

## COURSE DESCRIPTION

### **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.

### **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.

### **10 Latin-American Civilization (3) CSU**

This course will explain the diversity of social and political life of the Latin American continent and the way political scientists and historians are making sense of cultural and political differences. Students will learn to see certain events as the products of particular social, political, and historical contexts. This course will cover social topics such as: Race, Ethnicity, Gender, Religious, Economics, Developmental, Environmental issues and the politics of Latin America.

### **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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## 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.

### 291 Rehearsals and Performances I (1) CSU

This course provides instruction and supervised student participation in rehearsals and performances of a Theater Department production. Areas of involvement include all roles needed to complete the rehearsal and performance process. Student must be available for technical rehearsals and performance dates.

### 305 Introduction to Design for Theatre (3) CSU

Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications.

## 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.

### 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.

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### 133 Destination Geography: Eastern Hemisphere (3) CSU

This course explores the Eastern Hemisphere from the travel industry point of view. Includes Europe, Africa, the Middle East, and Asia. Particular emphasis is placed on selling destinations including accommodations, sightseeing highlights, tourist attractions, and logistic considerations.

### 134 Destination Geography – Alaska (3) CSU

This course provides an overview of Alaska's geography, major tourist sights and activities, resort areas and accommodations with a particular emphasis on each region's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market Alaska as a destination.

### 136 Destination Geography –Caribbean (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major islands/destinations throughout the Caribbean region. Particular emphasis will be placed on the diversity within the region and on each island's unique appeal for a visitor. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the Caribbean as a destination.

### 138 Destination Geography – Hawaii (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major Hawaiian Islands with a particular emphasis on each island's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the islands of Hawaii as a destination.

### 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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## VOCATIONAL EDUCATION

### 033CE Introduction to Career Pathways in Law Enforcement (0)

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

### 060CE Custodial Technician Training (0)

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

### 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.

### 098CE 30 Ways to Shine As a New Employee (0)

This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

### 281CE Exploring Computer Science Information Technology Careers (0)

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.