

## 2 Elementary Spanish II (5) UC:CSU

*Prerequisite: Spanish 1 with a grade of "C" or better, or two years of high school Spanish or equivalent.*

This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, speaking, and writing Spanish. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic peoples.

Note: Students must complete 16 hours of lab work for each course.

## 3 Intermediate Spanish I (5) UC:CSU

*Recommended: Spanish 2 with a grade of "C" or better, or three years of high school Spanish.*

This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses, and emphasizes idiomatic construction and conversational ability. Discussion of elected literary and cultural readings will provide training in oral and written expression.

Note: Students must complete 16 hours of lab work for each course.

## 4 Intermediate Spanish II (5) UC:CSU

*Recommended: Spanish 3 with a grade of "C" or better, or four years of high school Spanish.*

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish American life and problems are considered through readings and discussion of literature. The readings provide the basis for regular composition assignments.

Note: Students must complete 16 hours of lab work for each course.

## 5 Advanced Spanish I (5) UC:CSU

*Prerequisite: Spanish 4 with a grade of "C" or better.*

This course continues the study of advanced grammar and composition, and seeks to perfect comprehension and fluency in the language, and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

Note: Students must complete 16 hours of lab work for each course.

## 6 Advanced Spanish II (5) UC:CSU

*Prerequisite: Spanish 5 with a grade of "C" or better.*

This course continues the study of advanced grammar and composition, and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

Note: Students must complete 16 hours of lab work for each course.

## 8 Conversational Spanish (2) CSU (RPT 3)

This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his or her fluency in conversation. Reading and writing are used to enhance opportunities for a student to acquire and use new structures and vocabulary.

Note: UC transfer credit limit: 4 units. No UC credit for Spanish 8 if taken after spring 1994.

Note: Students must complete 16 hours of lab work for each course.

## 14 Spanish for Public Service Personnel (3) CSU (RPT 1)

This course emphasizes the practical usage of Spanish in the areas of public service, business, and community activities.

## 21 Fundamentals of Spanish I (3) UC:CSU

This course provides the first half of the fundamentals of Spanish 1. It stresses pronunciation and grammar as well as provides practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Spanish 21 and 22 together are equivalent to Spanish 1.

## 22 Fundamentals of Spanish II (3) UC:CSU

This course provides the second half of the fundamentals of first semester Spanish. It stresses pronunciation, grammar, and practice in understanding, speaking, reading and writing simple Spanish. Students are introduced to Spanish, Spanish-American and Hispanic culture and civilization through simple readings. Emphasis is placed upon the spoken language through practical material for simple conversation based on everyday experiences. Note: Spanish 21 and 22 together are equivalent to Spanish 1.

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## TELEVISION

### 4 Television Camera Lighting and Sound (3) NDA

An introduction to Camera, Lighting and Sound for video and film in studio and on location. Students will learn to operate basic camera, lighting and audio recording equipment for both video and film media in studio and on location.

## THEATER

### 100 Introduction to the Theater (3) UC:CSU

This survey course introduces students to the theater. Students learn to become aware of the components constituting an artistic entity and to intelligently and objectively evaluate a professional or non-professional performance. As a final project, students may collectively produce a play.

### 110 History of the World Theater (3) UC:CSU

This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

### 114 Script Study for Theatre Performance, Production and Appreciation (3) CSU

Principles, theories and techniques of play script analysis for theatrical production.

### 130 Playwriting (3) CSU (RPT 1)

This course introduces the student to the basic principles and techniques of playwriting. This is a hands-on practical introduction to playwriting culminating in the student's one-act play being presented by student actors to a live audience.

### 200 Introduction to Acting (3) UC:CSU

This course is an introduction to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training including breathing and movement exercises will be covered through lecture/demonstration, ensemble exercises, scene work, play reading and viewing live performances.

### 232 Play Production II (3) UC:CSU

This course provides instruction and supervised student participation in the play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

### 233 Play Production III (3) CSU (RPT 3)

In this course students are actively involved in the production of plays for college and public performance. This course provides study and laboratory exploration in all aspects of play production involving the actor in order to develop his or her acting capabilities, skills, and disciplines.

### 265 Movement for the Actor (2) UC:CSU (RPT 1)

An introduction to the basic principles of the Alexander Technique and the application of these principles to everyday, repetitive activities as well as in theatrical and/or musical performances. The student learns to observe and change poor habits of body use that interferes with coordination, flexibility, safety; and to develop good form.

### 270 Beginning Acting (3) UC:CSU

This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques.

### 271 Intermediate Acting (2) UC:CSU

*Prerequisite: Theater 200 with a grade of "C" or better, or consent of the instructor.*

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and character creation. The actor's self-awareness is explored and developed before a classroom audience.

### 278 Film and Television Acting (3) UC:CSU

The basic fundamentals of acting for the camera are explored. Demonstration, exercises and improvisations are used to practice the techniques. Scenes are practiced, taped and critiqued.

### 385 Directed Study – Theater (3) CSU

### 501 Introduction to Motion Picture Production (3) UC:CSU (Same as Cinema 1)

This course presents a comprehensive introduction to basic film production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stock, light, microphones, tape recorders, editors, and other motion picture equipment. The goal of this course is to appreciate and understand the elements unique to cinematic production and post-production.

### 505 History of Motion Pictures (3) UC:CSU

(Same as Cinema 3)

This course will involve the viewing of approximately 14 full-length motion pictures. Discussions centering on various film making techniques including acting and narration will follow each screening. The effect of changing social mores will also be discussed. Several formal typewritten papers will be required. Allows a student to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor. NOTE: Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

## TRAVEL

### 100 Introduction to the Travel Industry (3)

This course gives students a practical overview of the travel industry and its various components, including such sectors as cruising, tours, travel agencies, air transportation, rail travel, rental cars and lodging. Students will become familiar with terminology and concepts of researching a destination and planning a basic itinerary.

### 101 Travel Systems and Technology (3)

This course introduces students to the major technology systems used by retail travel agents and other travel businesses. Student will learn about the major GDS and booking systems, databases and customer relationship management tools, the internet as a research service, and technology to aid in communications, sales and marketing.

### 102 Legal, Ethical, and Fiduciary Matters (3) CSU

This course provides an overview of the legal and fiduciary responsibilities of the travel professional as well as a framework for making ethical decisions. Students will learn about the legal requirements for operating and working in a travel business as well as their financial responsibilities to safeguard assets and client monies.

### 103 Selling and Servicing Travel Clients (3) CSU

This course will help prepare students for a successful career selling as a travel consultant. It will introduce the student to effective techniques and skills for service-oriented sales as well as transactional and consultative styles of selling. This course will also discuss customer service as an integral part of the selling process.

### 104 Itinerary Planning and Development (3) CSU

This course focuses on the process of researching and planning custom itineraries for individual travel clients or groups. Particular emphasis is placed on researching travel industry print and electronic references as an indispensable component of creating customized itineraries.

### 106 Business Skills for Travel Consultants (3) CSU

This course explores several business skill sets necessary for a professional to be a successful travel consultant. Students will learn about business writing, interpersonal communication, making business presentations, office professionalism, cultural awareness and diversity, goal setting and motivation, and managing conflict in the workplace.

### 110 Apollo Computer Reservations (3)

This course gives students hands-on experience with the Apollo computer system, one of the two systems most widely used by travel agents. Students will learn to make airline reservations, build passenger name records, quote fares and price itineraries.

### 115 Sabre Computer Reservations (3)

Students will get hands-on experience with the Sabre computer system, one of the two systems most widely used by travel agents. Students will learn to make airline reservations, build passenger name records, quote fares and price itineraries.

### 130 Geography of North America, Hawaii and the Caribbean (3)

In this course students will become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for the United States, Canada, Mexico and Central America.

### 131 Introduction to Destination Geography (3)

This course introduces students to world geography from a travel and tourism perspective. Students will learn about travel destinations, understanding maps, climate and weather patterns, as well as other geography topics that impact travel including itineraries, currencies, documentation, local customs, language, health requirements, and time considerations.

### 132 Destination Geography: Western Hemisphere (3) CSU

This course explores the Western Hemisphere from the travel industry point of view. Includes North America, Mexico, Central America, the Caribbean, South America, Australia and the South Pacific and Antarctica. Particular emphasis is placed on selling destinations including accommodations, sightseeing highlights, tourist attractions and logistic considerations.

### 135 Geography of Europe and the Middle East (3)

In this course students will become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for Europe and the Middle East.

### 137 Geography of Asia, Africa, South America and the South Pacific (3)

In this course students will become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for Africa, Asia, South America and the South Pacific.

## COURSE DESCRIPTION

### 140 Travel Industry Sales, Service and Marketing (3)

This course covers marketing objectives, strategy planning, travel motivation and research, promotional ideas, press releases, advertising, sales techniques and applications. Discover the secrets of selling travel profitably, effectively serving customer needs, and successfully marketing travel products.

### 155 Tour Escorting, Planning and Operations (3)

Tour conducting, guiding and planning are among the most rewarding and sought after careers in travel. In this course students will explore the appeal of tours, as well as job strategies, cross-cultural sensitivities, client psychology and anticipating customer and supplier needs. The course includes several field trips.

### 180 Cruise Sales Specialization (3)

Cruising is the travel industry's fastest growing sector. This course will give students a deep understanding of the cruise experience and business, including client motivation, cruise line profiles, world-wide port geography, sales tactics and marketing strategies. Actual ship inspection field trips are included.

### 385 Directed Study – Travel (3)

This course allows a student to pursue Directed Study in travel on a contract basis under the direction of a supervising instructor.

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## TUTORING

(Supervised Learning Assistance)

### 1T Supervised Learning Assistance (0) NDA

Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

\*Some courses in this catalog list required prerequisites or Corequisites, or recommended coursework. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as recommended.

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## NONCREDIT COURSES:

### Basic Skills

#### 005CE Academic Guidance (0)

Student success begins with understanding one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their educational and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

#### 023CE Youth for Business Training Program (0)

This course is designed to review test-taking, math, reading and writing skills to prepare students for college assessment tests as well as orient students in note-taking, study, and organizational skills required for college success.

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## Vocational Education

**Note: Noncredit courses (VOC ED CE) are Not Degree Applicable (NDA) and cannot be used towards an Associate Degree or Certificate of Achievement. Noncredit courses are pass/no pass and can lead to a Certificate of Competency or Certificate of Completion**

#### 096CE Blueprint for Workplace Success (0)

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

#### 097CE Blueprint for Customer Service (0)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.