass/No Pass Option
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
The course is designed to complement existing fire crew captain training by presenting techniques for supervision of inmates, wards, and residents; conducting investigations; effective report writing; and understanding the legal rights of inmates, wards, and residents. The practical application of these supervision skills will be emphasized using simulated training experiences.

FIRS 116 ENGINE ACADEMY – 3 Units
Grading: Pass/No Pass Option
Note: Students must have completed the following course prior to enrollment in FIRS 116 in order to receive a USDA certification; Crew Boss S-230 114, U.S. Forest Operator’s Permit for Engine Operator F-5
Class Hours: 36 lecture/54 lab total
A course designed to provide classroom training, field familiarization, and drills of all water-use and related equipment used in wildland fire suppression. The student will obtain information, practical experience, and a working knowledge of all water-use and related equipment used in wildland fire suppression, fire safety suppression tactics, engine company operations standards. A USDA certificate of training will be issued upon successful completion of this course.

FIRS 118 INTRODUCTION TO WILDLAND FIREFIGHTING – 2 Units
Grading: Pass/No Pass Option
Class Hours: 27 lecture/27 lab total
This course meets requirements in the Natural Resources and Fire Technology programs. A review of fire chemistry, equipment and maneuver, basic fire fighting strategy, methods of attack, pre-planning fire problems, and fire line safety are included in the course. A National Wildfire Coordinating Group (NWCG) Certificate of Completion (Basic Fire Fighter Training) may be issued after satisfactory completion of this course. Approximately 50 percent of labs will be in the field. Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 120 INCIDENT COMMAND SYSTEM ICS-200 – 1 Unit
Grading: Pass/No Pass Option
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
Designed to introduce firefighters to the Incident Command System. Emphasis will be on system design principles, components of the system, positional responsibilities, and the common responsibilities of personnel assigned to the organization. (This course is a prerequisite to further positional training under the Incident Command System.)

FIRS 131 HAZARDOUS MATERIALS TECHNICIAN IA – 2.5 Units
Grading: Pass/No Pass Option
Note: To receive a California State Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification, the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.
Class Hours: 45 lecture total
An intense introduction to the nature and behavior of inorganic and organic chemicals. This course examines the physical and chemical properties of matter, its atomic structure, salts and non-salts, hydrocarbons and hydrocarbon derivatives, the forms of energy, flammable and combustible liquids, cryogenics, and the combustion process. Various laws of chemistry are discussed as they apply to organic compounds, flammable liquids and gases and other types of hazardous materials. Module 1 of 4 of the Haz-Mat Technician certification series.

FIRS 132 HAZARDOUS MATERIALS TECHNICIAN IB – 2.5 Units
Grading: Pass/No Pass Option
Note: To receive a California State Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.
Class Hours: 45 lecture total
An application of the information covered in FIRS 131 Hazardous Materials Technician IA, including the chemistry and hazards of various materials, chemical incompatibilities, and the products of combustion. Provides the technical foundation for specific operational strategies, field monitoring and detection devices with an emphasis placed on the safety associated with working around chemicals. Module 2 of 4 Haz-Mat Technician certification series. CSTI certification fees and materials fees will be charged.

FIRS 133 HAZARDOUS MATERIALS TECHNICIAN IC – 2.5 Units
Grading: Pass/No Pass Option
Note: To receive a California State Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.
Class Hours: 45 lecture total
A study of the legal, organizational, technical, and practical aspects of response to hazardous materials emergencies including the laws and regulations related to hazardous materials, the use of the Incident Command System, and protective actions, clothing, and equipment. Examines the Hazardous Materials Group I depth and the positions are exercised in a practical evaluation scenario. Module 3 of 4 of Haz-Mat Technician certification series. CSTI certification fees and materials fees will be charged. Course meets CSFM certification requirements and is graded Credit/No Credit.

FIRS 134 HAZARDOUS MATERIALS TECHNICIAN ID – 1.5 Units
Grading: Pass/No Pass Option
Note: To receive a California State Fire Marshal’s Office (CSFMO) Certification or a California Specialized Training Institute (CSTI) Certification the student is strongly encouraged to take these courses in the following sequence: Hazmat Operations followed by FIRS 131, 132, 133, and 134 in that order. Students who want to receive CSFMO or CSTI Certification will be required to take a supplemental certification test and pay a certification fee to the CSFMO or CSTI.
Class Hours: 30 lecture total
Hands-on training in tactical field operations with various tools and specialized equipment involving the collection of evidence, containment...
methods, and techniques. Methods for identifying hazardous materials transported by rail car and highway motor vehicles are examined as well as clandestine drug labs, pipelines, and fixed facilities. Module 4 of 4 of Haz-Mat Technician certification series.

FIRS 135 INTERMEDIATE INCIDENT COMMAND SYSTEM: FOR EXPANDING INCIDENTS – 1.0 Units
Grading: Pass/No Pass Option
Class Hours: 27 lecture total
A course of study describing the responsibilities of the organizational elements within each section of the ICS, staffing considerations, and reporting relationships. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Div. or at the National Interagency Fire Center Web Site (www.nifc.gov).

FIRS 136 ADVANCED INCIDENT COMMAND SYSTEM I-400 – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
A course of study that presents Incident Command System relationships and duties of Command Staff members, Agency Representatives, and activation of the Command and General Staff positions. Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the U.S. Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Tech. Div. or at the National Interagency Fire Center Web Site (www.nifc.gov).

FIRS 137 FIRE FIGHTER SURVIVAL – 1 Unit
Grading: Pass/No Pass Option
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
This course was developed in the continuing effort to reduce the number of fire fighter injuries and fatalities that occur on an annual basis and provides a greater understanding how to avoid committing fatal errors on the fireground. Avoiding situations that could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. Topics include fire fighter survival terminology, developing a survival attitude, increasing situational awareness, and being trained in problem-solving techniques so you can become more self-reliant in an emergency. Case studies will be reviewed to outline factors common in many line-of-duty deaths (LODDs) across the nation.

FIRS 138 HAZMAT FIRST RESPONDER OPERATIONS – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
This course is designed to train first responders to recognize a hazardous materials incident and implement actions to protect themselves and the public per applicable OSHA regulations. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 139 HAZMAT FIRST RESPONDER OPERATIONS REFRESHER – .5 Unit
Grading: Pass/No Pass Option
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 9 lecture total
This course is designed for students who are currently trained as Hazardous Materials, First Responder, Operations-Level. Students will complete mandated annual refresher training of sufficient content and duration to maintain competencies at the First Responder, Operational level.

FIRS 145 LOW ANGLE RESCUE – .5 Unit
Grading: Pass/No Pass Option
Note: Students will have to provide their own safety equipment which meets NFPA standards. Equipment will include helmet, gloves, structural firefighting coat and pants, boots, eye protection, etc. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 27 lab total
A course designed to train firefighters and emergency medical personnel in low angle rescue techniques. Students will learn about equipment, identification, and care.

FIRS 146 STANDARD FOR SURVIVAL – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
This course examines significant areas of firefighter fatalities and injuries associated with emergency and non-emergency situations. The course addresses causes of fatalities and injuries, and methods to implement recommended solutions. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 147 CONFINED SPACE AWARENESS AND RESCUE – .5 Unit
Grading: Pass/No Pass Option
Class Hours: 9 lecture total
This introductory level training will familiarize public safety personnel with codes and laws impacting confined space rescues, define terms, identify hazards, and prepare them for operational level training. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FIRS 148 RESCUE SYSTEMS I – 1.5 Units
Note: Students are required to provide personal safety equipment at a significant cost to the student. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture/27 lab total
A course designed to train firefighters, in paid or volunteer fire departments and emergency medical personnel, in vertical rescue techniques. Students will learn about equipment, identification, and care, applying techniques, relaying and raising and lowering the rescue basket, and safety. This course is designed to train students for vertical or high angle or rope rescue situations. Students may be required to train at heights of up to 200' above ground.

FIRS 149 AUTO EXTRICATION – .5 Unit
Grading: Pass/No Pass Only
Class Hours: 9 lecture/9 lab total
To introduce principles of Auto extrication; use of basic hand tools, rescue tools, pulling and spreading operations, patient handling, and vehicle stabilization. Actual practice and application of the methods are taught in class. Students who are legally mandated to repeat this curriculum should contact the Division for additional information.

FIRS 151 FIRE CONTROL 1: BASIC FIRE CHEM – 1 Unit
Grading: Pass/No Pass Option
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
This course is a basic overview of the fire chemistry and fire behavior designed for the beginning or volunteer firefighter. Includes classes of fire, fundamentals of heat transfer, fire characteristics of materials, products of combustion, hazardous and explosive materials, extinguishing agents, size up, and exposure protection. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
This course is designed to provide the student with information, methods and techniques for operating basic fire-fighting tools and carrying out basic fire-fighting evolutions. Areas covered include hose, nozzles, and fittings; ground ladders; self-contained breathing apparatus; pump operations in theory; pump operations in the field; and the use of fire extinguishers. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

Class Hours: 18 lecture total

This course utilizes live fire situations and hands-on experience in combating fire involving LPG and flammable liquids. Topics include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements, and live fire-fighting.

Class Hours: 9 lecture/9 lab total

This course provides information, methods and techniques for wildland firefighting strategy and structure triage, terminology, survival skills, and operating safely in a wildland firefighting incident.

Class Hours: 9 lecture/9 lab

This course provides the student with the information and skills training for operating fire service pumps. Topics include types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supply, drafting, and field hydraulics. Each student will have the opportunity to increase his or her pumping skills during simulated pumping conditions.

Class Hours: 28 lecture/12 lab total

This course is intended to develop fireline leadership skills for unit supervisors by providing training in the application of leadership styles, communicating vision and intent, team building, detecting operational error and stress management.

Class Hours: 45 lecture total

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.

Class Hours: 40 lecture total

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis.

Class Hours: 27 lecture/12 lab total

This course provides information on conducting evaluations, reporting and evaluating the process of conducting investigations, and the relationship between life safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

Class Hours: 20 lecture total

This course is intended as leadership development training for incident supervisors by providing training in the application of leadership styles, communicating vision and intent, team building, detecting operational error and stress management.

Class Hours: 27 lecture total

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

Class Hours: 36 lecture total
Chapter 4: Courses

FIRS 189 FIRE INVESTIGATION 1A – 2 Units
Grading: Pass/No Pass Option
Class Hours: 40 lecture total (when offered in the distance education format, hours will total 112)
Note: While anyone may enroll in this course for general knowledge, skill development or degree requirement satisfaction, students pursuing California State Fire Marshal's Office Certification or department specific promotional requirements should always check both of these organizations for current sequencing standards, prerequisites and “time limitations” related to certification or promotion. These conditions and requirements have been changing rapidly as the CSFMO completes a major reorganization of the state's fire training system. CSFMO certificates may only be issued to students who have completed all course requirements, including occupational experience or course prerequisites.
This course of study presents theory and fundamentals of fire/explosion investigation techniques. The course material includes theory of legal search and seizure, burn pattern analysis, collection of evidence, ignition sources, fire investigations of structures, vehicles and wildland, report writing, and testifying in court as a fire cause and origin expert. This course may be offered in a distance education format.

FIRS 191 FIRE INVESTIGATION 1B – 2 Units
Note: While there is no college prerequisite for this course, the California State Fire Marshal's Office has strict requirements related to certification. As state standards change frequently, all students should check the California State Fire Marshal's Office web site for current certification requirements prior to enrolling in this course.
Class Hours: 36 lecture/9 lab total (when offered in the distance education format, hours will total 117)
This course concentrates on fire evidence identification, preservation and collection including blood stains, paint and fiber evidence, volatile flammables, soil and gunshot residue, fingerprint/shoe print and the track impressions, etc. In addition, this course covers interviewing, fire information sources, and investigation of fatal fires. This course may be offered in a distance education format.

FIRS 193 INSTRUCTOR I: INSTRUCTIONAL METHODOLOGY – 1.5 Units (formerly FIRS 182)
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab, totaling 81 hours for this course)
This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

FIRS 194 INSTRUCTOR II: INSTRUCTIONAL DEVELOPMENT – 1.5 Units (formerly FIRS 181)
Prerequisite: FIRS 193 with a grade of C or higher
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab, totaling 81 hours for this course)
This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II will also be able to analyze resources and formulate a program budget.

FIRS 195 TRAINING INSTRUCTOR 1C (INSTRUCTIONAL DEVELOPMENT TECHNIQUES) – 1.5 Units
Prerequisite: FIRS 193 and FIRS 194 with a grade of C or higher
Class Hours: 18 lecture/27 lab total (when offered in the distance education format, hours will total 54 for the lecture portion of the class and an additional 27 hours of lab, totaling 81 hours for this course)
This is the third of a three-course series. Topics include methods and techniques for developing lesson plans, ancillary components, and tests in accordance with the latest concepts in career education. The course offers the opportunity to develop, receive feedback, and finalize instructional materials and deliver a teaching demonstration. Two (2) student instructor teaching demonstrations are required of all. The lecture portion of this course may be offered in a distance education format.

FIRS 305 DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS – 0 Units
Note: Student must provide a fire engine for the driving portions of the course. Student must possess a valid Class A, B, or C California Driver's License.
Class Hours: 18 lecture/27 lab total
This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions.

FIRS 306 DRIVER/OPERATOR 1B: PUMP OPERATIONS – 0 Units
Note: Student must provide a fire engine for the driving portions of the course. Student must possess a valid Class A, B, or C California Driver's License.
Class Hours: 18 lecture/27 lab total
This course provides the student with information on pump construction and theory of pump operations. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions.

FIRS 335 INTERMEDIATE INCIDENT COMMAND SYSTEM: FOR EXPANDING INCIDENTS, I 300 – 0 Units
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment. A course of study describing the responsibilities of the organizational elements within each section of the ICS, staffing considerations, and reporting relationships. NOTE: While any student can take this course, for National Wildfire Coordinating Group Certification, the student must meet a complex set of prior training, certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-1 Standards), United States Forest Service document NWCG 310-0 and changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

FIRS 338 HAZMAT FIRST RESPONDER OPERATIONS – 0 Units
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
This course is designed to train first responders to recognize a hazardous materials incident and implement actions to protect themselves and the public per applicable OSHA regulations.

FIRS 341 FIRE FIGHTER SURVIVAL – 0 Units
Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 18 lecture total
This course was developed in the continuing effort to reduce the number of fire fighter injuries and fatalities that occur on an annual basis and provides a greater understanding how to avoid committing fatal errors on the fireground. Avoiding situations that could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. Topics include fire fighter survival terminology, developing a survival mindset, increasing situational awareness, and being trained in problem-solving techniques so you can become more self-reliant in an emergency. Case studies will be reviewed to outline factors common...
in many line-of-duty deaths (LODDs) across the nation.

**FTWO 110 BASIC WILDLAND FIRE ORIENTATION S-110 – .5 Unit**
*Grading: Pass/No Pass Option*
*Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site ([www.nifc.gov](http://www.nifc.gov)).*
*Class Hours: 9 lecture total*

This course of study provides the information necessary for the student to be able to function as a Communications Unit Leader on a wildland fire incident. The course includes how to assess communications capabilities/limitation during preparation of the incident action plan, preparation and implementation of the incident radio communications plan, and supervise communications unit activities.

**FTWO 111 FIREFIGHTER TRAINING S-130 – 2 Units**
*Grading: Pass/No Pass Option*
*Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site ([www.nifc.gov](http://www.nifc.gov)).*
*Class Hours: 36 lecture total*

This course of study is designed to train new firefighters in basic firefighting skills, and the knowledge necessary to effectively handle
wildland firefighting situations.

FTWO 112 ADVANCED FIREFIGHTER TRAINING S-131 – 5 Unit
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the U.S. Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 18 lecture/9 lab total
This course of study provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss.

FTWO 113 INTRODUCTION TO WILDLAND FIRE BEHAVIOR S-190 – 5 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 9 lecture total
This course of study provides an introduction to wildland fire behavior issues that are important to wildland fire spread and safety to firefighters involved in suppression.

FTWO 114 INITIAL ATTACK INCIDENT COMMANDER TYPE 4 (ICT4) S-200 – 1.5 Units
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 27 lecture total
This course of study is designed to provide the initial attack commander of small non-complex wildland fires with the ability to safely suppress the fire within the guidelines of the Incident Command System, and agency guidelines.

FTWO 115 SUPERVISORY CONCEPTS AND TECHNIQUES S-201 – 1 Unit
Grading: Pass/No Pass Option
Note: While anyone may enroll in this course, students will find that the content is more applicable when they have had two or three years of work experience in a fire or non-fire vocational field.
Class Hours: 18 lecture total
This course of study is for the experienced wildland firefighter to be able to apply the principles of communication and supervision required of a small unit leader (Single Resource Boss or Squad leader).

FTWO 116 FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE – 1 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
This course is designed to meet the training needs of a Single Resource Boss, Instructional units include firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size-up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review.

FTWO 117 PORTABLE PUMPS AND WATER USE S-211 – 1.5 Units
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 27 lecture total
This course of study is for firefighters needing formal training in order to gain competency in the use of portable pumps and water in wildland firefighting.

FTWO 118 WILDFIRE POWERSAWS S-212 – 1 Unit
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 16 lecture/12 lab total
Wildfire Power saws is a required course for those planning to operate, or directly supervise, the operation of chain saws on wildfires.

FTWO 121 CREW BOSS S-230 – 1.5 Units
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 32 lecture total
This is a classroom course designed to produce student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.

FTWO 122 ENGINE BOSS S-231 – 1 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, prior education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.
Class Hours: 32 lecture total
This is a classroom course designed to produce student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.
FTWO 125 IGNITION OPERATIONS S-234 – 1 Unit
Grading: Pass/No Pass Option

Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and/or the CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).

Class Hours: 18 lecture total

This is a skill course designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire sizeup considerations, tactics, and wildland/urban interface.

FTWO 128 FIELD OBSERVER S-244 – 1.5 Units
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).

Class Hours: 18 lecture/8 lab total

A course of study providing the student with the necessary skills to function as a Field Observer on a wildland fire incident. This course presents an understanding of the various types of maps used in wildland fire control, map scale and use in determining location of wildland fire, topographic maps and how to use them, and be able to perform calculations to determine the size of fire on a map.

FTWO 130 BASIC AIR OPERATIONS S-270 – 1 Unit
Grading: Pass/No Pass Option

Note: The regulations, procedures and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies. While any student can take this course, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees’ recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

Class Hours: 18 lecture total

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas.

FTWO 132 INTERMEDIATE WILDLAND FIRE BEHAVIOR S-290 – 2 Units
Prerequisite: FTWO 113 with a grade of C or higher
Grading: Pass/No Pass Option

Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division Office or at the National Interagency Fire Center Web Site (www.nifc.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

Class Hours: 36 lecture total

This is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed as necessary and should include local conditions affecting fire behavior.

FTWO 133 INCIDENT COMMANDER EXTENDED ATTACK S-300 – 1 Unit
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).

Class Hours: 18 lecture total

This course of study presents the information necessary for the student to be able to function as an Incident Commander Type 3 (ICT 3). The course is presented in a lecture/discussion format and supplemented with group exercise. The six instructional units cover: Information Gathering; Planning; Supporting Organization; Operations; Transitioning; and demobilization/Administrative Requirement.

FTWO 134 LEADERSHIP & ORGANIZATIONAL DEVELOPMENT – 3 Units
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).

Class Hours: 27 lecture/81 lab total

This course of study is designed to provide the experienced wildland firefighter with the communication and supervision skills necessary to perform as a unit leader on a wildland fire incident.

FTWO 135 TASK FORCE/STRIKE TEAM LEADER S-330 – 1.5 Units
Grading: Pass/No Pass Option

Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).
Class Hours: 27 lecture total
A course of study for experienced wildland firefighters single resource or crew boss qualified to undertake the role of the Task Force/Strike Team Leader in the control of wildland fires. This includes utilization of increments of equipment in saving lives and property, and to develop the skills necessary to supervise the types of equipment in wildfire fire control.

FTWO 136 FIRE SUPPRESSION TACTICS S-336 – 2 Units
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 36 lecture total
A course of study that presents the experienced wildland firefighter with the tactics necessary for the safe utilization of resources to control wildland fires. This course covers the review and comparison of tactical assignments with incident objectives, analyzing capabilities of the resources assigned and making work assignments for each resource to accomplish the tactical objectives in an assigned area.

FTWO 137 DIVISION/GROUP SUPERVISOR S-339 – 1 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, or at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).
Class Hours: 24 lecture total
A course of study for Initial Attack Incident Commanders and Task Force/Strike Team Leaders to be able to function as a Division/Group Supervisor on a wildland fire incident. This course prepares students to perform in the role of division/group supervisor. It provides instruction in support of the specific tasks of the division/group supervisor, but will not instruct students in general management/supervision or in the incident command system (ICS), both of which the student should learn through prerequisite work. Topics include division/group management, organizational interaction, division operations, all-hazard operations, and tactical decision games (optional).

FTWO 144 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS S-330 – 2 Units
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the United States Forest Service NWCG 310-I standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-I standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (www.nifc.gov).
Class Hours: 36 lecture total
This course of study teaches the concepts required in calculating wildland fire behavior for safe and effective fire management operations. It includes local and regional fire behavior issues that are critical to wildland firefighting, comparison of the effects of daytime solar radiation with nighttime heat losses from various sources, descriptions of the effects of terrain, vegetation, clouds, and wind on relative humidity, three types of inversions, and description of their effects on wildland fire behavior. The relationship among general, local (convective), 20-foot, and mid-flame winds is presented along with a description of how topography affects fuels and their availability for combustion.

FTWO 148 WILDLAND FIREFIGHTER SAFETY AND SURVIVAL – .5 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).
Class Hours: 9 lecture total
A course of study presents the introductory information for wildland firefighters on the safety aspects of how to fight fire aggressively but provide for safety first. This course includes information on how to initiate all action based on current and expected fire behavior, how to recognize current weather conditions and obtain forecasts, obtain current information on fire status, and to remain in communication with crew members, your supervisor, and adjoining forces.

FTWO 151 LOOK UP, LOOK DOWN, LOOK AROUND S-133 – .5 Unit
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).
Class Hours: 9 lecture total
This course of study is a wildland fire behavior refresher for experienced wildland firefighters. It presents the principle environmental elements affecting wildland fire behavior; fuel, weather, topography, and descriptions of the dangerous conditions that can develop in a box canyon and steep narrow canyons.

FTWO 153 S-330 STRIKE TEAM/TASK FORCE LEADER ALL RISK – 1.5 Units
Grading: Pass/No Pass Option
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the NWCG 310-I standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-I and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).
This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment, or to maintain or renew certification.
Class Hours: 32 lecture total
A course of study for experienced firefighters single resource or crew boss qualified to undertake the role of the Task Force/Strike Team Leader in the control of wildland fires and other all-risk incidents. This includes utilization of increments of equipment in saving lives and property, and to develop the skills necessary to manage all-risk incidents.
FTWO 158 FACILITATIVE INSTRUCTOR M-410 – 2 Units  
Grading: Pass/No Pass Option  
Note: While any student can take this course, for National Wildfire Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Department or at the National Interagency Fire Center Web Site (NIFC.gov).  
Class Hours: 40 lecture total  
This training course is designed to help students become effective facilitative instructors. The purpose of this course is to improve training delivery and quality by presenting instructional methods with an emphasis on student-oriented adult training techniques. This course is designed for students to meet NWCG instructor requirements. This course may be offered in a distance learning format.

FTWO 312 ADVANCED FIREFIGHTER TRAINING S-131 – 0 Units  
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-1 standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.  
Class Hours: 9 lecture total  
This course of study provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss.

FTWO 316 FIRE OPERATIONS IN WILDLAND/URBAN S-215 – 0 Units  
Note: While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).  
Class Hours: 18 lecture/9 lab total  
This course is designed to meet the training needs of a Single Resource Boss, Instructional units include firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size-up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review.

FTWO 321 S-230 CREW BOSS (SINGLE RESOURCE) – 0 Units  
Note: While any student can take this course, for National Wildfire Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendation for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Department or at the National Interagency Fire Center Web Site (NIFC.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

Class Hours: 32 lecture total  
This is a classroom course designed to produce student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.

FTWO 322 ENGINE BOSS S-231 – 0 Units  
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-1 standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov).  
Class Hours: 18 lecture total  
This is a skill course designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENG). Topics include engine and crew capabilities and limitations, information sources, fire sizeup considerations, tactics, and wildland/urban interface.

FTWO 332 INTERMEDIATE WILDLAND FIRE BEHAVIOR S-290 – 0 Units  
Prerequisite: FTWO 113 with a grade of C or higher  
Note: While any student can take this course, for National Wildfire Coordinating Group certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendation for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Department or at the National Interagency Fire Center website (NIFC.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.  
Class Hours: 36 lecture total  
This is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed as necessary and include local conditions affecting fire behavior.

FTWO 348 WILDLAND FIREFIGHTER SAFETY AND SURVIVAL – 0 Units  
Note: While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee’s recommendations for certification (as stated in the NWCG 310-1 standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment, or to maintain or renew certification.  
Class Hours: 9 lecture total  
This course of study presents the introductory information for wildland firefighters on the safety aspects of how to fight fire aggressively but provide for safety first. This course includes information on how to initiate all action based on current and expected fire behavior, how to
recognize current weather conditions and obtain forecasts, obtain current information on fire status, and to remain in communication with crew members, your supervisor, and adjoining forces.

**FTWO 351 LOOK UP, LOOK DOWN, LOOK AROUND S-133 – 1.5 Units**

**Note:** While any student can take this course, for National Wildfire Coordinating Group (NWCG) or California Incident Command Certification System (CICCS) certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employee's recommendations for certification (as stated in the NWCG 310-1 standards, and/or the CICCS Qualification Guide). These documents change frequently. Students shall ensure that they meet the current certification standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 and CICCS Qualification Guide can be found in the Fire Technology Program office, at the NWCG web site (nwcg.gov), or the CICCS web site (caloes.ca.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment, or to maintain or renew certification.

**Class Hours:** 9 lecture total

This course of study is a wildland fire behavior refresher for experienced wildland firefighters. It presents the principle environmental elements affecting wildland fire behavior; fuel, weather, topography, and descriptions of the dangerous conditions that can develop in a box canyon and steep narrow canyons.

**FIRE TECHNOLOGY/WILDLAND FIRE TECHNOLOGY PREVENTION (FTWP)**

**FTWP 109 PRESCRIBED FIRE PLAN IMPLEMENTATION RX-341– 2 Units**

**Grading:** Pass/No Pass Option

**Note:** While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

**Class Hours:** 36 lecture total

The purpose of this course is to provide students with the skills/knowledge to prepare a prescribed fire plan for technical review and approval in accordance with the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide.

**FTWP 110 PRESCRIBED FIRE IMPLEMENTATION RX-301– 1.5 Units**

**Grading:** Pass/No Pass Option

**Note:** While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

**Class Hours:** 27 lecture total

Prescribed Fire Implementation RX-301 is designed to introduce students to the tools and techniques used to perform the job of a Prescribed Fire Burn Boss (RXB). The course is based on the tasks in the RXB position task book. It leads students through the duties and responsibilities associated with the RXB position.

**FTWP 114 WILDLAND FIRE ORIGIN AND CAUSE DETERMINATION FI-210 – 1.5 Units**

**Grading:** Pass/No Pass Option

**Note:** While any student can take this course, for National Wildland Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Division or at the National Interagency Fire Center Web Site (NIFC.gov).

**Class Hours:** 27 lecture lab total

The primary purpose of this course is to provide a consistent knowledge and skill base for the wildland fire investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries. This course includes how to identify and collect equipment and supplies to conduct a wildfire investigation, record information about the fire, determine the origin of the fire, determine the cause of the fire, properly collect and preserve evidence, interview witnesses and obtain suspect information, prepare and write reports, and how to present testimony before a judge and/or jury.

**FTWP 126 SMOKE MANAGEMENT TECHNIQUES RX-410 – 2 Units**

**Grading:** Pass/No Pass Option

**Note:** While any student can take this course, for National Wildfire Coordinating Group Certification, the student must meet a complex set of prior training, prior certification, field trainee assignments, previous education requirements and current employees recommendations for certification (as stated in the United States Forest Service NWCG 310-1 standards). This document changes frequently. Students shall ensure that they meet the current NWCG 310-1 standards for this course if they desire to receive a course completion certificate. A copy of NWCG 310-1 can be found in the Fire Technology Department or at the National Interagency Fire Center Web Site (NIFC.gov). This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

**Class Hours:** 36 lecture total

This course leads students through the ecological and historical role of fire, characteristics of smoke and the health, safety and visibility impacts of smoke. Other topics include public relations, legal requirements, meteorology, fuel consumption, smoke production dispersion modeling, and operational smoke management strategies. This course is designed to be interactive in nature. It contains a panel discussion, several exercises designed to facilitate group and class participation and case studies from a variety of fuel types and political challenges. The pre- course work assignment is designed to familiarize students with the Smoke Management Guide and air quality regulations that impact prescribed fire programs.

**FIRST AID/CPR/EMT (FAID)**

**FAID 75 EMERGENCY MEDICAL TECHNICIAN 1 BASIC – 1 Units**

**Prerequisite:** FAID 133 with a grade of C or higher, Certification CPR for the Professional Rescuer or any course equivalent to the 2005 American Heart Association's Guidelines for Cardio Pulmonary Resuscitation and Emergency Cardio Vascular Care at the Healthcare Provider Level. Contact Fire Technology Program for information.

**Notes:**

1. Twenty-four hours of clinical experience at a hospital emergency room or on an ambulance or an authorized rescue squad will be required. Providers in the area have requirements for participation in ambulance observation time. Requirements include proof of a current TB skin test, Hepatitis B vaccination, or declination. A proof of vaccination, past history of or titer for MMR. Proof of Tetanus vaccination less than ten years old and either a past history of or a titer for Varicella (Chicken Pox). Check with the instructor for details.

2. State certification as an EMT requires that the student is at least 18 years old, has a current “Healthcare provider” CPR card or “CPR for the Professional Rescuer” card, passes a recognized EMT course, has not been convicted of specific crimes, and completes the statewide written and skills examination. As of 1/1/2006 the state has adopted the National Registry EMT exam as its statewide exam. Upon successful completion of the statewide exam, the student must submit an application to the Local EMS Agency for
certification, which is valid statewide).

3. This class meets for additional time "outside" of the scheduled weekly meeting time. This may include Saturdays, Sundays or night shifts.

4. State regulations require the EMT students possess CPR training equivalent to the 2010 American Heart Association’s Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level as a prerequisite for admission to an EMT-1 basic course.

5. Students are required to purchase nitrate gloves, 1-way pocket mask valve and a Shasta College EMT Program student photo ID card.

6. Students must submit proof of a drug screening and a background check through a Shasta College approved vendor prior to going into clinical facilities. Shasta college personnel must review and approve test results prior to students participating in clinical observations.

Class Hours: 99 lecture/81 lab

An intensive course to assist the student with developing skills to recognize symptoms of illness and injuries, and proper procedures in emergency care. Upon successful completion of the course and the statewide written and skills examination, the student must make an application through Sierra-Sacramento Valley EMS Agency for certification.

FAID 130 PUBLIC SAFETY FIRST AID (EMS) – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab total

This course meets First Aid Standards for Public Safety Personnel covered by the U.S. Department of Transportation and recognized by the local EMS Agency. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment, or to maintain or renew certification.

FAID 132 EMERGENCY MEDICAL RESPONDER (EMR) – 2 Units
Note: To receive certification, and meet the FIRS 104 prerequisite, this course must be passed with an 80% minimum score. Students not meeting this minimum will be required to repeat the course. Students must make application through NorCal E.M.S. for certification.
Class Hours: 27 lecture/27 lab total

This course teaches techniques in emergency medical care for the First Responder, which includes Automatic External Defibrillator training. This course also meets Public Safety Training Standards covered by the U.S. Department of Transportation curriculum and approved by the local EMS agency.

FAID 133 CERTIFICATION CPR FOR THE PROFESSIONAL RESCUEER – .5 Unit
Grading: Pass/No Pass Option
Note: Meets criteria for either the American Red Cross or American Heart Association
Class Hours: 9 lecture total

This course will cover CPR and how to treat for foreign body obstruction in adults, children, and infants. Designed for the professional rescuer. Upon successful completion of this course, students may apply to be certified in CPR by the agency having jurisdiction.

FAID 178 EMT 1 BASIC RECERTIFICATION– 1 Unit (formerly FAID 178AD)
Note: This course may also be taken to satisfy the requirements for recertification as an Emergency Medical Responder. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment, or to maintain or renew certification.
Class Hours: 18 lecture/14 lab total

A comprehensive review of signs and symptoms of illness and traumatic injuries. Skills necessary to provide immediate temporary care of such victims are also reviewed. Course is approved by Northern California Emergency Medical Services, Inc. and Sierra-Sacramento Valley EMSA for the purpose of EMT recertification. Upon successful completion of the course, the student may make application through Northern California Emergency Medical Services, Inc. (Trinity County only), and Sierra-Sacramento Valley EMSA (Shasta & Tehama Counties only) for recertification. This course may also be taken to satisfy the requirements for recertification as a first responder. This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

FAID 332 EMERGENCY MEDICAL RESPONDER (EMR) – 0 Units
Note: Students must make application through Sierra-Sacramento Valley E.M.S.A. for certification.
Class Hours: 27 lecture total

This course teaches the Emergency Medical Responder to initiate immediate lifesaving care to critical patients who access the emergency medical system. The student will also receive Automatic External Defibrillator training. This course meets National Emergency Medical Services education Standards covered by the National Highway Traffic Safety Administration curriculum and approved by the local EMS agency.

FRENCH (FREN)

Two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at Shasta College.

FREN 1 ELEMENTARY FRENCH – 5 Units
Grading: Pass/No Pass Option
Class Hours: 90 lecture total

This introductory course is designed to give the student intense practice in speaking and listening to French, and reading and writing in French, with additional emphasis on grammar and pronunciation. The class will focus on communication relating to daily life and routine activities, such as people and places, family life, weather, leisure-time activities, and the foods we eat. Also, students are introduced to the culture of French-speaking people.

FREN 2 ELEMENTARY FRENCH – 5 Units
Grading: Pass/No Pass Option
Prerequisite: FREN 1 with a grade of C or higher or Foreign Language Placement Level 2 or higher
Class Hours: 90 lecture total

In this continuation of Elementary French, there is continued emphasis on listening to oral French and on speaking the language, along with writing and reading French. Students expand their language skills and vocabulary, improving their ability to ask and answer questions, to discuss daily life, events in the past or present, travel, leisure-time activities and shopping. Students will read short texts about French history and culture, as well as watch videos about French-speaking countries.

FREN 3 INTERMEDIATE FRENCH – 3 Units
Grading: Pass/No Pass Option
Prerequisite: FREN 2 with a grade of C or higher, or Foreign Language Placement Level 3 or higher
Class Hours: 54 lecture total

A thorough review of basic communication skills (speaking, listening, reading, and writing) and formal study of the patterns of French. Students continue to strengthen their speaking skills as they work toward mastery of the language. The course includes reading expository writing along with pieces of French literature.

FREN 4 INTERMEDIATE FRENCH – 3 Units
Grading: Pass/No Pass Option
Prerequisite: FREN 3 with a grade of C or higher or Foreign Language Placement Level 4 or higher
Class Hours: 54 lecture total

The fourth semester of the language emphasizes conversation, contemporary literature, French culture and composition. Reading selections include poetry, theatre, and journalistic expressions.

GEOGRAPHY AND GEOSPATIAL TECHNOLOGIES (GEOG)

GEOG 1A PHYSICAL GEOGRAPHY– 3 Units
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course explores Earth's physical systems, their dynamic processes, and surface expressions. Topics include weather, climate, hydrology, tectonics, geomorphology, and the biosphere. Attention is
given to spatial patterns and impacts of human activities. This course may be offered in a distance education format.

**GEOG 1AL PHYSICAL GEOGRAPHY LAB – 1 Unit**

**Grading:** Pass/No Pass Option  
**Corequisite:** GEOG 1A  
**Class Hours:** 54 lab total

This course explores Earth’s physical systems, through lab and field activities. Scientific method of inquiry is employed to the interpretation of climate, landforms, water, and living communities. Scientific data will be collected, displayed, and interpreted, for a range of Earth processes and formations. Students will use maps to make observations, take geographic measurements, and interpret phenomena. Students will also interpret physical phenomena, such as temperature, pressure, and humidity as they relate to geographic location.

**GEOG 1B HUMAN GEOGRAPHY – 3 Units**

**Advisory:** ENGL 280 with a grade of C or higher or English Placement Level 5 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines the relationships among world cultures in order to investigate population, religion, language, and other societal characteristics from a spatial viewpoint. The role that physical geography plays in determining cultural attitudes and the influence that cultural geography has on the natural ecology are also discussed. This course may also be offered in a distance education format.

**GEOG 2A PHYSICAL FIELD GEOGRAPHY – 1 Unit**

**Grading:** Pass/No Pass Option  
**Class Hours:** 9 lecture/27 lab total (when offered in the distance education format, hours will total 27 for the lecture portion of the class and an additional 27 hours of lab, totaling 54 hours for this course)

Field observation of physical processes and formations are essential to the study of geography. Landforms, water resources, erosion hazards, soil conditions, and vegetation patterns are among the topics that illustrate the interactions between humans and the environment. Students will be exposed to a range of field techniques including observation, map use and measurement. Location of field excursions will vary. The lecture portion of this course may be offered in a distance education format.

**GEOG 2B HUMAN FIELD GEOGRAPHY – 1 Unit**

**Grading:** Pass/No Pass Option  
**Class Hours:** 9 lecture/27 lab total (when offered in the distance education format, hours will total 27 for the lecture portion of the class and an additional 27 hours of lab, totaling 54 hours for this course)

Field observation and analysis of human landscapes is essential to the student cultural geography. Topics including land-use patterns, economic and transportation systems, wealth disparities, cultural practices and historical legacies will be explored in the field. Each course offering will emphasize a particular topic in cultural geography, with unique field sites selected to demonstrate the topic in question. Students will be exposed to field techniques including note taking, interviews, field mapping, and document research. Location of field excursions will vary. The lecture portion of this course may be offered in a distance education format.

**GEOG 5 DIGITAL PLANET: GIS AND SOCIETY – 3 Units**

**Advisory:** ENGL 190 with a grade of C or higher or English Placement Level 6 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course will explore the technologies and the societal implications of our digital planet. Geospatial technologies such as geographic information systems (GIS) provide mapping capabilities for use in industry, government, and non-profit sectors. Students will investigate issues related to society, the environment and geo-politics through the use of these technologies. Students will interpret geographic data and patterns, using digital map representations of our planet. Technology advancements, from unmanned aerial vehicles (UAVs) to social media, will be considered in terms of their implications. Issues of social justice, equity for under-served populations, and individual privacy will be explored. This course may be offered in a distance education format.

**GEOG 7 CALIFORNIA GEOGRAPHY – 3 Units**

**Advisory:** ENGL 280 with a grade of C or higher or English Placement Level 5 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course provides an introduction to California’s diversified geography including climate, landforms, natural vegetation, and mineral and water resources. The cultural landscapes of ethnic diversity, our Native American past, urban and agricultural regions and the economic challenges of the future are also examined. California Geography examines these topics, their spatial distributions and their impact on the environment. Class includes a Saturday field trip; Internet offering includes a virtual field trip. This course may be offered in a distance education format.

**GEOG 8 WORLD REGIONAL GEOGRAPHY – 3 Units**

**Advisory:** ENGL 280 with a grade of C or higher or English Placement Level 5 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course will introduce students to the world’s major geographic regions. This course will increase student awareness of geographic concepts by examining the physical, cultural, economic and political characteristics of the major realms of the world through the unifying concept of the geographic region. This course will illustrate the importance of the world’s geographic regions and how they interrelate. The location of important geographic features such as mountain ranges, rivers, countries, and major cities will be an important part of the course. This course may be offered in a distance education format.

**GEOG 9 MAP AND GEOSPATIAL PRINCIPLES – 3 Units**

**Grading:** Pass/No Pass Option  
**Class Hours:** 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course is an introduction to maps, imagery, and geospatial technologies. Students will learn geographic techniques for data collection, interpretation, and presentation. Map principles along with types of maps and their applications are covered. Methodologies include map reading, use of imagery, geographic information systems (GIS), global positioning systems (GPS), and map creation. This course may be offered in a distance education format.

**GEOG 10 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS – 3 Units (formerly GIS 10, NR 84)**

**Grading:** Pass/No Pass Option  
**Corequisite:** GEOG 9, or previous completion of GEOG 9 with a grade of C or higher  
**Advisory:** CIS 1 with a grade of C or higher or demonstrated computer literacy  
**Class Hours:** 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course covers the theory and practice of geographic information systems (GIS). Students learn essential GIS procedures for data viewing, acquisition, manipulation, geographic referencing, and map creation. GIS data types, properties, database operations and applications are covered. Basic methods of GIS analysis are also included. This course may be offered in a distance education format.

**GEOG 12 GIS DATA DESIGN AND CAPTURE – 3 Units**

**Grading:** Pass/No Pass Option  
**Prerequisite:** GEOG 10 with a grade of C or higher  
**Class Hours:** 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course covers design and implementation of geographic databases for GIS data capture and management. Included are essential concepts and practices of relational database management systems, with specific application to GIS. Data is captured using GPS and mobile GIS methods. GIS digitizing and editing are also covered. This course may be offered in a distance education format.

**GEOG 13 GIS SPATIAL ANALYSIS – 3 Units**

**Grading:** Pass/No Pass Option  
**Prerequisite:** GEOG 10 with a grade of C or higher  
**Class Hours:** 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course covers GIS for investigating geographic patterns, relationships and connections. Spatial analysis methods are employed.
GEOG 14 GIS CARTOGRAPHY AND VISUALIZATION – 3 Units
Grading: Pass/No Pass Option
Prerequisite: GEOG 10 with a grade of C or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course covers fundamental concepts of cartography and visualization using geographic information systems (GIS). Students employ design principles to create effective maps, incorporating data from a variety of formats. Hardcopy and web maps are produced. Animations, 3D maps, and other visualization techniques are explored. This course may be offered in a distance education format.

GEOG 15 INTRODUCTION TO REMOTE SENSING – 3 Units
Grading: Pass/No Pass Option
Prerequisite: GEOG 10 with a grade of C or higher
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

This course covers remote sensing fundamentals as they apply to mapping of Earth's surface. Electromagnetic spectrum of radiant energy and the radiation emitted from Earth surface provide a foundation for understanding of the types of imagery available and their characteristics. Image enhancement, classification and quantitative techniques are explored with attention to integration with GIS datasets. Application of remote sensing for land cover change, vegetation and processes also undertaken. This course may be offered in a distance education format.

GEOG 21 GIS-CAD INTEGRATION – 1 Unit (formerly GIS 21)
Grading: Pass/No Pass Option
Advisory: GEOG 10 with a grade of C or higher or working experience with CAD or GIS
Class Hours: 9 lecture/27 lab total (when offered in the distance education format, hours will total 54)

This course covers computer-aided drafting (CAD) structure, principles and processes as they apply to geographic information systems (GIS). CAD data management is a critical aspect of GIS. Students will work with various CAD data to learn processing and manipulation techniques for displaying and working with CAD data in a GIS. Preparation and georeferencing of CAD data will be key components of the course. AutoCAD and ArcGIS software will be used in this course. This course may be offered in a distance education format.

GEOG 24 CUSTOMIZING GIS – 1 Unit (formerly GIS 24)
Grading: Pass/No Pass Option
Advisory: GEOG 10 with a grade of C or higher
Class Hours: 9 lecture/27 lab total (when offered in the distance education format, hours will total 54)

This course introduces students to customizing GIS applications to improve efficiency for specific editing and data manipulation scenarios. Several methods for customizing ArcGIS will be introduced including loading pre-built third party tools, creating custom toolbars, custom buttons, geoprocessing toolboxes, geoprocessing models, along with a brief introduction to writing scripts. The course will briefly introduce the students to programming ArcObjects with VBA and Python for programming scripts. This course may be offered in a distance education format.

GEOG 25 GIS PROJECTS – 1 Unit (formerly GIS 25)
Grading: Pass/No Pass Option
Advisory: GEOG 10 with a grade of C or higher or working GIS experience
Class Hours: 9 lecture/27 lab total (when offered in the distance education format, hours will total 54)

This course provides students with skills in GIS project design, implementation and management. Successful GIS projects require a systematic approach to identification of system objectives, required resources and implementation approach. Acquisition and management of data, along with project documentation, will also be covered. Students will apply these skills through the design and implementation of a project. Projects will be presented to other GIS users. ArcGIS, ArcPad, and ArcIMS will be the primary software used for the course. This course may be offered in a distance education format.

GEOG 94 GEOGRAPHIC INFORMATION SYSTEMS WORKSITE LEARNING – 1-8 Units (formerly GIS 94)
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit

This Worksite Learning course allows the student to gain on-the-job experience through employment/volunteering at an approved job site that is acquired by the student and related to the student's major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

GEOLOGY
See Earth Science – ESCI

GERMAN (GERM)

Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

GERM 1 ELEMENTARY GERMAN – 5 Units
Grading: Pass/No Pass Option
Class Hours: 90 lecture total

This course is designed to give the student training in spoken German at a basic level, including some reading, writing, and much speaking. Students gain aural comprehension level of German through basic conversation and listening skill development. Customs and culture are also emphasized.

GERM 2 ELEMENTARY GERMAN – 5 Units
Grading: Pass/No Pass Option
Prerequisite: GERM 1 with a grade of C or higher, or Foreign Language Placement Level 2 or higher
Class Hours: 90 lecture total

This course takes the student on to a more proficient level of German. Comprehension and speaking levels are increased through participation in many oral activities (role playing, skits, plays, etc). Further information on culture and traditions are provided, including information regarding Germany's position in the world today.

HEALTH (HLTH)

HLTH 1 HEALTH AND WELLNESS – 3 Units
(formerly PE 1, HPE 11)
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses upon those elements of human behavior which influence the health status of both the individual and the community. Topics include personal fitness, nutrition, sexuality, sexually transmitted disease, drug dependence including alcohol and tobacco. Also included are topics dealing with lifestyle disease, especially cancer, cardiovascular disease and lung disease. This course may be offered in a distance education format.

HLTH 2 NUTRITION AND FITNESS – 3 Units
(formerly PE 2, HPE 7)
Grading: Pass/No Pass Option
Class Hours: 54 lecture (when offered in the distance education format, hours will total 162)

Analysis and evaluation of current practices and theories regarding nutrition and exercise, and their relationship to weight control and physical fitness. Each student will learn to prepare an individual physical assessment, exercise prescription and nutritional analysis to promote optimum healthful living. This course may be offered in a distance format.
Chapter 4: Courses

HIMS 405  FUNDAMENTALS OF HEALTH INFORMATION MANAGEMENT – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course provides an advanced level perspective on topics relevant to the health information management (HIM) profession. The concepts covered in this course include an overview of emerging issues such as HIM systems management, clinical classification systems, governance and stewardship, data quality and management, health information exchange, electronic health records, revenue cycle management, compliance and risk management. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 408  ETHICS IN HEALTHCARE ADMINISTRATION – 3 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course provides a comprehensive foundation for ethics in healthcare management and administration. Students will gain knowledge of the theory and concepts of ethics and its application to health information and healthcare administration for them to be able to model sound decision making and ethical practice. Ethics related to the United States healthcare system around patient access, quality and cost will be addressed. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 410  HEALTHCARE INFORMATICS – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course is designed to bring together healthcare generated information and technology for the purpose of improving quality of care in a cost-effective manner. The primary concepts covered include data standards, data management, health information exchange, clinical decision support, privacy and security issues involving protected health information, emerging trends, data governance, and new technologies. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 415  HEALTHCARE ANALYTICS – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)
This course focuses on the analysis of data for the purpose of generating information resulting in actionable decisions. The primary concepts covered in this course include advanced healthcare statistics, data analysis, mining and exploration. Microsoft Excel is utilized to analyze data and information related to clinical and business systems in healthcare. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 418  LEGAL CONCEPTS AND COMPLIANCE IN HEALTHCARE – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course focuses on the laws and regulations applicable to healthcare compliance. Topics include federal and state law enforcement and reporting requirements, risk management, audit trails, fraud detection, ethical and legal requirements related to coding, personal health record (PHR), analysis of privacy, security, and confidentiality policies and procedures. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 420  PRINCIPLES OF FINANCE FOR HEALTH INFORMATION MANAGEMENT – 3 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course prepares healthcare professionals for the responsibilities of maintaining a well-managed healthcare department/organization. Topics include financial statement analysis, performance measurement, budgets, variance analysis, contract analysis, capital financing, and investment decisions. This course enhances the students’ decision-making abilities through case studies and practical applications to real-world situations. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 425  REVENUE CYCLE MANAGEMENT – 3 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course covers advanced topics in healthcare revenue cycle management. Concepts covered in this course include healthcare classification systems and terminologies, chargemaster management, revenue cycle and audit processes, utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 430  HUMAN RESOURCES MANAGEMENT IN HEALTHCARE – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course examines the complexities and multiple issues and best practices involved in human resources management in healthcare organizations. The primary concepts covered in this course include managing people in all aspects of their work, recruiting, interviewing, and hiring, compensation and benefits, motivational strategies, performance appraisals, promotions, and terminations. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 435  PROJECT MANAGEMENT IN HEALTHCARE – 3 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is designed as a high-level overview of project management utilized in healthcare settings. The primary concepts in this course include project management techniques such as project selection, management, organization, planning, conflict resolution, negotiation, budgeting, scheduling, change management, business process reengineering, and termination of the project. This course is designed for health information management majors. This course may be offered in a distance education format.
HIMS 440 LEADERSHIP AND STRATEGIC MANAGEMENT FOR HEALTHCARE PROFESSIONALS – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course examines the theory and practice of leadership, strategic management, and change management in healthcare settings. The primary concepts covered in this course include an overview of emerging issues such as business planning, organizational change, innovation, strategic planning, leadership thinking and goals, change implementation and strategies for successful transitions. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 445 HEALTHCARE INFORMATION SYSTEMS ANALYSIS AND DESIGN – 4 Units
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)
This course is designed to prepare students in the planning, analysis, design, and implementation of healthcare computer-based information systems. The concepts covered include system requirements, systems development life cycle, system architecture, including database design, data warehousing, workflow concepts, and systems performance management. This course is designed for health information management majors. This course may be offered in a distance education format.

HIMS 455A APPLIED RESEARCH PROJECT IN HEALTH INFORMATION MANAGEMENT – 3 Units
Corequisite: HIMS 455B
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 54 lecture (when offered in the distance education format, hours will total 162)
This course is the capstone for the health information management baccalaureate degree. This course integrates the theoretical and technical content of the health information management program courses. Ethical considerations for health information managers and information management support for biomedical research are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student and instructor, supporting a local HIM community of interest. This course is designed for Health Information Management majors. This course may be offered in a distance education format.

HIMS 455B ADVANCED PROFESSIONAL PRACTICE EXPERIENCE – 1 Unit
Corequisite: HIMS 455A
Limitation on Enrollment: Students must be admitted to the Health Information Management program
Class Hours: 60 lab total
This course provides supervised onsite professional practice experience (PPE) for Health Information Management students. This course integrates theory and professional practice in health information management. Emphasis is placed on applying management theories to actual work settings, practice of professional behavior, ethics, and self-reflection including career goals. Project topics will support a local HIM community of interest and will be designed by the student, instructor, and the PPE site manager. This course is designed for Health Information Management majors.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 7 INTRODUCTION TO HUMAN DISEASE PROCESS – 3 Units
Prerequisite: OAS 110 and BIOL 5 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
The course focuses on disease processes in the human body from a systems approach. Analysis of the most common and significant diseases is included. The signs and symptoms, etiology, diagnosis, and treatment of disease are examined along with the appropriate medical terminology. This course is designed for students in allied health programs, but is also open to those who wish to broaden their medical background or review this information. This course may be offered in a distance education format.

HIT 10 INTRODUCTION TO HEALTH INFORMATION – 4 Units
Advisory: ENGL 1A with a grade of C or higher
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This course for Health Information Technology students is an introduction to the profession. It includes an overview of the American healthcare delivery system and health care professions, health information department functions, ethical and legal issues in health information technology, healthcare reimbursement, quality management, performance improvement, healthcare information systems and the implementation of electronic health records. This course may be offered in a distance education format.

HIT 11 COMPUTER BASICS FOR HEALTH INFORMATION TECHNOLOGY – 1 Unit
Corequisite: HIT 10 or previous completion of HIT 10 with a grade of C or higher
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)
This course is an introduction to computer systems used in healthcare and health information management (HIM). Emphasis is placed on basic computer and networking technologies as well as on specialized software and electronic health record (EHR) applications. This course is designed for students interested in the use of computers in the health information technology field. This course may be offered in a distance education format.

HIT 15 LEGAL ASPECTS OF HEALTHCARE – 3 Units
Corequisite: HIT 10 or previous completion of HIT 10 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course for health information technology students covers the legal aspects of health information management, including the American legal system and causes of medical malpractice. State, Federal and other agency rules regarding record access, retention, release of information, processing subpoenas, and confidentiality will be covered. Also included are accreditation, licensing, and certification requirements for acute as well as non-acute health care facilities. This course may be offered in a distance education format.

HIT 20 HOSPITAL AND HEALTH STATISTICS – 3 Units
Corequisite: HIT 10 or previous completion of HIT 10 with a grade of C or higher
Advisory: MATH 14 or MATH 102 with a grade of C or higher, or completion of a Level 3 class
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course provides instruction for the health information technology student in the basic principles of data collection and calculation of hospital and non-acute facility health statistics. Calculation of Health Information Management department statistics is included. In addition, the course covers the calculation of specific vital statistics as well as discharge analysis reporting. There is instruction in the preparation of monthly and annual medical, administrative, and outside agency reports utilizing tables and graphs. Practice in the interpretation of statistical results is also provided. This course may be offered in a distance education format.

HIT 25 HEALTH INFORMATION IN ALTERNATIVE SETTINGS – 2 Units
Prerequisite: HIT 10 with a grade of C or higher
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
This course is an introduction to health information management practice in alternative healthcare settings including long-term care, mental health, ambulatory care, hospice, home health, and rehabilitation medicine. Focus is on the role of the health information practitioner, regulatory issues, accreditation and licensing requirements, documentation, funding and reimbursement, and electronic information systems. This course may be offered in a distance education format.
Chapter 4: Courses

**HIT 30** BASIC PHARMACOLOGY – 1 Unit
Prerequisite: HIT 7 with a grade of C or higher
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)
This course is an introduction to pharmacology. Topics include pharmacology terminology, drug forms, routes of administration, drug categories, and mechanisms of drug action. This course is intended for students in the health information technology program and healthcare professionals who want to refresh their working knowledge of basic pharmacology. This course may be offered in a distance education format.

**HIT 35** CURRENT PROCEDURAL TERMINOLOGY (PCT) CODING – 3 Units
Prerequisite: OAS 110 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 182)
This introductory course for Health Information Technology students includes the use of Current Procedural Terminology (CPT) coding. The course covers the purpose of CPT, CPT Manual format, code format, and coding steps used to code from the six divisions of CPT: Evaluation & Management, Anesthesia, Surgery, Radiology, Pathology & Laboratory, and Medicine. In addition, the course includes national and category III codes. It also includes an overview of reimbursement issues involving physician and hospital payment for outpatient services. This course is also available to hospital and doctors’ office employees. This course may be offered in a distance education format.

**HIT 40** ICD CODING I–IV Units
Prerequisite: BIOL 5, OAS 110, and HIT 7 with a grade of C or higher
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)
This is the first of a two-course sequence for Health Information Technology students. It focuses on the International Classification of Diseases (ICD), the most commonly used classification system in the U.S. for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are covered in this course. The student uses both the code books and computer software program. This course may be offered in a distance education format.

**HIT 45** ICD CODING II–IV Units
Prerequisite: HIT 40 with a grade of C or higher
Class Hours: 54 lecture/54 lab total (when offered in the distance education format, hours will total 216)
This course is the second of a two-course sequence for Health Information Technology students. The emphasis is on advanced principles of International Classification of Diseases (ICD), the most commonly used classification system in the U.S. for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are covered in this course. Advanced principles include Diagnostic Related Group (DRG) case mix derivation, analysis of compliant coding, documentation improvement for correct code assignment, hospital acquired conditions, and present admission indicators that impact the code assignment and revenue cycle. The student uses both the code books and computer software program. This course may be offered in a distance education format.

**HIT 50** HEALTHCARE REIMBURSEMENT – 2 Units
Prerequisite: HIT 40 with a grade of C or higher
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
This course integrates information about all US healthcare payment systems. The topics covered include reimbursement methodologies, clinical coding and compliance, voluntary and government sponsored insurance plans, revenue cycle management and value-based purchasing. Medicare and Medicaid prospective payment systems are also addressed in acute, post-acute, ambulatory, hospice and long term care settings. This course may be offered in a distance education format.

**HIT 55** HEALTHCARE QUALITY MANAGEMENT – 3 Units
Prerequisite: HIT 10 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course for Health Information Technology students is an introduction to quality and performance management and improvement, utilization review and risk management. The course includes the purpose, principles, historical development, assessment and analysis techniques, and application and program development strategies used in quality management and improvement, utilization review and risk management activities. Also included is the integration of performance improvement activities with the medical staff appointment and reappointment process. Regulatory and privacy requirements will also be addressed. The key concepts, background and statistical tools used in the continuous quality improvement process (CQI) are also provided. This course may be offered in a distance education format.

**HIT 60** PROFESSIONAL PRACTICE EXPERIENCE – 2 Units
Prerequisite: HIT 10 with a grade of C or higher
Limitation on Enrollment: HIT program students only
Class Hours: 120 lab total
This course provides supervised onsite professional practice experience in an assigned affiliate site for students enrolled in the Health Information Technology program. It is designed to help students assimilate theory with practical application in order to work toward achievement of AHIMA entry-level competencies in a real-world environment.

**HEALTH OCCUPATIONS (HEOC)**
See Also: REGN, and VOCN

**HEOC 10** APPLIED PHARMACOLOGY – 3 Units
(formerly HEOC 197)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
HEOC 10 is designed to introduce the principles of applied pharmacology to the current or prospective nursing and allied health student. Students will explore the names, classifications, actions, uses, side effects, pharmacokinetics, pharmacodynamics, contraindications, and drug to drug interactions of medications. Topical pharmaceutical issues will be discussed. Additionally, students will learn how to use a drug guide to gain basic knowledge about medications. This course may be offered in a distance education format.

**HEOC 94** HEALTH OCCUPATIONS WORKSITE LEARNING – 1-8 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**HEOC 100** PREPARING FOR A NURSING CAREER – 2 Units
Class Hours: 36 Lecture total (when offered in the distance education format, hours will total 108)
This course presents the role of the Associate Degree Nurse and the Vocational Nurse within various healthcare settings. Students will assess their own learning styles and compare their abilities to those required in nursing. Critical thinking skills will be introduced and applied to various scenarios using the knowledge base acquired from prerequisite courses and life experiences. Written, verbal, and math skills will be emphasized, along with exercises in examination, presentation, and interview skills. Learning resources, study strategies and stress management will be addressed to prepare the Associate Degree Nursing and Vocational Nursing candidate for the rigors of being a nursing student. This course may be offered in a distance education format.
HEOC 130  NURSE ASSISTANT – 11 Units
Class Hours: 128 Lecture, 256 Lab total
Limitation on Enrollment: Students must meet health and safety clinical requirements. See www.shastacollege.edu/HSU/NA-HHA/generalinformation or call 530-339-3600 for detailed information on requirements.
Note: Upon enrollment all students must be fingerprinted through the Live Scan process. Students will not receive a certificate until they have received criminal record clearance.
This course is designed to prepare students to perform the basic skills required for employment as a Certified Nursing Assistant. The course is approved by the Department of Public Health and certificates will be issued upon successful completion of the course. Students are then eligible to apply for the state competency examination for certification.

HEOC 131  HOME HEALTH AIDE – 1.5 Units
Grading: Pass/No Pass Only
Class Hours: 20 Lecture, 27 Lab total
Limitation on Enrollment: Students must complete HEOC 130 with a grade of C or higher, and pass the National Nurse Aide Assessment Program examination or possess current Nurse Assistant Certification.
Course is designed to prepare students to provide nursing care in the home setting by expanding the role of the nurse assistant. Upon successful completion students will be eligible for Home Health Aide certification through the California Department of Public Health.

HEOC 160  STRESS MANAGEMENT – 2 Units (formerly HEOC 185)
Class Hours: 36 lecture total
This course is designed to teach students the skills needed to recognize that all stressors affecting our actions are driven by our beliefs and values and how they affect the choices we make in dealing with stress. It will provide students with the opportunity to practice a variety of coping techniques that will assist them in making their lives less stressful. These techniques will include relaxation, the development of a support system, effective communication and listening. Students will gain the knowledge necessary to recognize their uniqueness and the importance of developing their personal power. Upon completion of this course, students will have the skills necessary to know how choices affect the quality of their lives and how to bring about positive life-style change.

HISTORY (HIST)

HIST 1A  HISTORY OF WESTERN CIVILIZATION – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A survey of the origins and development of civilization in the western world from pre-history to 1600, with special emphasis on institutions, thought, and culture. The course is designed to show the continuity of western civilization and to overview the heritage of the present generation. This course may be offered in a distance education format.

HIST 1B  HISTORY OF WESTERN CIVILIZATION – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A survey of the development of civilization in the western world from 1600 to the present, with special emphasis on institutions, thought, and culture. The course is designed to show the continuity of western civilization and to overview the heritage of the present generation. This course may be offered in a distance education format.

HIST 2  WORLD CIVILIZATION TO 1500 C.E. – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A comparative survey of the major ancient world civilizations which developed between 3500 B.C.E. and 1500 C.E. Political institutions, religious ideologies, rise and fall of empires and the major cultural innovations of each of the major world civilizations will be considered. This course may be offered in a distance education format.

HIST 3  WORLD CIVILIZATION: 1500 to Present – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A survey of the development of the major civilizations of the world from 1500 to the present. The focus is on the political, economic, social, intellectual and religious forces present in the rise of Africa, the Americas, Asia and Europe from 1500 to the present day. The study of the dynamic interaction of peoples and cultures will give a multi-perspective view of world history. This course may be offered in a distance education format.

HIST 17A  UNITED STATES HISTORY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is a survey of the history of the United States from Pre-Columbian Peoples to the end of Reconstruction. Topics include contact and settlement of America, the movement toward independence, the formation of a new nation and Constitution, westward expansion and manifest destiny, the causes and consequences of the Civil War, and Reconstruction. This course satisfies the CSU requirement for US History (US-1). This course may be offered in a distance education format.

HIST 17B  UNITED STATES HISTORY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is a survey of the history of the United States from 1877 to the present. The course covers the rise of industrialization, the expansion of America into world affairs, the causes and results of the Great Depression, the world wars of the 20th century, the Cold War, and post-9/11 America. This course satisfies the CSU requirement for US History (US-1). This course may be offered in a distance education format.

HIST 25  AFRICAN AMERICAN HISTORY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is a survey of the historical development and contributions of African Americans in the United States. Topics include African civilizations, the African slave trade and Diaspora, the development of African American culture, colonial and Antebellum slavery, Emancipation and Reconstruction, Jim Crow, the Harlem Renaissance, civil rights, African Americans at war, and the concepts of race, ethnicity, and equality. This course may be offered in a distance education format.

HIST 35  HISTORY OF MEXICAN AMERICANS – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total
History 35 traces the social, economic, and political history of Mexican Americans from the Spanish conquest to the present. Focus will be on the historical trajectory of Mexican Americans as they emerged from a series of migrations, conflicts, and negotiations with Native Americans, Anglo Americans, and others. The course will also explore the unique social, economic, and political forces that shaped U.S. policies toward Mexican migrants and Mexican Americans.

HIST 36  HISTORY OF THE FAR EAST – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher

Chapter 4: Courses

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Cultural, religious, economic, and social institutions of each century. The majority of the survey deals with China and Japan. The majority of the survey deals with people, cultures, economics, and current problems, with major emphasis on China and Japan. The majority of the survey deals with events since 1800.

HIST 38  HISTORY OF WORLD RELIGIONS – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A course designed to give the student an understanding of the beliefs systems and historical development of the world’s religions and an appreciation of the contribution of religion to the cultural heritage in which he lives. This course may be offered in a distance education format.

HIST 40  HISTORY AND GOVERNMENT OF CALIFORNIA – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A survey of the history and government of California. Topics will include California Indians, Spanish colonization, Californios, US annexation, economic development, demographic shifts, and current social, political, and economic issues. This course may be offered in a distance education format.

HIST 55  HISTORY OF THE AMERICAN WEST – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is designed as a survey of the history of the North American West. The course covers the history of North American Indians, wars, statehood, resource extraction, demographic shifts, the relationship with the federal government, through the economic, political, and social issues of the present day. The course will introduce various ways of analyzing the history of the American West, including the Frontier Thesis, New Western History, and regionalism. In addition, the course will examine how the American West has been portrayed in popular literature, television, and film. This course may be offered in a distance education format.

HIST 57  RUSSIAN HISTORY – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A general survey of the Russian State from the beginning of the Kievan era (1054) to modern Soviet Russia. Included will be an analysis of the cultural, religious, economic, and social institutions of each century. Particular emphasis will be placed on contemporary Soviet Russia. Contributions of individual Russian Leaders will be discussed. This course may be offered in a distance education format.

HORTICULTURE
See AGEH and AGVIT for course listings

HOSPITALITY (HOSP)

HOSP 10  INTRODUCTION TO THE HOSPITALITY INDUSTRY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Overview of structure and relationship of components within the hospitality and travel industry. Economic and employment impact and review of food service, lodging, resorts, recreation enterprises, attractions, cruise, destination bureaus, travel agencies and related operations. Focuses on orientation to customer service, cultural/economic trends and career opportunities. This course may be offered in a distance education format.

HOSP 20  HOSPITALITY OPERATIONS MANAGEMENT – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Principles of organization, management, and decision models applied to the tasks and challenges of hospitality operations. Involves techniques of problem solving (including planning, organizing, staffing, directing and controlling operations) in areas of front office operations, housekeeping, personnel and security. The course also examines a systematic approach to front office procedures by detailing the flow of business through a lodging operation beginning with the reservation process and ending with check-out and settlement. This course may be offered in a distance education format.

HOSP 35  COMPUTER APPLICATIONS IN THE HOSPITALITY INDUSTRY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions. This course may be offered in a distance education format.

HOSP 40  HUMAN RESOURCE MANAGEMENT IN THE HOSPITALITY INDUSTRY – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Practical approach to the problems of human resource management in the hospitality industry. Introduction to the personnel function; selection and placement of personnel; the role of supervision with emphasis on induction, training, communications, performance, appraisal, and leadership style. Study of age and salary administration; motivation; and discussion of union-management relations. This course may be offered in a distance education format.

HOSP 45  RESTAURANTS, HOTELS, AND LAWFUL MANAGEMENT – 2 Units
Class Hours: 36 lecture total (when offered in the distance education format, hours will total 108)
This course explores potential legal issues and pitfalls that might impact the hospitality industry. The course covers legislation, such as the Civil Rights Act of 1991 and other federal discrimination laws dealing with employment and sexual harassment, Occupational Safety and Health Administration (OSHA) regulations, the Family and Medical Leave Act of 1993, the Americans with Disabilities Act, the Hotel and Motel Fire Safety Act of 1990, antitrust regulations, the National Labor Relations Act, copyright music laws, tax laws, tip reporting regulations, telephone resale regulations, consumer protection laws, franchise regulations, and product liability laws. This course is not intended to make the student a legal expert on the subject reviewed nor is it intended to be a substitute for the services or legal opinion of an attorney. Students will, however, be better able to recognize potential legal problems or potential lawsuits, which will assist them when consulting with an attorney on strategies to prevent legal issues from becoming more serious in their hospitality organization. This course may be offered in a distance education format.

HOSP 50  HOSPITALITY MARKETING, SALES AND ADVERTISING – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
Application of marketing principles and techniques in the hospitality industry. Emphasis on developing an understanding of consumers and using that knowledge to provide value and create customer satisfaction, while meeting financial goals. This course will also focus on practical sales techniques, proven approaches to selling to targeted markets, and
advertising's role in sales. This course may be offered in a distance education format.

**HOSP 55 CUSTOMER SERVICE SKILLS FOR A MULTICULTURAL WORKPLACE – 3 Units**
Class Hours: 54 lecture total

This course provides the student with a thorough understanding of the concept of culture and cultural diversity, how culture influences customer service within the global marketplace and how to develop an organizational environment that supports and acknowledges a multitude of cultures. An emphasis is placed on developing competent communication behaviors and strategies for provide excellent customer satisfaction in a multicultural environment. Through the use of collaborative learning techniques students will develop the necessary soft skills to provide excellent customer service in diverse workplaces.

**HOSP 60 HOSPITALITY AND FINANCIAL MANAGEMENT – 3 Units**
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on the generation and analysis of quantitative information for the purpose of planning, control and decision-making by managers at various levels in hospitality industry operation. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Also examines accounting functions to support hospitality management analysis. Special attention on: internal controls, cost-volume profit relationships, relevant costs for special decisions, flexible budgets, profit centers and tax implications of managers at various levels in hospitality industry operation. Emphasis is earned in a single semester.

**HOSP 65 HOSPITALITY SUPERVISION – 3 Units**
Grading: Pass/No Pass Option
Class Hours: 54 lecture (when offered in the distance education format, hours will total 162)

This course offers insight into the various aspects of supervision in the hospitality industry. Supervisory roles, responsibilities, and essential managerial skills shall be discussed. The goal of the course is to equip students with the necessary authoritative and decision-making skills to be used in the workplace. This course may be offered in a distance education format.

**HOSP 94 HOSPITALITY WORKSITE LEARNING – 1-8 Units**
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes. 
Class Hours: 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**HUM 4 HUMANITIES THROUGH THE FILM - 3 Units**
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An examination of the motion picture as an art form. Films from the silent era through contemporary works will be examined in order to analyze and appreciate them from philosophical, historical, literary, aesthetic and cultural perspectives. This course may be offered in a distance education format.

**HUM 70 EXPLORING CONTEMPORARY TELEVISION – 3 Units**
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is designed to explore the effect that television has had on contemporary culture, with regard to language, art, history, and aesthetics. The changing content of the television medium and its influence on society will be examined through the humanities perspective. This course may be offered in a distance education format.

**HUM 304 ADVENTURES IN THE PERFORMING ARTS – 0 Units**
Class Hours: 3-54 lecture total

Informal explorations of personalities, works and major themes in symphonic and chamber music, opera, modern drama, the American musical, and films, designed to promote increased personal appreciation and enjoyment of these forms of artistic expression.

**INDEPENDENT STUDY (IS)**

**IS 99/199** INDEPENDENT STUDY – .5-3 Units
Not: Any combination of these courses may be repeated three times for a total of four enrollments or a maximum of six independent study units.
Class Hours: 27 hours for each .5 unit

Independent study provides a forum for advanced work in a given field of study. A student may contract with a full-time instructor to do independent study in a specific subject area in which he/she has exhausted the regular curricular offerings. For transfer level courses, the student must have a declared major or already possess a degree and have completed a minimum of 12 transfer units at Shasta College. For non-transfer level courses, the student has completed a minimum of 12 units at Shasta College.

**INDUSTRIAL TECHNOLOGY (INDE)**

**INDE 1 CAREER PLANNING FOR INDUSTRIAL TECHNOLOGY – 1 Unit**
Class Hours: 9 lecture/27 lab total

Career opportunities and training requirements in Industrial Technology will be examined as well as small business employment and entrepreneurship. Students will be assisted in identifying career and business opportunities and developing career goals. This class is required of all Industrial Technology majors.

**INDE 37 Electricity and Electronics – 3 Units**
Class Hours: 36 lecture, 54 lab total

This course will provide the theory and hands-on electronic skills necessary for students in vocational or Career Technical education courses such as the Automotive and Diesel Industrial Technology, Computers, Mechatronics, Energy, Heavy Equipment/Transportation programs and more. Course content includes electrical theory, components testing, and troubleshooting of many types of electrical systems including AC and DC systems.

**INDE 38 INTRODUCTION TO INDUSTRIAL MECHATRONICS – 3 Units** (form. INDE 138, ELEC 138, ELEC 138/139)
Advisory: INDE 37 with a grade of C or higher, MATH 101 with a grade of C or higher or Math Placement Level 3 or higher, and ENGL 280 with a grade of C or higher or English Placement Level 5 or higher
INDE 40  ENTRPRENEURIAL MANUFACTURING – 2 Units  
Advisory: AGMA 44, BUAD 40, or WELD 73 with a grade of C or higher, or experience with hand tools, power tools, and machinery  
Class Hours: 18 lecture/54 lab total (when offered in the distance education format, hours will total 108)  
This course will introduce students to theory and hands on skills in small business manufacturing with the intent to develop products that will be manufactured and sold by the students in class. This course may be offered in a distance education format.

INDE 41  INDUSTRIAL ELECTRONICS – 3 Units  
Class Hours: 18 lecture/108 lab total (when offered in the distance education format, hours will total 162)  
Note: Industry requires a negative drug test result prior to employment  
This course introduces electrical theory and electronic devices with a focus on industrial and advanced manufacturing uses. Physical wiring, schematics, relay logic, ladder logic and programmable logic controllers are also introduced. This course may be offered in a distance education format.

INDE 42  INDUSTRIAL CONTROL DEVICES – 3 Units  
Class Hours: 18 lecture/108 lab total (when offered in the distance education format, hours will total 162)  
Prerequisite: INDE 41 with a grade of C or higher  
Note: Industry requires a negative drug test result prior to employment  
This course introduces industrial control devices used in advanced manufacturing. Devices include motors, sensors, valves, and more. This course also covers the control of these devices by Programmable Logic Controllers (PLC) including PLC code using ladder logic with RS 5000, PLC Circuit design, schematics, wiring, troubleshooting and maintenance. This course may be offered in a distance education format.

INDE 43  INDUSTRIAL MOTOR CONTROL – 3 Units  
Class Hours: 18 lecture/108 lab total (when offered in the distance education format, hours will total 162)  
Prerequisite: INDE 42 with a grade of C or higher  
Note: Industry requires a negative drug test result prior to employment  
This course will introduce Industrial Motor Control Centers (MMCs) with a focus on Advanced Manufacturing using Programmable Logic Controllers (PLCs) with 3-Phase AC motors. Variable Frequency Drives (VFDs) using Pulse Width Modulation (PWM), Remote Input/Output, Human-Machine Interface (HMI), signaling, and loop control are covered as well as schematics, wiring, PLC ladder logic code for these circuits using RS 5000 and system integration, maintenance and troubleshooting. This course may be offered in a distance education format.

INDE 44  INDUSTRIAL PROCESS CONTROL – 3 Units  
Class Hours: 18 lecture/108 lab total  
Prerequisite: INDE 43 with a grade of C or higher  
Note: Industry requires a negative drug test result prior to employment  
This course introduces industrial process control using Programmable Logic Controllers (PLCs) with loop control. Multiple process systems, Human-Machine Interface (HMI) devices, whole system design, wiring, coding using RS 5000, building, maintenance and troubleshooting are also covered. This course may be offered in a distance education format.

INDE 94  INDUSTRIAL TECH WORKSITE LEARNING – 1-8 Units  
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in 7 units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.  
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetiton and practice. A maximum of 6 units may be earned in a single semester.

INDE 101  INDUSTRIAL TRADE BASICS – 3 Units  
Class Hours: 54 lecture total  
The course provides an overview of basic skills required for individuals seeking entry-level employment in industrial occupations. The subjects covered include workplace safety and regulations, hand and power tools, basic rigging, introduction to blueprints, and an overview of soft skills related to effective communications and employability requirements necessary for sustainable employment.

INDE 102  INDUSTRIAL TRADE ESSENTIALS – 3 Units  
Class Hours: 36 lecture/54 lab total  
The course provides an overview to fundamental industrial mechanical concepts, principles and equipment. The subjects covered include precision measurement, print reading, hydraulics/pneumatics, lubrication, bearings, flexible belt/mechanical drives and an introduction to basic electricity.

JAPANESE (JAPN)  
Two years of high school foreign language with grades of “C” or better is equivalent to one semester of foreign language at Shasta College.

JAPN 1  JAPANESE 1 – 5 Units  
Grading: Pass/No Pass Option  
Class Hours: 90 lecture total  
This course is designed to give the student training in pronunciation, essentials of grammar, reading, writing and speaking. The students will learn 58 Kanji. The student is also introduced to the customs and culture of the Japanese people.

JAPN 2  JAPANESE 2 – 5 Units  
Grading: Pass/No Pass Option  
Prerequisite: A grade of C or higher in JAPN 1 or Foreign Language Placement Level 2 or higher  
Class Hours: 90 lecture total  
This course is a continuation of JAPN 1. Greater emphasis is placed on writing and the writing system in JAPN 2. Students will learn additional 87 Kanji characters (A total of 145 in Japanese 1 & 2). Further Japanese culture, history, people, life and traditions are provided.

JAPN 3  JAPANESE 3 – 5 Units  
Grading: Pass/No Pass Option  
Prerequisite: JAPN 2 with a grade of C or higher or Foreign Language Placement Level 3 or higher  
Class Hours: 90 lecture total  
This course will give the student higher level language skills necessary to function in an adult environment. Great emphasis is placed on learning how to read and write a number of Kanji characters, and understanding Japan and its people through further Japanese culture, history, life and traditions.

JAPN 4  JAPANESE 4 – 5 Units  
Grading: Pass/No Pass Option  
Prerequisite: JAPN 3 with a grade of C or higher or Foreign Language Placement Level 4  
Class Hours: 90 lecture total  
This course builds on the higher level language skills acquired in JAPN 3 with greater emphasis on the linguistic diversity needed to function in an adult environment. Emphasis will be on reading and writing an additional 150 Kanji characters. Stress is placed on Japanese culture.

JAPN 19  JAPANESE CONVERSATION 1 – 2 Units  
Grading: Pass/No Pass Option  
Prerequisite: JAPN 1 with a grade of C or higher, or Foreign Language Placement Level 2  
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher  
Class Hours: 18 lecture/54 lab total
Intense practice in the spoken language. Course focuses on development of fluency by perfecting speech patterns, increasing vocabulary, and reinforcing pronunciation through additional sentence patterns, audio CDs, oral presentations, interactive communication in activities such as thematically centered conversations and conducting interviews. This course is for the practical use of Japanese. Cultural presentations will also be made through film, filmstrips, anime, music, TV programs, etc.

JAPN 20 JAPANESE CONVERSATION 2 – 2 Units
Grading: Pass/No Pass Option
Prerequisite: JAPN 19 with a grade of C or higher, or Foreign Language Placement Level 3
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 18 lecture/54 lab total
Continuation of JAPN 19. Further intense practice in the spoken language. Course focuses on development of higher fluency by perfecting speech patterns, increasing vocabulary, and reinforcing pronunciation through additional sentence patterns, audio CDs, oral presentations, interactive communication in activities such as thematically centered conversations and conducting interviews. This course is for more advanced practical use of Japanese. Further cultural presentations will also be made through film, filmstrips, anime, music, TV programs, etc.

JOURNALISM (JOUR)

JOUR 21 INTRODUCTION TO MASS COMMUNICATIONS – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
This course is designed principally as a survey of the mass media, including newspapers, magazines, radio, television, motion pictures, books, the Internet and new technologies. The course will include study of mass communication theories, the effect of new technologies on society and the history of mass communication media. Students will research and analyze current mass media phenomena and will produce a term paper reflecting their discoveries. This course may be offered in a distance education format.

JOUR 27 NEWSWRITING AND REPORTING – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6, and ability to type 25 wpm
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
An introduction to gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings, and other events, writing under deadline and use of AP Style. This course may be offered in a distance education format.

JOUR 29 PHOTOJOURNALISM – 2 Units
Note: Students are urged to furnish own camera
Class Hours: 36 lecture total
This course covers the theory and skills needed in the practice of photography for the print media, including college publications and publicity. The program will employ professionally recognized picture-taking techniques and digital imaging procedures. This course may be offered in a distance education format.

KINESIOLOGY (KINES)

KINES 1 FOUNDATIONS OF KINESIOLOGY – 3 Units
(formerly PE 10, HPE 8)
Grading: Pass/No Pass Option
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
An introduction of the professional foundations of human movement to include career opportunities in areas of teaching, coaching, Allied Health and fitness; and an overview of the sub-disciplines in kinesiology. Course topics will include history, philosophy, concepts, programs, qualification, careers, issues, and future of the discipline. This course may be offered in a distance education format.

KINES 2 SPORTS EMERGENCY CARE – 3 Units
(formerly HLTH 10, PEAT 1, HPE 91)
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
Theory and practice in care and prevention of injuries. Course will cover basic injury prevention, recognition, emergency care and immediate treatment of injuries. Students will have the opportunity to become certified in standard first aid, CPR, and AED upon completion of requirements.

MATH 2 PRECALCULUS – 6 Units
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 108 lecture total (when offered in the distance education format, hours will total 324)
Note: Students may take either MATH 2A and MATH 2B, or MATH 2 in order to meet transfer requirements. Successful completion of both MATH 2A and MATH 2B is the equivalent of MATH 2
A course to prepare the student for MATH 3A (Calculus) utilizing function graphing technology. The content includes linear, polynomial, rational, logarithmic, exponential and trigonometric functions, conic sections, matrices, parametric equations, and their applications. This course may be offered in a distance education format.

MATH 2A PRECALCULUS COLLEGE ALGEBRA – 4 Units
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher
Advisory: ENGL 190 with a grade of C or higher
Note: Students may take either MATH 2A and MATH 2B, or MATH 2 in order to meet transfer requirements. Successful completion of both MATH 2A and MATH 2B is the equivalent of MATH 2
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
This college level course introduces functions and function algebra for majors in science, technology, engineering, and mathematics. The main focus is on linear, absolute value, polynomial, radical, rational, logarithmic and exponential functions. Students will learn algebraic techniques, modeling techniques and technology-based techniques for solving equations involving these functions and for investigating the graphs of these functions. This course may be offered in distance education format.

MATH 2B PRECALCULUS TRIGONOMETRY – 3 Units
Prerequisite: MATH 2A with a minimum grade of C or better or Math Placement Level 5 or higher
Note: Students may take either MATH 2A and MATH 2B, or MATH 2 in order to meet transfer requirements. Successful completion of both MATH 2A and MATH 2B is the equivalent of MATH 2
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
A course on trigonometry utilizing function graphing technology. The content includes trigonometric functions of real numbers and angles, analytic trigonometry and applications, polar coordinates, parametric equations, and introduction to vectors. This course may be offered in a distance education format.

MATH 3A CALCULUS 3A – 4 Units
Prerequisite: MATH 2 with a grade of C or higher, or MATH 2B with a grade of C or higher, or Math Placement Level 5 or higher
Advisory: ENGL 190 with a grade of C or higher
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)
First semester of a four-semester sequence covering differentiation of single variable functions, applications of the derivative, introduction to integration, and introduction to differential equations. This course may be offered in a distance education format.

**MATH 3B  CALCULUS 3B – 5 Units**  
Prerequisite: MATH 3A with a grade of C or higher, or Math Placement Level 6 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 90 lecture total (when offered in the distance education format, hours will total 270)

Techniques of integration, including substitution, integration by parts and partial fractions. Improper integrals. Applications of integration to geometry and physics: finding areas, volumes and arc length, work, center of mass and fluid force. Sequences, series, absolute convergence and convergence tests, power series and Taylor and Maclaurin series. First-order ordinary differential equations and linear second-order differential equations. Parametric and polar curve differentiation and integration. This course may be offered in a distance education format.

**MATH 4A  CALCULUS 4A – 4 Units**  
Prerequisite: MATH 3B with a grade of C or higher, or Math Placement Level 7 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 72 lecture total

This course covers vectors in two and three dimensions, partial differentiation, multiple integrals, line integrals, divergence, gradient, curl, Stokes' and Green's Theorems.

**MATH 4B  DIFFERENTIAL EQUATIONS – 4 Units**  
Prerequisite: MATH 3B with a grade of C or higher, or Math Placement Level 7 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 72 lecture total

An introduction to ordinary differential equations, using qualitative, numerical, and analytic methods to investigate solutions. The course covers first order equations, systems of first order equations and linear second order equations. Topics include matrix methods, use of complex variables, Laplace transforms, and series solutions. Applications involving modeling with differential equations are included throughout the course.

**MATH 6  LINEAR ALGEBRA – 3 Units**  
Prerequisite: MATH 3A with a grade of C or higher, or Math Placement Level 6 or higher  
Class Hours: 54 lecture total

A first course in linear algebra, this course provides a thorough treatment of systems of linear equations, including row operations, Gaussian elimination, and matrix algebra. Properties of vectors and the theory of vector spaces are covered. Topics include linear independence, inner products, orthogonality, eigenvectors, eigenspaces, and linear transformations. Applications are included throughout the course.

**MATH 8  FINITE MATHEMATICS – 3 Units**  
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 54 lecture total

The course covers sets, matrices, and systems of equations and inequalities; linear programming; combinatorial techniques, introduction to probability; and mathematics of finance. The course is intended to provide (along with MATH 9) the mathematical skills needed for entry into upper division Business, Social, and Behavioral Science courses.

**MATH 9  SURVEY OF CALCULUS – 4 Units**  
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 72 lecture total

A course in analytical geometry, differential and integral calculus for students whose majors require a short course in calculus without the depth offered in MATH 3A.

**MATH 10  PLANE TRIGONOMETRY – 3 Units**  
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 54 lecture total

The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving oblique triangles using the Law of Cosines and the Law of Sines, polar coordinates, introduction to vectors and conic sections.

**MATH 11  PATTERNS OF MATHEMATICAL THOUGHT – 3 Units**  
Prerequisite: MATH 102 with a grade of C or higher or Math Placement Level 4 or higher  
Class Hours: 54 lecture total

A one-semester survey course emphasizing mathematical reasoning. Various applications of mathematics are covered with topics selected from: Geometry, Statistics, Management Science, Number Theory, Social Science, and Computer Science. The course is designed to give students an understanding of some of the vocabulary and methods of mathematics with a focus on ideas.

**MATH 13  COLLEGE ALGEBRA FOR LIBERAL ARTS – 3 Units**  
(formerly MATH 1)  
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This is a college level course for majors in the Liberal Arts that introduces functions and function algebra. The main focus is on linear, polynomial, rational, radical, absolute value, logarithmic and exponential functions and equations. Students will learn algebraic techniques, modeling techniques and technology-based techniques for solving equations and inequalities involving these functions and for investigating the graphs of these functions. This course also covers systems of equations. This course may be offered in a distance education format.

**MATH 14  INTRODUCTION TO STATISTICS - 4 Units**  
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)

An introductory course in statistics designed to show the role of modern statistical methods in the process of decision making. Concepts are introduced by example rather than by rigorous mathematical theory. The following topics will be covered: measures of central tendency and dispersion, regression and correlation, probability, sampling distributions including the normal, t, and chi-square, statistical inference using confidence intervals and hypotheses testing. This course may be offered in a distance education format.

**MATH 17  CALCULUS FOR SOCIAL AND LIFE SCIENCES – 4 Units**  
Prerequisite: MATH 3A with a grade of C or higher, or Math Placement Level 6 or higher  
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
Class Hours: 72 lecture total (when offered in the distance education format, hours will total 216)

Continued study of differential and integral calculus with applications to Social and Life Sciences. Includes integration methods, modeling with systems of differential equations, calculus of several variables, and partial derivatives. This course may be offered in a distance education format.

**MATH 41A  CONCEPTS OF ELEMENTARY MATHEMATICS – 3 Units**  
Prerequisite: MATH 102 with a grade of C or higher, or Math
MATH 41B  CONCEPTS OF ELEMENTARY MATHEMATICS – 3 Units
Prerequisite: MATH 102 with a grade of C or higher, or Math Placement Level 4 or higher (MATH 41A is not a prerequisite for MATH 41B)
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Note: This course is valuable for students intending to become elementary school teachers.
Class Hours: 54 lecture total

This course is designed to provide a survey of mathematical topics that are appropriate for students pursuing an Associate Degree. Topics included are number sense, algebra, geometry, probability and statistics. This course may be offered in a distance education format.

MATH 114  PRE-STATISTICS – 5 Units
Prerequisite: MATH 240 or MATH 260 with a grade of C or higher or Math Placement Level 2 or higher.
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 90 lecture total (when offered in the distance education format, hours will total 270)

This course prepares students who do not plan to major in math, science, computer science or business for transfer-level Statistics. It is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This class may be offered in a distance education format.

MATH 150  MATH STUDY SKILLS – 1 Unit (formerly GS 100)
Class Hours: 90 lecture total (when offered in the distance education format, hours will total 270)

This course is designed to provide a survey of mathematical topics that are appropriate for students pursuing an Associate Degree. Topics included are number sense, algebra, geometry, probability and statistics. This course may be offered in a distance education format.

MATH 210A  PREPARING FOR ALGEBRA: COURSE 1A – .5 Unit
Grading: Pass/No Pass Only
Note: Students do not necessarily need to be concurrently enrolled in a math class.
Class Hours: 18 lecture total

This course is designed to assist students in learning mathematics through the development of successful study skills and exam-taking methods. This course addresses rules for learning, study strategies, study skills, test-taking strategies, strategies for solving word problems, and techniques for overcoming math anxiety.

MATH 210B  PREPARING FOR ALGEBRA: COURSE 1B – .5 Unit
Grading: Pass/No Pass Only
Prerequisite: MATH 210A with a P
Class Hours: 27 lecture total

Multiplication and division of fractions.

MATH 210C  PREPARING FOR ALGEBRA: COURSE 1C – .5 Unit
Grading: Pass/No Pass Only
Prerequisite: MATH 210B with a P
Class Hours: 27 lecture total

Addition and subtraction of fractions.

MATH 210D  PREPARING FOR ALGEBRA: COURSE 1D – .5 Unit
Grading: Pass/No Pass Only
Prerequisite: MATH 210C with a P
Class Hours: 27 lecture total

Addition, subtraction, multiplication and division of whole numbers.

MATH 210E  PREPARING FOR ALGEBRA: COURSE 1E – .5 Unit
Grading: Pass/No Pass Only
Prerequisite: MATH 210D with a P
Class Hours: 27 lecture total

Multiplication and division of decimals.

MATH 220  BASIC MATHEMATICS – 3 Units
Advisory: ENGL 260 with a grade of C or higher or English Placement Level 3 or higher
Class Hours: 54 lecture total

A course covering the basic skills of addition, subtraction, multiplication and division of whole numbers, fractions, and decimals, with word
problem applications. Subjects also taught include prime numbers, order of operations, ratios, and proportions.

**MATH 230A PREPARING FOR ALGEBRA: COURSE 2A – .5 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: MATH 220 with a grade of C or higher, or MATH 210E with a P  
Class Hours: 27 lecture total  
A basic introduction to simplifying algebraic expressions and solving equations.

**MATH 230B PREPARING FOR ALGEBRA: COURSE 2B – .5 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: MATH 230A with a P  
Class Hours: 27 lecture total  
Development and applications of ratios and proportions.

**MATH 230C PREPARING FOR ALGEBRA: COURSE 2C – .5 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: MATH 230B with a P  
Class Hours: 27 lecture total  
Development and applications of percents.

**MATH 230D PREPARING FOR ALGEBRA: COURSE 2D – .5 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: MATH 230C with a P  
Class Hours: 27 lecture total  
Development and application of measurement.

**MATH 230E PREPARING FOR ALGEBRA: COURSE 2E – .5 Unit**  
Grading: Pass/No Pass Only  
Prerequisite: MATH 230D with a P  
Class Hours: 27 lecture total  
Development and application of Geometry. This course is the final module in preparation for entry into MATH 100, MATH 101, and/or BUAD 106.

**MATH 240 PRE-ALGEBRA – 3 Units**  
Prerequisite: MATH 220 with a grade of C or higher, or Math Placement Level 1 or higher  
Advisory: ENGL 260 with a grade of C or higher or English Placement Level 3 or higher  
Class Hours: 54 lecture total  
This course provides a transition from arithmetic to algebra, covering a review of arithmetic operations; introducing the concepts of variables and signed numbers; the properties of addition, subtraction, multiplication and division containing variables; solution of equations and word problems. This course prepares the student for entry into MATH 101, 100, and/or BUAD 106.

**MATH 260 BASIC MATH AND PRE-ALGEBRA – 5 Units**  
Advisory: ENGL 260 with a grade of C or higher or English Placement Level 3 or higher  
Class Hours: 90 lecture total  
This course covers topics from arithmetic through an introduction to algebra. Topics include basic operations on whole numbers, fractions, mixed numbers, decimal numbers, and signed numbers, along with presenting word problem applications for each. Additional topics include order of operations, ratio and proportion, solving percent problems, and an introduction to variables and beginning concepts of algebra. Algebraic concepts to be introduced include addition, subtraction, multiplication, and division of algebraic expressions and solving algebraic equations.

**MICROBIOLOGY (MICR)**

**MICR 1 MICROBIOLOGY – 5 Units**  
Prerequisite: CHEM 1A, 2A, or CHEM 2B with a grade of C or higher  
Class Hours: 54 lecture/108 lab total  
This course is an introduction to microorganisms, including bacteria, viruses, protozoans, fungi, and helminths. Topics covered include the general properties, characteristics, and classification of microbes, identification and control, genetics and biotechnology, physiology, metabolism, and ecology. Also discussed are immunity and the medical impact of microbial diseases.

**MUSIC (MUS)**

All music theory and literature courses: ENGL 190 eligibility. All other music classes have specific musical performance ability requirements which are listed in each course description.

**MUS 1 MUSIC FUNDAMENTALS – 3 Units**  
Grading: Pass/No Pass Option  
Advisory: Concurrent enrollment in MUS 22  
Class Hours: 54 lecture total  
A course in music theory for the general student which is suitable for music majors as a prerequisite for further theory study. Class includes pitch notation, melody, rhythm, and meter, scales and modes, intervals, keys and key signatures, triads, chords, and some sight-singing. Course is designed for Elementary Education majors and Pre-Music Core Program. Some math, especially fractions, is necessary. A computerized skills tutorial is included in the text and is required. Piano skills are helpful in maximizing learning in this course. Development of skills in handwritten notation is expected. This course is commonly transferable to a baccalaureate program.

**MUS 2 DIATONIC HARMONY AND MUSICIANSHIP – 4 Units**  
Grading: Pass/No Pass Option  
Advisory: MUS 1 with a grade of C or higher  
Class Hours: 72 lecture total  
A study of scales and modes, key signatures and intervals, handwritten notation of pitch, and rhythms of simple and compound meters. Anatomy of harmony and melody. Four part harmonic writing, basic progressions, cadential formulas and integration of both with ear training and sight-singing. Analysis of music and composition will be concurrent with materials studied, which include phrase structure, figured bass symbols, and introductory dominant sevenths. Course is designed for the Music Core Program and is the first course of the four semester music theory sequence required to satisfy the Music Core Program and lower division music transfer. Course may be challenged and is transferable.

**MUS 3 ADVANCED DIATONIC HARMONY & MUSICIANSHIP – 4 Units**  
Grading: Pass/No Pass Option  
Prerequisite: MUS 2 with a grade of C or higher  
Class Hours: 72 lecture total  
This course is designed for the Music Core Program. It is the second course of the four-semester Music Theory Sequence required to satisfy the Music Core Program and lower division music transfer, may be challenged and is transferable. Course content includes idiomatic work from selected historical periods with a critical approach to stylistic analysis. All diatonic chords through the introduction of the V7, the first truly chromatic chord, will be studied. Introduction to two part counterpoint. The syntax of all diatonic chords and their hierarchy in the harmonic language will be learned, along with all inversions. This course applies and develops the rhythmic, melodic, and harmonic materials of Music 2 through ear training, sight singing, analysis, and dictation.

**MUS 4 CHROMATIC HARMONY – 4 Units**  
Grading: Pass/No Pass Option  
Prerequisite: MUS 3 with a grade of C or higher  
Class Hours: 72 lecture total  
This course applies and develops the rhythmic, melodic, and harmonic materials of Music 3 through ear training, sight singing, analysis, and dictation. This is the third course of the four semester music theory sequence required to satisfy the Music Core Program and lower division music transfer, may be challenged and is transferable. It must be taken for a grade by music majors. Study chromatic alterations as used during the 18th and 19th Centuries, and the concept of Sonata-Allegro form in an overview of larger forms. The course work utilizes a lab period to build and apply keyboard skills, dictation, sight singing and rhythm skills.

**MUS 5 TWENTIETH CENTURY HARMONY – 4 Units**  
Grading: Pass/No Pass Option  
Prerequisite: MUS 4 with a grade of C or higher  
Class Hours: 72 lecture total  
A study of the composition techniques and harmonic practices of the Twentieth Century and the development of critical judgments about the Century’s styles. Not only does this course incorporate the concepts from Music 3, but also in addition, through writing and analysis, it will
include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered singing dictation and dominants; and 20th Century techniques such as: Impressionism, tone rows, set theory, pandiatonics and polytonalism, meter, rhythm, and minimalistic ideas. This course applies and develops the rhythmic, melodic, and harmonic materials of Music 4 through ear training, sight singing, analysis, and dictation. The course may culminate in the writing of a composition, probably theme and variations. This course utilizes a lab period to build and apply keyboard skills, sight singing dictation and rhythm skills. This is the fourth semester music theory sequence required to satisfy the Music Core Program and lower division music transfer.

MUS 10  MUSIC APPRECIATION – 3 Units
Grading: Pass/No Pass Option
Class Hours: 54 lecture total
A survey course that introduces the elements of music and music terminology, proceeding through principal composers and the chief features of six historical periods of music, from the Medieval Era to the present. Students learn about orchestral, acoustic and electric instruments, and new technologies including digital media. Students will attend concerts and listen to recordings. Recommended for AA Humanities elective, CSU General Ed Arts elective and Pre-Music Program.

MUS 11  HISTORY OF JAZZ AND ROCK – 3 Units
Class Hours: 54 lecture total
A survey course that covers the characteristics of jazz forms, including ragtime, Dixieland, blues, swing, progressive jazz and rock. Course gives the student the opportunity to become familiar with all of the various styles of jazz and provides an understanding of the social and technical influences that cause stylistic change. This course is designed to create an interest in music for the non-music major. Course is recommended for the Humanities elective.

MUS 14  WORLD MUSIC – 3 Units
Class Hours: 54 lecture total
World Music is a global exploration of musical traditions of various representative world musical cultures and musical techniques in a variety of cultural contexts not included in the broad genre of European based art music.

MUS 15  HISTORY OF ROCK – 3 Units
Class Hours: 54 lecture total
A survey course that covers the characteristics of Rock forms and important musicians. 1950s (Rockability, little Richard, Chuck Berry, Elvis Presley, Doo-Wop, and various Rhythm & Blues musicians). 1960s (Folk-Rock, Surf-Rock, Motown, Twist, The Beatles, British Invasion, Electric Folk-Rock, Hard Rock, Psychedelic, and Jazz-Rock). 1970s (Heavy Metal, Art Rock, Funk, Glitter, Disco, and Punk). 1980s (New Wave, Hair Metal, Synthpop, and Rap). 1990s (Grunge, Alternative, and Rap/Hip Hop). Course gives the student the opportunity to become familiar with all the various styles of Rock and provides an understanding of the social and technical influences that cause stylistic change. This course is designed to create an interest in music for the non-music major.

MUS 16  HISTORY OF JAZZ – 3 Units
Class Hours: 54 lecture total
A survey course that covers the characteristics of jazz forms, including Ragtime, Dixieland, Swing, Bop, Cool, Progressive Jazz, and the origins of new popular genres beginning in the 1950s. Course gives the student the opportunity to become familiar with all of the various styles of jazz and provides an understanding of the social and technical influences that cause stylistic change. This course is designed to create an interest in music for the non-music major.

MUS 21A  BEGINNING GUITAR – 1 Unit (formerly MUS 21, 21A)
Grading: Pass/No Pass Option
Note: Students must provide their own instruments
Class Hours: 9 lecture/27 lab
A beginning course in the techniques of guitar, including basic chords, strums, finger-picking, and tuning. Guitar history and styles and music fundamentals are also presented.

MUS 21B  INTERMEDIATE GUITAR – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: MUS 21A with a grade of C or higher
Note: Students must provide their own instruments
Class Hours: 9 lecture/27 lab
A course designed to move the guitar player beyond basic chord use, to further implement notational skills, right hand skills, and to expand the beginner into the active use of E moveable chords. A moveable chords and the moveable scales that enhance the guitar player's basic skills.

MUS 21C  ADVANCED INTERMEDIATE GUITAR – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: MUS 21B with a grade of C or higher
Note: Students must provide their own instruments
Class Hours: 9 lecture/27 lab
This course expands the intermediate guitar player beyond the E and A moveable chord forms and scales into the use of the C moveable chord and scale form and the G moveable chord and scale. The course will include more advanced right hand techniques and a review of notation, tablature, and song writing skills.

MUS 21D  ADVANCED GUITAR – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: MUS 21C with a grade of C or higher
Note: Students must provide their own instruments
Class Hours: 9 lecture/27 lab
This course expands the intermediate guitar player beyond the E and A moveable chord forms and scales into the use of the C moveable chord and scale form and the G moveable chord and scale. The course will include more advanced right hand techniques and a review of notation, tablature, and song writing skills.

MUS 22A  BEGINNING PIANO – 1 Unit (formerly MUS 22)
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab
A fundamental course in keyboard techniques (simple piano music, accompaniments, chords, scales, and exercises) and music fundamentals (notation, melody, harmony and rhythm). Course is recommended for Music and Elementary Education majors.

MUS 22B  INTERMEDIATE PIANO – 1 Unit (formerly MUS 23, 22BD)
Grading: Pass/No Pass Option
Prerequisite: MUS 22A with a grade of C or higher
Class Hours: 9 lecture/27 lab
Students will formulate and play several Major scales, their chords and primary cadences; analyze the same in simple music; harmonize simple melodies and perform pieces of a lengthier nature from 4 historic periods. The course will interpret subdivided and more complex rhythms and build confidence in class performance.

MUS 22C  ADVANCED INTERMEDIATE PIANO – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: MUS 22B with a grade of C or higher
Class Hours: 9 lecture/27 lab
Students will formulate and play added Major scales along with their relative minors and cadences thereof; analyze primary and secondary chords; perform lengthier classical works, such as sonatinas, sonatas and minuets—along with music from all four periods. Students will develop the ability to interpret keys with more than 2 accidentals.

MUS 22D  ADVANCED PIANO – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: MUS 22C with a grade of C or higher
Class Hours: 9 lecture/27 lab
Students will play in more sophisticated keys, with 3 or more accidentals. This course will be a continuation of Major and relative minor scales and cadences and will implement and analyze secondary dominants, 4-part Chorale style and considerably longer pieces from all periods. In-class performances required.

MUS 25A  BEGINNING STRINGS – 1 Unit (formerly MUS 25, 25AB)
Grading: Pass/No Pass Option
Advisory: MUS 1 with a grade of C or higher
Note: Instruments provided if available
Class Hours: 9 lecture/27 lab
A beginning course in violin, viola, violoncello, and string bass organized to establish basic skills of tuning, pitch and tone production, both pizzicato and bowed, beginning in the first position until security in...
the frame of the hand and correct playing position is established. Elementary shifting first to third position on violins/violas. Normal and extended first position on the cello. Half and first position on string bass.

**MUS 25B  INTERMEDIATE STRINGS  –  1 Unit**  
*formerly MUS 25CD*

**Grading:** Pass/No Pass Option  
**Prerequisite:** MUS 25A with a grade of C or higher  
**Note:** Instruments provided if available  
**Class Hours:** 9 lecture/27 lab

Study of off the string bowings, vibrato, special effects. The major goals of the course are to establish more advanced intermediate skills with sound pedagogy while playing representative string solo music, simple chamber music, duos, trios, quartets, and Baroque & Classic Orchestra music with correct bowings and proper style.

**MUS 25C  ADVANCED INTERMEDIATE STRINGS  –  1 Unit**  
*(formerly MUS 25CD)*

**Grading:** Pass/No Pass Option  
**Prerequisite:** MUS 25B with a grade of C or higher  
**Note:** Instruments provided if available  
**Class Hours:** 9 lecture/27 lab

An intermediate course in violin, viola, violincello, and string bass utilizing more advanced positions and shifting on all instruments. Bowing techniques include on-the-string bowings, détaché, linked, legato and mixed bowings when appropriate.

**MUS 25D  ADVANCED STRINGS  –  1 Unit**  
*(formerly MUS 25CD)*

**Grading:** Pass/No Pass Option  
**Prerequisite:** MUS 25C with a grade of C or higher  
**Note:** Instruments provided if available  
**Class Hours:** 9 lecture/27 lab

Advanced study of off the string bowings, vibrato, and special effects. The major goals of the course are to establish advanced skills with sound pedagogy while playing representative string solo music, advanced chamber music, duos, trios, quartets, and orchestra music of Romantic and Contemporary repertoire with correct bowings and proper style.

**MUS 29  BEGINNING VOICE  –  1 Unit**  
*(formerly MUS 27A)*

**Class Hours:** 9 lecture/27 lab

A beginning course in vocal technique, repertoire, stage deportment, and performance. Course utilizes a variety of vocal genres to teach tone quality, breath control, posture, diction and interpretation. Class performances required. Course recommended for Music, Theater Arts, and Elementary Education Majors.

**MUS 30  INTERMEDIATE VOICE  –  1 Unit**  
*(formerly MUS 27B)*

**Grading:** Pass/No Pass Option  
**Prerequisite:** MUS 29 with a grade of C or higher  
**Class Hours:** 9 lecture/27 lab

An intermediate course in vocal technique and performance. Course utilizes a variety of vocal literature in English, Italian, and German to teach tone quality, breath control, posture, lyric diction and interpretation. Class performances required. Course recommended for Music Core Program, Theater Arts majors and Elementary Education majors.

**MUS 31  CHAMBER CHOIR  –  1 Unit**  
*(formerly MUS 31AD)*

**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir.  
**Note:** Performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 54 lab total

Organized for advanced singers. Admission to the class will be by audition to determine performance capability. This course provides performance by solos, duets, trios, quartets and full ensemble. Literature is selected from all periods of music. The music may be sung in foreign languages. Field trips and performances are required. This course cannot be challenged, must be taken for a grade, and is transferable. Students are expected to progress in skill level to be able to master more advanced material.

**MUS 33  JAZZ ENSEMBLE  –  1 Unit**  
*(formerly MUS 33AD)*

**Note:** Field trips and performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 54 lab total

This class offers experience in the study and performance of big band commercial and jazz arrangements.

**MUS 35  VOCAL JAZZ ENSEMBLE  –  1 Unit**  
*(formerly MUS 35AD)*

**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir, and MUS 41, Shasta College Women’s Ensemble.  
**Note:** Performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 54 lab total

A performing mixed choir (S.A.T.B.) that sings a variety of music, both historical and contemporary. This course teaches fundamentals of reading choral music, using examples from choral literature.

**MUS 42  SHASTA COLLEGE CHORALE  –  1 Unit**  
*(formerly MUS 42AD)*

**Limitation on Enrollment:** Admission to this class will be by audition to determine performance capability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 40 Concert Choir, and MUS 41, Shasta College Women’s Ensemble.  
**Note:** Performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 54 lab total

A performing mixed choir (S.A.T.B.) that sings a variety of music, both historical and contemporary, with an emphasis on large choral forms such as oratorios and cantatas, accompanied by instruments.

**MUS 43  SHASTA COLLEGE SYMPHONY ORCHESTRA  –  1 Unit**  
*(formerly MUS 43AD)*

**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46, Shasta College Symphony Band or MUS 25, Strings.  
**Note:** Performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 54 lab total

A college symphony orchestra providing an opportunity for instrumentalists to perform standard and contemporary orchestral literature. Field trips and performances are required. All groups rehearse evenings only.

**MUS 44  SHASTA COLLEGE PRE-SYMPHONY  –  .5-1 Unit**

**Grading:** Pass/No Pass Option  
**Limitation on Enrollment:** Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non-audition courses that fulfill this requirement: MUS 46 Shasta College Symphonic Band or MUS 25 Strings  
**Note:** Performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.  
**Class Hours:** 27-54 lab total

A college based symphony orchestra for the training of musicians, providing an opportunity to perform standard and contemporary literature for musicians.

**MUS 46  SHASTA COLLEGE SYMPHONIC BAND  –  1 Unit**  
*(formerly MUS 46AD)*

**Note:** Field trips and performances are required. This course may be 
repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

**Class Hours:** 54 lab total

A course in performance techniques of both standard and contemporary band literature. Rehearses evenings only.

**MUS 47** SHASTA COLLEGE JAZZ ENSEMBLE – 1 Unit

(formerly MUS 47AD)

Limitation on Enrollment: Admission to this class will be by audition to determine performance ability. This course is a restricted elective for the Music Certificate and Music AA Degree. Non audition courses that fulfill this requirement: MUS 33 Jazz Ensemble.

**Note:** Field trips and performances are required. This course may be repeated three times for a total of four enrollments since skills are enhanced by supervised repetition and practice.

**Class Hours:** 54 lab total

This class offers experience in the study and performance of big-band jazz arrangements. Rehearses evenings only. Admission to the class will be by formal audition to determine performance ability [Ed. Code Sect. 58106 (b) (3)].

**MUS 48** APPLIED MUSIC – .5 Units

Limitation on Enrollment: Student must be a declared Music major, enrolled in a Music Theory class (MUS 2-5), and enrolled in a large music ensemble (MUS 31-47). Entrance by audition only. See MUS 48 coordinator for audition scheduling.

**Class Hours:** 27 lab total

This course consists of individualized instrumental or vocal study using appropriate techniques and repertoire. The emphasis is on the progressive development of skills needed for solo performance in preparation for transfer to a CSU/UC music degree program. Achievement is evaluated through a juried performance. Entrance by audition.

**MUS 50** VOCAL INSTITUTE – 1-3 Units

**Note:** Field trips and performances are required. Course may be repeated three times for a total of four enrollments.

**Class Hours:** 9-27 lecture/27-81 lab total

The Vocal Institute is an intensive course of both vocal and dramatic instruction in an applied performance setting for students who are interested in dramatic vocal performance. Content includes repertoire instruction in art song, musical theater and opera. It is an applied activity course that includes lectures, assignments, rehearsals and studio tutorials. Students learn vocal technique, lyric diction, solo and ensemble performance, character development, stagecraft and movement, and score reading. Art songs and scenes are performed in original languages, including Italian, French, German and English. Skills are built through supervised application resulting in improved performance. Class includes staged performance of art song, opera and musical theater literature.

**MUS 51** OPERA IN PERFORMANCE – 1-3 Units

**Note:** Field trips and performances are required. Course may be repeated three times for a total of four enrollments.

**Class Hours:** 54-162 lab total

This course provides for skill development, both vocal and dramatic, at all levels, beginning through advanced, in an applied performance setting for students who are interested in classical dramatic vocal performance. It is an applied activity course in which skills are built through supervised application resulting in improved performance. Emphasis is on solo, small ensemble and chorus performance. Class culminates with fully- or partially-staged performances of opera literature.

**MUS 61A** BEGINNING PERFORMANCE ANALYSIS – .5 Unit

(formerly MUS 61, 61AD)

**Grading:** Pass/No Pass Option

**Note:** Attendance at a musical event is required. It is recommended that students have a fine arts performance track, such as a solo instrument, voice proficiency, or drama.

**Class Hours:** 27 lab

A course in the experience of listening, analyzing, and criticizing classical music performances in class and the community. Applied Music students, local musicians, and professional musicians perform and lecture. Required for Pre-Music and Music Core Program.

**MUS 61B** INTERMEDIATE PERFORMANCE ANALYSIS – .5 Unit

**Advisory:** MUS 61 A with a grade of C or higher

**Note:** Attendance at a musical event is required. It is recommended that students have a fine arts performance track, such as a solo instrument, voice proficiency, or drama.

**Class Hours:** 27 lab

An intermediate level course in the experience of listening, analyzing, and criticizing classical music performances in class and the community. Students must perform on an applied solo instrument, with a college-level short lecture on the material presented. Applied Music students, local musicians, and professional musicians perform and lecture. Required for Pre-Music and Music Core Program.

**MUS 61C** ADVANCED INTERMEDIATE PERFORMANCE ANALYSIS – .5 Unit

**Advisory:** MUS 61 B with a grade of C or higher

**Note:** Attendance at a musical event is required. It is recommended that students have a fine arts performance track, such as a solo instrument, voice proficiency, or drama.

**Class Hours:** 27 lab

An intermediate level course in the experience of listening, analyzing, and criticizing classical music performances in class and the community. Students must perform on an applied solo instrument using intermediate level literature appropriate for an upper-division audition. Applied Music students, local musicians, and professional musicians perform and lecture. Required for Pre-Music and Music Core Program.

**MUS 61D** ADVANCED PERFORMANCE ANALYSIS – .5 Unit

**Advisory:** MUS 61 C with a grade of C or higher

**Note:** Attendance at a musical event is required. It is recommended that students have a fine arts performance track, such as a solo instrument, voice proficiency, or drama.

**Class Hours:** 27 lab

An advanced course in the experience of listening, analyzing, and criticizing classical music performances in class and the community. Applied Music students, local musicians, and professional musicians perform and lecture. Students are expected to perform at a level close to that of an upper division student on a solo or vocal instrument. Required for Pre-Music and Music Core Program.

**MUS 64** BEGINNING KEYBOARD SKILLS – 1 Unit

**Grading:** Pass/No Pass Option

**Prerequisite:** MUS 1 with a grade of C or higher

**Class Hours:** 54 lab total

A laboratory course to build and apply beginning keyboard skills utilizing the basic concepts of the lecture course, MUS 2.

**MUS 65** INTERMEDIATE KEYBOARD SKILLS – 1 Unit

**Grading:** Pass/No Pass Option

**Prerequisite:** MUS 64 with a grade of C or higher

**Class Hours:** 54 lab total

A laboratory course to build and apply intermediate keyboard skills utilizing the basic concepts of the lecture course, MUS 3.

**MUS 66** ADVANCED-INTERMEDIATE KEYBOARD SKILLS – 1 Unit

**Grading:** Pass/No Pass Option

**Prerequisite:** MUS 65 with a grade of C or higher

**Class Hours:** 54 lab total

A laboratory course to build and apply advanced-intermediate keyboard skills utilizing the basic concepts of the lecture course, MUS 4.

**MUS 67** ADVANCED KEYBOARD SKILLS – 1 Unit

**Grading:** Pass/No Pass Option

**Prerequisite:** MUS 66 with a grade of C or higher

**Class Hours:** 54 lab total

A laboratory course to build and apply advanced keyboard skills utilizing the basic concepts of the lecture course, MUS 5.

**MUS 301** ORCHESTRA FOR SENIORS – 0 Units

**Note:** While this is an open enrollment class, an assessment will be conducted by the instructor at the start of the class to determine if the student has the required ability to participate in performances.

**Class Hours:** 9-54 lab total

A course designed to offer opportunities for older adults to participate in ensemble music with the Symphony Orchestra.
Chapter 4: Courses

MUS 302 SYMPHONIC BAND FOR SENIORS – 0 Units
Note: While this is an open enrollment class, an assessment will be conducted by the instructor at the start of the class to determine if the student has the required ability to participate in performances. Field trips and performances are required.
Class Hours: 54 lab total
A course designed to offer opportunities for adults to participate in ensemble music with the Symphonic Band.

MUS 303 MUSIC FOR SENIORS – 0 Units
Note: While this is an open enrollment class, an assessment will be conducted by the instructor at the start of the class to determine if the student has the required ability to participate in performances.
Advisory: Demonstrated proficiency in the performance medium.
Class Hours: 18-54 lab total
A course designed to offer opportunities for older adults to participate in music performance.

NATURAL HISTORY (NHIS)

NHIS 5 NATURAL HISTORY OF THE NEOTROPSICS – 3 Units
Note: Due to the focus of this course, class time at a neotropical site is required and students must make their own arrangements to attend class at this site.
Class Hours: 54 lecture (when offered in the distance education format, hours will total 162)
This course will focus on the evolution and interdependence of biotic communities and ecosystem components of the Neotropics, with an emphasis on rainforest and tropical reef systems. Major topics covered will include species diversity, species adaptation, energy flow and nutrient cycling, underlying geologic and climatic forces influencing the neotropical region, as well as human influence and biodiversity conservation. This course may be offered in a distance education format.

NHIS 5L NATURAL HISTORY OF THE NEOTROPICS LAB – 1 Unit
Class Hours: 54 lab total
This course accompanies NHIS 5 Natural History of the Neotropics and represents the application of concepts presented in that course. Laboratory work will include field explorations through various habitats such as tropical forests, riparian systems, coasts, and reefs. Activities will include, species collections and identification, habitat characterization and data collection techniques, analysis and their synthesis to evaluate the quality of a given habitat. In support of habitat activities, map reading will be introduced as well as sampling methods and their statistical differences. Neotropical natural resources, especially their exploitation, will be considered in terms of impacts to habitat quality, local economies and the global carbon cycle with an effort to identify sustainable practices that support bioconservation.

NHIS 15 NATURAL HISTORY OF CALIFORNIA – 3 Units
Grading: Pass/No Pass Option
Note: Required day field trips
Class Hours: 54 lecture total
Designed to give the student a unified view of the natural history of California with an emphasis on Northern California. The geology, weather, ecology, life zones, plant and animal species, and aquatic and mountain environments are emphasized.

NHIS 65 NATURAL HISTORY OF PATRICK’S POINT – 1 Unit
(formerly NHIS 6SAB)
Grading: Pass/No Pass Option
Note: Students must provide their own camping gear and food. The college supplies and requires bus transportation for no additional cost.
Class Hours: 9 lecture/27 lab total - includes one orientation meeting plus one weekend
A three day, two night field trip to Patrick’s Point State Park to familiarize students with the organisms and ecological interactions occurring in the various plant communities and intertidal zones. One pre-trip introductory lecture will be held.

OAS 1 CAREER PLANNING IN BUSINESS AND OFFICE ADMINISTRATION – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 9 lecture/27 lab total (when offered in the distance education format, hours will total 54)
This course focuses on the following key areas for Business and Office Administration students: understanding career opportunities and goals, job skills (including soft skills) and training requirements, and working at a small business and entrepreneurship. Students will learn how to find and apply for jobs, how to prepare for interviews and proper interviewing skills by participating in employer led interviews. This course may be offered in a distance education format.

OAS 10 EXCEL FOR WINDOWS I – 1 Unit
(formerly CIS 10, MIS 73)
Grading: Pass/No Pass Option
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resource Center and the Tehama Campus. 
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
This is an introductory course that introduces the concepts, principles, and uses of the EXCEL spreadsheet through multi-media lecture, demonstration, and discussion. Instruction will include use of the Windows environment; creating, editing, formatting, and printing a worksheet; charts/graphs development; and formulas/functions using relative and absolute cell reference. This course may be offered in a distance education format.

OAS 11 EXCEL FOR WINDOWS II – 1 Unit
(formerly CIS 11, MIS 74)
Grading: Pass/No Pass Option
Advisory: OAS 10 with a grade of C or higher.
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resource Center and the Tehama Campus.
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
Designed to expand and improve worksheet skills through multi-media lecture, demonstration, and discussion. Instruction will include managing workbook data, using tables, analyzing table data, automating worksheet tasks, enhancing charts, and using what-if analysis. This course may be offered in a distance education format.

OAS 12 EXCEL FOR WINDOWS III – 1 Unit
(formerly CIS 11, MIS 75)
Grading: Pass/No Pass Option
Advisory: OAS 11 with a grade of C or higher.
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resource Center and the Tehama Campus.
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
Designed to expand and improve worksheet skills to a more advanced level of proficiency through multi-media lecture, demonstration, and discussion. Instruction will include analyzing data using PivotTables, exchanging data between programs, sharing files using the web, customizing Excel, and advanced worksheet management and programming in Excel. This course may be offered in a distance education format.
OAS 30 CREATING AND MANAGING THE VIRTUAL OFFICE – 3 Units  
Grading: Pass/No Pass Option  
Advisory: ENGL 280 with a grade of C or higher  
Class Hours: 54 lab total (when offered in the distance education format, hours will total 162)  

There has been an increase in interest in using technology to work from home – telecommuting. Individuals may choose to work outside of their corporate/business office or may be entrepreneurs who wish to be self-employed. This course will explore issues that should be addressed when creating a virtual office. Topics will include managing your time, customizing your workplace, evaluating and buying technology, communicating with technology, and business ethics. This course may be offered in a distance education format.

OAS 51 INTRODUCTION TO KEYBOARDING AND WORD – 3 Units (formerly BUSI 51)  
Grading: Pass/No Pass Option  
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resources Center and the Tehama campus.  
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)  

An introductory course in keyboarding and Microsoft Word. Class includes learning to type alphabetic, numeric and symbol keys by touch; developing speed and accuracy; and formatting business documents including letters, memos, reports, tables and labels. Recommended for all students that want to learn typing and Microsoft Word. No prior knowledge of computers is required making this course an excellent place to start for beginning computer users. This course may be offered in a distance education format.

OAS 52 INTERMEDIATE KEYBOARDING AND WORD – 3 Units (formerly BUSI 52)  
Grading: Pass/No Pass Option  
Prerequisite: OAS 51 with a grade of C or higher  
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resources Center and the Tehama campus.  
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)  

An intermediate course in keyboarding and Microsoft Word. This course continues the development of keyboarding speed and accuracy while emphasizing the formatting of various kinds of business correspondence, reports, tables, forms, and desktop publishing projects from rough drafts. This course may be offered in a distance education format.

OAS 53 ADVANCED KEYBOARDING AND WORD – 3 Units (formerly BUSI 53)  
Grading: Pass/No Pass Option  
Prerequisite: OAS 52 with a grade of C or higher  
Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course. Computer access is provided on campus at the Learning Resources Center and the Tehama campus.  
Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)  

An advanced course in keyboarding and Microsoft Word. This is the capstone course allowing the student to meet any business document requirement. The course is designed to give additional practice in building speed and accuracy and to apply previously learned document formatting competencies to a variety of integrated office projects in international marketing, hospitality, travel, energy, electronics, insurance, government, law, and medicine. This course may be offered in a distance education format.

OAS 64 COMPUTERIZED TEN-KEY – 5 Unit (formerly BUSI 64)  
Grading: Pass/No Pass Option  
Class Hours: 27 lab total (when offered in the distance education format, hours will total 27)  

A course designed to teach the numeric 10-key pad by touch on the computer with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations help the student meet employment standards. The course has been designed to accommodate hearing impaired students. This course may be offered in a distance education format.

OAS 80 OUTLOOK – 1 Unit  
Grading: Pass/No Pass Option  
Advisory: Ability to type 25 wpm  
Note: Class will require outside time using a computer with appropriate software. Computer access is provided on campus at the Learning Resource Center and the Tehama Campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)  

This course introduces the student to the use of Microsoft Outlook, a desktop information management program in the Microsoft Office Suite. Instruction will include managing email messages, scheduling appointments and activities with the Calendar, entering and updating names and addresses as contacts, creating and maintaining an electronic to-do list with Tasks, and using Categories to organize, sort, and search. This course may be offered in a distance education format.

OAS 84 OFFICE ADMINISTRATION WORKSITE LEARNING – 1-8 Units  
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.  
Class Hours: 75 hours paid or 60 hours non-paid per unit  

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

OAS 91 WORD FOR WINDOWS - I – 1 Unit  
Grading: Pass/No Pass Option  
Advisory: Ability to type 25 wpm  
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resources Center and the Tehama Campus. Students taking the Internet format of this course must have access to the same version of the Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)  

This course introduces word processing through using Microsoft WORD for Windows. Microsoft WORD will be used to complete the functions of creating, editing, saving, opening and printing documents with varying degrees of difficulty. Topics to be covered include: file management; creating new documents using both the blank Word document screen or wizards and templates; selecting text to move/copy/delete/format or utilize the clipboard; creating and formatting tables, including calculations; spelling and thesaurus tools; font, paragraph and page formatting; customized tabs; indents; bullets and numbering; borders and shading; headers, footers, and page numbering; finding and replacing. This course may be offered in a distance education format.

OAS 92 WORD FOR WINDOWS - II – 1 Unit  
Grading: Pass/No Pass Option  
Advisory: OAS 91 or OAS 51 with a grade of C or higher. Ability to type 25 wpm  
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resources Center and the Tehama Campus. Students taking the Internet format of this course must have access to the same version of the Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)
This course introduces word processing through using Microsoft WORD for Windows. Microsoft WORD will be designed to expand and improve basic word processing skills to a higher level of proficiency through multi-media lecture/demonstration/discussion. Instruction will include a review of basic concepts and commands, illustrating documents with graphics, creating a web site, merging word documents, working with styles and templates, developing multi-page documents; and integrating Word with other programs. This course may be offered in a distance education format.

OAS 93  WORD FOR WINDOWS - III – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: OAS 92 with a grade of C or higher
Advisory: Ability to type 25 wpm
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resources Center and the Tehama Campus. Students taking the Internet format of this course must have access to the same version of the Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)

Designed to expand and improve word processing skills to a more advanced level of proficiency through multi-media lecture/demonstration/discussion on an IBM compatible microcomputer. Instruction will include a review of word processing concepts and commands; exploring advanced graphics, building forms, working with charts and diagrams, collaborating with workgroups, using macros and customizing Word. This course may be offered in a distance education format.

OAS 94  POWERPOINT – 1 Unit
Grading: Pass/No Pass Option
Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resources Center and the Tehama Campus. Students taking the Internet format of this course must have access to the same version of the Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 13.5 lecture/13.5 lab total (when offered in the distance education format, hours will total 54)

This is a hands-on course designed to familiarize students with Microsoft PowerPoint. Students will learn how to create effective slide show presentations with emphasis on customizing text, graphics and charts. Students will work with embedded and linked objects as well as hyperlinks and use PowerPoint’s many slide show features. This course may be offered in a distance education format.

OAS 110  MEDICAL TERMINOLOGY – 3 Units (formerly HEOC 110, MEDA 151)
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course provides students with an understanding of the language of medicine through the study of basic word structures and anatomical, pathological, and operative terms used within the integumentary, musculoskeletal, nervous, cardiovascular, respiratory systems, blood and lymphatic systems, digestive system, digestive, endocrine, special senses, urinary, male and female reproductive, obstetrics, radiology, diagnostic imaging, oncology and pharmacology. This course may be offered in a distance education format.

OAS 112  MEDICAL CODING – 3 Units (formerly HEOC 112, MEDA 156, MEDA 156A)
Prerequisite: OAS 110 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course is designed to prepare students for entry-level positions with electronic records in a medical office. Topics covered are computerized systems for appointment scheduling and follow-up: claim forms and coding; patient and insurance billing, and medical practice financial management. This course may be offered in a distance education format.

OAS 114  HEALTHCARE BILLING AND REIMBURSEMENT – 3 Units
Prerequisite: OAS 110 with a grade of C or higher
Corequisite: OAS 150, or previous completion of OAS 150 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

OAS 150  ELECTRONIC MEDICAL RECORDS – 3 Units (formerly MEDA 150B)

OAS 152  KEYBOARDING FOR SPEED AND ACCURACY – .5 Unit (formerly OAS 268, OAS 268AD, BUSI 268AD)
Grading: Pass/No Pass Option
Note: Class may require outside time using a computer with internet access and appropriate software. Computer access is provided on campus at the Learning Resource Center and the Tehama campus. Note: Internet and classroom students will require access to a computer with the same version of Microsoft Operating System and Office Suite being used in the course.  
Class Hours: 27 lab total (when offered in the distance education format, hours will total 27)

This course is designed to prepare students for entry-level positions with electronic records in a medical office. Topics covered are computerized systems for appointment scheduling and follow-up: claim forms and coding; patient and insurance billing, and medical practice financial management. This course may be offered in a distance education format.

OAS 158  OFFICE PROCEDURES FOR ADMINISTRATIVE ASSISTANTS – 3 Units (formerly BUSI 158)
Advisory: ENGL 280 with a grade of C or higher or English Placement Level 5 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

A capstone course in medical and office technology. This is an essential class for students wishing to work in any medical or general office position. Content includes: understanding the medical practice, the unique issues of working in a medical office, interacting with patients, dealing with insurance and finances, medical terminology and ethics, an overview of the billing and reimbursement process, scheduling appointments, and obtaining employment, office ethics, greetings, telephone techniques, working with others, mailing and filing procedures, appointment/calendaring employment testing, and career planning. This course may be offered in a distance education format.

OAS 160  MEDICAL TRANSCRIPTION – 3 Units (formerly OAS 159/160, BUSI 159B)
Prerequisite: BUAD 166 and OAS 51 with a grade of C or higher
Corequisite: OAS 110 or previous completion of OAS 110 with a grade of C or higher
Note: Class may require outside time using a computer with Internet
access and appropriate software. Computer access is provided on campus at the Learning Resources Center and the Tehama campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.

Class Hours: 36 lecture/54 lab total (when offered in the distance education format, hours will total 162)

A course designed to help the student reinforce and expand knowledge of medical vocabulary and to acquire medical transcription skills through the typing of medical notes, reports, and diagnostic case histories. Further experience in transcribing diagnostic imaging, oncology, cardiology, hematology, general surgery, plastic surgery, dentistry, orthopedics, neurology, psychiatry, urology, obstetrics, pediatrics, otorhinolaryngology, ophthalmology, respiratory, gastroenterology, and pathology. This course may be offered in a distance education format.

PHIL 6  INTRODUCTION TO PHILOSOPHY – 3 Units

Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher or English Placement Level 7

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

A transfer humanities course introducing students to some of the major philosophical issues in the history of philosophy through the critical examination of primary texts. It will both explore what is special about the questions philosophers ask and consider the most famous answers philosophers have given to those questions. Areas covered include philosophy of mind, epistemology, metaphysics, moral philosophy, political philosophy, philosophy of science, aesthetics, and philosophy of religion. The course may be offered in a distance education format.

PHIL 7  ETHICS: UNDERSTANDING RIGHT AND WRONG – 3 Units

Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher or English Placement Level 7

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course critically examines the concept of morality as well as a number of representative ethical theories, such as Kantianism, Utilitarianism, Contractarianism, Divine Command Theory and Virtue Ethics. It also introduces students to a range of moral and social problems such as abortion, euthanasia, capital punishment, cloning, warfare, gender and sexuality issues, political and economic issues, and the moral status of the natural world. This course may be offered in a distance education format.

PHIL 8  LOGIC – 3 Units

Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher or English Placement Level 7

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

Logic is the science that evaluates arguments. This course introduces principles of reasoning with emphasis on deductive logic. It will provide students with extensive experience in identifying a range of correct and incorrect argument forms. The course may include a treatment of inductive reasoning and fallacies. This course may be offered in a distance education format.

PHIL 14  MODERN WESTERN PHILOSOPHY – 3 Units

Grading: Pass/No Pass Option

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on Western Philosophy from the 16th to the 18th century, with emphasis on broad epistemological and metaphysical developments of empiricism and rationalism in philosophical thought Descartes to Kant. It may include approximate precursors and successors. This course may be offered in a distance education format.

PHYSICAL EDUCATION/FITNESS & CONDITIONING

PE 11  FUNDAMENTAL CONDITIONING – 1 Unit

(formerly HPE 1AD)

Grading: Pass/No Pass Option

Class Hours: 54 lab total

This course is designed for students who wish to assess and improve physical fitness levels and encourage a healthy attitude toward overall physical conditioning and fitness. Students receive instruction concerning the theories and practical activities involved in obtaining and maintaining an appropriate level of physical fitness, and through this process the students gain the ability to develop strategies and
knowledge to make informed decisions for healthy lifestyle habits.

**PE 12A BEGINNING WEIGHT TRAINING AND FITNESS – 1 Unit**  
(formerly PE 12, HPE 24AD)  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
This course is an introduction to weight training and fitness. It will include the safety aspects of successful weight training and techniques associated with a well-rounded beginning weight training program. This class will focus on the introduction of basic core lifts primarily through the use of weight lifting machines and circuit training programs that target the major muscle groups and emphasize the connection between cardiovascular fitness and strength training.

**PE 12B INTERMEDIATE WEIGHT TRAINING AND FITNESS – 1 Unit**  
Grading: Pass/No Pass Option  
Prerequisite: PE 12A with a grade of C or higher  
Class Hours: 54 lab total  
This course is for the intermediate level weight training and fitness student that has successfully passed PE 12A, Beginning Weight Training and Fitness. It will teach the intermediate level weight training and fitness student the safety issues and techniques involved in using free weight resistance training exercises. Emphasis will be on developing a workout program that includes the use of free weight (dumbbell and barbell), power lifting techniques, and Olympic lifts for total development of the various muscle groups. Through the use of cardiovascular exercises and resistance exercises the student will be able to develop a high level of whole body fitness.

**PE 12C ADVANCED WEIGHT TRAINING AND FITNESS – 1 Unit**  
Grading: Pass/No Pass Option  
Prerequisite: PE 12B with a grade of C or higher  
Class Hours: 54 lab total  
This course is an advanced weight lifting and fitness class where the student sets his/her own goals and develops a program to meet their goals. This class will focus on the student’s ability to generate, assess and apply an individual fitness program to meet individual fitness goals and encourage lifetime fitness.

**PE 15 AEROBIC DANCE – 1 Unit (formerly HPE 53AD)**  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
A complete physical conditioning program designed to increase cardiovascular efficiency through choreographed dances.

**PE 16 AEROBIC EXERCISE – 1 Unit (formerly HPE 63AD)**  
Grading: Pass/No Pass Option  
Class Hours: 54 total activity  
A complete physical conditioning program designed to increase cardiovascular efficiency through aerobic type exercises.

**PE 17 YOGA – 1 Unit**  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
Introduction to basic yoga postures. Students will study and practice the principles of yoga exercise through self-awareness, breathing, relaxation, visualization, and meditation. Students will also learn the origin and history of yoga as a form of healthful exercise. This course is designed to meet all levels of experience in yoga techniques.

**AQUATICS**

**PE 30A BEGINNING SWIMMING – 1 Unit**  
(formerly PE 30, HPE 40AD)  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
This class provides instruction in aquatic skills necessary for survival, efficiency in swimming, and conditioning in the aquatic environment.

**PE 30B INTERMEDIATE SWIMMING – 1 Unit**  
Grading: Pass/No Pass Option  
Prerequisite: PE 30A with a grade of C or higher  
Class Hours: 54 lab total  
This course is designed to help the intermediate swimmer improve cardiovascular endurance through swimming and to teach sound individual conditioning techniques. Instruction will emphasize freestyle and backstroke. Each student will progress toward becoming an endurance swimmer for enhanced fitness.

**PE 30C ADVANCED SWIMMING – 1 Unit**  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
This course is designed to develop training skills, knowledge, strategy, and appreciation of competitive swimming for the advanced swimmer. Students that are preparing for competitive team, club, or triathlon training are encouraged to enroll in this course.

**PE 31 AQUA AEROBICS – 1 Unit (formerly HPE 79AD)**  
Grading: Pass/No Pass Option  
Class Hours: 54 total  
Aqua aerobics is an activity/fitness class where the student will be exposed to basic aquatic aerobic exercises. Water is the perfect medium for providing natural resistance for toning, firming, and strengthening the whole body. Exercising in water provides the student an opportunity to gain higher levels of fitness while minimizing the harsh impact to the body and joints like land base exercises do. This class includes upright movement skills, and is not a swimming class.

**PE 32 WATER POLO – 1 Unit (formerly HPE 44AB)**  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
This course is designed to acquaint students with the sport of water polo. Emphasis on rules, individual skills, team play, and game strategy.

**PE 35 LIFEGUARD TRAINING – 2 Units (formerly HPE 43AB)**  
Grading: Pass/No Pass Option  
Advisory: Red Cross Level VII swimming skills.  
Class Hours: 27 lecture/27 lab total  
A course designed to provide training and prepare student for certification in American Red Cross Lifeguard Training, Professional Rescuers CPR, and First Aid Basics. Students who are legally mandated to repeat this course can contact the Division for details on how to enroll.

**PE 37 SPRINGBOARD DIVING – 1 Unit**  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
This course is designed to present diving skills and techniques for both the one (1) meter and three (3) meter spring diving board, and criteria used to judge or score a dive.

**DANCE**  
For Dance courses, refer to DAN in the catalog

**RACQUET SPORTS**

**PE 51A BEGINNING TENNIS – 1 Unit**  
(formerly PE 51, HPE 35AD)  
Grading: Pass/No Pass Option  
Class Hours: 54 lab total  
A course designed for the beginning tennis player. This course emphasizes the fundamentals, techniques and rules of the game of tennis.

**PE 51B INTERMEDIATE TENNIS – 1 Unit**  
Grading: Pass/No Pass Option  
Prerequisite: PE 51A with a grade of C or higher  
Class Hours: 54 lab total  
This tennis course is designed for the player who has achieved a degree of stroke accuracy and dependability. This course will emphasize power, spin and controlled depth of shots. Footwork and game plan strategies will be developed along with first serve offensive shots.

**PE 51C ADVANCED TENNIS – 1 Unit**  
Grading: Pass/No Pass Option  
Prerequisite: PE 51B with a grade of C or higher  
Class Hours: 54 lab total  
This course will help prepare the student for competitive tennis play. The course will take students with an intermediate level skill development in all phases of the game of tennis and work to improve the power and consistency with which these skills are used. In addition to improved use of tennis skills the course will also focus on successful
strategies of both singles and doubles play.

**INDIVIDUAL SPORTS AND TEAM SPORTS**

**PE 60 SELF-DEFENSE – 1 Unit (formerly HPE 2AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach students techniques in self-defense. The student will acquire fundamental skills in stances, punches, blocks, kicks, and escape maneuvers.

**PE 62 GOLF – 1 Unit (formerly HPE 32AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach the fundamental skills and knowledge necessary to participate in the game of golf.

**PE 69 FOOTBALL – 1 Unit (formerly HPE 3AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach the fundamental skills and knowledge necessary to participate in the game of football with a strong emphasis on team play.

**PE 70A BEGINNING VOLLEYBALL – 1 Unit (formerly PE 70, HPE 6AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
An introduction to the game of volleyball with beginning skills and an understanding and appreciation for the game of volleyball. Demonstration, drills and practice will provide the student with the opportunity to develop basic skills. Rules, basic strategy, and team play will enhance the student’s knowledge to continue this activity at a higher level.

**PE 70B INTERMEDIATE VOLLEYBALL – 1 Unit**
Grading: Pass/No Pass Option
Prerequisite: PE 70A with a grade of C or higher
Class Hours: 54 lab total
This course is designed to improve player skills, techniques and knowledge at an intermediate level for the game of volleyball. Demonstration and drills/practice will provide the student with the opportunity for improving skill level. Intermediate skills, such as quick offense/attack will be demonstrated and rehearsed. Students will have the opportunity to evaluate and apply knowledge of “out-of-system” play.

**PE 70C ADVANCED VOLLEYBALL – 1 Unit**
Grading: Pass/No Pass Option
Prerequisite: PE 70B with a grade of C or higher
Class Hours: 54 lab total
This course is designed to continue furthering a student’s knowledge of the rules and strategies of volleyball as well as practicing the ability to perform volleyball skills. Higher level skills and strategies corresponding to the course objectives will be taught and practiced during this course. Demonstration, drills, practice, team play, and video analysis will provide the student with opportunities to improve their personal, as well as their team, skills. Advanced skills, such as slide hitting, multiple attack offense, and jump serving, will be demonstrated and rehearsed. Students will learn to evaluate and apply various offensive and defensive systems.

**PE 71 SOFTBALL – 1 Unit (formerly HPE 5AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach the fundamental skills and knowledge necessary to participate in the game of softball with a strong emphasis on team play.

**PE 72 BASEBALL – 1 Unit (formerly HPE 5AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach the fundamental skills and knowledge necessary to participate in the game of baseball with a strong emphasis on team play.

**PE 74 SOCCER – 1 Unit (formerly HPE 41AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
This course is designed to teach the fundamental skills and knowledge necessary for track and field.

**PE 75 BASKETBALL – 1 Unit (formerly HPE 4AD)**
Grading: Pass/No Pass Option
Class Hours: 54 lab total
Designed to develop basic skills, understanding and appreciation for the game of basketball. The use of lecture, demonstration and drills will provide the student with the opportunity for skill development. Rules, strategy, and team play will enhance the student’s knowledge of the game of basketball.

**PHYSICAL EDUCATION – ATHLETICS (PEAT)**

**PEAT 5 INTERCOLLEGIATE FOOTBALL – 3 Units (formerly HPE 14AB)**
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate football athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 6 THEORY OF FOOTBALL – 1 Unit (formerly HPE 9AB)**
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate football athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate football. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 7 INTERCOLLEGIATE VOLLEYBALL – 3 Units (formerly HPE 61AB)**
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate volleyball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Volleyball instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 8 THEORY OF VOLLEYBALL – 1 Unit (formerly HPE 52AB)**
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate volleyball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate volleyball. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.
Chapter 4: Courses

PEAT 9 INTERCOLLEGIATE CROSS COUNTRY – 3 Units
(formerly HPE 29AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate cross-country athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Cross country instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 10 THEORY OF CROSS COUNTRY – 1 Unit
(formerly HPE 30AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate cross country athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory and strategies of cross country. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 11 INTERCOLLEGIATE BASKETBALL – 3 Units
(formerly HPE 15AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate basketball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 lab hours total
Basketball instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 12 THEORY OF BASKETBALL – 1 Unit
(formerly HPE 13AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate basketball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate basketball. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 13 INTERCOLLEGIATE SOFTBALL – 3 Units
(formerly HPE 62AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate softball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Softball instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 14 THEORY OF SOFTBALL – 1 Unit
(formerly HPE 42AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate softball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate softball. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 15 INTERCOLLEGIATE BASEBALL – 3 Units
(formerly HPE 16AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate baseball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Baseball instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 16 THEORY OF BASEBALL – 1 Unit
(formerly HPE 10AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate baseball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate baseball. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 17 INTERCOLLEGIATE TRACK AND FIELD – 3 Units
(formerly HPE 18AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate track and field athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Track and field instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 18 THEORY OF TRACK AND FIELD – 1 Unit
(formerly HPE 28AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate track and field athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory and strategies of intercollegiate track and field.

PEAT 19 INTERCOLLEGIATE TENNIS – 3 Units
(formerly HPE 17AB)
Grading: Pass/No Pass Option
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate tennis athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 162-175 hours total
Tennis instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 20 THEORY OF TENNIS – 1 Unit
(formerly HPE 68AB)
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate tennis athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 9 lecture/27 activity total
A course designed to teach the rules, theory, and strategies of intercollegiate tennis.
intercollegiate tennis. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 23 INTERCOLLEGIATE SOCCER – 3 Units**  
(formerly HPE 71AB)  
Grading: Pass/No Pass Option  
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate soccer athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 162-175 hours total  
Soccer instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 24 THEORY OF SOCCER – 1 Unit (formerly HPE 70AB)**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate soccer athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 9 lecture/27 activity total  
A course designed to teach the rules, theory, and strategies of intercollegiate soccer. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 25 INTERCOLLEGIATE SWIMMING AND DIVING – 3 Units**  
(formerly HPE 82AB)  
Grading: Pass/No Pass Option  
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate swimming and diving athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 162-175 hours total  
Swimming and diving instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 26 THEORY OF SWIMMING AND DIVING – 1 Unit**  
(formerly HPE 83AB)  
Grading: Pass/No Pass Option  
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate swimming and diving athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 9 lecture/27 activity total  
A course designed to teach the rules, theory, and strategies of intercollegiate swimming and diving. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 29 INTERCOLLEGIATE WRESTLING – 3 Units**  
Grading: Pass/No Pass Option  
Note: Tryouts may be required to determine performance capability. This course is designed for the intercollegiate wrestler. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 162-175 lab total  
Wrestling instruction, practice and competition at the intercollegiate level. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 30 THEORY OF WRESTLING – 1 Unit**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate wrestler. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 9 lecture/27 lab total  
A course designed to teach the rules, theory, and strategies of intercollegiate wrestling. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 41 OFF-SEASON FOOTBALL TRAINING – 1-3 Units**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate football athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 54-175 lab total  
This is an intercollegiate class designed for the development of the intercollegiate football player during the off-season of competition. Through the use of specialized strength/conditioning programs, football specific skills and techniques the student will be provided the opportunity to increase their strength, endurance and football abilities/skills to prepare them for the intercollegiate football season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 42 OFF-SEASON SOCCER TRAINING – 1-3 Units**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate soccer athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 54-175 lab total  
This is an intercollegiate class designed for the development of the soccer athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of soccer that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 43 OFF-SEASON VOLLEYBALL TRAINING – 1-3 Units**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate volleyball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 54-175 lab total  
This is an intercollegiate class designed for the development of the volleyball athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of volleyball that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 44 OFF-SEASON WRESTLING TRAINING – 1-3 Units**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate wrestler. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 54-175 lab total  
This is an intercollegiate class designed for the development of the wrestler during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of wrestling that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

**PEAT 45 OFF-SEASON BASKETBALL TRAINING – 1-3 Units**  
Grading: Pass/No Pass Option  
Note: This course is designed for the intercollegiate basketball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.  
Class Hours: 54-175 lab total  
This is an intercollegiate class designed for the development of the basketball athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of basketball that will help prepare the athlete
for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete's eligibility for the particular sport.

PEAT 46 OFF-SEASON BASEBALL TRAINING – 1-3 Units
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate baseball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 54-175 lab total
This is an intercollegiate class designed for the development of the baseball athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of baseball that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete's eligibility for the particular sport.

PEAT 47 OFF-SEASON SOFTBALL TRAINING – 1-3 Units
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate softball athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 54-175 lab total
This is an intercollegiate class designed for the development of the softball athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of softball that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete's eligibility for the particular sport.

PEAT 48 OFF-SEASON SWIMMING AND DIVING TRAINING – 1-3 Units
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate swimmer and diver. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 54-175 lab total
This is an intercollegiate class designed for the development of the swimming and diving athlete during the off season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of swimming and diving that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 49 OFF-SEASON TENNIS TRAINING – 1-3 Units
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate tennis athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 54-175 lab total
This is an intercollegiate class designed for the development of the tennis athlete during the off-season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of tennis that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 50 OFF-SEASON TRACK AND FIELD TRAINING – 1-3 Units
Grading: Pass/No Pass Option
Note: This course is designed for the intercollegiate track and field athlete. Although this class is designed for the intercollegiate athlete, it is open to all individuals.
Class Hours: 54-175 lab total
This is an intercollegiate class designed for the development of the track & field athlete during the off season of competition. The course will involve strength and conditioning programs as well as specific skills and techniques for the sport of track & field that will help prepare the athlete for the next intercollegiate sport season. This course is repeatable in accordance with Title 5 regulations. The California Community College Athletic Association (CCCAA) regulations also allow for repeated enrollment based on a student athlete’s eligibility for the particular sport.

PEAT 94 WORKSITE LEARNING FOR ATHLETICS/COACHING – 1-8 Units
Grading: Pass/No Pass Option
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

PHYSICAL SCIENCE (PHSC)
(see also Earth Science – ESCI)
PHSC 1 PHYSICAL SCIENCE SURVEY – 4 Units
Grading: Pass/No Pass Option
Prerequisite: MATH 101 with a grade of C or higher, or Math Placement Level 3 or higher
Class Hours: 54 lecture/54 lab total
Active learning, lecture, discussion, demonstration and lab activities cover selected theories of physics and chemistry, emphasizing the conceptual basis of these theories. The course is designed for non-science majors as part of their general education requirement in science. This course is not appropriate for students who have taken college level physics or chemistry.

PHYSICS (PHYS)
PHYS 2A GENERAL COLLEGE PHYSICS – 4 Units
Grading: Pass/No Pass Option
Prerequisite: MATH 102 with a grade of C or higher or Math Placement Level 4 or higher
Class Hours: 54 lecture/54 lab total
This course provides an introduction to the principles and applications of mechanics, using the mathematical tools of algebra and right triangle trigonometry. Topics include vectors, kinematics, Newton’s Laws, gravity, energy and momentum, equilibrium of rigid bodies, heat, fluids and simple harmonic motion.

PHYS 2B GENERAL COLLEGE PHYSICS – 4 Units
Grading: Pass/No Pass Option
Prerequisite: PHYS 2A with a grade of C or higher
Class Hours: 54 lecture/54 lab total
This course is a continuation of PHYS 2A, covering mechanical waves (including sound), electricity, magnetism, geometric optics, interference and diffraction and elementary modern physics.

PHYS 4A PHYSICS (MECHANICS) – 4 Units
Prerequisite: MATH 3A with a grade of C or higher, or Math Placement Level 5 or higher
Class Hours: 54 lecture/54 lab total
The fundamental principles of mechanics are treated within the mathematical framework of elementary differential and integral calculus. Vectors, Newton's Laws, work, energy, gravitation, linear and angular momentum, rotational dynamics and motion studies are discussed.

PHYS 4B PHYSICS (ELECTRICITY AND MAGNETISM) – 4 Units
Prerequisite: MATH 3B with a grade of C or higher or Math Placement Level 7; and PHYS 4A with a grade of C or higher
Corequisite: MATH 4A, or previous completion of MATH 4A with a
grade of C or higher.  
Class Hours: 54 lecture/54 lab total

The fundamental principles of electricity and magnetism are treated using vector integral calculus. Topics include Coulomb’s Law, electric fields, potentials, Gauss’ Law, Ohm’s Law, D-C circuits, Magnetism, Biot-Savart Law, Ampere’s Law, Capacitance, inductance and RC circuits.

PHYS 4C PHYSICS (HEAT, WAVES, OPTICS, AND MODERN PHYSICS) – 4 Units
Prerequisite: PHYS 4B with a grade of C or higher, and MATH 4A with a grade of C or higher or Math Placement Level 7
Corequisite: MATH 4B or previous completion of MATH 4B with a grade of C or higher
Class Hours: 54 lecture/54 lab total

The third in a three-course sequence, this course covers heat and thermodynamics, general properties of waves, electromagnetic waves, reflection and refraction, interference and diffraction, and selected topics in modern physics.

PHYSIOLOGY (PHY)

PHY 1 PHYSIOLOGY – 5 Units (formerly PHY 1/PHY 1L)
Grading: Pass/No Pass Option
Class Hours: 72 lecture/54 lab total

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, Dental Hygiene and other health related majors.

POLITICAL SCIENCE (POL)

POL 1 INTRODUCTION TO POLITICAL SCIENCE – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

The central emphasis of this course is upon the terms and concepts used in the field of political science. Discussion centers upon the nature of political science, the origin and nature of the State, patterns and functions of government, the nature of political ideologies, the nature of the U.S. Constitution and the basic principles of a constitution. It is recommended that students majoring in political science or other social sciences take this course. This course may be offered in a distance education format.

POL 2 INTRODUCTION TO AMERICAN GOVERNMENT – 3 Units
Advisory: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. This course satisfies the CSU requirement in U.S. Constitution and California State and local government (US-2 and US-3). This course may be offered in a distance education format.

POL 30 POLITICS OF THE DEVELOPING WORLD – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 1A with a grade of C or higher, or English Placement Level 7
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course focuses on the political dynamics of selected developing nations. Major emphasis will be on problems of poverty, colonialism, comparative political structures and behavior, imperialism and international relations. Tensions in political culture between traditional and non-traditional values in contemporary developing societies will also be examined. This course may be offered in a distance education format.

POL 25 GLOBAL POLITICS – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher; and POLS 2 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines the political, social, and economic methods and processes by which nations of the world conduct relations with each other and within a global system. The course also identifies the role of national, international, transitional, and subnational institutions. This course may be offered in a distance education format.

PSYCHOLOGY (PSYC)

PSYC 1A GENERAL PSYCHOLOGY – 3 Units
Advisory: ENGL 190 with a grade of C or higher or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course provides an introduction to psychology as a science and as an applied field. The course provides an integration of physiological, cognitive, social-behavioral, psychodynamic, humanistic, cultural, and evolutionary perspectives. Topics include research methods, the nervous system, perception, learning, thinking, memory, human development, social behavior, emotions, motivation, personality, abnormal behavior, and psychotherapy. This course may be offered in a distance education format.

PSYC 1AH GENERAL PSYCHOLOGY – HONORS – 3 Units
Advisory: ENGL 190 with a grade of C or higher
Limitation on Enrollment: Enrollment in Honors Program required
Class Hours: 54 lecture total

This is an honors level course in general psychology. This course provides an introduction to psychology as a science and as an applied field with an emphasis on the development of critical thinking skills. The course provides an integration of multiple psychological perspectives. A wide range of topics include research methods, neuroscience, social behavior, emotions, learning, memory, cognition, human development, mental health, and psychotherapy. Students cannot receive credit for both PSYC 1A and PSYC 1AH.

PSYC 5 HUMAN SEXUALITY – 3 Units (formerly PHY 5)
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An informative course in human sexuality, including human development from conception to adulthood. The anatomy and physiology of sex as well as behavioral and social aspects of sexuality, myths and laws governing sexual practices will be covered. This course may be offered in a distance education format.

PSYC 14 PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course provides an overview of psychology as applied to modern life. It focuses on using psychological perspectives and concepts toward understanding one’s self and development, relating to others, and coping with everyday challenges. Topics include personality, stress, health, emotions, interpersonal relations, gender, sexuality, mental illness, and psychotherapy. This course may be offered in a distance education format.

PSYC 15 SOCIAL PSYCHOLOGY – 3 Units
Grading: Pass/No Pass Option
Advisory: PSYC 1A and/or SOC 1 with a grade of C or higher; and ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
This course explores human memory, learning, and thinking processes. Topics include: how memories are formed and retrieved, how learning and memory can be improved, factors that influence our abilities to learn and remember, learning habits and behaviors through conditioning, typical and atypical memory flaws, including disorders such as post-traumatic stress disorder, Alzheimer's disease, and amnesia. This course may be offered in a distance education format.

**PSYC 94 PSYCHOLOGY WORKSITE LEARNING – 1-8 Units**

Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

Class Hours: 75 hours non-paid or 60 hours non-paid per unit

The Psychology Worksite Learning course allows the student to gain work-on-the-job- experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student's major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised work-on-the-job experience.

A maximum of 8 units may be earned in a single semester. 75 hours of paid work, or 60 hours of unpaid (volunteer) work earn one semester unit.

**PSYC 20 CROSS-CULTURAL PSYCHOLOGY – 3 Units**

Grading: Pass/No Pass Option

Advisory: PSYC 1A with a grade of C or higher; and ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

An introduction to cultural influences on human behavior, emotions and patterns of thinking, including theories, research and findings. Topics span a range of issues such as life-span development, abnormal behavior and mental health, drug use, self-concept, emotions, gender expectations and gender roles, social behavior, perception, learning, intelligence and psychotherapy. By providing students with an understanding of cultural relativism this course will encourage them to interact with tolerance and/or appreciation in a world where there is an increasing contact among different cultures. This course may be offered in a distance education format.

**PSYC 25 INTRODUCTION TO RESEARCH METHODS – 3 Units**

Prerequisite: MATH 14 with a grade of C or higher and PSYC 1A with a grade of C or higher

Advisory: ENGL 1A with a grade of C or higher, or English Placement Level 7

Class Hours: 54 lecture total

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology.

**PSYC 41 CULTURAL/SOCIAL CONTEXT OF CHILDHOOD – 3 Units**

Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher

Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines child development with a focus on the effects of cultural and social factors. These factors include those such as socialization process and cultural influences such as ethnic identity, socioeconomic status, gender roles, family, peers, faith, and community. Significant references highlight the experiences of children and their families from several different historically under-represented groups. This course may be offered in a distance education format.
facilities. Students are financially responsible for meeting these requirements.

Class Hours: 297 clinical total*

*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

The first clinical course leading to Registered Nursing licensure finds the student building a safe foundation for nursing care with basic nursing skill demonstration in the Clinical Skills Laboratory. Successful completion of basic nursing skills as vital signs, bathing, skin care, mobility, and bowel care are then applied to patient care in the hospital setting. The Clinical Skills Laboratory is utilized continuously throughout the course for more complex fundamental skills such as medication preparation and administration, urinary catheterization, and sterile technique. Application of the theory presented in the co-requisite course, REGN 1 Theoretical Foundations of Nursing Care, finds the student caring for adult and elderly adult medical-surgical patients. The student organizes nursing care through the nursing process; demonstrates effective communication; and maximizes opportunities for patient education. Simulation lab activity is used to enhance theory application to the care of medical-surgical patients.

REGN 10 THEORETICAL CONCEPTS OF MEDICAL SURGICAL NURSING I – 6.5 Units (formerly REGN 70)
Prerequisite: REGN 1 and REGN 2 with a grade of C or higher
Corequisite: Students must be concurrently enrolled in REGN 11 and REGN 12

Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 117 lecture total

REGN 10 is a required prerequisite for REGN 20 and REGN 21. REGN 10 is a required course for the Associate Degree Nursing program at Shasta College. This course is one of three Corequisite courses that make up the second semester of the Associate Degree Nursing program.

Building upon the content of REGN 1 and REGN 2, the students will expand their knowledge of medical surgical nursing. Foundational information regarding disease process, etiology, pathophysiology, and clinical manifestations begin each unit of study. Then, utilizing a nursing process matrix, medical surgical content is discussed in relationship to assessment, diagnosis, planning, nursing interventions, and evaluation. Independent, dependent, and collaborative nursing interventions are explored.

REGN 11 CLINICAL CONCEPTS OF MEDICAL SURGICAL NURSING I – 4.5 Units (formerly REGN 71)
Prerequisite: REGN 1 and REGN 2 with a grade of C or higher
Corequisite: REGN 10 and REGN 12

Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 243 clinical total*

*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

REGN 11 is a required prerequisite for REGN 20 and REGN 21. REGN 11 is a required course for the Associate Degree Nursing program at Shasta College. This course is one of three co-requisite courses that make up the second semester of the Associate Degree Nursing program. Building upon the content of REGN 1 and REGN 2, the students will expand the fundamental clinical nursing skills they mastered. Students will have a variety of patient assignments on the medical floor, surgical floor, neurology floor, orthopedic floor, operating room and emergency room. Students will have assignments in specialty areas as available, such as the pre-anesthesia surgical suite and respiratory therapy. Clinical skills will include receiving report, organizing their patient care, delegation, assessments, education, documentation, medication administration, intravenous therapy, blood administration, TPN/Lipid administration, capillary blood glucose measurement, and analyzing daily labs. A heavy focus is on improving objective and subjective nursing assessment skills. Students will progress to providing care to a single patient to providing care to increasingly complex patients. Emphasis is placed on the integration of theory and the nursing process into the clinical setting by use of clinical papers, medical record review, and clinical conferences.

REGN 12 ASSESSMENT CONCEPTS OF MEDICAL SURGICAL NURSING – 1 Unit (formerly REGN 72)
Prerequisite: REGN 1 and REGN 2 with a grade of C or higher
Corequisite: REGN 10 and REGN 11

Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 54 lab total*

*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

REGN 12 is a required prerequisite for REGN 20 and REGN 21 and is a required course for the Associate Degree Nursing program at Shasta College. This course is one of three co-requisite courses that make up the second semester of the Associate Degree Nursing program.

Building upon the content of REGN 1 and REGN 2 the students will expand the basic assessment skills they mastered. Critical Skills Lab activities focus on detailed assessment skills. These skills include subjective and objective assessment activities. Subjective assessment skills include taking a complete patient history and use of open-ended, closed-ended, and probing questions to explore key areas in more depth. Objective assessment skills include inspection, auscultation, percussion, palpation, and the use of specialized equipment. A key focus is how to individualize assessments based upon patient diagnosis and significant patient data. High fidelity simulation will be used to allow interactive system based case study activities. Students will utilize an electronic documentation system.

REGN 20 THEORETICAL CONCEPTS OF FAMILY/MATERNAL-CHILD NURSING AND MEDICAL SURGICAL NURSING II – 7 Units (formerly REGN 90)
Prerequisite: REGN 10, REGN 11 and REGN 12 with a grade of C or higher
Corequisite: REGN 21

Class Hours: 126 lecture total

REGN 20 is a required course for the Associate Degree Nursing program at Shasta College and a required prerequisite for REGN 33 and REGN 34. This course is one of two corequisite courses that make up the third semester of the Associate Degree Nursing program.

Building upon the content of REGN 10 and REGN 11 and REGN 12, the students will expand their knowledge of medical surgical nursing and examine the fundamentals of obstetrical and pediatric nursing. Concepts emphasized include family, communication, health promotion, illness prevention, teaching, cultural sensitivity, growth and development, nursing process, critical thinking, legal-ethical issues and advocacy.

REGN 20X SELECT THEORETICAL CONCEPTS OF FAMILY/ MATERNAL-CHILD NURSING AND MEDICAL SURGICAL NURSING II (NON-DEGREE) – 4 Units
(formerly REGN 90X/REGN 91X)
Corequisite: REGN 21X

Limitation on Enrollment: Students must be enrolled in the 30-unit option program

Note: This is the course for the non-degree, 30-unit option student. If not previously completed, all students participating in clinical rotations must complete a physical examination and pass required elements, submit proof of required immunizations, drug screening, and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 72 lecture total

REGN 20X is designed for the Licensed Vocational Nurse enrolled in the 30-unit non-degree program. It is a required prerequisite course for REGN 33X, and REGN 34X. This course is one of two co-requisite courses that make up the third semester of the Non Degree Registered Nursing program. The students will expand their knowledge of medical surgical nursing and examine complications in obstetrical and pediatric nursing. Concepts emphasized include family, communication, health promotion, illness prevention, teaching, cultural sensitivity, growth and development, nursing process, critical thinking, legal-ethical issues and advocacy.
REGN 21X CLINICAL CONCEPTS OF FAMILY/MATERNAL-CHILD AND MEDICAL SURGICAL NURSING II (NON-DEGREE) – 4 Units (formerly REGN 90X/REGN 91X)

Corequisite: REGN 20X

Limitation on Enrollment: Students must be enrolled in the 30-unit option program

Note: This is the course for the LVN non-degree, 30-unit option students. If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 216 clinical total

REGN 21X is designed for the Licensed Vocational Nurse enrolled in the 30-unit non-degree program. This course is one of two corequisite courses that make up the first semester of the 30-unit option non-degree program. The students will expand the fundamental clinical nursing skills they mastered. Students will have a variety of patient assignments on the obstetrical, emergency, medical, surgical, oncology, and orthopedic floors with special assignments in the OB clinic, Shasta College preschool, home care agencies, the emergency department and pre-anesthesia unit. Clinical skills will include receiving report, organizing their patient care, assessments, documentation, medication administration, intravenous therapy, venapuncture, blood administration, TPN/Lipid administration, accuchecks, and analyzing daily labs. Students will progress from providing care for a single patient to providing care up to three increasingly complex patients. Emphasis is placed on the integration of theory and the nursing process into the clinical setting by use of organizational tools, clinical papers, a nursing care plan, chart review, and clinical conferences.

REGN 21 CLINICAL CONCEPTS OF FAMILY/MATERNAL-CHILD AND MEDICAL SURGICAL NURSING II – 5 Units

(formerly REGN 91)

Prerequisite: REGN 10, REGN 11 and REGN 12 with a grade of C or higher

Corequisite: REGN 20

Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 108 lecture total

REGN 21 is a required course for the Associate Degree Nursing program at Shasta College and a required prerequisite for REGN 33 and REGN 34. This course is one of two corequisite courses that make up the third semester of the Associate Degree Nursing program. Building upon the content of REGN 10, REGN 11 and REGN 12, the students will expand the fundamental clinical nursing skills they mastered. Students will have a variety of patient assignments on the obstetrical, pediatric, medical, surgical, oncology, and orthopedic floors with special assignments in the OB clinic, Shasta College preschool, home care agencies, the emergency department and pre-anesthesia unit. Clinical skills will include receiving report, organizing their patient care, assessments, documentation, medication administration, intravenous therapy, venapuncture, blood administration, TPN/Lipid administration, accuchecks, and analyzing daily labs. Students will progress from providing care for a single patient to providing care up to three increasingly complex patients. Emphasis is placed on the integration of theory and the nursing process into the clinical setting by use of organizational tools, clinical papers, a nursing care plan, chart review, and clinical conferences.

REGN 33 THEORETICAL CONCEPTS OF MENTAL HEALTH, COMMUNITY-BASED NURSING & MEDICAL SURGICAL NURSING III – 6 Units (formerly REGN 30/31; 80/81)

Prerequisite: REGN 20X and REGN 21X with a grade of C or higher

Corequisite: REGN 34X

Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

REGN 33 is one of the final required courses for the Associate Degree Nursing program at Shasta College and one of two co-requisite courses that comprise the fourth semester of the Associate Degree Nursing Program. The course provides the conceptual basis of nursing care for patients in high acuity medical surgical, mental health and community-based settings. The emphasis of this course is on complex medical surgical conditions, fundamentals of mental health, community health nursing, fundamental concepts of nursing leadership, legal-ethical issues, current trends in practice, preparation for and successful completion of the licensing examination, and professional career development. The nursing process and critical thinking skills are emphasized. Students use the nursing process and critical thinking to plan, implement, and evaluate the acute and rehabilitative care of complex medical surgical and mental health patients. In addition to on-campus meetings, a portion of the course communication and activities will take place via the internet. Students will need access to a computer with internet access.

REGN 34 CLINICAL CONCEPTS OF MENTAL HEALTH, COMMUNITY-BASED NURSING & MEDICAL SURGICAL NURSING III – 6 Units (formerly REGN 32, REGN 82)

Prerequisite: REGN 30/31 or REGN 80/81

Corequisite: REGN 33

Note: If not previously completed, all students participating in clinical rotations must submit proof of immunities, current CPR certification, TB screening, physical examination, drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

Class Hours: 324 clinical total

REGN 34 is a required course for the Associate Degree Nursing program at Shasta College and one of two co-requisite courses that comprise the fourth semester of the Associate Degree Nursing Program. Building upon the content of REGN 20 and 21 students expand previously learned clinical nursing skills to become increasingly independent. Students have assigned patients in a variety of clinical settings. For example, clinical rotations may include acute care, critical care, rehabilitation, mental health, and community health. Each student will spend 120 hours in a preceptorship during the semester. The...
preceptorship is the capstone clinical project of the semester. Emphasis is placed on the integration of theory and the nursing process in the clinical setting through the use of clinical papers, clinical conferences, group projects, and nursing care plans. In addition to on-campus meetings and clinical rotations, a portion of the course communication and activities will take place via the Internet. Students will need access to a computer with Internet access.

### REGN 34X  CLINICAL CONCEPTS OF MENTAL HEALTH,
COMMUNITY-BASED NURSING & MEDICAL 
SURGICAL NURSING III (NON-DEGREE) – 6 Units  
(formerly REGN 32X, REGN 82X)

**Prerequisite:** REGN 20X and REGN 21X with a grade of C or higher  
**Corequisite:** REGN 33X

**Limitation on Enrollment:** Students must be enrolled in the 30-unit option program  
**Note:** This is the course for the non-degree, 30-unit option student. If not previously completed, all students participating in clinical rotations must submit proof of immunizations, current CPR certification, TB screening, physical examination, drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.

**Class Hours:** 324 clinical total

REGN 34X is a required course for the Associate Degree Nursing program at Shasta College and one of two co requisite courses that comprise the fourth semester of the Associate Degree Nursing Program. Building upon the content of REGN 20 and 21 students expand previously learned clinical nursing skills to become increasingly independent. Students have assigned patients in a variety of clinical settings. For example, clinical rotations may include acute care, critical care, rehabilitation, mental health, and community health. Each student will spend 120 hours in a preceptorship during the semester. The preceptorship is the capstone clinical project of the semester. Emphasis is placed on the integration of theory and the nursing process in the clinical setting through the use of clinical papers, clinical conferences, group projects, and nursing care plans. In addition to on-campus meetings and clinical rotations, a portion of the course communication and activities will take place via the Internet. Students will need access to a computer with Internet access.

## SOCIOLOGY (SOC)

### SOC 1  INTRODUCTION TO SOCIOLOGY – 3 Units

**Grading:** Pass/No Pass Option  
**Advisory:** ENGL 190 with a grade of C or higher  
**Level 6 or higher**

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines the basics of sociology—the study of society. Sociology examines the interactions among social institutions, cultures, groups, and individuals. This course will focus on how unequal power relations organize the social world and shape individual lives, and how individuals negotiate their lives in different social and economic contexts. The course will examine a broad array of topics using a variety of theoretical perspectives and sociological research methods. The primary goal of this course is to recognize how people's experiences are shaped by social forces and reshaped through human action. This course may be offered in a distance education format.

### SOC 1H  INTRODUCTION TO SOCIOLOGY – HONORS – 3 Units

**Advisory:** ENGL 190 with a grade of C or higher  
**Level 6 or higher**

**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This is an honors level sociology course. It examines the basics of sociology—the study of society. Sociology examines the interactions among social institutions, cultures, groups, and individuals. This course will focus on how unequal power relations organize the social world and shape individual lives, and how individuals negotiate their lives in different social and economic contexts. The course will examine a broad array of topics using a variety of theoretical perspectives and sociological research methods. The primary goal of this course is to recognize how people's experiences are shaped by social forces and reshaped through human action. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 1. This course may be offered in a distance education format. Students cannot receive credit for both SOC 1 and SOC 1H.

### SOC 2  SOCIAL PROBLEMS – 3 Units

**Grading:** Pass/No Pass Option  
**Advisory:** ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines several social problems from a sociological perspective. This approach makes two major assumptions. First, individuals are products of their social environment. Questions such as who we are, what we believe, what we strive for, and how we feel about ourselves, etc. have to be addressed by analyzing the society in which we live. This requires the use of the "Sociological Imagination" or looking at human attitudes, behaviors and feelings in the context of the social forces and institutional arrangements that shape them. Second, because sociology considers social structures responsible for social problems, we need to adapt a critical stance towards all social forms. This approach will help foster a more critical sociological approach to social problems. This course may be offered in a distance education format.

### SOC 15  SOCIOLOGY OF MASS MEDIA – 3 Units

**Grading:** Pass/No Pass Option  
**Advisory:** ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher  
**Class Hours:** 54 lecture total (when offered in the distance education format, hours will total 162)

This course examines the central role media plays in daily life. Starting from a micro sociological standpoint, students will examine how knowledge and experiences are increasingly mediated by the mass media in its various forms. The course also explores the effect of media, including television, radio, newspapers, and the Internet, on social institutions which in turn permeate and shape public policy, the economy, education, and even the family. The course will examine ways in which mass media contributes to social/cultural power and stratification and will use the "process of mutual determination" to examine the relationship between media, individuals, and society. This course may be offered in a distance education format.
Chapter 4: Courses

**SOC 25** SOCIOTOLOGY OF MINORITIES – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course offers study of minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States and abroad. Sociological and historical levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice and discrimination. Particular minority groups discussed include those based on class, race/ethnicity, gender, sexual orientation, age, ability, age, generation, religion, and national origin. This course may be offered in a distance education format.

**SOC 30** SOCIOTOLOGY OF GENDER – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
This course is an introduction to the sociological study of gender. The central themes of the course will be changes and continuities in gender roles within the U.S. and abroad, the social processes that influence our lives and gender identities, and the connections between gender, power, and inequality. As we explore these themes, we will study how culture, the economy, and the family have been pivotal sites for the maintenance, reproduction, and change in gender roles in both the U.S. and abroad. We will pay special attention to the ways in which race, class, and sexual orientation intersect processes of gender relations and social change. This course may be offered in a distance education format.

**SOC 70** SOCIAL WELFARE – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 54 lecture total (when offered in the distance education format, hours will total 162)
The basic purpose of this course is to provide students with an introduction to social services and the social work profession, including social work fields of practice, social service agencies, and levels of social work practice. The course will focus on the critical examination of social welfare issues, including a historical perspective, contemporary issues, structures of the current system, and alternative concepts. Discussions will examine direct services (micro level practice) and administration/planning (macro level practice). An overview of social service work will include discussion of the following areas: health care, children and family services, substance abuse, schools, mental health, the elderly, developmental disabilities, criminal justice, and the workplace. This course may be offered in a distance education format.

**SPANISH (SPAN)**
Two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at Shasta College.

**SPAN 1** SPANISH 1 – 5 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 90 lecture total
This introductory course is designed to give the student thorough and intense practice in speaking and listening to Spanish, and reading and writing in Spanish, with special emphasis on grammar and pronunciation. The course will focus on communicative competence in situations relating to daily routines, home life, college life, and everyday activities such as meeting and describing people, finding out about schedules, directions, and locations; discussing weather, eating, and holidays. Students are introduced to the culture of Spanish-speaking people in general and to specific customs and cultural characteristics of various Spanish-speaking countries.
Spanish speakers and the workers that care for them.

SPAN 151 SPANISH VOCABULARY (formerly SPAN 151AB) – 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 54 lecture total
This course will help those students who want to learn Spanish vocabulary and grammar in order to facilitate very basic communication in everyday workplace and social situations. Students are introduced to pronunciation and minimum essentials of Spanish grammar. This course is a survey of basic vocabulary, numbers (1-1000), some vocabulary useful in the workplace, practice of simple phrases, intense practice in comprehending simple phrases and practice in responses to simple phrases given within the context of a professional or vocational situation.

SPAN 155 SPANISH FOR MEDICAL PROFESSIONALS – 2 Units
Grading: Pass/No Pass Option
Class Hours: 36 lecture total
This course is designed to help health care workers in the United States assess, treat, reassure and educate their Spanish-speaking clients/patients. This course facilitates better communication between health care providers and the growing Spanish-speaking population in the United States and in Northern California. Course topics include the building of the patient-practitioner relationship, understanding the patient’s chief complaint, taking medical history and current symptoms, and learning about cultural factors affecting the health care provided to Spanish speakers and the workers that care for them.

SPAN 197 SPECIAL TOPICS IN SPANISH – .5 - 3 Units
Grading: Pass/No Pass Option
Advisory: ENGL 280 with a grade of C or higher, or English Placement Level 5 or higher
Class Hours: 9-54 lecture total
This course is designed to meet the needs of professionals who work with Spanish speakers. Essentials of Spanish pronunciation and grammar are introduced, along with commands, the present indicative, and the two past tenses. Communicative skills will be developed through role-plays of realistic situations, practiced dialogues, and study of specialized vocabulary.

STU 70 COLLEGE STUDY AND LEARNING SKILLS (formerly ENGL 171) – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)
Designed to help non-traditional and traditional students to develop learning skills and to achieve the greatest amount of competency in their college class work. The class will help the student to take notes effectively, read and study course materials, prepare for exams, and complete written assignments. This course may be offered in a distance education format.

STU 90 CAREER CHOICE – 1 Unit (formerly GS 90)
Grading: Pass/No Pass Option
Class Hours: 18 lecture total
A course designed for students who are undecided about their educational and/or career goals. Through a series of group exercises, and career development testing, students learn to identify personal values, interests, skills, aversions, and personality patterns and understand how they relate to choices in the world of work. Students learn to access occupational information, develop decision-making skills and set career goals. This course may be offered in a distance education format.

STU 92 WORKSITE READINESS (formerly GS 92) – 1 Unit
Grading: Pass/No Pass Option
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)
Designed to prepare students to be successful on the job. Students will gain insight into employer expectations, effective workplace attitudes, developing job-related communication skills, conflict resolution, and managing stress. Emphasis will be placed on maximizing learning opportunities in the workplace, the development of effective networking skills, personal skills-acquisition plan, and building a job search campaign. This course may be offered in a distance education format.

STU 93A TUTOR TRAINING: LEVEL I – 1 Unit
Grading: Pass/No Pass Only
Class Hours: 18 lecture total (when offered in the distance education format, hours will total 54)
This class provides students with techniques and strategies for peer tutoring and supplemental instructional support. Students will learn the skills required to be an effective tutor, including an understanding of learning theories and strategies, learning styles, learning disabilities, effective communication, competence in a multicultural context and how to plan and structure a tutoring session. This course may be offered in a distance education format.

STU 93B TUTOR TRAINING: LEVEL II – 5 Unit
Grading: Pass/No Pass Only
Prerequisite: STU 93A with a Pass
Class Hours: 9 lecture total (when offered in a distance education format, hours will total 27)
This course is designed for experienced tutors who have already completed Tutor Training Level I and would like to enhance their tutoring skills. This course will further explore the concepts, principles and methods of one-on-one and group tutoring and will include supervised practice. This course is designed for tutors involved with college learning centers and/or supplemental instruction programs. This course may be offered in a distance education format.

STU 310 GENERAL TUTORING LAB/SUPERVISED TUTORING – 0 Units (formerly GS 310)
Class Hours: TBA
This course provides tutoring assistance to increase the probability of a student’s successful completion of his or her educational objectives. Upon faculty/counselor referral, student will receive tutoring in designated subject areas in various tutoring labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Hours will vary depending upon individual student’s needs.
THEATRE ARTS (THTR)

THTR 1 \ INTRODUCTION TO THEATRE ARTS – 3 Units
Class Hours: 54 lecture total
This course is a survey of Theatre Arts, theatre history, playwrights, practitioners, genres, production methods, dramatic structure, performance style, plays, terminology, history, criticism, and stagecraft. Students will develop an appreciation for the theatre arts through lectures, play reading, viewing, critiquing, and participating in college productions. This course fulfills the Arts requirement for General Ed Transfer.

THTR 5 \ 20TH CENTURY THEATRE – 3 Units
Advisory: ENGL 190 with a grade of C or higher, or English Placement Level 6 or higher
Class Hours: 54 lecture total
This is a survey course in trends and developments of 20th Century theatre. Major playwrights (Ibsen, Chekhov, Miller), personalities (Craig, Artaud), and theatre innovators (Brecht) of this century will be examined. Mainstream and radical influences as well as the impact of technology on plays and performances will be discussed. This course fulfills the Humanities requirement for General Education transfer and is required for Theatre majors.

THTR 8 \ HISTORY OF WORLD THEATRE I – 3 Units
Class Hours: 54 lecture total
This is a survey course of Theatre History emphasizing cultural, historic, and international theatre from its origins through the 17th Century. It includes exploration of experience, imagination and expression of dramatic art forms throughout the world. Topics include historical relevance and context, text analysis, acting style, theme, language, diction, set, audience, gender issues, special effects, cultural significance and production stylization.

THTR 9 \ HISTORY OF WORLD THEATRE II – 3 Units
Class Hours: 54 lecture total
This is a survey course of Theatre History emphasizing cultural, historic, and contemporary theatre from 1700 to the present. It includes exploration of experience, imagination and expression of dramatic art forms throughout the world. Topics include: historical development and context, text analysis, acting style, theme, language, diction, set, audience, gender issues, special effects, and cultural significance.

THTR 12 \ ACTING I – 2 Units
Class Hours: 18 lecture/54 lab
This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.

THTR 13 \ ACTING II – 2 Units
Prerequisite: THTR 12 with a grade of C or higher
Class Hours: 18 lecture/54 lab total
This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.

THTR 16 \ ACTING LAB – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: THTR 12 with a grade of C or higher
Class Hours: 54 lab total
This laboratory course follows Acting I and Acting II and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

THTR 23 \ MAINSTAGE PRODUCTION I – 1-4 Units
(formerly THTR 23AD)
Class Hours: 54-216 lab total
In this fundamental course students rehearse, prepare and perform a Mainstage play. Play selections vary each time this course is taught.

THTR 23 \ MAINSTAGE PRODUCTION I – 1-4 Units
(formerly THTR 23AD)
Class Hours: 54-216 lab total
In this fundamental course students rehearse, prepare and perform a Mainstage play. Play selections vary each time this course is taught.

THTR 26 \ MAINSTAGE PRODUCTION II – 1-6 Units
(formerly THTR 26AD)
Grading: Pass/No Pass Option
Class Hours: 54-324 lab total
A course that focuses on the rehearsal and performance of a major play or musical. Activities may include acting, stage management, backstage operations, costuming, stagecraft and front of house operations. Play selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 6 total units.

THTR 29 \ DIRECTING – 2 Units (formerly THTR 22EH)
Grading: Pass/No Pass Option
Class Hours: 18 lecture/54 lab total
This course is designed to introduce the student to the background, function and techniques of the stage director. Included in the course will be an investigation of the principles involved in script selection and interpretation, the fundamentals of casting, rehearsal techniques, blocking, aims and conduct, rehearsal scheduling, and the preparation of a director’s prompt book. Students should have previous experience in theatre performance and production.

THTR 30 \ STAGECRAFT – 3 Units
Grading: Pass/No Pass Option
Class Hours: 45 lecture/27 lab total
This course focuses on the technical principles of theatrical productions. Subjects covered include the use of basic power tools, the design, construction and painting of scenery, hanging and operating lighting instruments, basic stage management and understanding backstage operations. Students will learn how to interpret theatrical construction diagrams, floor plans for stage sets, and light plots.

THTR 34 \ MAKEUP – 2 Units
Grading: Pass/No Pass Option
Class Hours: 27 lecture/27 lab total
This course is designed to introduce the student to the principles and practical application of stage makeup. Emphasis will be given to facial structure, character analysis, makeup selection, application, facial modeling, three-dimensional techniques, false hair, character and corrective makeup. The student will demonstrate his/her understanding through actual application in the classroom and as a member of a makeup crew for a specific play production, special exercise, or project.

THTR 38 \ MAKEUP LAB – 1 Unit
Grading: Pass/No Pass Option
Prerequisite: THTR 34 with a grade of C or higher
Class Hours: 54 lab total
This lab course is designed to develop the student’s skills introduced in Theatre 34, Makeup. Emphasis will be given to corrective character analysis, makeup selection and application techniques. The student will demonstrate his/her understanding through actual application in the classroom and as a member of a makeup crew for a specific play production, special exercise, or project.

THTR 41 \ THEATRE LABORATORY – 1-4 Units
(formerly THTR 41AD)
Grading: Pass/No Pass Option
Class Hours: 54-216 lab hours total
A laboratory course in which the student will receive supervised practical experience and technical training in theatrical productions. Students may work progressively in one or more of the following areas: scenery construction, fabrication and rigging; console operations; stage management; lighting; sound; costumes; wardrobe; properties; makeup; publicity; house management; concessions; and running crews. Upon approval of the instructor, students may direct and participate in the preparation, rehearsal, and performance of student directed productions. Play selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 4 total units.
THTR 42  TECHNICAL STAGE PRODUCTION – 1-4 Units
(formerly THTR 42AD)
Grading: Pass/No Pass Option
Class Hours: 54-216 lab total
A laboratory course in which the student will participate in one or more of the following technical production areas: scenery construction, set decorations, lighting, sound, costumes, properties, makeup, stage management and publicity. The course will focus on the technical requirements for creating public performances and entertainments. Entertainment selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 4 total units.

THTR 50  REHEARSAL AND PERFORMANCE – 1-3 Units
(formerly THTR 50AD)
Grading: Pass/No Pass Option
Class Hours: 54-162 lab total
A rehearsal and performance course designed to provide experience in creating public performances, including but not limited to improvisation, dance, music, musical reviews and concerts. Entertainment selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 3 total units.

THTR 51  STAGE PRODUCTION-CHOREOGRAPHY – 1-3 Units
(formerly THTR 51AD)
Grading: Pass/No Pass Option
Class Hours: 54-162 lab total
A course that teaches basic stage movement and dance for a stage production, including but not limited to dance, music and concerts. Class projects will include participation in choreography in class or in stage productions. Play selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 3 total units.

THTR 70  REPERTORY THEATRE I – 1, 2, 3, 4, 6, 8, 10 Units
Class Hours: 54-540 lab total (54 hours per unit)
In this course students will rehearse and perform one or more works in a repertory theatre format. Students will participate in a theatrical company/ensemble. They will share in the preparation, rehearsal, promotion, and public performance of a series of plays, musicals, or theatrical productions. Class projects and rehearsal activities may include choreography and music elements. Students may enroll more than once for this course until reaching the maximum number of 10 total units.

THTR 74  REPERTORY THEATRE - TECHNICAL –
1, 2, 3, 4, 6, or 8 Units
Class Hours: 54-432 lab total (54 hours per unit)
A laboratory course in which students will develop work experience and training in technical Repertory Theatre methods. Students may work progressively in one or more of the following areas: scenic construction, fabrication and rigging; console operations; stage management; lighting; sound; costumes; wardrobe; properties; make-up; publicity; house management; concessions, and running crews. Play selections vary each time this course is taught. Students may enroll more than once for this course until reaching the maximum number of 8 total units.

THTR 301  APPLIED THEATRE TECHNIQUES-TECHNICAL –
0 Units (formerly THTR 301AD)
Class Hours: 9-162 lab total
Course is designed to allow involvement in the production of a dramatic event for those with a particular interest in costuming, prop building, makeup, set building, sound and lighting, or other theatre related technical skills. Students will be exposed to learning new skills as well as applying skills already learned in a practical manner.

THTR 302  APPLIED THEATRE – DRAMATIC – 0 Units
Class Hours: 9-162 lab total
This course is designed to allow those interested in appearing in a dramatic presentation to become involved in a specific aspect of that production. Although new skills will be acquired, such as audition techniques, casting practices, orientation to repertory procedures, and introduction to theatre administration, the major emphasis of the class will be directed toward the preparation of a stage production.

VOCCATIONAL NURSING (VOCN)
See Also: HEOC and REGN

VOCN 160  FOUNDATIONS OF NURSING PRACTICE – 15 Units
Limitation on Enrollment: Students must be enrolled in the Vocational Nursing Program
Note: All students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 144 lecture/378 clinical total*
*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

VOCN 160 is the beginning sequence of three required courses for the Vocational Nursing Program. The emphasis of this course is development of fundamental nursing skills. Theory content includes role of the vocational nurse, nursing trends, interpersonal relationships, disease processes, and pharmacology. The student practices fundamental nursing skills in the Clinical Skills Laboratory prior to clinical assignment in long-term and acute care settings.

VOCN 161  NURSING OF ADULTS – 13 Units
Prerequisite: VO CN 160 with a grade of C or higher
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 144 lecture/288 clinical total*
*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

VOCN 161 is the second required course in the Vocational Nursing Program. The emphasis of this course is towards application of the nursing process in acute care settings. Theory content includes care of patients with common medical surgical problems. The student develops competence in administration of medications and varied therapeutic skills to assigned patients with safety and increasing confidence. Assignments include practice in the Clinical Skills Laboratory and medical, surgical, and orthopedic areas in acute care settings. Students may be assigned in such optional areas as operating room and recovery room for follow-through experience with their assigned surgical patients and in an ambulatory center.

VOCN 162  NURSING OF ADULTS AND CHILDREN – 13 Units
(formerly VO CN 161B)
Prerequisite: VO CN 161 with a grade of C or higher
Note: If not previously completed, all students participating in clinical rotations must submit proof of drug screening and a background check prior to going into clinical facilities. Students are financially responsible for meeting these requirements according to the established program process.
Class Hours: 144 lecture/288 clinical total*
*Lab hours may be listed as TBA in course schedule. Specific times and meeting location(s) will be provided in the First Class Handout.

VOCN 162 is the last required course in the Vocational Nursing Program. The emphasis of this course is on principles of nursing care for maternity, newborn, pediatric patients, and continuing care of patients with more complex medical surgical problems. Supervision/leadership skill behaviors are introduced in the long-term care setting. Assignments include clinical experience in the acute care, long-term care, home-care setting, medical, surgical, obstetrics (including nursery), pediatrics, acute progressive care, and outpatient clinics.

WATER TREATMENT TECHNOLOGY (WTT)

WTT 94  WATER TREATMENT TECHNOLOGY WORKSITE LEARNING – 1-8 Units
Limitation on Enrollment: Financial aid students must maintain
concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes. 

**Class Hours:** 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**WTT 177 INTRODUCTION TO WASTEWATER TREATMENT – 3 Units (formerly NR 177)**

**Grading:** Pass/No Pass Option

**Class Hours:** 54 lecture total

This course is designed to provide the student with a general background in the design, operation, and maintenance of water and wastewater treatment plants and to prepare the experienced operator for certification examinations. This course is directed to primarily towards entry-level operators, industrial waste inspection, lab technicians, maintenance personnel, and related occupations. Explains how and why treatment of wastewater protects the environment.

**WTT 180 INTRODUCTION TO WATER TREATMENT TECHNOLOGY – 3 Units (formerly NR 180)**

**Grading:** Pass/No Pass Option

**Class Hours:** 54 lecture total

This course covers water supply and treatment, historical development of water quality control practices, water sources, public health aspects of water supply, chemical treatment, and evaluation of the various treatment processes. This course will prepare the experienced operator for certification examinations.

**WTT 181 INTERMEDIATE WATER TREATMENT TECHNOLOGY – 3 Units (formerly NR 181)**

**Advisory:** WTT 180 with a grade of C or higher

**Class Hours:** 54 lecture total

This course covers water supply and treatment, historical development of water quality control practices, water sources, public health aspects of water supply, chemical treatment, and evaluation of the various treatment processes. This course will prepare the student for the State Water Treatment Plant Operator Certification Examination.

**WTT 183 INTERMEDIATE WASTEWATER TREATMENT – 3 Units (formerly NR 183)**

**Grading:** Pass/No Pass Option

**Class Hours:** 54 lecture total

This course is designed to provide the student with a general background in advanced wastewater treatment processes, and prepare the operator for advanced certification examinations.

**WTT 184 SMALL WATER SYSTEMS AND DISTRIBUTION – 3 Units (formerly NR 184)**

**Advisory:** WTT 180 with a grade of C or higher

**Class Hours:** 54 lecture total

This course is designed to provide the student with a general background in the design, operation, and maintenance of small water systems and water distribution systems, and prepares the experienced operator for the State Water Treatment Plant and Distribution Operator Certification Examination.

**WTT 186 ADVANCED WASTEWATER TREATMENT – 3 Units (formerly NR 186 and NR 182)**

**Grading:** Pass/No Pass Option

**Advisory:** WTT 177 or WTT 183 with a grade of C or higher

**Class Hours:** 54 lecture total

This course is designed to provide the student with a more in-depth background in the design, operation, and maintenance of wastewater treatment plants and to prepare the experienced operator for higher-level certification examinations.

**WELDING TECHNOLOGY (WELD)**

**WELD 70 BEGINNING WELDING – 3 Units**

**Note:** Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 27 lecture/81 lab total

A beginning course designed for the student interested in acquiring basic welding skills to be used in a trade or service occupation. Emphasis is placed on oxyacetylene and arc welding in all positions.

**WELD 73 STRUCTURAL STEEL METAL FABRICATION – 3 Units**

(formerly WELD 173)

**Advisory:** WELD 70 or WELD 170 or AGMA 44 with a grade of C or higher or equal trade welding experience

**Note:** Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 27 lecture/81 lab total

A beginning course in metal fabrication, blueprint reading and sketching, coupled with layout and production welding, and the use of metal fabrication equipment. The class simulates on-the-job welding situations.

**WELD 94 WORKSITE LEARNING FOR WELDING TECHNOLOGY**

~ 1-8 Units

**Limitation on Enrollment:** Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.

**Class Hours:** 75 hours paid or 60 hours non-paid per unit

The Vocational Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student and related to the student’s major. A faculty member supervises all WSL courses to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. A student may earn up to 16 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 8 units may be earned in a single semester.

**WELD 118 BLUEPRINT AND SPECIFICATION READING (MECHANICAL) – 2 Units (formerly ENGR 118)**

**Grading:** Pass/No Pass Option

**Class Hours:** 36 lecture total

A beginning blueprint reading class for the student in the metal and mechanical trades. Basic visualization and drawing concepts, including orthographic projection, detailing, sketching and communication skills that are needed for employment, are developed in the class.

**WELD 170 INTRODUCTION TO ARC WELDING – 3 Units**

**Note:** Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 27 lecture/81 lab total

A course to advance beginning arc welding skills with an emphasis on SMAW. Power sources, electrode identification, weldability of metals, joint design, air arc, and oxyacetylene cutting, and introduction to GTAW and GMAW are covered in this course. Course activities include learning to weld stringer and weave beads, butt and fillet welds in flat, horizontal, vertical, and overhead positions.

**WELD 171 INTERMEDIATE ARC WELDING – 3 Units**

(formerly WELD 171AB)

**Advisory:** WELD 170 with a grade of C or higher or equal trade welding experience

**Note:** Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.

**Class Hours:** 27 lecture/81 lab total

A course to advance arc welding skills with emphasis on vertical and overhead welding. Course activities prepare the student for weld certification and advanced arc welding classes. Weld symbols, aluminum arc and cast iron welding are covered in this course.
WELD 174  STRUCTURAL STEEL MIG WELDING – 3 Units
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 27 lecture/81 lab total
GMAW (gas metal arc welding structural steel) stresses certification code welding on plate and structural steel in all positions. Course instruction and related information will include gas metal and flux core arc welding equipment and welding variables, shielding gases, troubleshooting equipment and weld defects, welder certification and welding codes, weld symbols, structural steel identification and welding procedures, and metallurgy.

WELD 175  TIG WELDING – 3 Units
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 27 lecture/81 lab total
TIG (Tungsten Inert Gas) is an inert gas welding course also known as Heliarc which covers aluminum, mild steel, stainless steel, magnesium and copper welding. The course consists of welding on flat and pipe stock in all positions. Course content will include metals identification and weld symbols. Welding exercises are stressed to develop welding skills.

WELD 176  GMAW MIG WELDING (LIGHT GAUGE AND NONFERROUS METAL) – 3 Units
Grading: Pass/No Pass Option
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 27 lecture/81 lab total
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting.
Class Hours: 27 lecture/81 lab total
This course emphasizes developing MIG welding skills on light gauge steel, stainless, and aluminum. Related instruction will include ferrous and non-ferrous metal identification and their welding characteristics, MIG welding applications and variables, inert shielding gases and mixtures, troubleshooting MIG equipment and welds, and spot welding.

WELD 178  PIPE WELDING FUNDAMENTALS – 3 Units
Advisory: WELD 170 with a grade of C or higher or equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 27 lecture/81 lab total
A fundamental course in pipe welding with emphasis on open groove pipe joints using oxyacetylene, arc and inert gas welding processes in all positions.

WELD 182  ADVANCED ARC WELDING – 1.5 Unit
Corequisite: WELD 171 or previous completion of WELD 171 with a grade of C or higher or have equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 81 lab total
An advanced course designed to prepare students to pass structural steel certification in vertical and overhead positions. SMAW (stick) and FCAW (MIG) processes will be used. The goal of this class is to pass the AWS D1.1 welding certificate test. Strict adherence to the testing procedures will be followed. Completion of the class does not guarantee AWS certification unless welding procedure qualification tests are passed.

WELD 183  ADVANCED ARC WELDING SPECIALTY LAB – 1.5 Unit
Prerequisite: WELD 182, 184, 186, 188, with a grade of C or higher or equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 81 lab total
An advanced course designed to prepare students to pass structural steel certification in vertical and overhead positions. SMAW (stick) and FCAW (MIG) processes will be used. The goal of this class is to pass the AWS D1.1 welding certificate test. Strict adherence to the testing procedures will be followed. Completion of the class does not guarantee AWS certification unless welding procedure qualification tests are passed.

WELD 184  ADVANCED GTAW (TIG) WELDING – 1.5 Unit
Corequisite: WELD 175 or previous completion of WELD 175 with a grade of C or higher or have equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 81 lab total
An advanced course designed to prepare students to pass structural steel certification in vertical and overhead positions. Students can obtain certifications in both the SMAW (Shielded Metal Arc Welding), FCAW (Flux Cored Arc Welding) GTAW (Gas Tungsten Arc Welding) and Pipe Welding. The goal of this class is to pass the AWS D1.1, ASME or API Welding Qualification tests. Strict adherence to the testing procedures will be followed. Completion of the class does not guarantee certification unless welding procedure qualification tests are passed.

WELD 186  ADVANCED PIPE WELDING – 2 Units
Corequisite: WELD 178 or previous completion of WELD 178 with a grade of C or higher or have equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment.
Class Hours: 108 lab total
An advanced pipe welding class with emphasis on vertical and overhead welding. This class is designed for the student interested in improving his/her beginning skills in order to prepare for entry into the job force as TIG welder.

WELD 188  ADVANCED GMAW (MIG) WELDING – 1.5 Unit
Corequisite: WELD 174 or WELD 176 or previous completion of WELD 174 or WELD 176 with a grade of C or higher or have equal trade welding experience
Note: Students must provide safety glasses and welding gloves, and those materials which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Welding is a skill that requires a great deal of hand and eye coordination. Practice is needed to master skills to advance to the next level of employment.
Class Hours: 81 lab total
An advanced welding laboratory class with emphasis on vertical and overhead welding. This class is designed for the student interested in improving his/her beginning skills in order to prepare for entry into the job force as a GMAW (MIG) welder.

WSL 94  GENERAL WORKSITE LEARNING – 1-6 Units
Limitation on Enrollment: Financial aid students must maintain concurrent enrollment in seven (7) units which include worksite learning units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Worksite Learning Classes.
Class Hours: 75 hours paid or 60 hours non-paid per unit
The General Worksite Learning course allows the student to gain on-the-job experience through employment/volunteerism at an approved job site that is acquired by the student. A faculty member supervises the WSL course to ensure that the work experience is of educational value. The course stresses good work habits and meeting of SCANS...
competencies through actual on-the-job performance. A student may earn up to 6 units through repeating this course since course content varies and skills are enhanced by supervised repetition and practice. A maximum of 6 units may be earned in a single semester.

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**ZOOLEGY (Zool)**

**Zool 1  General Zoology – 4 Units**

*Prerequisite:* MATH 102 with a grade of C or higher or Math Placement Level 4 or higher

*Class Hours:* 36 lecture/108 lab total

The study of the major divisions of the animal kingdom with emphasis on the origin, adaptations, functions, and development.

**Zool 15  Field Herpetology of Northern California – 1 Unit (formerly Zool 105)**

*Grading:* Pass/No Pass Option

*Note:* Field trips are an integral part of the course and are therefore mandatory.

*Class Hours:* 9 lecture/27 lab total

Designed for individuals interested in natural history and field biology by providing the student with a basic awareness of the diversity of amphibians and reptiles that inhabit the local area. Lectures will feature slides, diagrams, maps and other media to present concepts in anatomy, physiology, behavior, systematics and distribution. The students will use various capture techniques and learn to record data and observations in a notebook format while in the field. Moderately rigorous hiking may be involved.
Chapter 5: Grading and Academic Standards

Audit

Please see Chapter 2 – Admission and Enrollment Information for details.

Grading

It is the responsibility of the instructor for the assignment of grades in any Shasta College course. To insure that grading is done consistently and fairly, the instructor shall:

1. Develop a grading procedure prior to the beginning of the course and have this procedure clearly communicated to each student on the first day handout (syllabus) of each course.
2. Establish a grading procedure that shall guarantee the academic integrity of the course at the appropriate level.
3. Once established, adhere to the course grading procedure throughout the semester.
4. Give sufficient evaluations throughout the course to insure that students are aware of progress and to inform the students of standing in the course.
5. Abide by established examination schedules of the college.
6. Adhere to established deadlines and use appropriate forms for submitting grades to the Records Office.
7. File all grade changes within two (2) years of the original grade being issued.

GRADE CHANGE PROCEDURE

Under no circumstances except for completion of work for removal of an incomplete, may a grade change be made as the result of work completed or presented following the close of a grading period (Administrative Procedure 4230). The Incomplete (I) may be made up no later than one year following the end of the term in which it was assigned. ALL GRADE CHANGES MUST BE SUBMITTED DIRECTLY BY THE INSTRUCTOR TO THE ADMISSIONS AND RECORDS OFFICE.

GRADE CHANGE APPEAL PROCEDURE

Board Policy 4230

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course. In the case of mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Instruction or his/her designee.

For more information on appealing a grade, call (530) 242-7659.

Grading Definitions

The course grading procedure is based on the established course objectives according to the following grade definitions:

A – Excellent - Outstanding achievement of the course objectives. (4 grade points)
B – Good - Above average achievement of the course objectives. The quality of work demonstrates a comprehensive knowledge of the subject matter and a marked ability to interpret it. (3 grade points)
C – Fair to Average - Satisfactory or average achievement of the course objectives. The performance fulfills the course requirements in both quality and quantity and meets acceptable standards for graduation. (2 grade points)
D – Passing - Less than satisfactory achievement below the course objectives but such that it is not necessary to repeat the course. The level of achievement is not generally satisfactory for advancement in studies in the same or related areas. (1 grade point)
F – Failing - Failure to achieve objectives of the course. The performance is undeserving of course credit. (0 grade points)
P – Pass - Satisfactory achievement of course objectives. Student is passing the course with a “C” or better. (Not used in grade point calculations.) See Board Policy 4230 for more information.
FW – Failing-Withdrawal – A student who has both ceased participating in a course sometime after the last day to withdraw from the course without having achieved a final passing grade, and who has not received district authorization to withdraw from the course due to extenuating circumstances may be assigned an “FW”.
NP – No Pass - Student is doing “D” or “F” work in the course. (Not used in grade point calculations.)

Non-Evaluative Symbols Definitions

AU – Audit – Auditing is to allow students to participate in class activities beyond the course repetition limit; and to allow students to repeat a course with the intent of upgrading needed skills or reviewing course content. Priority will be given to credit-seeking students.
I – Incomplete - Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” shall be stated by the instructor in a written record (form available from the Admissions Office). This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned; however, the student may petition the Scholastic Standards Committee for a time extension due to unusual circumstances.
IP - In progress - The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress”, but that the assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.
RD - Report Delayed - The “RD” symbol shall be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
MW – Military Withdrawal – Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders (other than TDY) compelling a withdrawal from courses. A student must file a petition requesting this option and attach a copy of military orders at the Admissions and Records Office. Military withdrawals will not be counted in progress probation and dismissal calculations. See the Dean of Enrollment Services for specific details.
W – Withdrawal - Students may withdraw from a class after the official “drop” date and up through the last day of the fourteenth week or 75% of the term, whichever is less. The notation “W” will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive “W”s shall, however, be used as factors in probation and dismissal procedures. IT IS THE STUDENT’S
RESPECTIBILITY TO OBTAIN FORMS AND SUBMIT THE NECESSARY PAPERWORK TO WITHDRAW FROM A CLASS(ES). An instructor may also drop a student during the first 75% of the class for non-participation. Forms are available from Admissions and Records, Extended Education sites, or by mail. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.

Non-Traditional Ways to Earn Credit

ADVANCED PLACEMENT EXAMINATION CREDIT
Shasta College will award credit to students scoring a 3, 4, or 5 on Advanced Placement examinations as indicated below. Students should have test scores sent to the Shasta College Admissions and Records Office and then contact the office during their first semester to have credit posted to their transcripts. Each transfer institution will determine the number of units awarded and the courses satisfied according to individual campus policies. For specific course information, students are encouraged to meet with a counselor.

All CSU campuses will accept the exams shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

The University of California grants credit for all Advanced Placement examinations on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward General Education or breadth requirements, as determined by evaluators at each campus. Shasta College will certify the units for the IGETC General Education area indicated below.

### AP Subject Exam

<table>
<thead>
<tr>
<th>AP Subject Exam</th>
<th>CSU GE Area</th>
<th>IGETC Area</th>
<th>Units Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>C1 or C2</td>
<td>3A or 3B</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>B2 and B3</td>
<td>5B + 5C</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>B4</td>
<td>2A</td>
<td>3</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>B4</td>
<td>2A</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B1 and B3*</td>
<td>5A + 5C</td>
<td>4</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>D8</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>A2</td>
<td>1A</td>
<td>3</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>A2 + C2</td>
<td>1A or 3B</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>B1+ B3</td>
<td>5A + 5C</td>
<td>4 / 3**</td>
</tr>
<tr>
<td>European History</td>
<td>C2 or D6</td>
<td>3B + 4</td>
<td>3</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>German Language and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Human Geography</td>
<td>D5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>C2*</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Latin</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>D2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>D2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics 1</td>
<td>B1 + B3</td>
<td>5A + 5C</td>
<td>4</td>
</tr>
<tr>
<td>Physics 2</td>
<td>B1 + B3</td>
<td>5A + 5C</td>
<td>4</td>
</tr>
<tr>
<td>Physics G (electricity/magnetism)</td>
<td>B1 + B3</td>
<td>5A + 5C</td>
<td>4 / 3**</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>B1 + B3</td>
<td>5A + 5C</td>
<td>4 / 3**</td>
</tr>
<tr>
<td>Psychology</td>
<td>D9</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Literature and Culture</td>
<td>C2</td>
<td>3B + 6A</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>B4</td>
<td>2A</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government and Politics</td>
<td>D8+US-2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>(C2 or D6)+US-1</td>
<td>3B or 4</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>C2 or D6</td>
<td>3B or 4</td>
<td>3</td>
</tr>
</tbody>
</table>

*Check with a counselor for restrictions
**4 units awarded for CSU / 3 units awarded for IGETC

CHALLENGE (CREDIT BY EXAMINATION)
Board Policy 4235

A student may challenge a class by taking an examination. Examinations may be taken only once and, if passed, the credit will be posted on the student’s permanent academic record. No more than 15 units may be earned through this procedure and only courses determined by each Division of the college are open for the option.

This option is restricted to students registered for credit during the fall or spring semester. Credit by examination is not possible during the summer session. Petition (challenge) forms are available from each Division office. A listing of approved courses can be obtained from the Division office.

CREDIT THROUGH THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Board Policy 4235

Upon completion of six semester units at Shasta College, a student may submit official College Level Examination Program (CLEP) test results to Shasta College from the College Entrance Examination Board (CEEB). Contact the CEEB for a testing center location (Shasta College is not a testing center). CEEB established the program to serve students who have a college-level education developed outside of the classroom (e.g. military experience/training). The following restrictions apply:

- Up to 30 semester units may be applied toward an Associate degree.
- A scaled score of 50 or higher on a CLEP examination will earn credit. (For the older General Exams, a score of 500 or better will earn credit.)
- Units awarded for satisfactory completion of CLEP examinations will post as electives, except as noted by departmental policy referenced below.
- Grades and grade points will not be assigned to CLEP units.
- Units awarded through CLEP will not apply toward the 12-unit residency requirement for Shasta College.
- The Univ. of California (UC) does not accept credit awarded through CLEP.
- Where considered by the appropriate department and division, CLEP Examinations may satisfy specific courses or a specific course prerequisite. Contact the appropriate department or Division to determine which, if any, of the examinations may satisfy specific courses or course prerequisites. Minimum scores for Shasta College course equivalencies, where established, may be obtained from Admissions and Records.
- Contact the Admissions and Records Office or Counseling for more information.
- Shasta College will grant credit for the following CLEP Subject Exams in accordance with the CSU system-wide policy:
  - College Algebra & Trigonometry/Passing Score: 50/3 semester units
  - Calculus & Elementary Functions/Passing Score: 50/3 semester units
  - General Chemistry/Passing Score: 50/3 semester units

### CLEP EXAM

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>CSU GE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>D8</td>
</tr>
<tr>
<td>American Literature</td>
<td>C2</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>C2</td>
</tr>
<tr>
<td>Biology</td>
<td>B2</td>
</tr>
<tr>
<td>Calculus</td>
<td>B4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B1</td>
</tr>
<tr>
<td>College Algebra</td>
<td>B4</td>
</tr>
<tr>
<td>College Algebra – Trigonometry</td>
<td>B4</td>
</tr>
<tr>
<td>English Literature</td>
<td>C2</td>
</tr>
<tr>
<td>French Level II</td>
<td>C2</td>
</tr>
<tr>
<td>German Level II</td>
<td>C2</td>
</tr>
<tr>
<td>History, United States I</td>
<td>D6 + US-1</td>
</tr>
<tr>
<td>History, United States II</td>
<td>D6 + US-1</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>E</td>
</tr>
<tr>
<td>Humanities</td>
<td>C2</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>D9</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>D0</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>F1 or B2</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>B4</td>
</tr>
</tbody>
</table>

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Principles of Macroeconomics D2
Principles of Microeconomics D2
Spanish Level II C2
Trigonometry B4
Western Civilization I C2 or D6
Western Civilization II D6

DISTANCE EDUCATION (DE)
Distance Education means providing access to education beyond the traditional patterns of campus-based education and programs. It does so by offering a variety of programs and courses held at each of the three Extended Education campuses in Red Bluff, Weaverville, and Burney as well as other sites throughout the District. It also means offering classes in a variety of formats including live, Internet-based (online/hybrid/web enhanced), and 2-way interactive television (ITV) instruction. Students may register online, on campus and at Extended Education campuses for all distance education courses.

All courses offered in these formats offer the same rigorous learning experience found in traditional face-to-face courses. These courses are designed for individuals who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take courses at their convenience.

Interactive Television (ITV): A variety of courses are available at selected sites using two-way interactive video technology. These courses originate on the Redding campus or one of the Extended Education campuses with real-time delivery of the classroom activities to the other sites. Students are able to fully interact with the faculty member and other students at each of the sites. Procedures for examinations, assignments, and other class requirements are explained at the first class meeting.

Internet-based Courses: Courses are available in a variety of Internet-based formats (online, hybrid, or web enhanced) and typically offer greater flexibility for students’ schedules. Contrary to some beliefs, however, Internet-based courses are not easy. They require a well-disciplined, motivated student with computer skills, familiarization with the Internet, a reliable computer, and a high-speed Internet connection. State regulations regarding enrollment in online courses may change and online classes may not be available to students residing outside California. Two types of Internet-based courses are offered at Shasta College:

1. Hybrid: A hybrid class meets face to face for some number of instructional hours AND a portion of the required instructional hours is conducted online (normally requiring login to SC Online). Students MUST access online materials to successfully complete course requirements. Hybrid courses are listed with the days and times of actual face to face meetings followed by “+INTERNET.”

2. Online: A fully online class is one which requires that all class content, activities, and interaction be done online (normally requiring login to SC Online). Some instructors may include on-campus orientation, student conferences, or other on-campus events (consult the MyShasta online schedule for specific information). Students MUST access online materials to successfully complete course requirements. Fully online courses are listed as “INTERNET.” State regulations regarding enrollment in online classes may change and online classes may not be available to students residing outside California.

INDEPENDENT STUDY
Independent study provides a forum for advanced work in a given field of study. A student may contract with a full-time instructor to do independent study in a specific subject area in which he/she has exhausted the regular curricular offerings provided that:

99 - Transfer Level Courses -- The student has a declared major or already possesses a degree and has completed a minimum of 12 transfer units at Shasta College.

199 - Non-Transfer Level Courses -- The student has completed a minimum of 12 units at Shasta College

Independent study can be taken for .5-.3 units. The total hours required are as follows:

.5 unit = 27 hours; 1.0 unit = 54 hours; 1.5 units = 81 hours;
2.0 units = 108 hours; 2.5 units = 135 hours; and 3.0 units = 162 hours.

*Note: Any combination of these courses may be repeated three times (total of four enrollments) or a maximum of six independent study units.

Forms and additional information are available from your instructor or the Division Office.

INTERNATIONAL BACCALAUREATE (IB) EXAMINATIONS

<table>
<thead>
<tr>
<th>IB Exam</th>
<th>CSU GE AREA</th>
<th>IGETC AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>B2</td>
<td>5B (without lab)</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>B1</td>
<td>5A (without lab)</td>
</tr>
<tr>
<td>Economics HL</td>
<td>D2</td>
<td>4B</td>
</tr>
<tr>
<td>Geography HL</td>
<td>D5</td>
<td>4E</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>C2 or D6</td>
<td>3B or 4F</td>
</tr>
<tr>
<td>Language A1 (any language except English) HL</td>
<td>C2</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Language A2 (any language except English) HL</td>
<td>C2</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>C2</td>
<td>3B</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>C2</td>
<td>3B</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>N/A</td>
<td>6A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>B4</td>
<td>2A</td>
</tr>
<tr>
<td>Physics HL</td>
<td>B1</td>
<td>5A</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>D9</td>
<td>4I</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>C1</td>
<td>3A</td>
</tr>
</tbody>
</table>

MILITARY EXPERIENCE
In general, Shasta College will follow the recommendations of the State Board of Educ., the Univ. of Calif., and the American Council of Education in granting credit for military experience. Total credit for military experience is limited to 15 units.

Correspondence courses given by the United States Armed Forces Institute or by an accredited college or university are accepted for credit value as recommended by the American Council on Education. College credit will not be allowed for duplicated training. The total number of units granted for USAFI courses shall not exceed 24 units. No credit will be given at Shasta College for General Education Development tests.

Credits will be granted to those students who present a DD214. The student will be required to provide the Admissions and Records Office with a copy of his/her DD214 for verification. Application for such credit must be made on a form obtained from the Admissions and Records Office. This credit must be verified. All new Veterans to Shasta College should call for information and an appointment at (530) 242-7701.

PRIOR WORK EXPERIENCE
A student having experience related to the program in which he/she is enrolled may be granted credit for such experience. The credit is applicable only for an Associate degree at Shasta College. Students applying for credit should obtain an application from the Admissions and Records Office.

WORKSITE LEARNING
Students who are interested in combining practical work experience with classroom instruction may enroll in a Worksite Learning class. Worksite Learning classes (the complete list of courses provided below) are open entry. This means that the student may enroll throughout the semester, but must complete all work by the end of the semester (per agreement with the instructor). One unit of Worksite Learning credit is granted for each 75 hours of actual on-the-job activity for a paid work position or 60 hours for a non-paid work position of on-the-job activity. It is imperative for the student to determine how many units he/she should sign up for. This should be worked out with the instructor in the initial orientation meeting. If the student is unable to verify enough work hours to meet the units for which he/she enrolls, the student will receive an “F” in the course.
For example, if a student enrolls in a three (3)-unit worksite learning class and fails to verify 225 paid hours of on-the-job activity by the deadline established by the instructor, the student will receive an “F” in the class. The student has the same withdrawal and add/drop options as for any other course.

The following courses are listed in the catalog under the appropriate disciplines as worksite learning classes. For details, look under the specific prefixes. The classes, units, instructors, and times of the initial orientation meetings for each semester are listed in the current schedule of classes. Not all worksite learning classes are offered every semester.


Please note that it is up to the instructor in the specific discipline to determine if the student’s proposed work assignments are related to the student’s major. If a proposed work assignment is not discipline/major related, credit will not be granted.

Each worksite learning course has a prerequisite or co-requisite. Check the course description for specific information.

*WSL 94 is considered a General Work Experience course for supervised employment that is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students’ educational goals.

FINANCIAL AID STUDENTS: Students must maintain concurrent enrollment in seven (7) units which include worksite learning units.

VETERAN STUDENTS: Worksite learning will NOT be paid unless it is required for the student’s major. In addition, veterans receiving veteran’s educational benefits for WSL units MUST register for the appropriate co-requisite in the same semester.

Pass/No Pass Policy

Shasta College offers two categories of “Pass/No Pass” courses. “Pass/No Pass” classes must be so designated in the college catalog. The catalog must specify into which “Pass/No Pass” category each course falls. (Title 5, Section 55022)

The two categories are:

1) Courses which are designated as only Pass/No Pass, and
2) Courses in which a student has the option of receiving a grade or taking the course for credit through Pass/No Pass. A student who exercises that option and applies to take a course for Pass/No Pass shall not receive a grade for that course and will receive a “P” for credit or a “NP” for no credit shall appear on his/her official transcript of record. Units attempted for which the symbol “NP” is recorded shall be considered in probation and dismissal procedures.

Students may use the Pass/No Pass grade option in no more than one course per semester, and may apply no more than ten semester credit (P) units toward the A.A. Degree.

Students who are awarded credit (P) in a course shall receive both course credit and the full unit credit for the course. In computing a student’s grade-point average, grades of “Pass/No Pass” are omitted.

It is the responsibility of the student to be familiar with the “Pass/No Pass” policy in force at the college or university campus to which he/she hopes to transfer and to comply with that policy.

Repetition of a Course

Board Policy 4225

Repetition of a college course is restricted and shall occur only under the following conditions:

For purposes of this policy, an evaluative grade is defined as a grade of A, B, C, D, F, or FW.

Repetition of a college course is generally restricted to two repetitions for a total of three enrollments and shall occur under the following conditions:

(a) Students receiving a D, F, FW, W or NP grade in a course may repeat the course twice without petition. When a course is repeated under this condition, the last evaluative grade earned shall be the grade used in the computation of the student’s grade point average.

(b) In order to repeat a course one time in which an A, B, C or P grade was earned, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. When a course is repeated under this condition, the grade awarded shall not be calculated in the student’s grade point average. However, the new grade may be considered by a specific program for admission to that program.

(c) In order to repeat a course a third time (for a total of four enrollments) in which a D, F, FW, W, or NP grade was earned, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. When a course is repeated under this condition, the last evaluative grade earned shall be the grade used in the computation of the student’s grade point average.

When course repetition occurs, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

When there has been a significant lapse of time, defined as no less than 36 months, since a student obtained a satisfactory grade in a course, the student may petition the Scholastic Standards Committee to repeat the course. When repetition due to significant lapse of time is granted, the grade received will not be calculated in the GPA.

Scholastic Deficiency

For the purposes of Board Policy, the phrases “units attempted,” “all units,” or “all units attempted,” mean all units of credit for which the student was enrolled at Shasta College regardless of whether the student completed the course or received any credit or grade. This specifically includes all “credit,” “no credit,” “I,” and “W” grades. The word “semester” shall refer to the Fall and Spring terms. The condensed summer session is not considered a “semester.”

STANDARDS FOR PROBATION

a. Academic Probation - A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Board Policy, Section 4230.

b. Progress Probation - A student who has attempted at least 12 units as shown by the official academic record shall be placed on progression probation when the percentage of all units in which a student has enrolled and for which entries of “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%).

c. For record purposes - Any changes made in the student’s class schedule as a result of a counselor recommendation shall be treated as occurring within the first four weeks of the semester or 30% of the term for classes less than a semester in length.

NOTIFICATION OF PROBATION

Students placed on academic or progress probation pursuant to section 55031(a) or (b) shall be notified of their status no later than thirty days following the end of the term that resulted in the student being placed on academic or progress probation. This notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation. This notice shall advise students about the available
student support services to assist them in maintaining eligibility and will include an explanation of the conditions that the student must satisfy as a result of their probation.

REMOVAL FROM PROBATION

a. A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.

b. A student on progress probation because of an excess of units for which entries of “W”, “I”, and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

EXTENSION OF PROBATION

a. A student on academic probation who earns a grade point average of 2.0 or better for the semester, but whose cumulative grade point average still results in academic probation, shall have his/her probation extended an additional semester prior to dismissal.

b. A student on progress probation who completes more than 50% of all units attempted for the semester, but whose cumulative records still result in progress probation, shall have his/her probation extended an additional semester prior to dismissal.

Standards for Academic Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment (for example, a fall semester followed by a fall semester shall be considered consecutive if the student was not enrolled in the spring semester of that academic year).

A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 2.0 in all units attempted and graded in each of three consecutive semesters, including the semester that placed the student on probation (which were graded on the basis of the grading scale described in Board Policy, Section 4230).

A student who has been placed on progress probation shall be dismissed if the percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NC” (as defined in Board Policy, Section 4230) are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%) in accordance with Board Policy, Section 4230.

NOTIFICATION OF DISMISSAL

The Admissions and Records Office shall make every reasonable effort to notify a student of dismissal from Shasta College due to academic disqualification as soon as that information is available following the completion of the semester. If a dismissed student has already enrolled in classes for a fall or spring semester, the Admissions and Records Office will dis-enroll the student retroactively as of the first day of the new term. The Admissions and Records Office will notify the student in writing of this action. Dismissal does not apply to summer school.

REINSTATEMENT

A student who has been dismissed from Shasta College because of academic or progress disqualification must meet with a counselor and then file a request for reinstatement with the Admissions and Records Office. A dismissed student may be reinstated after an absence of one or more fall or spring semesters.

a. Academic Dismissal - A student who was dismissed because of academic probation must earn satisfactory grades (a grade point average of 2.0 or better) during the semester of reinstatement. A student who does not earn the required grade point average will be dismissed.

b. Progress Dismissal - A student who was dismissed because of progress probation must satisfactorily complete more than 50% of all units attempted during the semester of reinstatement. A student who does not complete the required percentage of units will be dismissed.

APPEAL

Any student may appeal probation or dismissal if that student feels there are special mitigating circumstances. All appeals shall be sent to the Scholastic Standards Committee, accompanied by a report from the student’s counselor.

Withdrawing From a Class with a “W” Grade

Students may withdraw from a class after the official “drop” date and up through the last day of the fourteenth week or 75% of the term, whichever is less. A student may drop a class and have no notation appear on their transcripts through the census date of each class. After the census date of each class and up to 75% a student may withdraw from a class. The notation “W” will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive “W”s shall, however, be used as factors in probation and dismissal procedures. An instructor may also drop a student during the first 75% of the class for non-participation.

IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN FORMS AND SUBMIT THE NECESSARY PAPERWORK TO WITHDRAW FROM CLASS(ES). Forms are available from Admissions and Records, Extended Education sites, or by mail. Students can drop a class in person at Admissions and Records or Extended Education sites, or online through MyShasta. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.
Chapter 6: Student Rights and Responsibilities

Academic Freedom
Board Policy 4030

Controversial issues and divergent viewpoints have existed among men throughout the history of civilization. Only in a constitutional republic such as ours has a high degree of freedom of expression been permitted. There must be freedom of the student and teacher to present their viewpoints in and out of the classroom. American democracy, is strong enough to stand on its own merits and to survive criticism and comparison with any system so long as its advantages and virtues are not deliberately slighted in such comparisons. However, an atmosphere of responsibility to the students, the College, the community and the nation must accompany these freedoms. To carry out their mutual responsibilities to each other and to ensure these principles of academic freedom, the Board of Trustees, the administration and faculty agree to support certain guiding principles and procedures as set forth below.

1. The faculty member shall:
   a. Be entitled to freedom of expression in teaching his/her subjects in the classroom. He/she shall encourage fair examination of controversial questions. He/she shall encourage students, by word and example, to form their own opinions based upon critical judgment and documented facts. In his/her presentation of subject matter to his/her students, he/she shall distinguish between objective facts and his/her personal evaluation of facts.
   b. Be supported in his/her right to participate in legal political activities of the community, state and nation during off-duty hours. No disciplinary action may be brought to coerce him/her for political purposes. (education Code 13004, 13754). He/she shall permit no outside political activities to interfere with his/her academic duties. He/she should always make clear to audiences that the opinions expressed regarding outside political activities are his/her own and not to be taken as necessarily representing the policies of the College. He/she should refrain from making irresponsible statements to any group.
   c. Be ever cognizant that it is illegal to advocate the overthrow of the Government by force (education Code 9455). He/she should make a clear distinction between the description of such philosophies as might fall in that category and the advocacy of such philosophies.
   d. Emphasize the need for maintaining a level of individual integrity and responsibility consistent with good community relations of the College, when associated with student activities that reach beyond the classroom.
   e. Provide a fair platform for the presentation of facts when outside speakers are invited to the classroom on the campus. Such speakers should be free to speak on topics which are relevant to questions being discussed in the classroom or campus situation. It may, at times, be desirable for the faculty members and administration to provide information and viewpoints to rebut opinions expressed by such speakers in order to encourage critical analysis of the questions discussed.

2. Classroom policy regarding the discussion of controversial issues shall be:
   a. That free classroom expression by the instructor and the students be encouraged so long as topics are pertinent to the course being taught. The instructor is careful to be accurate, responsible and aware of the immaturity of some of the students in presenting and discussing controversial topics.
   b. That the instructor avoids prejudicial indoctrination. He/she points out to students that there may be other recognized views, and he/she carefully distinguishes between personal opinion and documented fact. He/she avoids imposing his/her opinion regarding controversial topics through the pressure of his/her authority in the classroom.
   c. That discussion of religious concepts is free from restraint so long as it is an integral part of the subject being taught and does not become sectarian indoctrination.
   d. That the teacher respects the student's right to differ in opinion in any discussion of controversial issues, without penalty, attack, or reflection in grading.

Academic Honesty

Academic dishonesty is the fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes.

Violation of this policy will result in appropriate disciplinary action. Specific examples of academic dishonesty include but are not limited to:

Taking Information
   a. Copying graded homework assignments from another student.
   b. Working together on a take-home test or homework when not specifically permitted by the instructor.
   c. Looking at another student's paper during an examination.
   d. Looking at text or notes during an examination when not specifically permitted by the instructor.
   e. Accessing another student’s computer and using his/her data as one’s own.

Providing Information
   a. Giving one’s work to another to be copied or used in an oral presentation.
   b. Giving answers to another student during an examination.
   c. After taking an examination, informing a student enrolled in a later course section of questions that appear on the examination.
   d. Providing a term paper to another student.
   e. Taking an examination, writing a paper, or creating computer data or artistic work for another.

Plagiarism
   a. Failing to give credit for ideas, statement of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof.
   b. Submitting a paper acquired from a “research” or term paper service.
   c. Copying another person's assignment and handing it in as one’s own.
   d. Giving a speech or oral presentation written by another and claiming it as one’s own work.
   e. Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
   f. Presenting another’s computer data as one’s own.

Other Academic Dishonesty
   a. Planning with one or more fellow students to commit any form of academic dishonesty together.
   b. Having another student take one’s examination or do one’s computer data or lab experiment.
c. Lying to an instructor to increase a grade.
d. Submitting papers or speeches that are substantially the same for credit in two different courses without prior approval of the instructors involved.
e. Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
f. Removing tests from the classroom without the approval of the instructor, or stealing tests.
g. Copying computer software from a floppy disk or a hard drive unless specifically allowed by the instructor.

**Academic Renewal**

**Board Policy 4240**

A student may petition the Scholastic Standards Committee to have up to 30 units of “D” or “F” grades removed from the computation of his/her grade point average for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal. (Title 5, Section 55765). Contact the Admissions and Records Office for petition forms. Updated 1/16/08

**Attendance Policy**

Attendance policies at Shasta College are based on the belief that students can profit from college only if they attend regularly and are adequately prepared for their classes.

Students are expected to attend all classes. A student who fails to attend the first class meeting of a course without notifying the instructor may be dropped from the class. In addition, an instructor may drop a student for excessive absences/lack of participation. IT IS ALWAYS THE STUDENT’S RESPONSIBILITY TO OFFICIALLY DROP OR WITHDRAW FROM THE CLASS. Students who fail to file the necessary withdrawal forms, even though they stop attending class or fail to pay registration fees, will be assigned a course grade.

**Drug Free Environment and Drug Prevention Program**

**Board Policy 3550**

Reference: Drug Free Schools and Communities Act, 20 USC Section 1145g; 34 CFR Section 86.1 et seq.; Drug Free Workplace Act of 1988; 41 USC Section 702

The Shasta-Tehama-Trinity Joint Community College District will have standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, expulsion, or dismissal. The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989, as well as complies with other requirements of the Act. The Drug-Free Campus Program brochure contains information about local services and programs, as well as community resources contact information for those affected by alcohol or substance abuse. It additionally outlines the personal consequences and health risks associated with the use of illicit drugs and the abuse of alcohol.

A copy of the brochure can be obtained via the following link: Drug-Free Campus Program Brochure, or by accessing the Virtual Brochure Rack through the Health/Wellness Services home page.

**Prohibition of Drugs**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

For further information regarding students and Drug Free Schools and Communities Act, visit: Student Drug and Alcohol Testing and Criminal Background Checks BP 3551 and AP 3551.

**Equal Opportunity**

Shasta College employs policies and procedures to strengthen and guarantee the premise of equal opportunity for all. Specifically, the College:

1. Practices nondiscrimination in academic programs, employment, promotion, transfer and assignment on the basis of color, ethnicity, national origin, gender, sexual orientation, age, physical and mental disability, veteran and/or marital status.

2. Reviews its policies and procedures to preclude the possibility of unintentional discrimination against women, minorities, individuals with disabilities and others.

3. Maintains the policy that unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whenever offered 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 Chapter II, Div. 2, Part IV, Title 5, of the California Code of Regulations, commencing with Section 51820.

**Extenuating Circumstances (Withdrawal)**

Students who must withdraw from college after the fourteenth week of class (75% of the term for classes less than a full term) because of extenuating circumstances, verifiable cases of accidents/illnesses, or other circumstances beyond the control of the student, may petition for authorized withdrawals from their classes. Petitions are available in the Admissions and Records Office.

**Sexual and Other Assaults on Campus**

**Board Policy 3540**

Reference: Education Code Sections 67382, 67385 and 67386; 20 U.S.C Code Section 1092(f); and 34 code of Federal Regulations Section 688.46(b)(11)
Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures for sexual assaults shall meet the criteria contained in EC 67385, 67385.7, and 67386, and 34 Code of Federal Regulations Section 686.46.

**Sexual and Other Assaults on Campus: Administrative Procedure 3540**

Reference: Education Code Sections 67385 and 67386; 20 U.S. Code Section 1092(f); 34 Code of Federal Regulations Section 686.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Conduct.)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 5500, 3510, and 3515.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Campus Safety Department, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Director of Campus Safety is authorized to release such information.

The Director of Campus Safety shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents (the Vice President of Student Services and the Health and Wellness nurse and counselor);
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - Director of Campus Safety or designee who works in partnership with local victim and witness advocacy organizations, and the Shasta College Health and Wellness Office
    - transportation to a hospital, if necessary;
    - counseling available through the Shasta College Health and Wellness Office, or referral to a counseling center;
    - notice to the jurisdictional law enforcement agency, if desired;
    - a list of other available campus resources or appropriate off-campus resources (refer to the Campus Safety webpage for a list of resources);
  - A description of each of the following procedures:
    - criminal prosecution; or civil prosecution (i.e., lawsuit);
    - District disciplinary procedures, both student and employee;
    - modification of class schedules;
    - tutoring, if necessary.

The Director of Campus Safety should be available to provide assistance to Campus Safety Officers regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3430, regardless of whether a complaint is filed with local law enforcement. The District will use the preponderance of evidence standard (more likely than not that a violation of policy occurred) in evaluating the conclusion of the complaint.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Campus Safety Department and the Vice President of Student Services office of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.
A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assault, or stalking on District property shall be referred to the District's Superintendent/President or designee, which shall work with Campus Safety to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic living, transportation and/or working situations after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- Procedures for response to stranger and non-stranger violence.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information
The Director of Campus Safety shall:

- Provide, as part of each campus’ established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District’s sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the Campus Safety Department webpage regarding domestic violence, dating violence, sexual assault and stalking.

Addressing, Responding to Sex Offenses, and Disclosures to Alleged Victims of Crime of Violence and Non-Forcible Sex Offenses
Campus Safety Policy 110

I. PURPOSE
The purpose of this policy is to appropriately address, respond to, and assist victims of sex offenses and provide the utmost safety for the victim.

For information pertaining to prohibition of unlawful discrimination or harassment, refer to Administrative Procedure (AP) 9430.

III. POLICY
The college educates the student community about sexual assaults and date rape through new student orientations. The Shasta College Campus Safety Department offers sexual assault education and information programs to Shasta College students every spring semester. Literature on date rape education, risk reduction, and College response is available through the Residential Halls, Health and Wellness and Campus Safety. An informational brochure including sexual assault prevention and reporting is included in all new student folders.

If you are a victim of a sexual assault at this institution, your first priority should be to get into a place of safety and call 911. You should then obtain necessary medical treatment. The Campus Safety Department is not a police department, but a security department. However, the Shasta College Campus Safety Department works closely with local law enforcement and strongly advocates that a victim of a sexual assault report the incident in a timely manner. A victim of a sexual assault is encouraged to first report the offense to the local law enforcement agency. The victim can also report the crime to Campus Safety, who will then contact the jurisdictional agency responsible for the location where the sexual offense occurred. If the victim reports the sexual offense during non-hours of operation of Campus Safety, they are encouraged to report the offense to local law enforcement by calling 911. Time is a critical factor for evidence collection and preservation.
Filing a police report for a sexual assault:
- Ensure that a victim of a sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Assure confidentiality of the victim on the law enforcement crime report.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Shasta College Campus Safety Department, the jurisdictional law enforcement agency will be notified expeditiously. Counseling services are also available through Shasta College Health and Wellness (530) 242-7580. Counseling and support services outside the Shasta College system can be obtained through One Safe Place (formerly the Shasta County Women's Refuge) (530) 244-0117.

Shasta-Tehama-Trinity Joint Community College District will, upon request, disclose to the alleged victim of a crime of violence, or a non-forceful sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Shasta-Tehama-Trinity Joint Community College District will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Resources for confidentially reporting such activities include, but are not limited to:
- Shasta College Campus Safety 530 242-7910
- Human Resources (530) 242-7640
- The Vice President of Student Services (530) 242-7621
- Student Health & Wellness Office (530) 242-7580

Additional Resources:
Off-Campus:
- Redding Police Department (530) 225-4200
  (Non-emergency)
- Shasta County Sheriff (530) 245-6000
- Anderson Police Department (530) 378-6600
- Red Bluff Police Department (530) 527-3131
- Tehama County Sheriff (530) 529-7900
- Trinity County Sheriff (530) 623-2611

Victim Services:
- oneSAFEplace (Formerly Women's Refuge)
  24-hour Crisis Line (530) 244-0117
- Shasta County Family Justice Center (530) 243-8868
- Shasta County Crime Victims Assistance Center (530) 225-5220
- Human Response Network (Trinity County) (866) 623-4357
- Red Bluff Rape Crisis (800) 342-7273
- Alternatives to Violence (Red Bluff) (800) 342-6473
- National Domestic Violence Hotline (800) 799-7223
- Rape Abuse Incest National Network (RAINN) Hotline (800) 656-HOPE
- National Dating Abuse Helpline (866) 331-9474
into affiliation with or as a condition for continued membership in a group or organization.

8. Failure to comply with direction of Shasta College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to one of these persons when requested to do so.

9. Unauthorized possession, duplication or use of keys to any Shasta College premises or unauthorized entry to or use of Shasta College premises.

10. Violation of published Shasta College policies, rules or regulations.

11. Violation of federal, state or local law on Shasta College premises or at Shasta College sponsored or supervised activities.

12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

13. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and Shasta College regulations.

14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals including but not limited to any facsimile firearm, knife, explosive or weapon on Shasta College premises.

15. Participation in a campus demonstration that disrupts the normal operations of Shasta College and infringes on the rights of other members of the Shasta College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

16. Obstruction of the free flow of pedestrian or vehicular traffic on Shasta College premises or at Shasta College sponsored or supervised functions. The use of bicycles, roller blades and skateboards is not permitted in heavy traffic areas or in buildings.

17. Conduct that is disorderly, loud or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.

18. Theft or other abuse of computer time and network resources, including but not limited to:
   a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Unauthorized use of phone and electronic devices such as radios, etc.
   e. Use of computing facilities to interfere with the work of another student, faculty member or Shasta College official.
   f. Use of computing facilities to send obscene or abusive messages.
   g. Use of computing facilities to interfere with normal operations of Shasta College computing systems.

19. Abuse of the judicial system, including but not limited to:
   a. Failure to obey the summons of a Shasta College official.
   b. Falsification, distortion or misrepresentation of information before a hearing officer.
   c. Disruption or interference with the orderly conduct of a judicial proceeding.
   d. Institution of a judicial proceeding knowingly without cause.
   e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
   g. Failure to comply with the sanction(s) imposed under the Student Code.
   h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

20. Willful or persistent smoking in any area where smoking is prohibited by lawful authority.

21. Littering of any kind.

22. Misrepresentation of oneself or of an organization to be an agent of Shasta College.

23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlined in Administrative Procedures 5520.

### Student Computer Technology Access

This is to communicate what other users, instructors, and the District expect of students when using college computer technology and facilities. Failure to conform to these stipulations may result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with Shasta College Standards of Conduct (BP 5500) and Sanctions (AP 5520), available for reference in the College Catalog or by requesting a copy from Student Services.

Access to computing resources is a privilege. Use of any Shasta College computer system constitutes agreement to comply with Shasta College Administrative Procedure 3720 for Responsible Computing. Computer technology and facilities are provided for the purpose of completing academic requirements. The District may access, review, copy and disclose information entered or retained in computer technology and communications resources.

1. Students may use the technology and facilities to:
   a. Complete course assignments;
   b. Conduct academic research;
   c. Communicate with faculty and students.

2. User Responsibilities. User responsibilities include, but are not limited to:
   a. Using only their own designated ID, passwords/PIN, and accounts, and keeping IDs, passwords/PIN, and account information confidential. It is recommended that users change their passwords/ PIN periodically;
   b. Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agreements and restrictions;
   c. Accurately identifying and representing themselves in electronic messages, files, and transactions;
   d. Saving all work on a flash drive or other removable storage media and not on the hard drive unless instructed to do so by their instructor;
   e. Allowing lab technicians to scan removable media before it is inserted into or otherwise connected to the computer as a precaution to insure the safety of the computers;
f. Asking appropriate Shasta College personal for assistance if unfamiliar with the system software.

3. Prohibitions. Prohibitions include but are not limited to:
   a. Circumventing or attempting to circumvent local, network, or remote security measures;
   b. Unauthorized use of accounts, access codes, passwords, or identification numbers;
   c. Violating copyrights, trademarks, and/or license agreements;
   d. Copying software that has not been placed in the public domain and distributed as freeware; inspecting, changing, altering, copying, or distributing proprietary data programs, files, disks, or software without authorization;
   e. Accessing, using or copying another user’s account, ID number, password, electronic files, data, or e-mail without prior authorization; or allowing such use by others;
   f. Falsely identifying and/or representing oneself in the use of computer technology and communications resources;
   g. Altering or attempting to alter system software;
   h. Altering or attempting to alter system hardware without Technology Support approval;
   i. Damaging equipment, data, software, software protection, encryption or restriction on applications and files, including introducing invasive or destructive programs (such as viruses, worms, and Trojan horses);
   j. Modifying or attempting to crash or hack into computer technology or communications resources;
   k. Accessing or attempting to access restricted portions of any operating system or security software;
   l. Installing or removing software;
   m. Using computer technology and/or communications resources for private commercial purposes;
   n. Using District computer technology and communications resources in any unlawful manner including fraudulent, threatening, libelous, obscene, or harassing communications; procuring, or distributing obscene or pornographic material.

### Student Designated Free Speech Area

**Board Policy 3900**

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

District property is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures established by the Superintendent/President shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards or the distribution of printed materials or petitions in those parts of the college designated areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

### Student Discipline

**Board Policy/Administrative Procedure 5520**

**BOARD POLICY 5520:** (Board approved 4/13/11)

The Superintendent/President shall establish procedures for the imposition of student discipline in accordance with the requirements of due process as provided by applicable federal and state laws and regulations.

The Dean of Students will serve as the Discipline Officer unless a different official is so designated by the Superintendent/President.

The disciplinary procedures shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and revoking or withholding a degree or certificate. The Board of Trustees shall hear the matter in closed session unless the student requests the matter be heard in open session. Final action by the Board on any expulsion shall be taken in open session.

The disciplinary procedures shall be made available to students through the college catalog, the District website and other similar means.

**ADMINISTRATIVE PROCEDURE 5520:** (Board approved 07/08/15)

The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500 (BP 5500).

These administrative procedures will include a prompt, fair, and impartial process from the initial investigation to the final result and are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing.

I. DEFINITIONS:

**Discipline Officer:** The Dean of Students or such other official so designated by the Superintendent/President.

**Hearing Authority:** The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

**District:** The Shasta-Tehama-Trinity Joint Community College District.

**School Day:** Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Receipt of Notice:** A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

**Student:** Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered “students” for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

**Instructor:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Educational Administrator:** Any administrator who provides
leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

Expulsion: Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.

Good Cause: Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

Hearing Authority: The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct.

Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) days.

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to ten (10) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than ten (10) school days.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections 626.2 and 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Reinstatement: In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

II. EXPECTED STUDENT CONDUCT

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.

III. SANCTIONS

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. Warning: Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District’s Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student’s record.

2. Reprimand: A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of the student’s record.

3. Disciplinary Probation: A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.

4. Restitution: Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/ equipment caused by the students’ misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.

5. Removal from Class or Instruction-Related Activity: Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.

6. Loss of Privileges: Denial of privileges that do not involve restrictions on class attendance for a designated period of time.

7. Residence Halls Suspension: Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.

8. Residence Halls Contract Revocation: Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.

9. District Suspension: Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

10. District Expulsion: Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.

11. Revocation of Degree or Certificate: A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in
obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.

12. Withholding of Degree or Certificate: The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student’s entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.

13. Withdrawal of Consent to Remain on Campus: The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Vice President of Student Services and the Superintendent/President will be notified immediately. The person from whose consent has been withdrawn may submit a written appeal to the Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

14. Discretionary Sanctions: Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

IV. DISCIPLINE INVOLVING STUDENT GROUPS
Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.

No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

V. RECORDS OF DISCIPLINARY ACTION
In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.

In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim;
- The alleged victim’s next of kin, if the victim is deceased.

VI. DISCIPLINARY ACTION INVOLVING VIOLENCE, STALKING AND SEX CRIMES
Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

VII. DISCIPLINE OFFICER’S PROCEDURES
The following procedures shall be followed before any suspension or recommendation of expulsion except in the event that an emergency/interim suspension is imposed as set forth herein.

A. Administration. The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.

B. Reporting of Conduct. Alleged student misconduct shall be reported to the Discipline Officer.

C. Investigation. Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.

D. Notice. The Discipline Officer shall give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. The notice will be sent via personal delivery or certified mail to the student’s last known address. The student will be given five (5) school days to respond to the notice. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and potential Student Code of Conduct violation(s).

E. Opportunity to Be Heard. The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed suspension or recommendation of expulsion. If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.

F. Determination After Meeting. The Discipline Officer shall decide whether or not to proceed with sanction(s) after hearing the student’s explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery or certified mail to the student’s last known address.

G. Short-Term Suspension Notification. The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting.
described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered or sent via certified mail to the student’s last known address.

H. Long-Term Suspension, Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification. The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) E and F. The notice shall be hand delivered or sent via certified mail to the student’s last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanction(s), and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);
2. A copy of the Standards of Conduct;
3. An explanation that the student for whom sanctions have been recommended is entitled to appeal the decision and has a right to an appeal hearing. The notification shall also state that a request for an appeal hearing must be filed within five (5) school days of the receipt of the notification. The written request for an appeal hearing must be received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal as described in section VIII.A. of these procedures, and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request a hearing in a timely manner shall constitute a waiver of the right to a hearing; and
4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed;

I. Notice to the District’s Hearing Authority. The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District’s Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.

J. Reinstatement. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.

K. In cases not resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate, the decision of the Discipline Officer shall be final.

VII. HEARING AUTHORITY’S APPEAL PROCEDURES.

A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate imposed by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, must cite the specific ground(s) on which the appeal is being made, and must provide information which substantiates the ground(s) on which the appeal is being made. The request must be received by the Hearing Authority within five (5) school days of the student’s receipt of notification of right to appeal.

Grounds for Appeal. A student may appeal the decision of the Discipline Officer on the grounds that:

i. Fair consideration was not provided to the student (i.e. there is evidence that some aspect of the Hearing Authority’s meeting was prejudicial, arbitrary, or capricious); or
ii. New and significant information not reasonably available at the time of the Hearing Authority’s meeting has become available; or
iii. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer’s findings, and the imposed and/or recommended sanctions. Sanctions recommended by the Discipline Officer may or may not be suspended until such time as the appeal hearing is held.

C. If after the review, the Hearing Authority determines that an appeal is warranted then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.

D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority’s decision shall be sent via certified or registered mail to the student’s last known address.

E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet with him or her.

F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority’s decision shall be sent via certified or registered mail to the student’s last known address.

G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority may result in suspension, the recommendation of expulsion, and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority’s decision shall be final.

H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will make the report.

VIII. EMERGENCY INTERIM SUSPENSION

A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be utilized only when necessary to protect individuals from
Chapter 6: Student Rights and Responsibilities

C. An emergency/summary suspension shall be reported to the Board of Trustees at its next regular meeting after such suspension has been imposed.

IX. SUPERINTENDENT/PRESIDENT

In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. Long-Term Suspension: If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for Appeal. A student may appeal the decision of the Hearing Authority on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority’s meeting was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the Hearing Authority’s meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

Within ten (10) school days following receipt of the recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify, or reject the long-term suspension imposed by the Hearing Authority. If the Superintendent/President modifies or rejects the imposed sanction, the Superintendent/President shall render a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify, or reject the recommended or imposed sanction shall be final. The final decision shall be sent via certified or registered mail to the student’s last known address. The Superintendent/President shall report all student suspensions to the Board of Trustees in closed session at its next regular meeting after he or she has received notification of the suspension.

B. Expulsion or Revoking or Withholding a Degree or Certificate: The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the recommended expulsion and/or revoking or withholding of a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the recommended recommendation and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall review the record of the hearings and prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify, or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student’s last known address within ten school days of receipt of the appeal. The Superintendent/President’s written decision shall be forwarded to the Board of Trustees.

X. BOARD OF TRUSTEES

In cases where expulsion or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withdrawing a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests that the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code section 76030).

B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

C. A closed hearing will be closed to everyone except the following:

1. The student charged;
2. An advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;
3. The District Superintendent/President and/or President's designee;
4. The Board of Trustees;
5. Counsel for the District;
6. The student's parent(s) or guardian, if the student is a minor;
7. Campus Security or such other law enforcement personnel deemed necessary for the safety of meeting participants.

D. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.
3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.

4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.

5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.

6. The statements shall be limited to five (5) minutes each.

7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.

9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.

10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at his or her own expense.

11. A written statement of the Board of Trustees’ decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.

12. If the Board of Trustees’ decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student’s records.

13. The decision of the Board of Trustees is final and not subject to further appeal.

XI. NOTIFICATION

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

XII. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.

Student Equity Policy

Board Policy 5300

Shasta College attempts to ensure equal opportunity to all students and shall provide prompt review of any complaints of discrimination based on race, color, religion, sex, handicap, age, or economic conditions.

Student Grievance Policy

Board Policy 5530

*Refer to the Board Policy for any current updates of language

Definition of Student Grievance

For the purpose of this policy, a student grievance is defined as a claim by a student that his/her student rights have been adversely affected by a college decision or action. This policy is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal compliant meetings.

Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District’s process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor’s Office (CCCCO) at:

www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

Note: This Policy and the related Administrative Procedure is not available for use by any student or applicant for admission who believes that he/she has been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District’s Board Policy and Administrative Procedure 3430 – Prohibition of Unlawful Discrimination or Harassment, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District's web site at:

shastacollegeboardpolicies.edu

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.

This procedure does not apply to grade changes or to student disciplinary actions, both of which are covered under separate Board Policies and Administrative Procedures. (BP/AP 4230-Grade Changes and BP/AP 5520-Student Discipline).

Definitions:

School Day: Any day during which the District is in session and regular classes are held excluding Saturdays and Sundays.

Student: Any person currently enrolled as a student in any class or program offered by the District.

LEVELS FOR RESOLVING A STUDENT GRIEVANCE:

FIRST LEVEL – Informal Grievance

Any student with a grievance should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the grievance. This discussion must take place within ten (10) school days of the alleged incident.

SECOND LEVEL – Informal Grievance

If the grievance cannot be resolved as specified at the first level within ten (10) school days, the grievant should contact the immediate supervisor or Dean of the appropriate department or
program. This discussion must take place within ten (10) school days after contact at the second level. The Supervisor or Dean has ten (10) school days to respond to the student’s grievance.

THIRD LEVEL – Informal Grievance
If the grievance cannot be resolved at the second level within ten (10) school days, the grievant should contact the appropriate Vice President. The Vice President will review the grievance with the supervisor or administrator and attempt to resolve the grievance informally. This discussion must take place within ten (10) school days after contact at the third level. The appropriate Vice President has ten (10) school days to respond to the student’s grievance.

FOURTH LEVEL – Formal Grievance
If the grievance cannot be resolved informally at the third level, the grievant will be asked to state the grievance in writing within ten (10) school days. Then a formal hearing will be scheduled within ten (10) school days of receipt of the written complaint. The employee being grieved shall have the opportunity to respond in writing. A Vice President, as appointed by the Superintendent/President, will conduct the hearing.

The hearing will include the grievant(s) and the person(s) grieved against. Each shall be entitled to:
1) Representation of his/her choice, including legal counsel when mutually agreed;
2) The right to present witnesses and evidence; and
3) The right to question opposing witnesses.

Official minutes of the hearing will be recorded, and, upon request, available to any person in attendance at the hearing. The Vice President as appointed by the Superintendent/President shall have ten (10) school days after the date of the hearing to render a written decision.

FIFTH LEVEL – Formal Grievance
If the grievance cannot be resolved at the fourth level within ten (10) school days, the grievant may seek a review with the District Superintendent/President. A copy of the stated grievance and minutes of the hearing, if any, will be submitted to the Superintendent/President for review. The Superintendent/President shall have ten (10) school days to render a written decision.

SIXTH LEVEL – Formal Grievance
If the grievance cannot be resolved at the fifth level within ten (10) school days, the grievant may seek a review before the District Board of Trustees at its next regularly scheduled meeting.

Record of Grievance
A record of the grievance against an employee of the District may only be entered into an employee’s personnel file in compliance with an employee’s contract and the disciplinary process.

Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District’s process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor’s Office (CCCCO) at: CCCComplaintsForm.edu.

Note: This Policy and the related Administrative Procedure is not available for use by any student or applicant for admission who believes that he/she has been subjected to unlawful discrimination. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District’s Unlawful Discrimination Policy and Procedures 3430, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District’s web site at: shastacollegeboardpolicies.edu

Student Learning Assessment

To ensure that students at Shasta College are attaining knowledge and skills, the faculty have developed ongoing processes to assess student learning. Students should expect to participate in a wide range of assessments designed to provide useful information about programs and student services. Additionally, upon graduating or transferring from Shasta College, former students may be asked to provide feedback on their experiences at Shasta College to guide continuous program quality.

Student Records, Directory Information and Privacy Rights

Reference: Education Code Sections 76200, et. Seq.; Title 5, Sections 54600, et seq.; Board Policy 5040

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Access to Records: Educational records shall be available for inspection and review, during normal working hours, by presently and formerly enrolled students. Where the record(s) may contain information concerning more than the inquiring student, only that part pertaining to the inquiring student may be revealed.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s list recognition.
Chapter 7: Services for Students, Special Programs, and Student Life

Shasta College provides a broad spectrum of student services and activities to support the instructional program and to ensure maximum opportunity for success in the student’s chosen major.

Services for Students

Bookstore
The College Bookstore provides essential products and services that complement the academic environment and facilitate the education process for students, faculty, staff, and alumni as well as to visitors to Shasta College. The Bookstore offers self-service and selection in specialized book departments. Several non-book departments, such as school supplies, food products, emblematic wear, sundries, and gifts are also offered.

The Bookstore is on the public throughout the school year. The team members of the Bookstore look forward to meeting many of you personally and helping you become better acquainted with the products and services offered. It is our purpose to make your visits to the Bookstore a pleasant and beneficial experience.

During the beginning of each semester the Bookstore has extended hours. Refer to the class schedule, our web page, or please call (530) 242-7574 for more information.

Textbooks can be ordered online at shastacollegebookstore.

Career Center
The Career Center provides resources to use in making career decisions and acquiring the occupational information necessary for planning your future. Students are invited to make use of computerized career exploration resources to learn more about their interests, skills, and work values. Resources are also available to research and compare educational requirements, pay, and future outlook for various occupations. Stop by Room 126 to learn how to create your personal career profile!

Service Area Outcomes
1. At least 85% of all students, staff and faculty will be satisfied with operations in the Career Services and Student Employment Department.
2. Employment and Career Services will partner with faculty, students, and community members including local employers to promote career and employment opportunities and preparation.

Student Support Learning Outcomes
1. Based on an in-person presentation, students will be able to list two resources provided by the Career and Employment Center.

Child Care Services
Early Childhood Education
Early Headstart
Headstart-CalWORKS Preschool

Shasta College Children’s Campus offers several options to help meet the childcare and educational needs of families. Go to shastacollegechildcare

The Early Childhood Education Center (530) 242-7600 is a demonstration child development laboratory site providing an enrichment experience for 3, 4, and 5-year-old children. A daily fee approved by the Board of Trustees is charged for the program.

Shasta County Head Start and Early Head Start (530) 241-7951 provides an inclusive enriching program with extended day childcare from 7:30 a.m. to 2:30 p.m. Head Start/Early Head Start serves families of infant, toddlers and preschoolers aged eight weeks to five years. Enrollment priority is given to children of College CalWORKs students and low-income eligible families at no fee.

Financial Aid – Scholarships – See Chapter 3 – Financial Aid

Student Health and Wellness Office
The office is located in Room 2020 in the Campus Center. Confidential services are available to Shasta College students who have paid the semester health fee (handled at registration) and are registered at the time of service in credit-bearing courses for the current semester. You must present your student ID number as eligibility will be verified with each visit. The office is open Monday thru Friday during the Spring and Fall semesters from 8:00 a.m. – 12:00 noon and from 1:00 p.m. - 4:00 p.m. Summer semester office hours, days, and services will vary. Services offered: first aid/care for injuries, visits with the college nurse, contracted physician, or psychological counselor, treatment for acute injuries and illnesses, OTC (over the counter) medications, TB Skin Tests, Health Screenings, Health Education & Information, cholesterol screening and flu shots (nominal fee for each, call for details), tobacco cessation counseling. We also provide resources for reproductive health care. Physician consultations are available for the initial diagnosis and treatment of short-term illness and academic program/uncomplicated employment physicals. Physician services are not available during the summer semester. PLEASE NOTE: The Student Health & Wellness office is not a comprehensive health care provider and is not structured to address all the healthcare needs of District students. It is not the intention, nor contained in the scope of practice, of the healthcare professionals in this office to be identified as primary healthcare providers. Medical (physician) services are contracted and limited. Hours and / or days of service are subject to change. There may also be times when the College Nurse and / or Psychological Counselor are out of the office, or off campus, during regular office hours. Please call (530) 242-7580 for appointment availability. For more information, please visit our website at www.shastacollege.edu/wellness.

The Student Health & Wellness Office also manages the Student Accident Reporting and Insurance process.

Remember, Shasta College is a Smoking Restricted campus. Smoking is only allowed in designated areas. Please visit our website, www.shastacollege.edu/wellness, for the locations of designated areas. Spitting of chew tobacco in classrooms (into cups, trashcans, etc.) is also prohibited. Wilful non-compliance is a violation of college policy and the Student Code of Conduct.

Library
The Shasta College Library is one of your key resources for course support and lifelong learning. We’re a hub of collaborative learning on campus with study spaces and a host of resources on our open shelves. We also maintain a dynamic collection, accessible 24/7, and online reference assistance. Explore this vast spectrum of knowledge, including:

- Millions of magazine and journal articles from thousands of international publications.
- A growing collection of over 100,000 books, audiobooks, DVDs, government documents, and streaming media.
- Nearly 100 computer, video, microform, and other workstations, many with Internet connections.
- Wireless Internet access.
- Group study rooms with media support.
- Self-service printing, photocopying, and faxing.
- Special resources for the physically challenged.
- Service-oriented staff who regard each encounter as an opportunity to share our extraordinary resources.

To learn more about the Library, including current Library hours, please visit us online at shastacollegelibrary.
Chapter 7: Services for Students, Special Programs, and Student Life

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Student Employment Services
The Student Employment Center is a resource for Shasta College students seeking work while attending classes, after graduation, and at the completion of their training programs. Bulletin boards are maintained in major campus buildings listing current job opportunities both on and off campus. Job listings are also posted on the Student Employment website: shastacollegejobboard. Computers, printers and fax are provided for job search purposes. Resume, cover letter, interviewing, and general job search assistance is available. For more information on student employment services, please stop by Room 126 or call (530) 242-7728.

Service Area Outcomes
1. At least 85% of all students, staff and faculty will be satisfied with operations in the Career Services and Student Employment Department.
2. Employment and Career Services will partner with faculty, students, and community members including local employers to promote career and employment opportunities and preparation.

Student Support Learning Outcome
1. Based on an in-person presentation, students will be able to list two resources provided by the Career and Employment Center.

Transfer Center
As part of the counseling function, Shasta College operates a Transfer Center. Located adjacent to the counseling offices in the Administration Building, the Center is a resource for students to use in acquiring information on other colleges and universities. The Center sponsors visits to four-year institutions each semester, and hosts admissions advisors from four year colleges and universities who meet with students here at Shasta College. The Transfer Center also offers workshops to guide students through the UC and CSU transfer application process. Students are invited to make use of the variety of materials and services available. For additional information and schedule updates, please visit the Transfer Center website, call (530) 242-7570, or stop by Room 126.

Service Area Outcomes
1. Students utilizing the Transfer Center will report that they were satisfied with the services.
2. The Transfer Center will increase the number of students pursuing Associate Degrees for Transfer by expanding outreach and promotion of these degrees as they become available.
3. The Transfer Center will increase the number of students pursuing the University of California (UC) Transfer Admission Guarantees (TAGs) by expanding outreach and promotion of this program.

Student Support Learning Outcomes
1. As a result of participating in transfer services and activities, students will report an increased awareness of the transfer requirements and processes.

Special Programs

Adult Basic Education
Shasta College has a range of adult education courses. There are courses in reading, math, GED-prep, citizenship and English as a Second Language. Many of these courses are free and have open enrollment. Some courses have small group instruction and others are taught using one-on-one mentoring. These courses can be used to prepare for college entry. For more information contact the Learning Center Coordinator, Basic Skills/ESL, at (530) 242-7711.

CalWORKs Student Services
The Shasta College CalWORKs Student Services Program serves students who are referred from the Shasta, Tehama or Trinity Counties Social Services’ CalWORKs Programs. Eligible students are those receiving the adult portion of TANF (Temporary Assistance to Needy Family) cash aid. Shasta College CalWORKs acts as an additional connection between CalWORKs students and their County worker.

CalWORKs students receive one-on-one assistance with enrollment, registration, financial aid processes and specialized counseling services. Continuing CalWORKs students receive specialized support regarding academic progress and maintaining eligibility for programs and services. BOG Fee Waiver, and CalWORKs hourly requirements. Support services for CalWORKs students may include school related books and supplies not supported by the County, gas cards, print vouchers, and CalWORKs Work Study.

CalWORKs Work Study is a resource for CalWORKs students to meet their required welfare-to-work hours while going to school. Wages earned while enrolled in the CalWORKs Work Study program are exempt from the CalWORKs student’s cash aid grant. In addition, the CalWORKs employment program provides assistance with job readiness, resume development and job search resources.

Students who are receiving the adult portion of TANF cash aid or are considering applying for cash aid can contact the Shasta College CalWORKs office for more information at (530) 242-7637 or stop by the Shasta College CalWORKs office at 1400 Market Street (across the street from the County CalWORKs office), Room 8116, Redding. Monday – Friday, 7:30A-4:30P.

Student Support Learning Outcomes:
1. After participating in the Shasta College CalWORKs Student Services Orientation, CalWORKs students will be able to list their entitled supportive services.
2. After participating in the Shasta College CalWORKs Student Services Orientation, CalWORKs students will be able to outline from who and how to access their entitled supportive services.

Cooperative Agencies Resources for Education – CARE
The CARE Program is designed as a support service for the EOPS student who is at least 18 years of age, a single head of household, a current recipient of TANF/CalWORKs, has a child under 14 years of age, and is enrolled full-time upon admission into the program. Support services for CARE students may include assistance with childcare or transportation expenses, supplies, textbooks, workshops and referrals. The purpose of the program is to assist the CARE student in pursuing educational goals and in obtaining skills leading to meaningful employment. For additional information, call (530) 242-7540 or stop by the EOPS/CARE Office in the Student Center, Room 2005.

Student Support Learning Outcomes
1. Students will demonstrate knowledge of the CARE resources available.
2. Students will demonstrate the value of CARE support services by increased retention, graduation, and transfer rates.

Disabled Students Programs and Services – DSPS
Shasta College offers students with disabilities numerous services including counseling and academic advisement, testing for learning disabilities, readers, note providers, e-texts, audio format texts, in class interpreting for students who are deaf or hard-of-hearing, designated parking areas, special equipment, assistive technology, test facilitation, etc. These services, accessed by referral from the DSPS Counselor or Learning Disabilities Specialist, are available to students attending either the main Shasta College campus or the extended education locations throughout the District. The DSPS Counselor and Learning Disability Specialist work with students to evaluate their educational needs and to plan and prescribe suitable programs and services. A specially equipped assistive technology computer lab, located in Room 2004, is available for qualifying students with disabilities. Special classes are provided through Adaptive Education curriculum (ADAP). For more information on the various programs and services available through DSPS, call (530) 242-7790 or stop by our office located in the Student Center, Room 2005.
DSPS also offers a College to Career (C2C) program which provides vocational training to students with Intellectual Disabilities. College to Career is a three-year program leading to competitive, integrated employment. More information can be found at the DSPS website (www.shastacollege.edu/dspes) or in room 206 on the Shasta College Main Campus.

Service Area Outcome
1. Counselors will develop an Education Contract specifying academic and vocational goals, steps to completing those goals, and relevant services appropriate to their strengths and limitations.

Student Support Learning Outcomes
1. Students will identify individual educational limitations and successfully access appropriate disability accommodations.
2. Students will utilize appropriate disability management strategies.

Extended Opportunity Program and Services – EOPS
EOPS (Extended Opportunity Program and Services) is state-funded and is established to assist students who are low income and educationally disadvantaged with financial and comprehensive support services. Academic, career, and personal counseling are key components of this program, and students are required to contact an EOPS Counselor three times each semester to plan and monitor their progress. Additional services may include book grants, emergency loans, tutoring, transfer assistance, workshops, cultural events and referrals to both on and off-campus resources. Eligibility for services is determined by Title 5 regulations. Students must complete a BOG FW (Board of Governors Fee Waiver) and EOPS application. For additional information, call (530) 242-7540 or stop by to the EOPS/CARE Office in the Student Center, Room 2005.

Student Support Learning Outcomes
1. Students will be able to identify, locate and utilize the resources and services needed to overcome educational and/or economic disadvantages to reach their academic goals.
2. Students will demonstrate that utilization of EOPS programs and services is a valuable aid for their college success.

Gateway to College
The Shasta College Gateway to College program is a dual enrollment program for high school students who are behind in credits and unlikely to graduate. Students who are selected for participation in the Gateway program have an opportunity to simultaneously earn credit toward their high school diploma and a college degree or certificate through classes taken on the college campus. Additional information is available on the GtC webpage or by calling (530) 242-7585.

High School Diploma (Formerly GED)
Residents of the District may work toward a high school diploma by taking college courses. Information is available from the high school from which you plan to receive the diploma. You must request that credit be transferred.

A student who transfers Shasta College course credit to a high school for diploma credit may also use that credit at Shasta College. The completed course will fulfill the subject requirement if it is part of an Associate degree program.

Questions regarding GED testing should be referred to the Shasta Adult School at (530) 245-2626.

Office of Access and Equity
The Office of Access and Equity works across departments and programs to support educational access and academic achievement for all students. Through changes in policies, practices, educational offerings, and support services, we work to close achievement gaps that exist among student groups. This office collaborates with the college and local communities to increase understanding and valuing of cultural, social, and ethnic diversity, to develop safe, welcoming, and culturally responsive environments, to advocate for and help meet the needs of students in groups experiencing significant achievement gaps, and to contribute to the development of socially and culturally relevant educational offerings. We are committed to helping students thrive and to ensuring inclusion and diversity for all individuals regardless of their racial/ethnic identity, sexual orientation, sex, gender identity, gender expression, socio-economic status, physical, mental or emotional ability, veteran status, or status as a former or current foster youth. We are passionate about pursuing and contributing significantly to equity of educational outcomes through expanded opportunities for engagement in college, connections with faculty, staff, and peers, cultural responsiveness/competency, civic engagement, and greater access to resources. For more information, write us at equity@shastacollege.com, call (530) 242-7618, stop by room 2308, or visit us at www.shastacollege.edu/studentequity.

Puente
The Puente Project, a national award-winning program for more than 25 years, has improved the college-going rate of tens of thousands of California’s educationally underrepresented students. Its mission is to increase the number of educationally disadvantaged 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 interdisciplinary in approach with writing, counseling and mentoring components. The Puente Project is an inter-segmental program that is co-sponsored by the University of California Office of the President and the California Community College Chancellor’s Office. Information about the Puente Project is available in Room 126, by phone at 242-7951 or shastacollegepuente. For information on Puente at the Tehama Campus, call (530) 529-8976.

Shasta CARES Program
Shasta CARES is a program implemented by the partnership of Shasta College Campus Safety and One SAFE Place to bring resources to our college community.

Shasta CARES works side-by-side with the Shasta College community to provide advocacy, support, and education to reduce sexual assault, domestic violence, dating violence, and stalking. Together we work towards a safe and healthy community.

Through Shasta CARES, Shasta College and One SAFE Place developed a collaborative multidisciplinary committee on campus to address campus stalking, domestic, dating, and sexual violence, to be identified as the Coordinated Community Response Team (CCRT).

One Safe Place will now have an advocate on campus every Tuesday and Wednesday. To make an appointment, contact April by email at shastacares@shastacollege.edu. The office is located in building 5000, room 5012A, phone is (530) 242-2399.

Confidential services include: crisis counseling, emergency shelter, legal assistance, court accompaniment, resources and referrals, victim advocacy, case management, emergency food and clothing, and support groups.

Shasta CARES will also provide primary prevention programming and events to educate the campus on realities of sexual violence, domestic violence, dating violence, and stalking. For more information, visit the Shasta College Campus Safety website: shastacollegecampussafety.

SCI*FI (Shasta College Inspiring and Fostering Independence)
SCI*FI is an educational support program for students who are current or former foster youth. Weekly workshops, academic support, and individual mentoring help students succeed in their coursework and also develop the skills needed to foster a stable transition into independence. A study lab is available in Room 2012. The counselor’s office for SCI*FI is Room 2012A, phone (530) 242-7556. Additional information is available at SCI*FI.
The Shasta College Writing Center, located in the Learning Resource Center (LRC), is a resource for all writers. Students from all courses are encouraged to make an appointment with a tutor in a one-on-one tutoring session. The Writing Center also provides computers for word processing and research purposes, and offers workshops and resources for writers. The Math and Business Learning Center can also be found in the LRC. Drop in tutoring for students enrolled in math and business classes is available in this center. The Science Learning Lab has tutoring for science classes and is located in the 1600 building.

Veterans Educational Benefits

The VA Certifying Official in the Financial Aid Office serves as your liaison between the school and the Department of Veterans Affairs to help you apply for and maintain your VA educational benefits. We provide support to help you with your education and information on the latest programs and regulations, extension of delimiting dates, vocational rehabilitation, etc. Be sure to apply for your benefits early, as it takes the Department of Veterans Affairs approximately 120 days to process your application. All new veterans to Shasta College should call for information at (530) 242-7701 or visit the Veterans Certifying Official located in the Financial Aid Office in Room 108. For more information about veterans services please visit our website at shastacollege.veterans.

The Veterans Counselor will assist you in your educational planning and development of the required Educational Plan. To schedule an appointment with the Veterans Counselor, call the Counseling Center, located in Building 100, at (530) 242-7724.

Student Life

Art

The Art Department sponsors monthly exhibitions in the College Gallery showing pieces from visiting artists, faculty, and a juried show in May. The realm of art is a viable medium at Shasta College, and one that fulfills the aspirations and artistic inclinations of each student. For additional information, call (530) 242-7730.

Athletics

Shasta College, a member of the Golden Valley Conference, Northern California Football Conference, the Big-8 Conference, and the Bay Valley Conference, offers strong and varied athletic opportunities for men and women. The athletic facilities include a gymnasium, a lap swimming pool and a diving pool, lighted tennis courts, weight training room, a cardio exercise room, well-lighted football stadium, all-weather track and field facility, baseball and softball diamonds, and soccer fields. Shasta College men and women participate in baseball, basketball, cross-country, football, soccer, softball, swimming and diving, tennis, track and field, volleyball and wrestling. Questions regarding athletic eligibility should be directed to the Dean of Physical Education and Athletics at (530) 242-7590 or check our website at shastacollege.sports.

Honor Society

Shasta College established the Beta Mu Mu chapter of the Phi Theta Kappa International Honor Society on March 19, 2004. The Phi Theta Kappa mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students; and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Honor society members are invited to join by letter and must have a cumulative GPA of 3.5 or higher and have completed 12 or more transferable units at Shasta College. Invitations to join are emailed out approximately four weeks into the semester, where eligible students can gain more information about the society and register/pay online. Membership is granted once the eligibility requirements have been met and the appropriate dues are collected. For more information, contact the Dean of Students Office, Room 2308 on the main campus for brochures and a membership application, or visit the chapter web site at shastacollege.sports.

Housing

Shasta College maintains two dormitories, one for 63 females and one for 63 males. A Commons building providing recreational space
and equipment for both indoor and outdoor activities is part of the facility. A “residents only” kitchen equipped with microwaves, two stoves/ovens, a gas BBQ grill, and an ice/water machine is located in the Commons along with a computer lab and TV lounge. Several social and recreational activities are programmed monthly for the enjoyment of the residents. The Commons building is staffed 24 hours a day throughout the academic year. Housing staff continually conduct safety and security walk-throughs to ensure that the facilities are secured, and the faculty employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Students must carry at least 12 units and maintain a 2.0 GPA to reside in the dormitories. On-site weekend tutoring is provided for; writing, math, and science for all residents.

To reserve a space in the Residence Halls – or to be placed on the waiting list – go to the Shasta College homepage, click on Resources and then click on the Housing (dorms) web page. Fill out the reservation form (fillable form), print it out and mail the completed reservation form along with a $200.00 refundable security deposit (check or money order), to the address listed on the reservation form. Due to the limited number of spaces available each semester, students are encouraged to reserve a space at least four (4) months prior to the start of the semester. For more information you may call (530) 242-7740.

Off Campus: The College is interested in its students having suitable housing. For students who cannot be accommodated in the dormitories or who prefer to live off-campus, the Housing Office maintains information on rooms and apartments which are offered for rental to college students.

Music
The Music Department offers a wide range of musical opportunities that include workshops, clinics, guest performers, musicals, and concerts. All students are welcome and do not need to be music majors to participate in ensembles. The Concert Choir, Vocal Jazz Ensemble, and instrumental Jazz/Rock Ensemble perform for many activities in the area, as well as performing concerts in the Shasta College Theatre. Evening classes offer opportunities to participate in the Symphony Orchestra, College Chorale, Symphonic Band and Jazz Ensemble. The department is an active and creative force on campus, and offers the general student a stimulating change of pace. For more information, call (530) 242-7730.

Student Clubs/Leadership
Get involved! Shasta College is home to many existing clubs and organizations. For a complete list, please visit the Dean of Students Office located in the 2300 Building (room 2308), or call (530)242-7622. If you don’t see an existing club that interests you, you can start one! At Shasta College, we aim to produce well-rounded, global citizens who know how to step in, step up, take the lead, and create action. Opportunities to develop your leadership skills can be as beneficial as your Shasta College classroom education when transferring on to a four-year institution or considering employment offerings.

Student Activity Cards
When you register at Shasta College, you will be offered the opportunity to buy your Student Activity Card from the Shasta College Student Senate. Funds from the card help Student Senate in financing events; such as, concerts, Club Kick-Off, Chili Cook-off, Constitution Day and other Student Senate and Interclub Council events. The card allows reduced admission to various Student Senate sponsored activities, as well as discounts from popular vendors and restaurants around town (for a complete listing of vendors offering discounts please see the Student Senate website). Lastly, funds from the purchase of this card go toward many campus enhancement projects. An activity card may be purchased each semester. Information will be available during registration or at the Student Senate offices located in the Student Annex, Bldg. 2300, Room 2318. This card is your passport that will help to involve you in college activities.

Student Senate Lending Library
The Student Senate collects unwanted textbooks at the end of each semester. These books are then sold to students in need who may not have the resources to purchase the book otherwise. Any student lending books is required to have a valid Student ID Card.

Student Senate/Student Government
Since virtually all major decisions that are made on the Shasta College campus affect students in some way, student input is welcomed. The organized “student voice” to the campus community is facilitated through the Student Senate. Student views are represented on councils and committees of the college. The Student Body President is a member of the Board of Trustees. Student concerns are channeled through the Student Senate, which meets weekly. Contact the Dean of Students Office for dates and times at (530) 242-7622. For the most part the Student Senate focuses its attention in three main areas of concern: student needs and concerns, campus activities, and student services.

Shasta College students are encouraged to participate in the Student Senate. Students are elected and/or appointed to positions in the various levels of the Student Senate. The development of leadership qualities through participation is considered to be of prime importance in student self-government at the College.

Theatre Arts
The Theatre Arts Department offers a variety of theory, production and technical theatre classes. The department features two main stage productions each academic year. Auditions are held at the beginning of each term and are open to members of the community. Rehearsals are scheduled during the evenings and on weekends. Technical theatre activities occur daily. Community members are encouraged to enroll. For additional information, call (530) 242-7730.

The Lance
The Lance is a student-run magazine publication created by Shasta College students. It features stories about Shasta College and the community at large. The Lance is also a campus club, and their purpose is to engage students interested in print media and writing. All registered students are welcome to join! For more information, stop by The Lance office located in the Library, room 241, visit The Lance online at www.thelanceonline.com or call (530)242-7729.

Violence Prevention and Education Programs
Throughout each semester, Shasta College Campus Safety and Shasta CARES provides students and employees with primary prevention training and events. The campus hosts awareness programs that promote the awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs provide students and staff with an understanding of their rights, definitions and safety tips.

Further, Shasta College Campus Safety and Shasta CARES provides our campus with the tools needed in order to:

- recognize the signs, be positive bystanders and have a healthy way to express themselves so we can prevent incidences from occurring before they are happening.
- shift cultural and social norms by changing knowledge, attitudes, beliefs, behavior, and skills that support violence.
- promote behaviors that define and support gender equity, healthy relationships, and conflict resolution.

Please see the Campus Safety website for further information or contact Campus Safety at (530) 242-7917.
A Brief History

In the Centennial year of California and Shasta County (1950), Shasta College opened its first campus. As part of the state’s Centennial celebration, President Harry S. Truman spoke at the college’s Thompson Field. There were 26 original faculty members.

Shasta College extends its educational, cultural, and recreational facilities and services to all people in Shasta, Tehama, and Trinity Counties, including parts of Lassen, Modoc, and Humboldt Counties, an area that is more than 10,000 square miles, which is larger than the State of Massachusetts. An eight-member Board of Trustees, which includes a non-voting Student Trustee, represents the Shasta-Tehama-Trinity Joint Community College District.

Shasta College was founded in 1948 as part of the Shasta Union High School District. After opening its doors on Eureka Way in the fall of 1950, with 256 day students, Shasta College grew so rapidly that, in 1964, voters approved a bond issue for construction of a 337-acre campus at the main campus location. The present Shasta College main campus was originally a fur and trading center of the Wintu Indians, later owned by a soldier and his family after the Mexican-American War. A state-of-the-art $1.5 million Early Childhood Education child care center and instructional facility opened in the fall of 2005. A new 44,000 square foot Health Sciences and University Center opened in the fall of 2007, which houses the college’s Dental Hygiene and Nursing Programs. It also serves as host to baccalaureate degree programs offered by both public and private universities.

Shasta College is part of the California Community College system, which is the largest system of higher education in the world, with 113 colleges organized into 72 districts. Research has shown that students who have an A.A. or A.S. degree will make an average yearly salary which is 50% higher than a person with less than a high school diploma. Also according to that research, students who have an A.A. or A.S. degree will make an average yearly salary which is 24% higher than a person with only a high school diploma. The college has articulation agreements to facilitate transfer to the University of California and California State University systems, and many private college campuses.

The Shasta College mascot is the Knight. In 1955 the Shasta College Motor Knights Club built a knight with a suit of armor and lance. His name is “Oakey Doaks” (named for a cartoon character of the time). In 2012, a serious storm destroyed the original Oakey Doaks. Shasta College Welding Cub students fabricated a replacement for the original Knight, and fabricated one additional Knight. The new Oakey Doaks Knights are mounted in front of the gym and at the football stadium entrance.

Because of the diversified goals and needs of its students, Shasta College offers a wide range of programs and services, including counseling, tutoring, financial aid, performing arts and athletic events, student activities, veterans’ services, cultural events, lecture series, workshops, and art exhibits. Shasta College has extensive offerings on the Internet and through Interactive Television (ITV). Shasta College also offers instruction and student services at the Downtown Campus, Intermountain Campus, Tehama Campus, and Trinity Campus and each location utilizes ITV and computer-assisted learning to supplement on-site courses.

Fall 2016 marks the 66th Anniversary of Shasta College, serving the north state with pride and distinction.

Welcome Everyone!

Motor Vehicles on Campus

Operation of motor vehicles on the Shasta College campus must be conducted in a manner which ensures the safety of the driver, passengers, pedestrians, and/or any others, and which prevents damage to college property. The college is not responsible for loss of any property or damage to any property sustained by any person parking on campus.

Parking on Campus: PARKING PERMITS ARE REQUIRED TO PARK ON CAMPUS (Redding Main Campus and Tehama Campus). ALL PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. PARKING PERMITS ARE SOLD WITH NO GUARANTEE OF SPACE AVAILABILITY. Parking on campus is a privilege extended by the Board of Trustees to those who have college-related business. Drivers of vehicles on college property shall comply with the rules and regulations of the college. Parking privileges can be withdrawn for violations of parking and traffic regulations. Regulations and review process information are provided on-line at: shastacollegeparking. Some Parking spaces are reserved to faculty and staff and are not available to students.

Cost of Parking Permit: Refer to the Schedule of Classes or call (530) 242-7913.

Daily Parking Permits are available from parking permit machines in various locations throughout the campus parking lots. These are valid for the day on which the permit is purchased.

Parking permits must be displayed in plain view in the appropriate location according to Parking Regulations or a citation will be issued. There are no exceptions. Should you receive a citation, follow the written instructions on the front of the citation. Restricted parking where regular permits are not valid: 30 minute zones, staff spaces, handicapped spaces (blue) and car pool spaces.

Car Pool Parking requires the purchase of a student permit and an additional permit which can be obtained without additional cost through the Security Department.

Enforcement: Campus parking and traffic safety regulations are enforced by Shasta College and the Redding Police Department. The Campus Safety Office issues parking citations for violations. For additional information, contact campus parking at (530) 242-7913.

Economic and Workforce Development (EWD)

The Economic and Workforce Development (EWD) Division at Shasta College is an integral part of the California Community Colleges and its’ Doing What Matters for Jobs and the Economy framework, investing funding and resources in industry sectors that are key to California’s economic growth. EWD’s industry-specific workforce services are coordinated through a system of sector specialists that align community college and other workforce development resources with the needs of industry sectors and occupational clusters through a regional focus. The goal is to invest in the skills of California’s workforce – now and in the future – through partnerships with business and industry that result in highly specialized industry training, technical consulting and business development. The end result is to meet industry’s need for skilled workers. Shasta College is host to three Industry specific Deputy Sector Navigator grants in Advanced Manufacturing, Small Business, and Agriculture Water and Environmental Technologies.

For additional information visit our website at www.ShastaDSN.com.

You can also visit us on the Shasta College campus in the 2200 building.

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Extended Education

The Extended Education Division of Shasta College is assigned the responsibility to provide access to higher education for residents beyond the traditional patterns of campus-based education and programs. It does so by offering a variety of programs and courses in surrounding communities designed for those who seek to expand their interests, improve or broaden their occupational and professional preparation, or further their degree aspirations.

Classes are held at each of the three campuses listed below as well as other locations throughout the District. Classes are offered in a variety of formats including live instruction and 2-way interactive television (ITV), and many students are now able to complete their degree or certificate without commuting to the main campus. Office hours at each campus are Monday through Thursday, 8:00 a.m. to 9:30 p.m., and Friday, 8:00 a.m. to 4:30 p.m.

Shasta College Tehama Campus
770 Diamond Avenue, Red Bluff, CA 96080
530-529-8980; tehama@shastacollege.edu

Shasta College Intermountain Campus
37581 Mountain View Road, Burney, CA 96013
530-335-2311; intermountain@shastacollege.edu

Shasta College Trinity Campus
30 Arbuckle Court, Weaverville, CA 96093
530-623-2231; trinity@shastacollege.edu

Services available at each campus include admissions assistance, on-site registration and counseling, assessment and orientation, tutoring, and career guidance.

Field Trips and Excursions Liability Policy

Throughout the semester/school year, the District may sponsor off-campus, extra-curricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations Sub-Chapter 5, Section 55220, 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.

Foundation

The Shasta College Foundation was established in 1995 as a 501(c)(3) non-profit corporation organized by community-spirited citizens to support and benefit the Shasta-Tehama-Trinity Joint Community College District. The Foundation is made up of 45 volunteers representing Shasta, Tehama and Trinity Counties. Its primary purpose is to raise funds to support and benefit Shasta College. The Foundation recognizes community and campus relationships as core to our mission.

Contributions to the Shasta College Foundation take many forms: gifts of cash, gifts in kind, stock or securities, trusts, real estate, gifts in memoriam, wills and bequests.

The Foundation Executive Director is always available to assist donors in establishing scholarships and in making other contributions. Legal counsel is provided to those wishing to make planned gifts. Please write or call:

Scott Thompson, Executive Director
Nancy de Halas, Administrative Assistant
Shasta College Foundation
P.O. Box 496006, Redding, CA 96049-6006
(530) 242-7512
shastacollegefoundation

Jeanne Clery Campus Crime Statistics (Clery Act)

Shasta College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Shasta College Annual Security Report is provided to help ensure a safe environment for our college community and prospective students and employees. This document contains statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus and fires that occurred in on-campus housing facilities. Additionally, the report provides valuable safety and security information including descriptions of the campus safety programs and policies, information regarding safety notification and emergency response procedures, missing student notification procedures, campus law enforcement, sexual assault, domestic violence and stalking prevention programs, and fire safety programs.

A complete copy of the Security Report may be obtained from the Security Office located in Room 5015. The report is also available through our Campus Safety website: shastacollegesecurityreport and can be downloaded in PDF format.

Open Access Policy

Reference: Title 5, Section 51006; Board Policy 5052

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Sexual Violence Prevention and Education (AB 1088, amends Ed Code 67385.7)

Starting January 1, 2006, post-secondary education districts are required through AB 1088 to provide all incoming students with educational and preventive information about sexual violence, in addition to the sexual harassment information required by Ed Code 66281.5. During orientation and throughout the year, Shasta College provides primary prevention programs and events. In accordance with Assembly Bill 1088, Shasta College implements procedures to ensure that students, faculty and staff who are victims of sexual violence on or off campus receive assistance, treatment, information and resource referrals. Shasta College collaborates with local law enforcement and oneSAFEplace to provide response and services for survivors.

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

You can find out more information regarding our Sexual Assault Policy (BP 3540) on the Campus Safety website at: shastacollegepolicies. You can also find more information regarding resources and programming on the Campus Safety website at: shastacollegecampussafety.
The Violence Against Women Act (VAWA) Reauthorization and Campus Sexual Violence Elimination Act (Campus SaVE; Provision, Section 304)

President Obama strengthened and reauthorized the Violence Against Women Act on March 7, 2013. The bill included the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act and affords additional rights to campus survivors of sexual violence, dating violence, domestic violence, and stalking. This amendment improves transparency, accountability and education regarding these issues on campus.

Every post-secondary institution participating in Title IV financial aid programs will be required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates as well as crimes motivated by gender identity or national origin;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies and procedures to prevent and address campus sexual violence, dating violence, domestic violence, and stalking such as: primary prevention programs for new students and employees, ongoing primary prevention education programs and procedures to be followed after an incident occurs.

For a complete referral to all of the changes and implementations, please visit: VAWA or go to the Human Resources website: shastacollegehumanresources.

For more information regarding implementation at Shasta College, contact Campus Safety Compliance Coordinator, Jessie Corral, at (530) 242-7917.

Transportation

Public transportation is available in our District.

RABA (Redding Area Bus Authority)
http://www.rabaride.com/

RABA provides rides to over 650,000 people each year, and has been serving the Redding, Shasta Lake and Anderson communities since 1981. Their website shows all of the RABA bus routes, hours of operation, fares and tips on using the service, and additional information including the location of each bus stop along the route. Their Customer Service Center is also available at 241-2877 for all of your route and schedule questions and to purchase tickets and passes.

TRAX (Tehama Rural Area Express)
http://www.taketrax.com

Fixed route bus service connecting Red Bluff, Corning, Los Molinos, Gerber, Tehama and places in-between. City routes are available in Red Bluff and Corning, and special morning commuter runs are available along the Highway 99E and 99W corridors which connect to city routes. Their website contains information on routes, fares, etc. Special discounted fares are available for seniors, students and the disabled.

TRINITY TRANSIT
http://trinitytransit.org

Trinity Transit is the public transit operator for Trinity County. It operates two fixed-route services in the County: the Weaverville Shuttle and the Hayfork-Weaverville Bus, and a pilot program service in Lewiston and Trinity Center and between Weaverville and Willow Creek. The Weaverville Shuttle operates hourly within Weaverville, Monday through Friday from 9:00 a.m. to 5:00 p.m. It stops at numerous destinations, including Weaver Creek Senior Apartments, the Senior Center, the Trinity Hospital, Library, Social Services Complex, and the Post Office.

Unlawful Discrimination Policy

Compliance Statement: The Shasta-Tehama-Trinity Joint Community College District (the “District”) complies with the California Education Code, Title 5 of the California Code of Regulations, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, in addition to all other governing federal, state, and local laws.

Anti-Discrimination Policy: It is the policy of the District to provide an environment free from unlawful discrimination, and the District is committed to ensuring equal opportunity and access in its education programs and employment, including physical access to mobility-impaired individuals.

No individual on the basis of race, color, national origin, ethnic group identification, national origin, ancestry, religion (or religious creed), age, sex, gender, gender identity, gender expression, sexual orientation, marital status, physical or mental disability, medical condition, genetic information, military or veteran status, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, a program or activity that is administered by, or funded directly by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges or the District. The District's strict forbiddance and zero tolerance of any form of unlawful discrimination includes harassment based on sex and any other protected status, i.e., unwelcome sexual advances and other unwelcome verbal and physical conduct, as defined by governing federal and state laws and applicable District policies.

The District has adopted administrative procedures to ensure that complaints of unlawful discrimination are addressed promptly and equitably in compliance with governing federal, state, and local laws and/or policies. An individual who believes that he/she has been subjected to unlawful discrimination, including harassment based sex or any other protected status, may file a complaint under Administrative Procedure (AP) 3430 (Prohibition of Unlawful Discrimination or Harassment), a copy of which can be found in the District's Human Resources Office, Administrative Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003, (530) 242-7640. An individual may also obtain a copy of the governing complaint procedure at the Campus Center Building 2030 in the Student Services Office or from the District’s website at http://www.shastacollege.edu/StudentServices/DSPS/Pages/Discrimination-Complaint-Procedure.aspx.

- Associate Vice President of Human Resources/Title IX Coordinator: To obtain more information about the District’s nondiscrimination policy generally or prohibition against sex discrimination under Title IX, please contact Laura Cyphers Benson, Associate Vice President of Human Resources and Title IX Coordinator, P.O. Box 496006, Redding, California 96049-6006, (530) 242-7649, l Benson@shastacollege.edu.

- Section 504/Title II Coordinator: To obtain more information about the District’s prohibition of discrimination against students with disabilities, please contact Sandra Hamilton Slane, Associate Dean of Student Services and Section 504 Coordinator, P.O. Box 496006, Redding, California 96049-6006, (530) 242-7799, ss lane@shastacollege.edu.

Filing a Complaint of Discrimination: To file a complaint of unlawful discrimination involving students only, please contact Dr. Kevin O’Rorke, Vice President of Student Services, at (530) 242-7621 or koro’rke@shastacollege.edu. For a complaint of unlawful discrimination involving an employee, please contact Laura Cyphers Benson at (530) 242-7649 or l Benson@shastacollege.edu. For all other complaints involving allegations of unlawful discrimination or if you have questions about the complaint filing procedure generally, please contact Ms. Cyphers Benson at the contact information listed above.
An individual who wishes to file an unlawful discrimination complaint is encouraged to complete and sign the District’s Unlawful Discrimination Complaint Form (Form). However, the District will treat a written and signed complaint submitted in a different format, such as a letter or e-mail, as if it were filed using the Form and will address its merits in a manner consistent with AP 3430.

The District will promptly and equitably investigate complaints of unlawful discrimination that meet the requirements of AP 3430. This equitable process will include the opportunity for the complainant to identify and present relevant witnesses and evidence for the District’s consideration during the investigation in a manner consistent with AP 3430.

The District will issue a written notice of its findings of its investigation under its formal resolution procedures within 90 days of receiving a complaint of unlawful discrimination. If the District finds that unlawful discrimination, including harassment and/or retaliation, occurred, the District will take appropriate action to remedy the unlawful discrimination. Retaliation against an individual who has filed a complaint of unlawful discrimination or participated in an investigation regarding such a complaint is strictly prohibited.

Declaración de cumplimiento: El Distrito Conjunto de Colegios Comunitarios de Shasta-Tehama-Trinity (el "Distrito") cumple con el Código de Educación de California, Título 5 del Código de Regulaciones de California, la Ley de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973 y el Título II del Acta para los Norteamericanos con Discapacidades, además de todas las demás leyes que rigen federales, estatales y locales.

Política Anti-Discriminación: Es la política del Distrito para proporcionar un ambiente libre de discriminación ilegal, y el Distrito se compromete a garantizar la igualdad de oportunidades y el acceso a sus programas de educación y empleo, incluyendo el acceso físico a las personas con movilidad reducida.

Ningún individuo sobre la base de raza, color, origen nacional, grupo étnico, origen nacional, ascendencia, la religión (o credo religioso), edad, sexo, género, identidad de género, expresión de género, orientación sexual, estado civil, física o mental discapacidad, condición médica, información genética, estado militar o veterano, o sobre la base de estas características percibidas o basado en asociación con una persona o grupo con una o más de estas características reales o percibidas, será negado ilegalmente el acceso pleno e igual a los beneficios de, o ser sometidos ilegalmente a la discriminación bajo cualquier programa o actividad que se administre o financien directamente por, o que reciban alguna ayuda económica por el Canciller o la Junta de Gobernadores de los Colegios Comunitarios de California o el Distrito. La estricta prohibición del Distrito y la tolerancia cero de alguna forma de discriminación ilegal incluye acoso por razón de sexo y cualquier otra condición protegida, es decir, los avances sexuales no deseados y otra conducta verbal y físico no deseado, como se define por las leyes vigentes federales y estatales y las políticas aplicables del Distrito.

El Distrito ha adoptado los procedimientos administrativos para asegurar que las quejas de discriminación ilegal se envíen rápidamente y de manera equitativa en el cumplimiento de gobernar, el estado y las leyes y/o políticas locales federales. Una persona que cree que él/ella ha sido objeto de discriminación ilegal, incluyendo a base de acoso sexual o cualquier otra condición protegida, puede presentar una queja en virtud del Procedimiento Administrativo (AP) 3430 (prohibición de la discriminación o acoso ilegal), una copia del cual puede encontrarse en la Oficina de Recursos Humanos del Distrito, Edificio Administrativo 100, Sala 121, 11555 Old Oregon Trail, Redding, CA 96003, (530) 242-7640. Un individuo también puede obtener una copia del procedimiento de quejas que rige en el Edificio Campus Center 2000 en la Oficina de Servicios para el Estudiante o desde el sitio web del Distrito en http://www.shastacollege.edu/Student%20Services/DSPS/Pages/Discrimination-Complaint-Procedure.aspx.

Vicepresidente Adjunta de Recursos Humanos / Coordinador del Título IX: Para obtener más información sobre la política de discriminación del Distrito en general o la prohibición de la discriminación sexual bajo el Título IX, por favor, póngase en contacto con Laura Cyphers Benson, Vicepresidente Adjunta de Recursos Humanos y Coordinador del Título IX, P.O. Box 496006, Redding, California 96049-6006, (530) 242-7649, lbenson@shastacollege.edu.

Sección 504 / Título II Coordinador: Para obtener más información acerca de la prohibición del Distrito de la discriminación contra los estudiantes con discapacidad, por favor, póngase en contacto con Sandra Hamilton Slane, Vicedecana de Estudiantes y el Coordinador de la Sección 504, P.O. Box 496006, Redding, California 96049-6006, (530) 242-7799, sslane@shastacollege.edu.

La presentación de una queja de discriminación: Para presentar una queja de discriminación ilegal que involucre a los estudiantes solamente, por favor, póngase en contacto con el Dr. Kevin O’Rorke, Vicepresidente de Servicios Estudiantiles, al (530) 242-7621 o ko’rorke@shastacollege.edu. Para una queja de discriminación ilegal que involucre a un empleado, por favor, póngase en contacto con Laura Benson Cyphers al (530) 242-7649 o lbenson@shastacollege.edu. Para el resto de las quejas relacionadas con acusaciones de discriminación ilegal o si tiene preguntas acerca de la presentación de la queja procedimiento general, por favor comuníquese con la Sra. Cyphers Benson de la información de contacto que aparece más arriba.

Una persona que desee presentar una queja de discriminación ilegal se anima a completar y firmar el Formulario para Queja de Discriminación ilegal del Distrito (Formulario). Sin embargo, el Distrito tratará una queja por escrito y firmada presentada en un formato diferente, como una carta o correo electrónico, como sí estuviera presentada utilizando el Formulario y se dirigirá a sus méritos de una manera consistente con AP 3430.

El Distrito investigará con prontitud y de manera equitativa las quejas de discriminación ilegal que cumplan con los requisitos de la AP 3430. Este proceso equitativo incluirá la oportunidad al demandante para identificar y presentar testigos y pruebas pertinentes a la consideración del Distrito durante la investigación de una manera consistente con AP 3430.

El Distrito emitirá una notificación por escrito de sus conclusiones de su investigación de conformidad con sus procedimientos formales de resolución dentro de los 90 días de haber recibido una queja de discriminación ilegal. Si el Distrito determina que la discriminación ilegal, incluido el acoso y/o represalias, ha ocurrido, el Distrito tomará las acciones apropiadas para remediar la discriminación ilegal. La represalia contra un individuo que ha presentado una queja de discriminación ilegal o ha participado en una investigación relacionada con una denuncia de este tipo está estrictamente prohibida.
Chapter 9: Academic Staff and Emeritus

Academic Staff

ABTS, MARVIN L. (1986) Anatomy; B.S., Lewis and Clark College; M.S., Ph.D., Portland State University

AMBROSE, VALERIE (2015) Reading; B.A. Queens University, M.A. Rider University

ANDERSON, CATHERINE E. (1988) Mathematics; B.A., Humboldt State University; M.A., University of California, Santa Cruz

ASHBEY, KATHARINE (2012). Early Childhood Education; B.A., Lewis & Clark College; M.A., Mills College

BAKER, LENA (2001) English/Writing Center; B.A., Drake University, Des Moines, Iowa; M.A., Texas A&M, Kingville, Texas

BANGHART, S. BRAD (2002) Associate Degree Nursing; B.S., Shasta College; A.A., Foothill College; A.A., Shasta College

BISH, LAURIE (1997) Business; A.A., Simpson University, M.S., University of La Verne

BERKEW, PETER F. (1990) Journalism/English; B.A., Northeastern Illinois University; M.A., California State University, Chico

BISH, LAURIE (2013) Nursing; B.S.N., Sonoma State University; M.S.N., California State University, Fresno

BITTNER, ROBERT (1991) Mathematics; A.S., Linn-Benton Community College; B.S., Univ. of Wisconsin-La Crosse; M.S., University of Wisconsin-Milwaukee

BLASER, MARK (1996) Chemistry; B.A., Carleton College, Northfield, MN; M.S., University of Colorado, Boulder

BORG, CAROLYN (1990) Counselor; B.A., Biola College; M.S., California State University, Long Beach; Ed.D., Oregon State University, Corvallis

BRAZIL, KELLY (2002) Head Coach – Women’s Volleyball/Physical Education; B.A., Humboldt State University

BREITBACH, WILLIAM (2013) Dean of Library Services and Educational Technology; B.A., University of California, Santa Barbara; M.A., California State University, Los Angeles; M.L.S., University of California, Los Angeles

BRISOLARA, SHARON (2015) Associate Dean, Access and Equity; B.A., Louisiana State University; M.S., Ph.D., Cornell University

BROOKSHAW, KEITH (1988) Counselor; A.A., Foothill College; B.A., University of California, Davis; M.S., California State University, Hayward; Ed. D., University of Southern California

BRYANT, THOMAS (2013) Automotive; A.A. Shasta College

BUSH, RANDY (2014) Mathematics; B.A., California State University, Humboldt; M.A., California State University, Chico

BUSK, BRIAN (2016) Associate Degree Nursing; B.S., M.S. Oral Roberts University

CALKINS, PAUL (2004) English; B.A., University of California, Irvine; M.A., University of California, Berkeley

CARCERA, CRAIG (2012) Director of Campus Safety, Administration of Justice; B.S., San Jose State University

CICERO, JOHN (1990) Business; B.A., University of Rochester; M.B.A., Ph.D., Syracuse University

CINGRANI, DONALD (2005) Accounting; B.S., San Fernando Valley State College

COOPER, WILLIAM D. (1999) Spanish; B.A., University of California； Berkeley; M.A., University of Massachusetts, Amherst

CORT, CHARLES (1995) Dental Hygiene; A.S., B.S., Oregon Institute of Technology; M.A.T., National University

CRENSHAW, KENDALL (1991) Counselor; B.A., California State University, Chico; M.A., University of Nevada, Reno

CROES, SCOTT (2007) Biology; B.S., M.S., California State University, Chico; Ph.D., University of Nevada, Reno

CROOKS, JAMES (2007) English/Basic Skills; B.A., M.A., Humboldt State University

CRUSE, CHERYL (2012) Librarian; B.A., University of Redlands; M.L.S., San Jose State University

CYPHERS BENSON, LAURA (2012) Associate Vice President of Human Resources; B.S., Humboldt State University; M.A., Fielding Graduate University; M.A., University of Phoenix

DAVIS, JASON (2013) Welding; A.S., Shasta College

DAVIS, MICHAEL (2002) Athletic Trainer; B.A., California State University, Chico; M.S., University of Arizona, Tucson

DAW, BENJAMIN (2016) English; B.A., Humboldt State University; M.A., California State University, Sacramento

DOHERTY, CHARLES (1994) Nursing; B.S., Antioch College; B.S., California State University, Sacramento; M.S., University of California, Davis; M.S.N., California State University, Chico

DOYLE, TERESE (2009) Student Success/Student Development; B.A., M.A., California State University, Chico

DURAN-COX, KYLIE (2015) English; B.A. National University, M.A. California State University, Chico

ECKHARDT, ANTHONY (2006) Economics; B.A., University of New Mexico; M.B.A., National University

ESPINOLA, NELSON (2014) Counselor; B.A., M.A., University of California, Los Angeles

EVANS, MATTHEW (2005) Chemistry; B.S., California Polytechnic State University; Ph.D., University of California, Santa Cruz

FARD, DIVAN (2000) Chemistry; B.S., Pahlavi University; Ph.D., University of Pennsylvania

FIELDS, ANDREW (2014) Associate Dean, Extended Education; B.S., M.S., California State University, East Bay; Ph.D., University of the Pacific

FITZHUGH, KELE (2002) Head Coach – Men’s Basketball/Physical Education Instructor; B.A., California State University, Chico

FONG, LEO (2001) English; B.A., University of California, Davis; M.A., University of California, Riverside

FOOTE, BARBARA LYNN (1990) Nurse Aide/Home Health Aide; B.S.N., California State University, Chico

FOUST, KEITH (2014) Psychology; B.A., M.A., California State University, Chico

FOX, KEVIN (2002) Mathematics; B.A., M.A., California State University, Sacramento

FRIGO, LENORE (2002) Psychology; B.A., Marquette University, Milwaukee; M.A., Ph.D., Louisiana State University

FULTON, SUSANNAH (2009) Biology/Botany, B.S., Brigham Young University, M.S., New Mexico State University, Ph.D., Miami University

GENTRY, DAVID (2006) Art; B.A., University of Illinois; M.A., California College of Art

GERARD, ROGER (2001) Hospitality Management; B.A., York University; M.A., Northern Arizona University, Arizona

GESSNER, KATHRYN H. (1999) English; B.A., University of Delaware, Newark; M.F.A., University of Arkansas, Fayetteville

GLASS, THOMAS (2008) Math, B.S., California State University, Bakersfield; M.S., Boise State University

GOODMAN, DEBORAH (1997) Nurse; B.S.N., California State University, Chico; School Health Credential, M.S.N., California State University, Sacramento

GORDON, SCOTT (1999) Office Administration; M.B.A., Brigham Young University
GOTTLIEB, CLIFFORD (1984) Chemistry; B.S. University of Wisconsin; M.S., University of California, Davis
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HAMLIN, BRYON (2016) Kinesiology/Head Track and Field Coach/Assistant Football Coach; B.A., Long Beach State University, M.A., Concordia University
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HENDERSON, JAMES F. (1989) Physical Education; B.A., Jamestown College; M.Ed., University of North Dakota
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HOLLINGSWORTH, LAUREN (2006) English; B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside
JIMENEZ, EVA (2007) Dean of EWD; B.A., M.A., California State University, Sacramento
JOHNSTON, TIMOTHY (2013) Dean, Enrollment Services; B.A., Loyola Marymount University, M.Ed., Ed.D, University of California, Los Angeles
KEATING, JAMES F. (1989) Physical Education; B.A., Jamestown College; M.Ed., University of North Dakota
KELLY, JASON (2001) Counselor; B.A., California State University, Sacramento; M.S., University of La Verne
KIMLER-RICHARDS, TRENA (2012) Agriculture; B.S., M.S., California State University, Chico
KUTRAS, CHRIS (1975) History/Political Science; A.A., Shasta College; B.A., M.A., California State University, Chico; Ph.D., University of San Francisco
LARSON, JAIME (1996) Mathematics; A.A., Porterville College; B.A., California State University, Chico; M.A., California State University, Fresno
LAWSON, STEVEN (1978) Music; A.A., Porterville College; B.A., M.A., California State University, Chico; Ph.D., University of Wisconsin; M.S., University of California, Berkeley
LIGHTFOOT, ROBB P. (1990) Communication Arts; A.A., Bakersfield College; B.A., California State University, Bakersfield; M.A., California State University, Northridge
LIVINGSTON, JOHN (2006) Equipment Operations; A.A., Shasta College; B.S., M.S., California Polytechnic State University
LORING, SUSAN E. (1990) Counselor; B.A., Brown University; M.S., San Francisco State University
MACMILLAN, TEAL (1999) History; B.A., M.A., California State University, Chico
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MARI, MIKE (2014) Dean Physical Education and Athletics; B.S. Humboldt State University; M.A., University of Phoenix
MARKEE, MELISSA (2016) Natural Resources; B.S., M.S., University of Nevada, Reno
MARLEY, RONALD K. (1995) Fire Technology; A.S., Solano College; B.A., California State University, Sacramento
MARTIN, THOMAS (2002) MIS/Business; B.S., M.S., Utah State University; Ph.D., University of La Verne
MASULIS, THOMAS C. (1991) Physics/Mathematics; B.S., University of Illinois; M.A., University of California, Berkeley
MCBROOM, LYNDIA (1998) Nurse Aide/Home Health Aide; A.A., Shasta College; B.A., California State University, Chico
MCCANNLESS, JENNIFER (1998) Math; B.A., California State University, Sacramento; M.S., Oregon State University
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MCQUAY, SARA (2007) English; B.S. Minot State University, North Dakota; M.A., Texas State University; Ph.D., University of Oregon
MCQUEEN, MEGAN (2000) Counselor; B.A., California State University, Sacramento; M.S., San Francisco State University
MEACHAM, SUSAN (1998) Microbiology; A.S., Grossmont College; B.A., Point Loma College; M.S., Loma Linda University
MICLEA, CAMELIA (2013) Mathematics; B.A., University of California, Santa Barbara; M.A., California State University, Fullerton
MOUNTAIN, CAREL (1998) Associate Degree Nursing; B.S., Pacific Union College; M.S., Sonoma State University
NICHOLAS, RAYMOND (2005) Diesel Technology; A.S. Oregon Institute of Technology
NIGRO, FRANK G. (1997) Dean of Science, Language Arts, and Math; B.A., California State University, Chico; M.A., Ph.D., Vanderbilt University
NOLTE, KENNETH (2002) Biology; B.S., California State University, Chico; M.S., Texas A&M University
O’RORK, KEVIN (2006) Vice President of Student Services; B.A., Idaho State University; M.Ed., Northern Arizona University; Ph.D., Arizona State University
O’SAVA, TONY (2013) Director of Fire Technology/EMS; A.S., Lassen College; B.A., California State University, Chico; M.A., University of Montana
OSBRENN, RICHARD (2016) Industrial Technology; A.S., Shasta College
PADRO, CHERISH (2016) Project Coordinator – Senior (Adult Education and Extended Education Sites); B.S., Nyack College, M.A. A.W. Tozer Theological Seminary
PATTON-O’SCHOCHKA, ANDREW (2013) Art; B.A., University of Michigan, M.A., Pennslyvania Academy of the Fine Arts
PEARL, DAVID (2015) Political Science; B.A., Ohio State University; M.A., Governors State University; B.S., Washington State University; Ph.D., University of Idaho
PETERS, BRAD (2006) Culinary Arts; A.S. San Diego Mesa College; B.V.E., San Diego State University
PRESSELL, SHELLY (2005) Speech; B.A., M.A., California State University, Chico
RANDALL, MERIDITH (2012) Vice President of Instruction; B.A., Amherst College, M.A., Cornell University; J.D., New York University School of Law
REDD, ROXANNE (2000) Associate Degree Nursing; B.S.N., City College of New York; M.S.N. University of Phoenix
REED, RANDAL (1999) Geology; B.S., University of Nevada; M.S., Northern Arizona University
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ROSE, MIRANDA (2014) Mathematics; B.A., University of California, Berkeley; M.A. California State University, San Diego
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ROYCE, KATHLEEN (2008) Dean of Health Sciences; B.S.N., Biola University; M.S.N., University of California, Los Angeles
RUPERT, BRADLEY (2005) Head Baseball Coach/Physical Education; B.A., California State University, Chico; M.A., Simpson University
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SCHIMKE, SUSAN M. (1990) Art; B.F.A., University of Wisconsin; M.F.A., Ohio State University


SCHURIG, CASEY (2008) Business Administration; B.S., M.A., California State University, Chico

SCOLLOM, DANIEL (1996) Natural Res./Environmental Technology; B.S., California Polytechnic University, San Luis Obispo; M.A., San Francisco State University

SITTING, ANN (2005) Spanish; B.S., University of Nebraska; M.A., San Francisco State University; Ph.D., Universidad Autonoma de Madrid, Spain

SIVADAS, IRAJA (2007) Mathematics; B.A., M.A., University of California, Santa Cruz

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SLOAN, MICHAEL (2015) Dean of Business, Agriculture, Industry, Technology, and Safety; B.S., Western Illinois University; M.S., Illinois State University

SMITH, EILEEN L. (1985) English; B.S., Georgetown University; M.A., Ph.D., University of California, Davis

SMITH, MARK (1992) Welding; A.A., Cerritos College; B.A., California State University, Fullerton

SPILLANE, BRIAN (2000) Counseling; B.A., M.A., Ph.D., University of Dallas

SPOTTS, CHARLES R. (1990) Mathematics; B.A., California State University, Chico; M.S., California State University, Northridge

STEWART, JOSHUA WADE (2015) Family Studies; B.S., Brigham Young University; M.S., Utah State University

STUPEK, RAYMOND (1986) Physical Education; B.A., Humboldt State University; M.A., Saint Mary's College of California

SUGIMOTO, RACHELLE (2012) Mathematics; B.A., Fresno Pacific College; M.A., California State University of Fresno

TATE, JAMES (2007) Archaeology/Anthropology; B.A. Old Dominion University, M.A. Northern Arizona University, Ph.D. University of California, Santa Barbara

TELLO, JUAN RAMON (2001) Philosophy; B.S., M.A., Ph.D., University of California, Santa Barbara

THOMAS, LINDA (2006) Associate Degree Nursing; A.A., Ventura College; B.S.N., University of California, Dominguez Hills; M.S.N., Sonoma State University

THOMPSON, CRAIG (1996) Head Football Coach/Physical Education; B.A., M.A., Humboldt State University

THORSON, GREGORY (2015) Theatre; B.A. University of Oregon; M.A., Ph.D. University of Colorado

TIBBALS, KATHLEEN (2010) Early Childhood Education Center Director; B.A., Chapman University; M.S., Nova Southeastern University

TIPPIN, JOANNE (2014) Nutrition; B.S., M.S., California State University, Chico

TURNER, THERESA (1996) Speech; A.A., Brevard Community College, Cocoa, FL; B.A., M.A., University of South Florida, Tampa

TYSON, JESSICA (2015) Anatomy and Physiology; B.S., University of California, Davis; M.S., California State University, Fresno

VALDIVIA, DANIEL (2008) Counselor; B.A., California State University, Chico; M.S., University of La Verne

WAITE, LEIMONE (1998) Horticulture; B.S., University of California, Davis; M.S., California Polytechnic State University, San Luis Obispo

WATERBURY, ELIZABETH (1999) Choral-Vocal Music; B.A., San Jose State University; M.M., San Francisco Conservatory of Music; Ph.D., University of California, Santa Barbara

WESTLER, SUSAN (1993) Health; B.S.N., California State University, Sacramento; M.S.N., California State University, Chico

WHITMER, DEBBIE (2015) Early Childhood Education; B.A., University of California, Santa Barbara; M.A. Pacific Oaks College

WHITMER, JOHN (2008) History; B.A., University of California, Santa Barbara; M.A., San Diego State University; Ph.D., University of Idaho

WIGGINS, SHERI (2009) Program Director, Foster and Kinship Care Education; B.A., MSW, California State University, Chico

WYLIE, HEATHER (2006) Sociology; B.A., University of California, Santa Barbara; M.A., University of California, Davis

WYSE, JOE, (2007) Superintendent/President; B.A., Kenyon College, Ohio; M.A., Trinity International University; Ed.D., Pepperdine University

YATES, SCOTT (2013) English; B.A., Christian Heritage College; M.A., San Francisco State University
Shasta College Emeritus Association

For more information on the Emeritus Association, please visit our website at [www.shastacollege.edu/emeritus](http://www.shastacollege.edu/emeritus/)

### EMERITUS FACULTY

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<th>Joan Adams</th>
<th>Ross Fetters</th>
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<td>Richard Alden</td>
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<td>Joan Bestor</td>
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<td>Jim Middleton</td>
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<td>Toby Bodeen</td>
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<td>Rebecca Bogener</td>
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<td>Joan Bosworth</td>
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<td>Norma Bross</td>
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<td>J. Scott Carter</td>
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<td>Judith Knowles</td>
<td>Richard Regnart</td>
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### EMERITUS STAFF

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## EMERITUS ADMINISTRATION

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Chapter 9: Academic Staff and Emeritus

2016-2017 Shasta College Catalog
Chapter 10: Glossary of College Terms

**AA, Associate in Arts Degree:** Liberal arts degree, designed for students who plan to transfer to a four-year college or university.

**ADT, AA-T and AS-T Degrees:** Transfer degrees designed for students transferring to the CSU system.

**AS, Associate in Science Degree:** Degree awarded for technical and occupational programs, and transfer science programs.

**Academic Renewal:** A means whereby a student may petition to have previous college work (grades and credits) excluded from current grade point average, if that work is more than two years old and is not reflective of the student's present level of ability or performance.

**Academic Year:** The regular terms of instruction not including summer session. Fall and Spring Semesters.

**Advisory on recommended preparation:** A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Baccalaureate:** Refers to the baccalaureate or bachelor's degree usually achieved after four years of undergraduate college study. Shasta College offers the first two years of baccalaureate work in many fields of study, as well as one baccalaureate-level degree in Health Information Management.

**Certificate of Achievement:** Indicates completion of a specific occupational program of study and training.

**Class Load:** The number of class units a student takes in any given term. A full time class load is twelve or more units. A standard class load is fifteen units.

**Clear Standing:** Indicates that a student's grade point average in the previous semester and cumulative grade point average are C (2.0) or better.

**Continuing Student:** A student who was enrolled at Shasta College during the most recent previous semester.

**Coop Ed:** Cooperative education – a program of college credit for work experience combined with college study.

**Corequisite:** A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**Credit:** A completed and passed unit of study recorded on the student's official college record.

**CSU:** California State University System. Of the twenty-three state colleges and universities, the two closest to Shasta College are CSU Chico and CSU Humboldt.

**Curriculum:** (plural, curricula) Often called "discipline." All the courses of study offered by Shasta College. May also refer to a particular course of study (major) and the courses in that area.

**Dismissal:** A status caused by low academic or progress performance. The dismissed student may not continue at Shasta College without approval for readmission. See catalog section on Academic Regulations.

**District:** The area served by Shasta College is the Shasta-Tehama-Trinity Joint Community College District. The District is the governing entity of the College.

**Drop/Add:** Revision of program of courses when a student wants to drop, change, or add a course.

**DSPS:** Disabled Students Programs and Services. Program providing both physical and educational accommodations to eligible students with disabilities.

**Elective:** Any course not required for a major field or General education requirements.

**Enrollment:** Official recorded placement of a student in a class.

**EOPS:** Extended Opportunity Programs and Services. Special support services, financial assistance, and educational programs that assist students who have experienced economic and educational disadvantages.

**Full-time Student:** A student taking twelve or more class units in a regular semester.

**G.P.A.:** Grade Point Average. The G.P.A. is compounded based on points for each grade received. Per unit an "A" grade is worth 4 points, a "B" worth 3, a "C" worth 2, a "D" worth 1, and an "F" worth 0. The total number of points accumulated is divided by the number of course units taken for a letter grade. Credit (CR), No Credit (NC), or Incomplete (I) grades are not computed in the grade-point average. Current G.P.A. is for the most recent semester. Cumulative G.P.A. is for all College work to date.

**General Education Certification:** Transfer courses certified by Shasta College for meeting General Education requirements at the California State Universities.

**IES:** Interssegmental General education Transfer Curriculum. A pattern of general education courses which is transferable to both the UC and CSU systems.

**Independent Study:** Independent study provides a forum for advanced work in a given field of study.

**Institutional Student Learning Outcomes (ISLOs):** Outcomes identified by Shasta College to support student success.

**Major:** Area or field of concentration for occupational certificate or associate degree.

**Matriculation/Student Success and Support Program:** Matriculation is a process which brings Shasta College into an agreement with a student for the purpose of realizing that student's educational objectives. The process includes Application, Records, Assessment Testing, Counseling, and Orientation.

**Nonresident:** A person who has not lived continuously in California for one full year prior to enrollment.

**Part-time Student:** Any student enrolled in less than 12 units of course work in a regular semester.

**PELL Grant:** Federal financial aid grant available to qualified students who are enrolled in six or more units.

**Petition:** A request, usually written on a standard form, to adjust a study list or curriculum to fit an individual situation and/or request exception to a policy or regulation.

**Prerequisite:** A condition for enrollment in a course or a major. Prerequisites are described in the Catalog course descriptions and indicated in the schedule of classes with an asterisk *** following the course number.

**Probation:** An indication that performance is below standard because of academic or progress deficiencies; a trial period in which a student is permitted to redeem failing grades or deficient units.

**Registration:** The process of providing required information and enrolling in classes each semester.

**Resident:** A person who has resided in California for one full year prior to enrollment and who meets other residency requirements.

**Returning Student:** A student who has previously attended Shasta College but did not enroll during the most recent previous term.

**SCI*FI:** Shasta College Inspiring and Fostering Independence is an educational support program for students who are current or former foster youth.
**Semester:** A subdivision of the academic year into two semesters, usually Fall and Spring, each lasting approximately eighteen weeks. To convert semester units to quarter units, multiply by 3/2. To convert quarter units to semester units multiply by 2/3.

**Student educational Plan:** A process that helps the student select a specific educational goal, describes the responsibilities of the student in reaching that goal, and states in written form the courses, programs and services required to achieve that goal. Required for financial aid and veteran students.

**Student Learning Assessment:** Ongoing processes developed by faculty to assess student learning to ensure that students are attaining knowledge and skills.

**Student Senate (SCSS):** All Shasta College students are members of the Student Senate and are represented by an elected and appointed student government called the Student Senate.

**TBA:** To Be Announced or Arranged is noted in the Schedule of Classes when the instructor, room, or time of a course was not known at the time of schedule printing. If the class has no specified hours, the student should contact the instructor to arrange the hours.

**Transcript:** Official copy of a student’s academic record (courses and grades).

**Unit:** Courses are assigned a unit value based on one unit of credit for every hour of lecture or 3 hours of laboratory time per week by the student. A student's progress in the college is determined in part by the number of units completed.

**UC:** University of California. The nearest UC to Shasta College is UC Davis.

**University Center:** A partnership between Shasta College and several regional universities to bring four-year Bachelor’s degree programs to our District.

**Work Study:** Usually refers to "College Work Study," a program of federal aid that provides funds for student jobs on campus.