MISSION COLLEGE
SANTA CLARA

MISSION COLLEGE
CATALOG
2018 – 2019

COLLEGE CALENDAR 2018-2019

Fall Semester 2018 August 25 - December 15, 2018

August 25, 2018	Saturday classes begin
August 27, 2018	Monday–Friday classes begin
September 3, 2018	Campus Closed - Labor Day
September 9, 2018	Last day to ADD a full semester course, add code needed
September 9, 2018	Last day to DROP a full semester course without a "W" and receiving a refund
September 10, 2018	CENSUS for full-term course
September 13, 2018	Deadline to petition for diploma, certificate, AA-T/AS-T degree
September 28, 2018	Last day to submit Pass/No Pass grading option
November 12, 2018	Campus Closed -Veterans Day
November 16, 2018	Last day to DROP a full-term classes with a "W"
November 22-25, 2018	Campus Closed -Thanksgiving Break
December 10-15, 2018	Final Exams
December 24, 2018 – January 1, 2019	Campus Closed – Winter Break

Winter 2019 January 2 – January 24, 2019

January 1, 2019	Campus Closed – New Year's Day
January 2, 2019	First Day of Classes
2nd day of class	Last Day to submit Pass/No Pass Grading Option
January 21, 2019	Campus Closed - Martin Luther King Day
Last day of class	Final Exams

Spring Semester 2019 January 26 – May 24, 2019

January 26, 2019	Saturday classes begin
January 28, 2019	Monday–Friday classes begin
February 10, 2019	Last day to ADD a full semester course, add code needed
February 10, 2019	Last day to DROP a full semester course without a "W" and receiving a refund
February 11, 2019	CENSUS for full-term course
February 14, 2019	Deadline to petition for diploma, certificate, AA-T/AS-T degree
February 15 – 18, 2019	Campus Closed – Presidents' Day
March 1, 2019	Last day to submit Pass/No Pass grading option
April 1, 2019	Campus Closed - Cesar Chavez Day
April 2 – 6, 2019	Spring Break
April 25, 2019	Last day to DROP a full-term classes with a "W"
May 18 – 24, 2019	Final Exams
May 24, 2019	Commencement

Summer 2019 June 3 – July 28, 2019

June 3, 2019	First Day of Classes
2nd day of class	Last Day to submit Pass/No Pass Grading Option
July 4, 2019	Campus Closed - Independence Day
Last day of class	Final Exams

MISSION COLLEGE CATALOG

2018-2019

MISSION COLLEGE
SANTA CLARA

3000 Mission College Blvd.
Santa Clara, CA 95054-1897
(408) 855-5083
missioncollege.edu

CATALOG STATEMENT

Accreditation

Mission College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, (WASC) 10 Commercial Blvd. Ste. 204, Novato, CA 94949, (415) 506-0234, accjc@accjc.org, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Complaint Policy: Students and members of the public who desire to file a formal complaint to the Commission about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. The following http://accjc.org/complaint-process/ is a link to the Commission's Policy on Student and Public Complaints Against Institutions along with the appropriate forms. This information will assist the user in understanding the issues the Commission can and cannot address through its complaint process.

Complaints may be submitted at http://accjc.org/forms/complaints-against-member-institutions/

Alternative Media

This publication is available in alternative media on request. Please contact the Disability Support Programs and Services in the Campus Center Bldg, 2nd Floor, Room CC240, or call 408.855.5085 or TTY 408.727.9243

Changes in Rules, Policies and Offerings

Mission College and the West Valley-Mission Commmunity College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Mission College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College.

At the time of publication the fees described in this catalog are accurate. However, at any time local or State mandated fees may be imposed or increased. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, in conformance with applicable laws.

Continuous Enrollment and Catalog Rights

Students maintaining attendance in the district in at least one regular semester, summer session, or winter session of an academic year are considered continuously enrolled and, therefore, receive "catalog rights." Catalog Rights refer to Board-approved graduation, general education, proficiency, and degree/certificate requirements. Students may elect to follow the requirements in effect the year they began their study or in the year they graduate from Mission College. Students who are considered returning students, meaning those who are not enrolled for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

While Catalog Rights retain graduation, general education, proficiency, and degree/certificate requirements, they do not apply to changes in prerequisites (courses required for a given course). Prerequisite requirements are stated in the Course Description section of the current catalog

Please note that certification of a student's CSU GE or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution as long as they appeared on the general education list at the time they were completed.

WELCOME TO MISSION COLLEGE

Congratulations on choosing Mission College.

We're excited about your educational future! Whether you plan to transfer to a four-year university, earn one of our certificates or degrees, or develop skills to advance your career, Mission College is committed to helping you succeed every step of the way. You're surrounded by a community of caring faculty, staff, and administrators who are here to help you achieve your educational goals. You'll experience top quality instruction and personal attention from our award-winning faculty. Our Student Activities Department is always planning new events to help connect you to the Mission Community. We strongly encourage you to take advantage of Mission's many programs and services designed to meet your specific academic needs and career goals. Our counselors can help you with course planning so that you can make the most of your time here. If you need assistance, aren't sure where to go next, or simply have questions, stop by our Welcome Center where one of our helpful ambassadors will be happy to guide you.

You've made a great choice and welcome to Mission College!

Daniel Peck

Daniel Peck, President

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INTRODUCTION

Mission Statement

Mission College's first priorities are students, their learning and their success.

Our College serves the diverse educational, economic and cultural needs of the student population of Santa Clara, the Silicon Valley and our global community by providing associate degrees, transferable, career and basic-skills courses and programs, as well as opportunities for life-long learning.

Through participatory governance in support of our first priorities, Mission College systematically commits to evaluating and improving educational programs, technological resources and student support services by making informed decisions, allocating resources and establishing institutional policies and procedures.

Vision Statement

Where today's students meet tomorrow's opportunity.

Learning Outcomes

Institutional Learning Outcomes (ILOs)

The Institutional Learning Outcomes are listed below:

Effective Communication Students will successfully engage in verbal and non-verbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.

Personal Development and Ethical Responsibility Students will apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Critical Inquiry Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques for the analysis of relevant questions, problems, or issues.

Community and Citizenship Students will analyze the interconnectivity between social, political, economic, and ecological systems to effectively live and work in diverse communities.

Information and Technology Literacy Students will apply current techniques, skills, and tools to responsibly access, analyze, and effectively use information, technology, and media.

Service Area Outcomes (SAOs)

Service Area Outcomes are listed under each Student Service Area in this College Catalog. SAOs are also viewable on the individual Student Services webpages.

Student Learning Outcomes (SLOs)

Student Learning Outcomes for all courses are available by accessing mission.elumen.app.com/public

Program Learning Outcomes (PLOs)

Program Student Learning Outcomes are listed under each degree and certificate in this College Catalog; the catalog is also available online at http://missioncollege.org/catalog/catalog.html.

West Valley-Mission Community College District

History of the College

The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July 1962. In October 1962, the California State Board of Education approved the District's formation, and in January 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District.

The first college, West Valley, opened on a temporary site in Campbell in 1964, and moved to its permanent campus in Saratoga in 1968.

In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors.

In September 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

ADMISSIONS AND REGISTRATION

Steps to Enrollment

- Apply for Admission: missioncollege.edu
- Apply for Financial Aid:

  Fafsa.gov or dream.csac.ca.gov
- Schedule the following appointments:

  Assessment:http://www.missioncollege.org/student_services/assess/index.html

  Orientation: http://www.missioncollege.org/depts/coun/orient.html

  Counseling: http://www.missioncollege.org/depts/coun/default.html
- Register for classes
- Pay Registration Fees (listed later in this section)

You can also call (408) 855-5083 for additional assistance.

Notification of Tax Identification Numbers (TIN) or Social Security Numbers (SSN) Required Collection & Usage

Federal legislation relating to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN. A student may refuse to disclose his or her SSN or TIN to the IRS but the IRS is then authorized to fine the student in the amount of $50.

Mission College does not use the SSN or TIN as a student identifier, instead, we assign a unique student ID to every student.

Eligibility Requirements for Admission of Students

In accordance with the "open door" mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered: (District Policy 5.2.1)

a. Any person over the age of 18 and possessing a high school diploma or its equivalent.

b. Other persons under the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding academic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

c. Persons who are apprentices as defined in Labor Code 3077.

Admission of High School or Younger Students

This program is a cooperative venture between Mission College and local high schools. Under this program, a limited number of high school students may take college courses to supplement their educational programs. Interested students must complete a Dual Enrollment form available online at http://highschool.missioncollege.edu. Admitted and enrolled high school students are exempt from the enrollment fee but are required to pay the $20 health fee.

Pupils enrolled in grades below the 9th grade are subject to the college determining whether they are prepared for college-level work. When requesting admission, the pupil must apply for admission to receive an identification number, use the identification number to complete the Mission College Assessment Tests, and the pupil must bring the test results, high school transcript and completed high school Dual Enrollment form to a meeting with the Vice President of Student Services for college admission determination. Schedule the meeting by calling the Vice President's office at (408) 855-5197. (The minor pupil's parent/guardian must accompany the minor to the admission meeting.) **The program provides for:**

Advanced Academic Work:

Advanced Academic work can provide a head start in a college major or completion of college graduation requirements.

High School Credit for College Courses:

Completed college courses may be used for both high school and college credit (confer with the pupil's governing K-12 school district for further information). Students taking classes for high school credit are exempt from enrollment fees.

International Students

The International Student Center (ISC), located in the Student Engagement Center, SEC - 111, offers complete services to F-1 visa students including international admissions, international counselor services, and immigration advising. In addition, the ISC houses Mission College's Institute for International Studies, an intensive English language program for students who have not met the English proficiency requirement for college admission. Mission College offers a no-TOEFL admission option for students who complete the highest level of its intensive English language program. The center provides intensive English language services for West Valley College, as well. Call (408) 855-5110 or email the Center at iis@wvm.edu.

Vocational-Technical Career Courses:

Vocational-Technical Career Courses permits students to take courses not available at their school or to obtain advanced work beyond the scope of their school vocational curriculum.

Assembly Bills 540 & 2000, and Senate Bill 68

Mission College is committed to providing access to all eligible students regardless of immigration status. Any resident student, except a non-immigrant alien who meet all of the following requirements, shall be exempt from paying the nonresident tuition. AB 540, AB 200, and SB 68 are state programs that are entirely separate and distinct from the Deferred Action For Childhood Arrivals (DACA) and federal enforcement of immigration laws.

The AB540/AB2000 & SB 68 Affidavit grant in-state tuition and allow income-eligible students to apply for AB 130 and 31 (California state financial aid and scholarships.)

Eligibility requirements for AB 540:

Column A	Column B
• I attended a California high school for three (3) years or more. • I have three (3) or more years of high school coursework and attended a combination of California elementary, secondary, and high school of three (3) years or more. • I attended a combination of California high school, adult school. And community college for the equivalent of three (3) years or more.*	• I graduated with a California high school diploma (or expect to graduate and use this exemption in the following year) or have the equivalent (i.e., California-issued GED or CHSPE). • I completed an associate's degree from a California Community College. • I completed the minimum requirements as a California Community College for transfer to the California State University of the University of California.

This legislation does not apply to students who hold F-1 Visa for International Students. All eligible students must file a "California Nonresident Tuition Exemption Request" form with the Admissions and Records Office. Nonresident students who are exempt from paying nonresident tuition under this legislation are not eligible for a Board of Governors Fee Waiver.

California Residency Defined

A resident is a student who has continuous residence in California for at least one year and a day immediately preceding the residence determination date for the semester or session to which the residency change is to be applied, and has manifested intent to become a California resident. The burden of proof is on the student to demonstrate both physical presence in California and an intent to establish California residence. The residence determination date is the date preceding the first day of instruction for each semester or session.

The College may admit students who are non-California residents, subject to the rules and regulations outlined in the Educational Code. These students shall be required to pay non-resident tuition.

General Information

Mission College offers registration by web via the West Valley-Mission Portal, College Web Services (CWS) link. The "Schedule of Classes" lists the details, dates and procedures for each type of registration, and is available in April for the following Summer/Fall Fall terms and in November for the following Winter/Spring sessions.

Adding Classes

Students may add open classes via the West Valley-Mission Portal, College Web Services (CWS) link until the day before the first day of instruction for those classes. On or after the first day of instruction, students who wish to enroll in a class must contact the instructor and ask for an "Add Code." If there is room in the class, the instructor will assign an Add Code to the student, who will then be able to add the class via the West Valley-Mission Portal, College Web Services (CWS) link. Students must use the add code prior to census date. A student may not add a course on or after census date except with written permission of the instructor and the endorsement of the class-assigned Dean of Instruction.

Auditing of Classes

Beyond the last date to add classes as college credit a student may audit selected community college courses with the following provisions:

- The student must be otherwise ineligible to take the course she or he wishes to audit.
- Priority in class enrollment shall be given to students electing to take the course for credit.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

A student wishing to audit a class must obtain prior written permission from the instructor. Attendance, participation, and related academic expectations shall be determined by the instructor. Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards.

The fee for auditing a class shall be $15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are non-refundable.

Course Repetition and Families of Courses

State regulations limit the ability of courses to be repeated after either receiving a grade or a notation on student records. In addition, there are groupings of courses in the West Valley-Mission Community College District with similar active participatory content called "families" within the Kinesiology, Physical Education, Art, Theatre, and Music disciplines (additional disciplines may be added to a family when appropriate). West Valley and Mission Colleges' courses in these families are linked, independent of the location taken, and students may only attempt up to four courses in any single family. An attempt is defined as receiving any grade or notation (e.g., W for withdrawal) in any previous or current terms—this is a cumulative count of attempts. If a family has fewer than four courses in its offerings and a student has received passing grades in these courses, the maximum attempts allowed may be fewer than four.

Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions and Records Office for consideration of attempts beyond the four within an individual family.

Final Examinations

A final examination is required of all students in all courses during the last week of the Fall and Spring full-term Semester's (schedule is posted in the printed and electronic Schedule of Classes) or on the last scheduled class meeting for short-term, Summer or Winter Session Classes. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

Military Withdrawal

Students who are members of an active or reserve military service may request that their academic record reflect an "MW" symbol when military orders compel them to withdraw from courses during the semester. The military orders must be verified by the Admissions and Records Office. The military orders must be issued after the end of the period in which courses may be dropped with no notation appearing on the student's academic record and prior to the end of the scheduled final examination period. The student's academic record shall reflect the "MW" symbol. The "MW" symbol shall not be counted in progress probation and dismissal calculations. The "MW" shall not be used in the calculation of grade point averages. The "MW" symbol will be assigned to those courses for which no academic credit has been awarded.

Open Courses

It is District policy that, unless specifically exempted by statute, every course, course section or class for which weekly student contact hours are reported for state funding, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such Prerequisites as may be established pursuant to Chapter 11, Division 2, Part 1V, Title 5 of the California Administrative Code, commencing with Section 51820.

Overlapping Classes

Per Board Policy 4226 and Administrative Procedure 4226, students may not enroll in two or more classes where the meeting times overlap, unless:

1. The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.

2. The overlapping time does not exceed 10% of the meeting time of the class meeting time.

3. The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the class. The petition can be obtained online at: www.missioncollege.edu/admissions/forms.html or from Counseling or Admissions and Records. The instructor of the class that will require make-up hours outside of the regularly scheduled class times must agree to the modified schedule and the form must be approved by the Chief Instructional Officer or designee.

Repeating a Course

Students may not repeat courses that have been successfully completed unless it is deemed that special extenuating circumstances exist, or the course has been designated as repeatable.

Summer and Winter Sessions

Students wishing to accelerate their academic program, to satisfy course or curriculum

requirements, or to enrich their program are able to do so through courses offered in the Summer and Winter Sessions. The same standards and policies followed during the regular semesters apply for the summer and winter sessions.

Unit Load Limitation

A normal class load is 15 units; students enrolling in 12 or more units are considered full-time; students enrolling in fewer than 12 units are considered part-time. Students are prohibited from taking more than 18 units without special authorization from a counselor.

Units of Work and Credit

Title 5 (55002) specifies that the minimum standard for unit calculation for all credit courses is three hours of work per week, including class time, for each unit of credit, prorated for short-term, laboratory, and activity courses for lecture classes. This usually means two hours of independent assigned work for each lecture hour spent in class, some or all of which may require the student to be on campus for completion. In the case of lab hours, a minimum of three hours is required for each unit of credit.

Withdrawal from Classes

Any student withdrawing from a class must follow established college procedures. The following include important deadlines for withdrawal and explain the relationship between withdrawal and the assignment of a grade by the instructor:

- A student may withdraw from a regular Fall or Spring semester-length class during the first two weeks of instruction, and no notation will be made on the student's academic record. In Summer, Winter, or in courses of less than a regular semester's duration, a student may withdraw prior to the census date, and no notation will be made on the student's academic record.
- Thereafter, a student may withdraw from a regular Fall or Spring semester-length class, whether passing or failing, at any time through the last day of the 12th week of instruction, and a "W" grade shall be authorized after the instructor has been informed. In Summer, Winter or in courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75% of the period of instruction, and a "W" grade shall be posted and the instructor informed.
- The academic record of a student who remains in the class beyond the time periods set forth above must reflect an authorized symbol other than "W." However, withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. In such cases, the student must submit a Petition to the Student Petition Committee in Admission and Records. If a letter grade has been assigned, the student must confer with the instructor rather than submit a Petition as the instructor has sole authority for grade changes. Further information on this process is available in the Admissions and Records Office, website or portal.
- Any student failing to follow the established withdrawal procedures may be assigned an appropriate letter grade by the instructor.
- No faculty signatures are required when withdrawing from courses by the published deadlines.
- The responsibility for withdrawing from courses by the published deadlines rests with the student.

Student Fees

ASG Representation Fee

This is a $1.00 fee per semester. The proceeds support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the state government. Should a student choose not to be represented, the fee is refundable when requested by the "refund" deadline.

Associated Student Government (ASG) Fee

This $7.00 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships and discounts, and also covers the initial cost of the student ID card. Should the student choose not to be a member, the fee is refundable if requested by the "refund" deadline. ID cards and stickers are available in the Campus Center Lobby.

Campus Center Fee

This fee supports the Campus Center and is assessed at $1.00 per unit up to a maximum of $5.00 per semester.

Eco Pass Fee

The Eco Pass Card allows students to enjoy unlimited bus and Light Rail trips on VTA while enrolled at Mission College. The fee is $11.00 for full-time students or $9.50 for part-time students. This fee is not waivable. Fees are subject to change according to VTA contract terms and the West-Valley Mission Community College District Board of Trustees.

Enrollment Fee

California residents are required to pay a Community College Enrollment Fee of $46.00 per unit per semester. Note: fees are subject to change after publication of the catalog.

Students planning to enroll in both West Valley and Mission College classes should show all receipts at the time of registration to avoid duplicate payment of some fees. All fees are payable at the time of registration.

Exemption for the enrollment fee will be allowed for those students who qualify for the California College Promise Grant (formerly Board of Governor's Waiver, BOGW) A, B or C. The California College Promise Grant (CCPG) application is available on the Financial Aid web page, http://www.missioncollege.edu/student_services/financial_aid/programs.html.

General Fees Disclaimer

All fees and charges are subject to change without notice by action of the California legislature, the California Community College Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District.

Health Fee

The health fee is $19.00 per semester and $16.00 for the summer terms. The mandatory health fee supports Student Health Services. The health fee is not a replacement for personal healthcare insurance. The health fee is exempted for:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;

2. Students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Admissions & Records Department and these requests will be reviewed on a case by case basis.

Holds on Student Records

Holds will be placed on students' records for unpaid fees, materials loaned and not returned, and any other financial obligations owed to the college. Mission College will not allow a student to re-register in the college nor will the college forward transcripts or any other records to other institutions when students have holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

Instructional Material Fee

It is the policy of the West Valley-Mission Community College District that the Governing Board may require students to provide instructional and other materials required for credit and non-credit courses, provided that such materials are of continual value to a student outside of the classroom setting and provided that such materials are not solely or exclusively available from the District.

1. Students are REQUIRED to provide certain instructional materials that have a continuing value.

2. Students are ADVISED to provide certain instructional materials: Materials of an OPTIONAL nature. These are materials that enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

Non-resident Tuition

Nonresidents of California and Foreign students are required to pay tuition in addition to enrollment and basic fees. Fees are due and payable at the time of registration. For the 2018-19 academic year, the non-resident tuition fee is $258 per unit, and the CA Resident Fee is $46 per unit.

***Assembly Bills 540 & 2000, and Senate Bill 68**. Any student, other than a non-immigrant alien, who meets all the legislation requirements, shall be exempt from paying non-resident tuition. Refer to the schedule of classes.

Refunds

To be eligible for a refund of enrollment fees, students must drop classes by the published deadline; see the schedule of classes for details. For the Spring and Fall Semesters, the deadline to drop a class and receive a refund is at the end of the first two weeks of classes. For Winter Session, Summer Sessions, and any other short-term class, the student must drop the class before 10% of the scheduled class meetings have elapsed. It normally takes approximately four to six weeks to receive a refund of enrollment fees. Depending on the method of payment, the student will receive a check or a debit/credit card refund. Faculty signature is not required to drop classes.

Transcripts

Students may secure official transcripts of work completed at Mission College by submitting a request to the Admissions and Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be mailed to the student. Processing a standard transcript request usually requires 10 working days. There is no charge for the first two transcripts requested by the student; thereafter, a $6.00 fee will be assessed for each transcript request.

Rush transcripts can be requested at the Admissions and Records Office or online. A one-hour transcript may be obtained at a cost of $20.00 per transcript copy.

For online transcript requests, go to:

https://www.credentials-inc.com/tplus/?ALUMTRO021191

STUDENT SUCCESS CHECKLIST

□ **APPLICATION/ADMISSION**

I have completed and submitted a CCCApply application.

□ **STUDENT EMAIL**

I have an active email account, as a part of my student records.

□ **FINANCIAL AID (optional)**

I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Mission College Financial Aid Office, located in the Main Building, room E1-401.

□ **ORIENTATION**

I have completed the College orientation requirement.

□ **ASSESSMENT (Placement Test):**

I have completed appropriate assessment tests:

- Mathematics (basic math, algebra, or college level math) AND
- English Writing Skills and English Reading OR
- English as a Second Language if necessary

□ **COUNSELING and ADVISEMENT**

I have met with a counselor for class selection and advising.

□ **STUDENT EDUCATIONAL PLAN (SEP)**

I have met with a counselor to develop a semester by semester student education plan based on my educational and individual circumstances.

□ **REGISTRATION**

I have registered in classes through West Valley-Mission Portal, College Web Services (CWS) registration.

□ **FOLLOW-UP**

I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees and majors, and to develop, revise, or complete an SEP.

STUDENT SUPPORT SERVICES

Academic Support Center (ASC) / Tutoring Center

The Academic Support Center provides academic support for all Mission College students. Our goal is to create an open atmosphere of learning to help students become independent and active learners.

Upon referral by an instructor or a counselor, students can enroll in the Supervised Tutoring course, INS 947, where they can receive assistance based on a learning need. Tutoring is available for nearly all subjects. Tutoring is provided at no charge by qualified, trained tutors. Tutors can give students feedback on their coursework, help them understand assignments and provide students with strategies for improving their learning skills.

Service Area Outcome

SAO: Students who have visited the Academic Support Center services 15 or more times in one semester will report that they have gained skills to help them become more successful in their college courses.

Admissions & Records

You will work with Admissions and Records staff from application to graduation. Admissions and Records staff manage the admission application and registration processes for students pursuing degrees/certificates, transfer, career and basic skills at Mission College. Under the umbrella of Enrollment Services, Admissions & Records works closely with Outreach & Recruitment, Financial Aid, Welcome Center and other Student Services department staff to ensure open access to all eligible students. Admissions and Records outreach staff offer assistance and information to potential students regarding Mission's educational programs and available technological resources. The staff provide the support necessary for all students to successfully reach their educational objectives. Some of the common services provided are:

- General information – deadline dates; required forms; online services
- Registration assistance – adding and dropping classes
- Receiving payments; initiating refunds
- Parking Permit sales
- Transcript Requests
- Evaluations for degrees & certificates
- Student Petitions & Appeals
- Enrollment verifications
- VA certifications

Service Area Outcomes

Admissions

SAO 1: Student enrollment services will process requests for students who are unable or unwilling to resolve online. Common requests include:

- Transcript requests
- Admissions applications
- Student information changes
- Payment per term

Records

SAO 2: Students who apply for degree completion will be informed of their status within12 – 16 weeks after final term grades are processed. Articulation

The Mission College Office of Articulation establishes and maintains articulation agreements between

Articulation

Mission College and other accredited colleges and universities, ensuring students a smooth transfer of course credit. The articulation office also supports faculty with associate degree curriculum and program development.

Service Area Outcomes

SAO 1: Articulation services provide Mission College students with Curriculum Guides that will be used to assist with academic planning.

SAO 2: The Office of Articulation provides online resources for Counseling Faculty to assist students in making a smooth transition to the University without experiencing a delay or duplication of coursework.

Asian American Native American Pacific Islander Serving Institution Programs (AANAPISI)

The mission of the Asian American Native American Pacific Islander Serving Institution (AANAPISI) programs are to strengthen the College's ability to promote Asian American Pacific Islander (AAPI) student success. Fully funded by the U.S. Department of Education's Title III program, AANAPISI implements a comprehensive set of best practices and strategies to overcome the documented obstacles of AAPI and low-income students on campus. The programs work alongside the major units of the college including Student Support Services, Instruction, and the Office of Research to pilot programs, activities, curriculum, and other resources to promote student success. AANAPISI's aim is to strengthen the pipeline at Mission College to assist AAPI and low-income students from matriculation through degree attainment and transfer to four-year colleges/universities, with a particular emphasis on transfer into Science, Technology, Engineering, and Mathematics (STEM) majors.

For more information about the AANAPISI programs, visit our office in SEC, room350, or call the AANAPISI Program Offices at (408) 855-5156, or visit our website at www.missioncollege.edu/depts/aanapisi.

Service Area Outcomes

SAO 1 – AANAPISI Peer Navigators will facilitate workshops each semester and will provide mentoring support to Mission College STEM students.

SAO 2 – AANAPISI will provide services that help increase the number of AAPI students who secure an internship/work experience each academic year.

SAO 3 - Mission College Faculty and Staff will participate in AANAPISI-sponsored activities each academic year.

AANAPISI Grant Goals

1. Building Pathways from high schools to Mission College and building pathways to four-year institutions

2. Strengthening vital supports development, including STEM pathways educational planning

3. Focuses on academic supports to help students succeed in difficult barrier courses blocking progression of STEM majors

4. Innovative links students to work experiences in the STEM industries of the area

Assessment Center

Assessment/placement in the California Community College System is in transition. Below you will find general information about assessment and Mission College policies as they existed when the Catalog went to print. These will change over the course of the 2018-2019 academic year and beyond. Please be sure the check the Mission College Assessment Center website: http://missioncollege.org/student_services/assessment/index.html to see the most up-to-date assessment policies and procedures.

Assessment of your skills in math, English, and English as a Second Language helps you achieve your college goals by placing you into classes in which you will be successful. Assessment can be conducted using your high school coursework and grades, and/or by taking a placement test.

The Assessment Center is located in the Student Engagement Center, room SEC-109. Assessment Center hours can be found online at:http://missioncollege.org/student_services/assess/calendar.html

Proficiency Testing: Students wishing to graduate with an Associate Degree must meet all of the basic competency requirements. The Assessment Center provides the Reading Proficiency and Information Competency Exams that may be used to complete part of the graduation requirement.

Students with disabilities who need to complete assessment should contact the Disability Support Programs and Services (DSPS) in the Campus Center Second Floor Room 240 CC by calling 408-855-5085.

Service Area Outcomes

SAO 1: Upon completion of their placement tests, students will understand their course placement levels.

SAO 2: Students taking placement tests will prepare for them using the available study guides.

SAO 3: Students and Department Chairs who submit an approved Prerequisite Challenge Form to the Assessment Center will have the prerequisite entered in Banner and a confirmation email sent to both the Student & Department Chair.

Associated Student Government (ASG)

Please see Student Government and Activities

Athletics - Intercollegiate

The college offers men's and women's sports at the intercollegiate varsity level. Mission College is a member of the Coast Conference and participates in men's baseball, women's softball, men's and women's tennis, women's basketball, women's badminton, and women's volleyball.

Students interested in participation and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5540.

Service Area Outcomes

SAO 1: Students will demonstrate an expert knowledge of the strategies and skills of the sport and use critical thinking skills to apply this knowledge in competitive situations in order to participate to the best of ability in competition.

SAO 2: Students will demonstrate traits of good sportsmanship and teamwork in both competition and practice.

Bookstore

The College provides a bookstore, operated by Barnes and Noble College Booksellers, that supports student needs for securing textbooks, reference materials, art and office supplies, clothing, and a variety of convenience items.

The bookstore accepts cash, Barnes and Noble gift cards, credit and bank cards with proper identification. Receipts are required for any exchanges or refunds. Information regarding the bookstore's return policy, textbook buy-back or rental programs, early textbook reservations or general inquiries can be obtained in store or online at mc.bncollege.com. For questions, please call (408) 855-5080.

CalWORKs

CalWORKs is a federal, state and county funded program serving low-income students parenting at least one child under the age of 18. CalWORKs at Mission College works in collaboration with Santa Clara County Department of Social Services. CalWORKs provides educational support and community resources to help students earn a certificate, degree or transfer and to eventually be placed in and retain family supporting employment. Students currently served are those who meet CalWORKs or TANF criteria.

Support Services available to students:

- Book vouchers
- Educational counseling
- Priority registration
- On-campus and community resource referrals
- Program assistance with county case workers
- CalWORKs on-campus work study employment

Students interested in further information are encouraged to call the CalWORKs office at (408) 855-5228 or stop by SEC 144 (Room 150).

Service Area Outcomes

SAO 1: CalWORKs students will create an educational plan with the Mission College CalWORKs counselor by the end of their first semester on CalWORKs.

SAO 2: CalWORKs students will be employed in on-campus or off-campus positions or will volunteer at non-profit organizations.

SAO 3: CalWORKs students will increase their knowledge of county and college resources by the end of their initial meeting with the CalWORKs counselor.

Child Development Center Services (CDC)

The Mission College Child Development Center provides childcare for children of Mission College students, Mission College staff, and community members. Child Care subsidies are available for low income families. Eligibility is determined by income and availability of space. For information, please call the Child Development Center at (408) 855-5173.

Service Area Outcomes

SAO 1: Parents will be satisfied with the services provided to their child at the Mission CDC.

SAO 2: CHD 008A Practicum Students will be satisfied with their Mission CDC Lab experience.

SAO 3: Children will be developmentally on track for their age levels according to the measures of their Desired Results Developmental Profiles.

Community Education

Mission College Community Education Department offers a wide variety of fee-based courses that support specialized career training and lifelong learning. Our courses are designed and delivered to meet your need for career advancement or personal enrichment. Classes are available to anyone in our community, regardless of education goals of achievement or student status. Classes are available to students of all ages, from high school to seniors, and are offered year round with flexible, convenient schedules.

We promote your Work, Life, Balance, through:

Work

Community Education offers courses to support your career growth, including:

- Palo Alto Networks, Security

Life

Courses that enrich, such as

- Violin, beginning to advanced
- International Cooking

Balance

Courses on subjects that you have just always wanted to learn:

- Furniture Design and Construction
- Jewelry and Metalsmith
- Motorcycle safety

We welcome you to explore all that we have to offer at:

http://www.communityed.missioncollege.edu or call us at (408) 855-5106.

Counseling

Counselors are available to assist students with academic, transfer, career and personal counseling. Degree, transfer or certificate seeking students are encouraged to meet with a counselor for a comprehensive educational plan by the time they have completed 15 units. Services are available on a walk-in basis or by appointment. Counseling classes can also assist students in making career and educational decisions, enhancing study skills, and staying motivated.

Service Area Outcomes

SAO 1: New, incoming, SSSP mandated students will obtain an abbreviated educational plan (AEP) or comprehensive educational plan (CEP) by the time they complete 15 units.

SAO 2: Students with immediate educational and career counseling needs will have their issue(s) resolved through walk-in counseling services or they will be given guidance on what to do next.

Disability Support Program and Services (DSPS)

The program's goal is to support students with documented disabilities access college-level courses for degree, transfer, certificate programs and career. DSPS emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DSPS is support, information and training for college-level course instructors to ensure student success.

DSPS encompasses two areas: academic support services for mainstream classes (such as priority registration, note takers, test-taking arrangements, tutoring), and compensatory strategies classes in technology, expressive language, mathematics and study skills.

For information regarding specific support services available through DSPS and special classes (listed under Learning Services), please call 408-855-5085 or TTY 408-727-9243, e-mail: DSPS@Missioncollege.edu.

Service Area Outcomes

SAO 1: Upon receipt of all eligibility documentation, DSPS students will be scheduled for and meet with an Advisor within one week.

SAO 2: DSPS students who regularly attend DSPS-specific Tutoring will report a positive impact on their success in college-level coursework.

Employment Development Department (EDD)

If you are attending Mission College and need assistance with your unemployment forms, visit the Program Manager in the CalWORKS office, room C1-114. Our office will assist you in completing your forms and act as your liaison with the Employment Development Department. You can also call the Program Director directly at (408) 855-5226.

Extended Opportunity Program and Services (EOPS)

EOPS offers support services and grants to students from educationally and economically disadvantaged backgrounds, who are often within the first generation in their families to attend college. The intent, purpose, and resources of EOPS are geared toward assisting students achieve their academic and career goals.

Support services available include: financial grants, enrollment assistance and priority registration; financial aid application assistance; book vouchers; school supplies; academic counseling and advising; tutorial assistance; workshops; transfer assistance; and community resource referrals.

Students interested in further information are encouraged to visit the EOPS Office in the Student Engagement Center (SEC) 148, call at (408) 855-5056, or access our web page at eops.missioncollege.edu.

Service Area Outcomes

SAO 1: All first-time EOPS students will create an Abbreviated Educational Plan (AEP) with their counselor by the end of their first semester.

SAO 2: EOPS will help students navigate various academic obstacles by providing timely resources, academic advising, and referrals to on-campus services when appropriate.

Cooperative Agencies Resources for Education (CARE)

The Cooperative Agencies Resources for Education (CARE) Program, a component of EOPS, is designed to focus on the unique needs of single-parent students who receive Cash Assistance/ TANF or who are affected by CalWORKs regulations. CARE endeavors to assist students in realizing their visions of educational success and economic independence.

Program services include an additional grant, book services, workshops, educational trips and more. In order to maximize the resources available, students may participate in both CARE and CalWORKs at the same time. For more information, contact EOPS/CARE Specialist, at (408) 855-5057, or access our web page at eops.missioncollege.edu.

Service Area Outcomes

SAO 1: CARE students will participate in at least one educational workshop every semester that focuses on navigating institutional systems, personal growth, and/or academic success.

Facilities Rental

Mission College facilities are available for rent. When not being used for campus activities, we rent short and long term and would love to discuss opportunities with you. We rent our parking lots, wireless and technology equipped classrooms, auditoriums, computer labs, tennis courts, ball fields, dance studio, gymnasium, dining rooms, our exterior quad area and Hospitality Management restaurant and catering facilities. Rental fees include rental and set-up, but custodial services, event coordination and parking or police services are charged at cost. If you are interested in renting Mission College's facilities, please visit our Facility Rental Website at: http://missioncollege.org/gen_info/facilities/facilities_rental.html or by calling 408-855-5230. At this site, you will find a listing of our facilities for rent, current rental rates and the Facilities Use Application.

Financial Aid

The Mission College Financial Aid Office provides current and potential students with complete information on the various student financial assistance options available to help reduce their out of pocket educational related expenses.

The office coordinates and provides information about student financial aid programs funded by federal, state and local agencies. These come in the form of grants, waivers, part-time employment, scholarships, student loans, and others, as they may be established.

Financial Aid programs available at Mission College are federal programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Loans. State programs are California College Promise Grant Application formerly known as Board of Governors Waiver (BOGW), Cal Grant B and C, Full Time Student Success Grant (FTSSG), Completion Grant, Chaffee Grant, Extended Opportunity Program and Services (EOPS), and Cooperative Agencies Resources for Education (CARE). Student financial aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement, not replace, the amount students and their families can afford to pay towards these costs.

Students are encouraged to complete an application form, available on the web at www.FAFSA.ed.gov or California Dream Act Application at https://dream.csac.ca.gov The application assists the Financial Aid Office staff to determine eligibility.

California College Promise Grant (CCPG) Application (formerly known as Board of Governors Fee Waiver – BOGFW) is one of the California state financial aid programs available at the college. At a minimum, this waives the enrollment fees and reduces parking permit costs for all eligible applicants. Applicants must be California residents and meet any one of the requirements listed below:

1. CCPG A - Student or dependent student's parent currently receive benefits from AFDC/TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran's Dependent Fee Waiver, be eligible as a recipient of the Congressional Medal of Honor or as a child of the recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty OR;

2. CCPG B - Meet specific income levels as determined yearly by the California State Community College Chancellor's Office.

3. CCPG C - Have demonstrated a minimum of $1104 of financial need through the Federal or State Application process.

NOTE: CCPG eligibility may be lost if students fail to meet satisfactory academic progress and their status is Subject to Dismissal. This status may be appealed through the Student Petition Committee located in the Admissions and Records Office.

Applications, links to application sources, and information on the application process are available at: http//www.missioncollege.edu/student_services/financial_aid/.

The Financial Aid Office reserves the right to make or change policies and procedures at any point during the academic year to reflect changing federal, state or institutional rules and regulations.

Service Area Outcomes

SAO 1: Enrolled student applicants will have their submitted documents reviewed and, if approved by an advisor, a file completion date assigned at least 15 calendar days before the official disbursement date of financial aid funds into their student account.

SAO 2: Satisfactory Academic Progress Appeal applicants will be informed of decisions within 3 business days of the committee's review.

SAO 3: Students with calculated overpayments will be notified within 10 business days from the date the overpayment is identified.

Food Services

Cafeteria – Mission College has a cafeteria in the Campus Center which is open daily when regular semester classes are in session.

Cafe – A coffee, beverage and pastry stand is located on the first floor, lobby area of the Student Engagement Center and in the Gillmor Building.

Vending Machines –The College also offers food and snacks from vending machines located throughout the campus. The Bookstore also sells snacks and beverages.

Hospitality Management–During the Fall and Spring, the Hospitality Management Program serves lunch in their dining room two days a week. The meals are open to the public and arrangements can be made to accommodate special parties by contacting the Hospitality Management Department Chair at 408-855-5252. The menu for the day can be accessed at www.missioncollege.edu/depts/food or by calling 408-855-5245.

HSI Hispanic Serving Institution

The Mission College Hispanic Serving Institution (HSI) STEMLink Project represents a 5-yr., $5.4M U.S. Dept. of Education grant awarded in 2016 to help strengthen the pipeline of Latinx and low income students from our area high schools, towards enrollment and degree completion, including transfer to 4-year colleges, with an emphasis on degrees/careers involving Science, Technology, Engineering and Math (STEM).

Amongst the many programs and services Mission College supports, the HSI STEMLink Project staff are committed to advancing counseling services, STEM hands on experiences, mentoring, STEM learning support services, student retention and activities that further enhance our STEM students' academic experience at Mission College ultimately leading to graduation, transfer and employment with Silicon Valley companies.

Service Area Outcomes

HSI STEM High School Outreach

SAO 1: Parents, High School Students and teachers will have access to Mission College STEM major/career planning information provided by a diverse set of outreach activities and events.

SAO 2: High School students/parents will increase completion of FAFSA applications and Mission College Admission applications.

HSI STEM Transfer Alliance: Supplemental Instruction (SI Lite) & Summer Research

SAO 1: Increase the number of Hispanic and/or low income students completing gateway courses in Math every semester

SAO 2: Increase opportunities for summer Research for both faculty and students at Mission

GRAD GURU Messaging System

SAO 1: GradGuru will provide financial aid information and support to Hispanic and low-income students through nudges.

SAO 2: GradGuru, a text messaging system, will nudge students with financial aid information, deadlines, campus activities, and student success tips.

Honors Transfer Project

The Honors Transfer Project provides highly motivated students the opportunity to work closely with instructors and other motivated students in advanced levels of critical thinking, analysis, research, writing and communication. Honors courses offer enriched educational experiences through challenging coursework, stimulating discussions, and the opportunity to study with other students interested in the highest level of learning. Most Honors courses meet IGETC and CSU GE-B transfer requirements and are taught by outstanding faculty, selected for their special interest in working with Honors students.

Service Area Outcomes

SAO 1: Students in the Honors Transfer Project will participate in activities outside of the classroom that will complement their educational experience.

SAO 2: Students in the Honors Transfer Project will have the opportunity to work with faculty to develop and conduct research.

International Students Center (ISC)

International Students

Residents of other countries may apply for admission as F-1 visa status students through the International Students Center. Special requirements and application deadlines apply. Because immigration regulations change frequently, it is recommended that international students or potential international students contact the International Students Center (ISC) directly at (408) 855-5110 or iis@missioncollege.edu for the latest information, deadlines and advising.

In general, the requirements for applying for admission for new students are:

- Completing an International Student Application Form
- Submitting an application fee of $100
- Demonstrating completion of a foreign or domestic high school or college with a grade point average of C or higher
- Being at least 17 ½ years old at the time of applying to Mission College
- Demonstrating college English competence by taking the iBT TOEFL and receiving a score of 61 or higher. Students without such a score may attend Mission College's Intensive English Language Program first. Students who have taken other kinds of English proficiency tests such as the IELTS, Cambridge, etc., are encouraged to contact the ISC as the TOEFL requirement may be waived in certain circumstances
- Providing proof of financial sponsorship of at least $21,500 or its equivalent in foreign currency
- Providing official English transcripts for the last three years of high school or college
- Writing a letter explaining why the student wants to study at Mission College

To maintain immigration status, students must be enrolled in and complete 12 units each semester (degree seeking) and 20 hours per week (intensive English). International Student Tuition Fees apply. For the 2018-19 academic year, the non-resident tuition fee is $304.00 per semester unit.

Persons from foreign countries with other kinds of visas are asked to call the ISC for advising. United States Department of Homeland Security regulations affect who may or may not take classes at community colleges.

Service Area Outcomes

SAO 1: F-1 international students will complete an education plan that will identify course requirements needed to meet their transfer goal.

SAO 2: Students will identify and locate services available to them on campus.

Internship/Work Experience/Job Placement Center

The Job & Internship Placement Center provides services around full-time, part-time, Internship, apprenticeship, seasonal and work study positions via our job portal College Central Network or CCN. The link to sign up is job.missioncollege.edu. Also we offer:

- Employer Tabling
- Employer Panels
- Employer Information Sessions
- Dress for Success Services
- Job Readiness Program
- Job Fairs
- Student Orientations (Overview of College Central Network)
- Resume and Cover Letter Templates

Location: SEC 122, Phone: 408-855-5304

Library

The Mission College Library offers numerous resources and services to students, faculty, and staff, as well as community users. These include personalized reference assistance, orientations, and library research skills courses. The Mission College Student/Staff ID card is your library card. ID cards are available at the Campus Center. This card allows you to access all of our services and collections, including borrowing materials from West Valley College and LINK+ member libraries.

The Library collection includes books, periodicals, ebooks, streaming video, DVDs, textbook reserves, instructor reserves, Food for Textbook Program textbooks, anatomy models, and electronic databases. All databases are available off-campus using your Student/Staff ID number to log-in.

The Library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; DVD players; group study rooms; study tables and carrels; printers, scanners and a photocopier.

Consult the Library web site for information on hours of operation. The library is closed on all non-instructional days and has limited hours during summer and winter sessions. Please call for assistance.

Mission College Information Desk: (408) 855-5151

Mission College Check-Out Desk: (408) 855-5150

http://www.missioncollege.edu/lib

Service Area Outcomes:

SAO 1: The Mission College Library will provide support to students to enable them to easily find, select, and use library materials to meet their learning needs.

SAO 2: The Mission College Library will provide online and print resources that meet student learning needs.

Math Engineering Science Achievement (MESA)

MESA CCP (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, engineering and science so that they excel academically and transfer to four-year institutions. MESA CCP is in partnership with both the CCCCO and UCOP

Historically, the MESA program has resulted in outstanding results, providing a diverse pool of transfer-ready students who are prepared to excel as math, engineering, and science majors. MESA CCP's rigorous academics, leadership preparation, and collaborative problem-solving training have helped produce transfer students who graduate as part of the high-tech and STEM workforce that is so urgently needed by industry.

The main components of the Mission College MESA Program include:

- Student Study Center (SEC 152) with access to printing and key course software
- Tutoring, which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, and Engineering
- Academic Excellence Workshops
- Campus and Industry Tours
- Leadership Retreats and Conferences
- Assistance in the transfer process
- Academic counseling and career advising
- Links with student and professional organizations
- Professional development workshops
- Lending library, including textbooks, calculators, Arduino kits, laptops and more.

In addition to the activities mentioned above, the Mission College MESA program has a number of benefits to students who qualify including: priority registration, internships, MESA program positions, scholarship assistance, and on-going support throughout their college career.

For more information, please visit us on our website: mesa.missioncollege.edu

Application: tinyurl.com/applymesa

Service Area Outcomes

SAO 1: MESA students will meet program requirements by attending a minimum of one (1) MESA event each semester.

SAO 2: MESA students will meet program requirements by volunteering a minimum of two (2) hours each semester

Parking Information

Students are expected to observe all parking and traffic regulations, including permit requirements, speed limits, no-parking zones, restricted areas, loading zones, handicapped & special permit spaces, no overnight parking, etc., when parked on campus. The WVMCCD Police Department strictly enforces student parking permit requirements Monday - Sunday between 7:00 am and 10:00 pm, excluding district holidays. All other regulations are enforced every day, seven days a week, 24-hours a day.

Semester length student parking permits can be purchased online at the Admissions and Records office during normal business hours or online via the "parking" link on the college homepage at www.missioncollege.edu. Both Mission College and West Valley College semester permits are valid for use at either campus. Students or visitors can also purchase daily permits at the one-day "daily" parking permit machines located in Parking Lots B, C, and D. Daily permit machines accept dollar bills, coins and credit cards. Permit pricing is based on the current Board approved parking fee schedule.

Mission College rents out its parking lots for Levi's Stadium event parking and other special events, but accommodates faculty, staff, and students as the priority. Parties interested in renting a parking lot should contact the college rental office.

The parking staff wishes to make your parking experience a positive one and invites you to reach out to them with questions at: parking.services@wvm.edu. More details can also be found at the District parking website: http://www.wvm.edu/parking/

Public Transportation Information

Mission College is served by two direct bus routes (lines 57 and 60) operated by the Santa Clara Valley Transportation Agency (VTA). In addition to lines 57 and 60, the area is also served by Light Rail and several other transit lines.

Bus schedules may be available at the Campus Center Information Desk and Welcome Center.

Puente Project

The Puente Project assists underrepresented students in transferring to four-year colleges and universities. This transfer-prep program focuses on providing students with academic counseling, support with college-level writing, and mentoring. It also has a focus on Latinx culture. Students in the Puente Project take part in a learning community during their first year in the program. They take English 908 and Counseling 5 in the fall semester and then take English 1A and Counseling 7 in the spring semester. Students also participate in additional events, such as trips to university campuses and events with mentors from the community. Furthermore, the Puente Project continues to provide academic counseling to students until they transfer. The program is open to students of all backgrounds.

Service Area Outcomes

SAO 1: Phase 1 students will be able to articulate the role their background and culture play in their educational experience.

SAO 2: Phase 2 students will have and be able to articulate specific educational and career goals.

SAO 3: Phase 3 students will show active campus/community involvement by using or participating in at least two (2) of the following campus resources: Tutoring Center, DSPS, Transfer Center, etc; campus speakers and events; and/or campus and community clubs and organization

Scholarship Program

The Mission College Scholarship Program is administered by the Financial Aid Office. Scholarship funds are provided by the Mission College A.S.G., the West Valley-Mission Community College District Foundation, and various organizations and individual donors. Application is available in January. Scholarship awards are made for the following school year.

External Scholarship Opportunities: Scholarships are a great way to fund your education. They are developed and funded by private organizations. Scholarships may not have affiliation to Mission College, but offer an opportunity for Mission College students to apply. Each scholarship will have its own eligibility criteria and can be based on academics, community service, financial need, major, special interests, and/or ethnicity. For external scholarship opportunities please visit the website.

Interested applicants should contact the Financial Aid Office for more information or call (408) 855-5065

STEM Learning Center

The STEM Learning Center is the central hub for students seeking majors/career paths in the Science, Technology, Engineering, and Math (STEM) areas of study at Mission College. All services provided by the STEM Learning Center are provided at no charge to all Mission College students and no prior sign-up is required to take advantages of services. Major funding for the STEM Learning Center comes from the federal Title III AANAPISI Part A grant and the Title V HSI grants

- Services provided through the center include:
- Meeting space for individual and group studying with whiteboards
- College visits and industry tours
- Opportunities to meet with faculty and STEM peer mentors during office hours
- Academic support and mentoring by AANAPISI Peer Navigators
- Personalized connection to internship opportunities with local corporations and industries
- Opportunities to participate in face-to-face and online mentoring opportunities with industry partners
- Workshops series
- Use of STEM reference materials (textbooks, model kits, anatomical models, etc.)
- Student computers with science related programs (including Chem Draw and MATLAB) and printing access
- Access to 3D Printers and engineering software

For more information about the STEM Learning Center, visit the center on the first floor of the Science Building, room SCI-131, call the STEM Learning Center at (408) 855-5157, or visit the Mission College STEM student resource website at http://www.missioncollege.edu/student_services/stem/index.html.

Service Area Outcomes

SAO 1 – Students who utilize the services of the STEM Learning Center will maintain good academic standing at the end of the semester.

SAO 2 – Students who take in part in STEM Learning Center workshops/activities will demonstrate an increased understanding of the presented content.

SAO 3 – Students who utilize the services of the STEM Learning Center will identify the space as an inclusive, welcoming, and positive learning environment.

Student Government and Activities

The district believes that participation in student government and activities enhances and enriches the student's education. To foster participation by students, two distinct and identifiable programs are offered: Associated Student Government and Student Activities.

Student Government at Mission College is represented by the Associated Student Government organization which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the student body elects its own student trustee to the District Board of Trustees and the Student Senate. Students are also afforded a variety of opportunities to participate in various college-wide committees and task forces. All of these activities serve to provide the student with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential and experiencing a sense of community at the college.

Service Area Outcomes

SAO 1: ASG and Campus Clubs will understand the three types of leadership.

SAO 2: The ASG and Campus Clubs will understand Parliamentary procedures through training workshops.

SAO 3: The Office of Student Activities shall provide quality customer service to the Mission College community and the general public.

Student Health Services

The Mission College Student Health Services promotes physical, social, and emotional well-being of student education in order to support student retention and success. Illness, injury, and stress deplete the energy that a student has to focus on learning, studying and class attendance. Through supportive health services, it is possible to assist and further students' educational experiences.

A team of health professionals, including registered nurses, consulting physician, mental health professionals, and other health care specialists, provides student health services. Services include health guidance, limited clinical services, and first aid. Services are available to any registered student.

Specific services include confidential health, personal counseling, limited medical evaluation and treatment, blood pressure screenings, vision, hearing, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are available.

Special health promotion and educational programs, such as health fairs and wellness events, are conducted throughout the year.

Student Health Services is located in room SEC-104 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcomed if time is available. For more information, call (408) 855-5140.

Service Area Outcomes

SAO 1: The Mission College Student Health Services will provide clinical services consisting of immunizations, tuberculosis skin tests and laboratory tests to students each year.

SAO 2: The Mission Student Health Services will provide the "Student Health 101" website - an online health and wellness magazine - to a combined audience of student and employees.

Transfer Center

The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include but are not limited to:

- Assisting students with the career exploration and decision-making process when selecting a major
- Guidance in researching and selecting a transfer institution
- Understanding the admissions requirements for various 4-year campuses
- Help filling out college applications
- Assistance with reviewing admissions essays and providing feedback
- Support with completion of Admissions Guarantee applications
- Help with the admissions process once admitted to a university
- Providing workshops related to transfer

In addition, the Transfer Center provides articulation services which ensure the classes you take at Mission College will be credited toward your bachelor's degree requirements when you enter a university. The Transfer Center Counselor and Articulation Officer provide specialized transfer counseling and are available to serve as advocates for students when challenging matters arise during the transfer process. Questions that are related to transfer programs should be discussed with a counselor.

The Transfer Center is located in SEC 139.

Service Area Outcomes

SAO 1: Students that meet with a Transfer Center staff member to explore careers will receive an occupational outlook data report.

SAO 2: Students that meet with a Transfer Center staff member to explore transfer campuses will receive transfer information.

TRIO

TRIO is a federally funded Student Support Services program that provides assistance for Mission College students that are underrepresented in higher education. The program focus is to create a personalized experience for each student while ensuring all are supported in pursuit of their academic goals. We do this by providing the following services:

- Academic advising
- Tutoring
- Computer lab use with printing and copying
- University and company tours

To be eligible for TRIO services, students must be a U.S. citizen or permanent resident, and must represent at least one of the following:

- First generation to college (neither parent has earned a 4 year degree)
- Low income
- Student with a disability

Service Area Outcomes

SAO 1: Persistence: 75% of TRIO students will persist from one academic year to the next, or graduate with an associate's degree or certificate, and/or transfer to a 4-year institution.

SAO 2: Academic Standing: 85% of all enrolled TRIO participants served will maintain in good academic standing.

SAO 3: Graduation: 50% of new TRIO participants each year will graduate with an associate's degree or certificate within 4 years.

SAO 4: Transfer: 25% of new TRIO participants each year will transfer to a 4-year institution within 4 years.

Veterans Program

The Veteran Program although primarily serving military veterans, is accessible to all military members and their qualifying dependents. Through the VALOR Center (VRC), students of the program have access to a full-time staff, VA Certifying Official, technology that includes but not limited to a full self-service computer lab and counseling services that will ensure their continued success and retention in their program of study until completion.

The VALOR Center, Mission College's Veteran Resource Center (VRC), also provides a welcoming area for fellow students to meet. The types of activities can include but are not limited to:

- Student/Peer mentoring
- Peer tutoring
- Quiet space to relax/study
- Crisis Counseling

As other VRC's throughout the country, the VALOR Center also facilitates the student's ability to connect with outside resources such as: VA health, VA disability, County disability claims services and more.

Service Area Outcomes

SAO 1: Student Veterans who use the Quiet Room will report that it assisted their ability to avoid stress on campus.

SAO 2: Student Veterans who access computer workstations in the VALOR Center, will report improvement in their connectivity/participation in the campus environment.

Welcome Center

The Welcome Center is an integral part of student enrollment services. It is the initial point of contact for prospective, new, continuing, and returning students, and the public. Every student that comes through Mission, at one point or another will contact via email, phone, online chat or in person our staff at the Welcome Center.

The services that are provided at the Welcome Center are the following: Applying for admissions, registration processes, My Mission Portal, financial aid applications, scholarship resources, campus tours, canvas navigation, payment information, printing documents, general questions, and information regarding to student support services. Our friendly staff and student ambassadors are available to assist students one on one in understanding the support programs and services at Mission College while promoting multicultural awareness, which builds student community. Please call the Welcome Center at (408) 855-5007, email us at mc.welcomecenter@missioncollege.edu or visit us in the Student Engagement Center (SEC) room 105

Service Area Outcomes

SAO 1: The Welcome Center staff will provide general information regarding admissions, registration, financial aid applications, scholarships, and linkages to other student support services on campus through one-on-one assistance to students and computer resources.

SAO 2: The Welcome Center will conduct campus tours throughout each Winter/Spring or Summer/Fall academic periods for prospective students, new students and their parents.

ACADEMIC REGULATIONS AND POLICIES

Academic Freedom

The West Valley-Mission Community College District is committed to the free expression of diverse viewpoints on the part of faculty and students, as well as encouraging critical examination of these various perspectives. The District is also committed to the conduct of research and observation of the natural world unimpeded by social, religious, political, or theoretical biases, and prejudices.

Academic freedom requires that all faculty members establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions—even if they differ from those of the instructor.

Excerpted from: West Valley-Mission Community College District Policy 4030, Academic Freedom (adopted Jan. 17, 2012), available online at http://www.missioncollege.edu/catalog/academic_freedom_non_discrimination.html

Academic Honesty/Discipline Process

Academic Honesty

Academic Honesty is the pursuit of scholarly activity in an honest and responsible manner. All students should act with honesty, personal integrity, and civility and should respect other students' dignity, rights, and property. For students, all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

The district expects students to conduct themselves in a manner consistent with the educational purposes of the college. Students have many responsibilities when they become members of the West Valley-Mission College community. The Student Code of Conduct, local State and Federal laws and regulations, as well as other published rules, procedures and regulations, provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

Academic Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit the definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources or any other student's work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

c. Plagiarism: unauthorized use of an expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: knowingly assisting another student in cheating or plagiarism, forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

Discipline Process

When a student is charged with plagiarism or cheating related to a class activity or assignment, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue an NC or a failing grade ("F") or "0" for the assignment in question.

c. Refer the student to the Vice President of Student Services, for disciplinary action.

Academic Renewal Policy

The college may disregard from degree consideration up to two semesters of previous Mission College work, which is intended for meeting degree requirements. Such academic renewal will only be considered under the following terms and conditions:

1. The granting of academic renewal shall only be considered upon written petition submitted by the student to the Academic Council;

2. Subsequent to the semester for which academic renewal is sought, the student must have completed an additional (12) semester units of study within the West Valley-Mission District with a cumulative grade point average of at least 3.00 or 24-semester units of work with a cumulative grade point average of at least 2.00;

3. At least one calendar year must have elapsed since the most recent work to be disregarded was completed; and

4. A student may not pick and choose from among the courses in a given semester (or quarter), but must declare all work for the entire semester or quarter invalid.

If the student's petition for academic renewal is approved, the student's permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semester (or quarters) being disregarded may apply toward degree requirements. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's academic pursuits.

Class Attendance and Participation

Students are expected to attend all sessions of each class and participate in class activities and the requirements for the course. Instructors may drop students from class if they fail to attend the first class meeting or when the instructor determines that the student is no longer reasonably participating in the activities and requirements of the course. Definition of non-participation shall include but not be limited to excessive absences defined by when accumulated hours of absence exceed ten percent of the total number of hours the class meets during the semester.

Credit by Examination

(Title 5, 55050, Ed Code Section 70901 and 70902, Board Policy 4235, Administrator Procedure 4235)

Credit by examination allows students to use acquired knowledge, abilities and competencies to challenge certain courses for units. Credit will be granted to any student who meets the requirements for credit by exam and who successfully passes an examination approved and conducted by the proper authorities of the college. Grading shall be according to the regular grading scale: except Pass/No Pass Option. shall be offered, as an option, if it is ordinarily available for the course. The regulations governing credit by examination are listed below.

Limitations - Students are cautioned that any credits obtained by any of the methods listed below, while accepted by Mission College, may not be acceptable for credit by any other institution, public or private.

It is the student's responsibility to check with other institutions to determine the acceptability of any credit earned by examination.

Regulations for Credit by Examination

1. The credit by exam status for each course is determined by each department and is noted on the official course outline of record.

2. The student must be registered and in good standing at Mission College. A master list of all courses eligible for credit by exam can be found on the college website. http://missioncollege.edu/admissions/documents/Credit-by-Exam-2018-2019.pdf

3. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to complete such examination.

4. A maximum of twelve (12) semester units toward an associate degree may be earned by courses for which credit has been earned by examination.

5. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student. The student's academic record will clearly indicate that the credit was earned by examination.

6. Grading for the examination shall be according to the regular grading system except that students shall be offered a "pass – no pass" option if that option is ordinarily available for the course.

7. The units earned through such examination shall not be used to satisfy the minimum twelve (12) semester hours of credit in residence required for an associate degree.

8. Credit by examination is not applicable to a meeting of such load requirements a Selective Service deferment, Veteran's or Social Security benefits.

9. Examinations are only given during the Fall and Spring regular semesters and requests must be received by the sixth week of the semester to be processed during that semester.

A student wishing to challenge a course using credit by examination can obtain a student petition form for Credit by Examination form online at http://missioncollege.org/admissions/forms.html or from Admissions and Records. The student must file the application, with the Admissions and Records department prior to the end of the sixth week in Fall or Spring regular semesters.

If the petition is approved, the student will be notified of the time, place, and manner of the examination. The students will need to enroll in a course created specifically for this purpose and must pay a fee equal to the usual per unit enrollment fees for the course but will be exempted from paying any material fees for the course. Fees for credit by examination are non-refundable.

Definitions of Student Classifications (including dismissal)

Minimum Standards of Progress

The college's minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty percent of the overall credits in which the student has enrolled. The 2.00-grade point standard is the minimum acceptable standard for graduation or transfer.

Academic & Progress Probation, Subject to Dismissal, and Dismissal Standards for Probation

A student shall be placed on probation if his or her academic record of performance, at Mission and/or West Valley College(s), falls under either of the two standards below:

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units, at Mission and/or West Valley College(s), shall be placed on academic probation if the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75-grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status as Subject to Dismissal for one additional semester before being academically disqualified (dismissed). Notification of dismissal status will appear on the student's semester grade report and on the transcript of academic work.

2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units, at Mission and/or West Valley College(s), and who has been assigned final grades of 'W,' 'I' and 'NC' in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation after the first semester, Subject to Dismissal after the second semester and Dismissed at the end of the third consecutive semester. Notification of probationary status will appear on the student's semester grade report and on the transcript of academic work.

Effect on Priority Registration Status

Students whose academic or progress status is satisfactory are considered for priority registration (early enrollment date) placement.

• **Probation** – must show improvement during this semester or may lose future priority registration consideration

• **Subject to Dismissal –** loss of priority registration consideration

• **Dismissal –** enrollment not allowed

Subject to Dismissal and Dismissal statuses may be appealed through the Student Petition process at the Admissions and Records Office. All decisions made by the Petition Committee are final.

Removal from Probation - A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point, at Mission and/or West Valley College(s), reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units, at Mission and/or West Valley College(s), in the 'W,' 'I' 'NP' and 'NC' category drops below fifty percent (50%).

Students on probation are strongly advised to promptly consult their counselor regarding the best and most appropriate course of action to be followed in being removed from probation.

Students who believe that their placement on academic probation is the result of an error may petition the Student Petition Committee for relief.

Standards for Dismissal - A student whose academic performance, at Mission and/or West Valley College(s), falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the college:

1. A cumulative grade point average of less than 1.00 in 12 or more units;

2. A semester grade point average of less than 1.75 during any semester the student is on probation.

3. A student whose total percentage of 'W,' 'I' and 'NC' grades reaches or exceeds fifty percent (50%) of the total units attempted for three consecutive semesters; and

4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the college shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Student Petition Committee. An academically dismissed student must apply for readmission when returning to the college. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above. Notification of academic disqualification status will appear on the student's end-of-semester grade report and transcript.

Equal Opportunity and Non-Discrimination

Mission College is an Affirmative Action, Equal Opportunity Employer and in compliance with Section 504 of the Rehabilitation Act of 1963, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, does not discriminate on the basis of race, color, national origin, mental or physical handicaps, age or sex in any of its policies, practices, or procedures. Limited English skill will not be a barrier to admission and participation in Vocational Education programs. Persons who seek information and/or resolution of alleged acts of discrimination are directed to contact the offices listed in the box below.

In accordance with Title IX, all courses offered in the district are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex. In physical education classes, students may be separated by sex within coeducational classes when participating in contact sports (including wrestling, football, basketball, or any other sport "the purpose or major activity of which involves bodily contact"). West Valley-Mission Community College District is an open door community college district. Mission College does not discriminate on the basis of age, sex, handicap, race, color or national origin in any of its programs or courses of study.

PANTAY NA OPORTUNIDAD AT WALANG DISKRIMINASYON (Tagalog)

Ang pamantasan ng Mission ay Affirmative Action, Equal Opportunity Employer na sumusunod sa patakaran ng Section 504 ng Rehabilitation Act ng 1973, Title IX ng Education Amendments ng 1972, at Title VI ng Civil Rights Act ng 1964, ay hindi nagdidiscriminate sa kanilang uri, kulay, pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakaran nito. Ang kakayahan sa pag Ingles ay hindi maaring maging hadlang sa pagsali sa mga palatuntunan ng Vocational Education. Ang mga taong naghahanap ng impormasyon o kalutasan sa inaakalang kilos na nakadidiskriminate ay magtungo sa nararapat na opisina na nakalista sa ibaba.

Sangayon sa Title IX, lahat ng kurso na inihahandog sa purok ay bukas para sa lahat ng tao maging lalaki o babae. Ang ibang kurso ay nagbibigay ng impormasyon laan lamang para sa lalaki o babae, ngunit ´hindi pinagbabawalan ang sino mang magaaral dahil sa kanilang kasarian. Sa mga klase ng Physical Education ang mga magaaral ay maaring paghiwalayin sangayon sa kanilang coeducational na klase, kagaya ng larong wrestling, football, o kahit na anong laro o kilos na maaring magkadikit ang ano mang parte ng kanilang katawan.

IGUAL OPORTUNIDAD SIN DISCRIMINACION (Spanish)

Mission Community College cumple con las leyes de Acción Afirmativa y de Igual Oportunidad de acuerdo con la Sección 504 del Acto de Rehabilitación de 1973, Título IX de las Enmiendas Educativas de 1972 y Título VI del Acto de Derechos Civiles de 1964, y no discrimina a base de raza, color, origen nacional, desventajas mentales o físicos, edad o sexo en ninguno de sus reglamentos, prácticas o procedimientos. La habilidad limitada con el uso del inglés no impedirá el ingreso y la participación en programas de Educación Vocacional. A las personas que busquen información o resolución de supuestos actos de discriminación se les ruega dirigirse a las oficinas anotadas abajo.

De acuerdo con el Título IX, todos los cursos que se ofrecen en el distrito admiten a individuos de ambos sexos. Algunos cursos pueden enfatizar información relacionada específicamente con hombres o mujeres, pero no hay curso prohibido a un estudiante a base del sexo. En clases de educación física se les puede separar a los estudiantes a base del sexo dentro de clases coeducacionales al participar en deportes de contacto físico (inclusive la lucha libre, el fútbol americano, el básquetbol o cualquier otro deporte "cuya meta o actividad principal exige el contacto corporal").

CHÁNH SÁCH KHÔNG KỲ THỊ (VIETNAMESE)

Học Khu Đại Học Cộng Đồng West Valley-Mission luôn mở rộng cửa đón nhận sinh viên các nơi.

Trường Đại-Học Cộng Đồng Mission không kỳ thị vì tuổi tác, giới tính, khuyết tật, chủng tộc, màu da, khuynh hướng tình dục, trong mọi chương trình hay trong các lớp học.

SÌnh VÌên Việt-Nam XÌn Chú Ý

Trường Đại-học Cộng-Đng Mission đã có Giáo-sư Cố-Vấn người Việt-Nam làm việc toàn thời gian (Full-time Vietnamese Counselors).

Xin các bạn cứ đến tại quy cố-vấn (Counseling Center) trong giờ làm việc (từ 9 giờ rưỡi sáng đến 7 giờ chiu, thứ hai cho đến thứ năm), hoặc gọi số (408) 855-5030 để lấy hẹn.

Nếu có những thắc mắc cn được trả lời ngay hoặc gặp vấn đ khó khăn trong đời sống cá nhân gây trở ngại cho việc học hành, bạn có thể gọi cho cô Thủy Trang ở số (408) 855-5081 để được kịp thời giúp đỡ.

Title VI Civil Rights, Equal Opportunity

Director of Human Resources and

Employee Relations Human Resources

West Valley-Mission College District

14000 Fruitvale Ave., Saratoga, CA 95070-9698

(408) 741-2060

Title IX Gender Equity

Chief Student Services Officer

3000 Mission College Blvd., Santa Clara, CA 95054-1897

Section 504 Disabled

Director of Human Resources and

Employee Relations Human Resources

West Valley-Mission College District

14000 Fruitvale Ave., Saratoga, CA 95070-9698

(408) 741-2060

Final Examinations

A final examination will be required of all students in all courses during the last week or the last scheduled class meeting of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

Grading System

Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than Satisfactory	1
F	Failing	0
P	Passing (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)	
NP	No Pass (less than Satisfactory or Failing. Units not calculated in Grade Point Average.)	
I	Incomplete	No Value
IP	In Progress	No Value
RD	Report Delayed	No Value
W	Withdrawal	No Value
MW	Military Withdrawal	No Value

The GPA (grade point average) is determined by dividing the total number of grade points earned (pass/no pass and no value grades are not counted) by the total number of units attempted.

The following non-evaluative symbols are used at Mission College:

I - Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons near the end of the term may result in an instructor assigning an "I" to the student. The condition(s) for removal of the "I" shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "I." A copy of this record shall be given to the student and a copy filed with the Admissions and Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired. An Incomplete must

be made up within one year following the end of the semester or term in which it was awarded.

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat or register in the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a sub-standard grade ("D," "F" or "NC").

Students are held fully responsible for following college procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

An Incomplete must be made up within one year following the end of the semester or term in which it was awarded. In unusual circumstances, a student may petition the instructor for a one time only extension of no more than one semester. Faculty authorized extensions of no more than one semester must be filed with the Admissions and Records Office prior to the termination of the initial one-year Incomplete grade.

IP - In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic semester or term. It signifies that work is "in progress" and that unit credit and grade will be assigned when the course is completed. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The "IP" shall not be used in calculating grade point averages. If a student enrolled in a course designated as "open-entry, open-exit," is assigned an "IP" at the end of the stated attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign an evaluative symbol as described above, which shall be recorded on the student's permanent record for the course.

RD - Report Delayed

This symbol may be assigned by the Admissions and Records Office 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 either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. The "RD" shall not be used in calculating grade point averages.

W - Withdrawal (See Withdrawal from classes.)

MW - Military Withdrawal (See Withdrawal from classes in Index for page listing.)

Pass / No Pass or Letter Grade Options

It is the policy of Mission College to enable students to enroll in courses on a Pass/ No Pass basis as an alternative to letter grades, for these reasons to improve basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education. Each Division shall determine which courses, if any, it will designate as appropriate for Pass/No Pass grading.

There are three grading systems:

1. Letter Grades = A, B, C, D, F

2. Pass/No Pass Only: "P" = passing with "C" or better grade. "P" units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student's grade point average. "NP" = Fail; not a grade.

3. Letter Grade or Pass/No Pass at the student's option. Pass/No Pass Option., and Pass/No Pass courses are indicated in the catalog course description.

a. Procedure: with the exception of student performance contract courses, the student must notify the Admissions and Records Office of the selection of the "P/NP" or a Letter Grade option, no later than the end of the fifth week of the semester or 30% of the class duration for short-term courses.

b. Precautions:

1. Transfer of "P" units:

Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of "P" units.

2. Maximum number of "P" units:

At Mission College, a maximum of 20 "P" units may be applied toward the completion of the associate degree.

The student must have 12 units in residence at Mission College.

Units earned on a "P/N P" basis shall not be used to calculate Grade Point Averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

Noncredit

Grading options for non-credit courses include:

L Letter

SP Satisfactory progress

U Unsatisfactory progress

P Pass

NP No Pass

No Grade

Grade Change Appeals

Education Code Sections 76224 and 76232; Title 5 Section 55025; WVMCEA Administrative Procedure 5530

The instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. Per Educational Code 76232, the college will ensure that students receive a reasonable and objective review of a requested grade change.

Grade Change Appeal Process

1. Grade appeals must be made within a two-year period following completion of the course.

2. Students seeking grade changes should first contact the instructor who issued the grade.

3. If the instructor is unavailable or if the student alleges discrimination or gross misconduct by the original instructor, the student should contact the department chair. If the department chair is not available the student should contact the dean.

4. Students who believe their grade is the result of mistake, fraud, bad faith, incompetency, discrimination or gross misconduct may submit a petition to change the grade using the Student Petition form available at http://missioncollege.org/admissions/documents/student_petition.pdf

5. Requests to change an evaluative grade (A, B, C, D, F, CR, NC) to a non-evaluative grade (W) can be done only if extenuating circumstances apply. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

6. The Student Petition Committee may recommend that another faculty member substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or if the District determines that there may have been gross misconduct by the original instructor.

7. If the Student Petition Committee determines that there may have been fraud, bad faith, or incompetence, they will make a recommendation to the Vice President of Instruction or designee that the grade is changed. The final determination concerning removal or change of grade will be made by the Vice President of Instruction or designee. The instructor who first awarded the grade will be given written notice of the change in grade.

Appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

Honors and Awards

Honors List - Students in good standing who complete at least six units in any semester

and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

Honors Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Dean's List - Students who complete 12 units or more in any semester, and earn a minimum 3.00 ("B") grade point average, qualify for the Dean's list.

Dean's List for Part-Time Students - Students who complete between 6 and 11 1/2 units in any semester and earn a minimum of 3.00 ("B") grade point average, qualify for the Dean's list for part-time students.

Alpha Gamma Sigma

Alpha Gamma Sigma is the California Community College Honor Scholarship Society. Membership in the Mission College Chapter (Sigma Iota) is open to Mission College students under the following classifications:

A. Temporary Membership - Open to new students who are life members of the California Scholarship Federation or who graduated from high school with a 3.5 GPA or higher. A CSF certificate or copy of the high school transcript must be submitted with the AGS application.

B. Initial Membership - Open to students who have completed 12 or more semester (or quarter equivalent) units at any college, and have maintained a cumulative 3.0 GPA. The student must be currently enrolled at Mission College in a minimum of three units.

C. Continuing Membership - Students who were Sigma Iota members in the previous semester, who have maintained a 3.0 GPA, and are currently enrolled in a minimum of three units at Mission College, qualify as Continuing members.

D. Permanent Membership - Students who have been ACTIVE members in any Chapter of AGS for at least one semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least two semesters with a cumulative 3.25 GPA or higher, and who have completed a minimum of 60 semester (or quarter equivalent) units of college, may apply for Permanent Membership.

Military Credit

If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree.

Credit shall be determined on the basis of the "Guide to Evaluation of Educational Experiences in the Armed Forces." Any credit granted will be posted to the student's academic record at the time of graduation or completion of a certificate program. (Unless applying for V.A. Benefits; check Veterans Affairs section in Index for page listing.)

Privacy Rights of Students Annual Notification (FERPA)

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the college must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of the college.

• Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.

• Educational records will be made available for inspection and review during regular working hours after receiving a written request from the student. If a student wishes to challenge any information in the educational record, the student shall review their request with the Director of Admission and Records. The Director will inform the student of the process and if needed assist the student in correcting the formal record.

• The Act provides that the college may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this college includes:

(1) student name and city of residence,(2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended (6) height and weight of members of athletic teams.

• A copy of the college policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Records office during normal working hours.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, the presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the district and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual orientation, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations, and procedures of the district. Each student bears full responsibility for his or her actions.

Specific complaints, questions, or concerns may be directed to the Associate Vice Chancellor of Human Resources, (408) 741-2060, or the Mission College responsible officer, Vice President of Student Services, (408) 855-5197.

In addition, please refer to the West Valley-Mission Community College District Website for additional information on the following areas:

Chapter 5: Student Services: wvm.edu/policies

• Drug-Free Environment and Drug Prevention Program

WVMCCD Administrative Procedure – AP 3550

• Standards of Conduct WVMCCD Board Policy – BP 5500

• Student Discipline Procedures WVMCCD Administrative Procedure – AP 5520

• Student Rights and Grievances WVMCCD Administrative Procedure AP 5530

• Speech: Time, Place and Manner WMCCD Administrative Procedures AP 3900

Student Need-to-know Policies and Information

Campus Safety

WVMCCD Administrative Procedure – AP 3500

Campus Security Act of 1990

A campus safety plan shall be developed and provided to students and employees. Information is available in the printed schedule of classes and on the District's website.

The Chief of Police is responsible for the preparation and annual updates of a report of all occurrences reported to the District Police Department of arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

The Chancellor or Vice Chancellor shall ensure that the District is in compliance with State requirements for workplace safety and requirements of Federal Right-to-Know legislation.

Required reports will be shared with the Board.

In all aspects of plant operations and maintenance, the safety of employees, students, staff, and visitors will be a primary consideration. Safeguards against hazards, through avoidance of risks, through training of personnel (employees, staff, and students) and through practices and use of safety procedures will be observed.

Prohibition of Harassment

WVMCCD Administrative Procedure – AP 3430

Title IX, Education Amendments of 1972;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment

on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

Definitions

General Harassment – Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

Verbal – Inappropriate or offensive remarks, slurs, jokes, or innuendos based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, or other protected status.

Physical – Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status.

Visual or Written – The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental – A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on or stereotyping of, particularly racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment – In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

• Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;

• Submission to, or rejection of, the conduct by the individual is used as a basis for employment or academic decisions affecting the individual;

• The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment;

• Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For additional information on Harassment and filing a complaint, please refer to the website for instructions and process: http://missioncollege.org/gen_info/info_and_disclosures/title_IX/index.html.

Consensual Relationships

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

Student Participation in Institutional Government

As constituents of the college, students shall be free individually and collectively to express their

views on issues of college policy and on matters of general interest to the student body. The Associated Student Government will participate in the formulation and application of college policy affecting academic and student affairs.

Student Production of Goods and Services

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development.

Student Responsibilities (General)

Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

Student Rights and Responsibilities

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, the presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the district and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual orientation or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations, and procedures of the district. Each student bears full responsibility for his or her actions.

Specific complaints, questions, or concerns may be directed to the Associate Vice Chancellor of Human Resources, (408) 741-2060, or the Mission College responsible officer, Vice President of Student Services, (408) 855-5197.

Student Grievance and Appeal Procedures

Mission College is committed to the idea that all students should have recourse from an unfair and improper action on the part of any member of the College Community. In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor/administrator/staff in accordance with the due process procedures established by the College.

Students may file a grievance or appeal if the student believes that:

• Student has been subject to unjust action

• Denied rights

• Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust

• Disciplinary procedures were not followed in accordance with College Policies and District Rules and Regulations

Student filing grade grievances must be able to demonstrate the following:

• Mistake

• Fraud

• Bad faith

• Incompetence in the academic evaluation of their performance

• Incompetence in the academic evaluation of their performance in the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade grievances must be filed within one year of issuance of the grade in dispute.

Filing all grievances and appeals must be done in accordance with the College Policies and District Rules and Regulations.

Title IX: Sexual Harassment and Assault

Mission College provides a safe environment that supports learning and encourages all students to pursue their goals and successfully achieve them. This means the College does not tolerate sex discrimination—including sexual harassment and violence—and is committed to empowering all students and employees to take actions to eliminate sex discrimination on campus and to know how to get help if sex discrimination occurs.

Mission College takes all complaints of sexual harassment and sexual violence very seriously. For victims or those who have witnessed a violation to come forward and file a complaint, please contact the Title IX Coordinator, by calling (408) 855-5195 or via email: TitleIX@MissionCollege.edu.

ACADEMIC PROGRAMS

Mission College degrees and certificates are under revision. Please consult with the Department Chair for program requirements.

DEGREE & CERTIFICATE PROGRAMS

	TRANSFER DEGREE**	ASSOCIATE DEGREE *	CERTIFICATE
Accounting		AS	✔
Apprenticeship			
Plumbing and Pipefitting Technology		AS	✔
Refrigeration and Air Conditioning Technology		AS	✔
Coach Operator			✔
Overhead line Worker			✔
Public Transit Leader			✔
Service Mechanic			✔
Track Worker			✔
Art		AA	
Art History	AA-T		
Creative Arts		AA	
Studio Arts	AA-T		
Three-Dimensional Arts			✔
Biological Science		AS	
Biology	AS-T		
Human Biology		AS	
Business		AS	
Business Administration	AS-T		
Business Computing			✔
Small Business Start-Up			✔
Child Development			
Associate Teacher			✔
Early Childhood Education	AS-T	AS	
Early Intervention Assistant			✔
Master Teacher			✔
Communication Studies	AA-T		✔
Computer Applications			
Microsoft Office			✔
Office Administration		AS	✔
Office Information Systems		AS	✔
Computer Information Systems		AS	✔
Computer Programming			✔
Linux System Administration			✔
Computer Information Technology			
Computer Networking Technology		AS	
Cisco Certified Network Associate (CCNA)			✔
Counseling			
CSUGE-B Transfer Studies			✔
IGETC Transfer Studies			✔
Liberal Arts: Arts & Humanities		AA	
Liberal Arts: Communication in English & Critical Thinking		AA	
Liberal Arts: Natural Science and Mathematics		AA	
Liberal Arts: Social and Behavioral Science		AA	
Economics	AA-T		
Engineering		AS	
English	AA-T		
English as a Second Language			✔
Fire Protection Technology		AS	
Foreign Languages			
Spanish	AA-T		
Graphic Design and Multimedia		AS	✔
Digital Illustration			✔
Graphic Arts		AS	✔
Web Design			✔
Web Developer			✔
Health Occupations			
Community Health Worker		AS	a
Home Health Aide			✔
Nursing Assistant			✔
Psychiatric Technician		AS	✔
Registered Nursing (LVN to RN)		AS	
Vocational Nursing		AS	✔
History	AA-T		
Hospitality Management		AS	
Food Service & Restaurant Management			✔
Fundamental Food Service Skills I			✔
Kinesiology	AA-T		
Mathematics	AS-T	AS	
Noncredit			
Basic Writing Skills			✔
Beginning ESL			✔
Music			
Digital Music			✔
Physics	AS-T		
Political Science	AA-T		
Psychology	AA-T		
Sociology	AA-T		
Administration of Justice	AS-T		

*AA-T = Associate Arts Degree for Transfer; *AS-T = Associate Science Degree for Transfer

**Transfer Degrees are the best way to get guaranteed admission to the California State University System, when all requirement are met. Make an appointment with a Mission College counselor for more information - (408) 855-5030

DISCLAIMER:

Mission College has made reasonable efforts to ensure the accuracy of information at the time of publication. However, all programs are subject to change without prior notice. Students are encouraged to consult with a counselor.

FOR NEW STUDENTS STARTING
FALL 2018, SPRING 2019, SUMMER 2019

DEGREE PLANNING GUIDE

MISSION COLLEGE

GRADUATION REQUIREMENTS 2018-2019

ASSOCIATE IN ARTS and ASSOCIATE IN SCIENCE DEGREES

Mission College will confer the *ASSOCIATE IN ARTS (A.A.)* or *ASSOCIATE IN SCIENCE (A.S.)* degree upon a student who successfully completes requirements listed below. Graduation requirements (Major, Competency, and General Education) are listed in the College Catalog at the time studies begin. Those requirements may be followed throughout the course of study as long as the student remains in continuous enrollment which is defined as enrollment for at least one regular semester, summer session or winter session each academic year. If a break in attendance occurs, the graduation requirements shall become those listed in the College Catalog which is current at the time studies are resumed.

Reciprocity Agreement: Students completing all of the general education and graduation competency requirements at a participating college will be given full credit for having completed the Mission College general education-graduation requirements, including reading, writing, oral communication, mathematics, and information competency.

1. **RESIDENCY REQUIREMENT:** A minimum of 12 degree applicable units must be completed at Mission College.
2. **SCHOLARSHIP REQUIREMENTS:** An overall grade point average of 2.0 in **60 units** of work reflected on all college transcripts.
4. **MAJOR REQUIREMENT:** Fulfill a specialized major as listed in the college catalog with a grade of C (or "P") or better in each major requirement.
5. **BASIC COMPETENCY REQUIREMENTS:** Proficiency in the following areas is required for an Associate in Arts and Associate in Science degrees:

Reading:
A. Successful completion of the proficiency exam with a score ranging from 12th to 13th grade level, or
B. A grade of C (or "P") or better in Reading 054, Critical College Reading and Thinking (in Area A2).

Writing:
Completion of the English 001A, English Composition, with a grade of C or better (in Area A1).

Oral Communication:
A. Successful completion of the proficiency exam or
B. A grade of C (or "P") or better in: COM 001, 001H or COM 020, 020H *for the A.A. Degree*
COM 001, 001H, COM 004, COM 015 or COM 020, 020H *for the A.S. Degree*

Mathematics:
A. Successful completion of the proficiency exam, or
B. A grade of C (or "P") or better in MAT 000C, MAT 000CG, 000CM or higher Math course.

Information Competency
A. Successful completion of the proficiency exam, or B. A grade of C (or "P") or better in LIB 010 (in Area E)

5. **AREA REQUIREMENTS (GENERAL EDUCATION):** Complete a minimum of **24 units** from the following areas plus additional courses to meet unit requirement
(all courses are three (3) semester units unless otherwise noted):

AREA A – LANGUAGE AND RATIONALITY – 6 semester/9 quarter units minimum

1. English Composition course
ENG 001A English Composition I

2. One additional course:
COM 001, 001H Public Speaking
COM 004 Small Group Communications
COM 020, 020H Argumentation and Debate
CIS 001 Introduction to Computer Science and Technology (4)
ENG 001B English Composition
ENG 001C Clear Thinking in Writing
EGR 030, Intro to Computing for Engineers
FRN 003, 4 Intermediate Language (5ea)
MAT 000C, 000CG, 000CM, 009 or a more advanced Math course (3-5 units)
PHI 002 Logic
PHI 003 Introduction to Ethics
POL 020 Controversial Legal Issues
REA 054 Critical College Reading & Thinking
SOC 016 Introduction to Statistics in Social and Behavioral Sciences
SPA 003, 004 Intermediate Language (5ea)

AREA B – NATURAL SCIENCES – 3semester/4 quarter units minimum

These courses examine the physical universe, its life forms and its natural phenomena. Courses with a lab are underlined.

ANT 001 Physical Anthropology
AST 001 Astronomy
AST 003 Astronomy with Lab (4)
AST 003H Astronomy with Lab – Honors (4)
AST 004 Astrobiology
BIO 001A, 001AH, 001B General Biology (5 ea)
BIO 004 Microbiology (5)
BIO 010 Introduction to Biology
BIO 010L Introduction to Biology Lab (1)
BIO 011 Human Biology (4)
BIO 012 Emerging Infectious Disease
BIO 014 Introductory Neuroscience
BIO 015 Human Genetics
BIO 016 Marine Biology (4)
BIO 017, 017H Genetics and Society
BIO 019 Oceans: Life in the Sea
BIO 022 Anat.& Physiology for Allied Health Workers (4)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology (3)
BIO 030L Tropical Ecology Field Studies (1)
BIO 032 California Plants and Animal (4)
BIO 047, 048, 048H Human Anatomy, Physiology (5ea)
CHM 001A,001AH, 001B, 001BH General Chemistry (5ea)
CHM 002 Introductory Chemistry
CHM 002L Introduction to Chemistry Lab (1)
CHM 012A, 012AH, 012B, 012BH Organic Chemistry (5ea)
CHM 030A,030B Fundamentals of Chemistry (4)
CHM 060 Survey of General, Organic and Biological Chemistry (4)
GEO 001 Introduction to Physical Geography
NTR 015 Human Nutrition
NTR 040 Nutrition and Disease
NTR 052 Nutrition for Children
PHY 002A,002B General Physics (5ea)
PHY 004A,004B,004C Engineering Physics (5ea)
PHY 004D Engineering Physics - Atomic (2)
PHY 010 Introduction to Physics (4)
PSY 007 Biological Psychology

The requirements listed here were accurate at the time of publication. Please visit the Counseling Office (http://counseling.missioncollege.edu) or www.assist.org for updated CSU GE-B requirements.

AREA C – HUMANITIES – 3semester/4 quarter units minimum

These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation. ***NOTE:*** *Three 1-unit classes alone may not be used to satisfy this category.*

ARB 001, 002 First, Second Semester Arabic
ARB 50A, 50B Beginning Conversational Arabic and Culture
ART 001A Survey of Western Art I
ART 001B Survey of Western Art II
ART 001D Survey of Modern Art
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 The History of Modern Design (Also GDES 011)
ART 031A,B Drawing
ART 033A Basic Design: Two-Dimensional
ART 033B Basic Design: Three-Dimensional
ART 034A,B Introduction to/Advanced Digital Art
ART 035A,B Life Drawing
ART 039A Survey of Printmaking
ART 047A,B Watercolor
ART 048A,B Airbrush Painting
ART 049A,B Painting
ART 065A,B Ceramics-Handbuilding
ART 067A,B Ceramics-Potter's Wheel
ART 075A,B Metalsmithing
ART 078A,B Furniture Design and Construction
ART 085A,B Sculpture
ART 088A,B Metal Sculpture Casting
CHI 001, 2 First/Second Semester Chinese
CHI 050A,B Basic Conversational Chinese
COM 012 Intercultural Communication
ENG 001B English Composition
ENG 005A,B English Literature
ENGL 006B World Literature
ENG 007A,B American Literature
ENG 013 Chicana/o-Latina/o Literature
ENG 015 Intro. to Film Analysis (Also HUM 015)
ENG 043 Classical Mythology
ENG 048 Introduction to Shakespeare
ENG 070 Creative Writing
FRN 001,2 First/Second Semester French - Elementary (5ea)
FRN 003,4 Third/Forth Semester French - Intermediate (5ea)
FRN 001L, 2L French Lab (0.5 ea)
GDS 011 The History of Modern Design (Also ART 011)
GDS 012 History of Photography
GDS 015 Photo-media and Social Change
GDS 073 Digital Photography
HIS 004A, 004AH History of Western Civilization
HIS 004B, 004BH History of Western Civilization
HIS 015, 015H World History to 1500
HIS 016, 016H World History since 1500
HIS 017A, 017AH History of the United States to 1877
HIS 017B, 017BH History of the United States since 1877
HIS 033, 033H Women's Issues Past and Present
HUM 001A,001B Human Values in and from the Arts
HUM 007 International Films (Also POL 007)
(HUM 007 may only be counted in Area C)
HUM 015 Intro to Film Analysis (Also ENGL 015)
HUM 016A Hispanic Roots and Culture
HUM 018, 018H African American Culture/Humanities
HUM 020 Asian Roots and Culture
HUM 022 Introduction to Islam
HUM 024 The Asian American Experience
HUM 030, Cultural Studies
JPN 001,002 First/Second Semester Japanese - Elementary (5 ea)
KIN 041 – 048 All Dance Classes see catalog for complete course titles and units)
KIN 080 Dance Appreciation (formerly WHP 040)
MUS 005 Fundamentals of Music Theory
MUS 006 Commercial Music Theory I
MUS 007 Commercial Music Theory II
MUS 010 Music Appreciation
MUS 016 History of Rock Music
MUS 017 Musics of the World
MUS 030A,B/031A,B Beginning/Intermediate Piano (1 ea)
MUS 032A,B/033A,B Beginning/Intermediate Voice (1 ea)
MUS 036A,B Beginning Guitar (1 ea)
MUS 041A, B Mission Chorus (1 ea)
MUS 048A, B Symphony Orchestra (1 ea)
PHI 001 Introduction to Philosophy
PHI 002 Logic
PHI 003 Introduction to Problems in Ethics
PHI 005 Introduction to Social and Political Philosophy (Also POL 003)
POL 003 Introduction to Social and Political Philosophy (Also PHI 005)
SPA 001,2 First/Second Semester Spanish - Elementary (5ea)
SPA 001L,2L Spanish Lab (.5ea)
SPA 003,4 Third/Forth Semester Spanish - Intermediate (5ea)
SPA 050A,B Basic Conversational Spanish
VIE 001,2 First/Second Semester Vietnamese - Elementary (5ea)
VIE 049A,B Vietnamese Language & Culture for Fluent Speakers

Reciprocity Agreement:

The West Valley Mission Community College District has entered into a mutual agreement with nine other Community Colleges to accept the General Education of these colleges "as completed." The participating colleges are Chabot (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Ohlone College (Fremont), Los Positas (Livermore).

This means that students who obtain a certification of completion of the Associate Degree General Education requirements of complete an Associate Degree at an one of the participating college will have both their General Education course work and graduation proficiency accepted "as completed" at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all course or prerequisites needed for a major. The agreement also means that the other college will accept the General Education pattern of Mission if a certification is presented to the member colleges. The agreement will be review periodically.

The precess for obtaining a certification of Mission General Education is the following.

1. The student presents a request for certification of completion of General Education Reciprocity to the Mission College Records Office. Forms can be obtained in Admission or from the Counseling desk.

2. If transcripts are to be used from other colleges, official copies must be on file with the Records Office.

3. A copy of the certification will be given to the student.

Mission will honor the certification presented from the participation college only if it is transmitted in the same manner as an official transcript. Student copies will not be honored. Effective Fall 2009, English Composition and Intermediate Algebra are required for all Associate Degrees. This new Title V requirement supersedes the Reciprocity Agreement. Please see a counselor for questions. Please note that only community college listed above participate in this agreement.

The requirements listed here were accurate at the time of publication. Please visit the Counseling Office (http://counseling.missioncollege.edu) or www.assist.org for updated requirements.

AREA D — SOCIAL & BEHAVIORAL SCIENCES

Series 1: Social and Behavioral Sciences (3 sem/ 4.5 qtr units): These courses deal with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

ANT 003 Cultural Anthropology
ANT 045 Human Sexuality (Also PSY/SOC 045)
ANT 055 Magic, Witchcraft, & Religion
BUS 061 Business and Society
CHD 001 Child Growth & Development
CHD 002 Child, Family and Community
CHD 013 Working with Children in a Diverse Society
COM 025 Mass Communication and Society
COU 055 Valuing Diversity
ECN 001A Principles of Macroeconomics
ECN 001B Principles of Microeconomics
ECN 006 The Global Economy
GEO 002 Introduction to Cultural Geography
GEO 006 World Regional Geography
GLB 001 Global Perspectives
GLB 002 Global Issues
GLB 004 The Developing World
HIS 004A, 004AH, 004B, 004BH History of Western Civilization
HIS 015, 015H World History to 1500
HIS 016, 016H World History since 1500
HIS 017A, 017AH United States History to 1877
HIS 017B, 017BH United States History since 1877
HIS 020 History and Geography of California
HIS 033, 033H Women's Issues Past and Present
HUM 016A Hispanic Roots and Culture
HUM 018, 018H African American Roots and Culture
HUM 024 The Asian American Experience
POL 001, 001H American Government
POL 002 Comparative Government
POL 004 International Relations
POL 005 Political Science Research Methodology
POL 006 Politics of Race, Class and Gender
POL 007 International Films) (Also HUMAN 007)
(POL 007 may only be counted in Area D)
POL 020 Controversial Legal Issues
PSY 001, 001H General Psychology
PSY 002A Experimental Psychophysiology (4)
PSY 007 Biological Psychology
PSY 010 Social Psychology
PSY 012 Human Growth and Development
PYS 015, 015H Introduction to Research Methods
PSY 025 Introduction to Abnormal Psychology
PSY 030 Psychology of Addiction and Substance Abuse
PSY 045 Human Sexuality (Also ANT/SOC 045)
SOC 001, 001H Introduction to Sociology
SOC 002, 002H Social Problems
SOC 021 Sociology of Minorities in the U.S.
SOC 040 Marriage and Family
SOC 045 Human Sexuality (Also ANT/PSY 045)
SOC 047 Sociology of Criminology
SOC 050 Introduction to Criminal Justice
SOC 054 Concepts of Criminal Law
SOC 058 Introduction to Corrections
SOC 060 Community and Justice System

Series 2: American History and Institutions (3 sem/4 qtr units): Demonstrate proficiency in American history or American government on a departmental examination OR complete a course with a grade of C (or "P") or better from one of the following

HIS 017A, 017AH History of United States to 1877
HIS 020 History and Geography of California
HIS 017B, 017BH History of United States since 1877
POL 001, 001H American Government

AREA E – LIFELONG LEARNING – 3 semester/4 quarter units minimum

The Lifelong Learning requirement will be completed by the selection of either:

Option 1: Three (3) units from Area A-2, B, C or D; **OR**
Option 2: Three (3) units from courses listed below which cultivate self-understanding and development of the student as an integrated individual capable of coping with life in our modern society, assist students to acquire the skills necessary to adapt to change, gain self-understanding, and set achievable goals, and which include consideration of such matters as cognitive, affective and psycho-motor development, health, stress management, and key relationships of humans to their social and physical environment.

NOTE: *All Kinesiology (KIN/WHP/PE) courses are accepted in Area E (except Theory courses). However, only <u>one</u> unit from this area will count for General Education.*

ANT 045 Human Sexuality (Also PSY/SOC 045)
BIO 025 Environmental Biology
BUS 061 Business and Society
CHD 002 Child, Family and Community
CHD 013 Working with Children in a Diverse Society
CHD 017 Child Health and Safety
CHL 010 Community Health Problems
COM 004 Small Group Communication
COM 008 Interpersonal Communication
COM 012 Introduction to Intercultural Communication
COU 005 Strategies for Success
COU 012 Careers and Life Styles
COU 012A Careers and Life Styles (1)
COU 017 Transfer Success and Life Transitions
COU 023 Becoming a Master Student-Athlete (2)
COU 055 Valuing Diversity
GLB 001 Global Perspectives
GLB 002 Global Issues
HED 002 Health and Lifestyle
KIN 078 Introduction to Kinesiology
LIB 010 Information Competency (1)
LIB 010H Information Competency (1)
NTR 015 Human Nutrition
NTR 040 Nutrition and Disease
NTR 052 Nutrition for Children
PSY 012 Human Growth and Development
PSY 025 Introduction to Abnormal Psychology
PSY 030 Psychology of Addiction and Substance Abuse
PSY 045 Human Sexuality (Also ANT/SOC 045)
SOC 002, 002H Social Problems
SOC 021 Sociology of Minorities in the U.S.
SOC 040 Marriage and Family
SOC 045 Human Sexuality

Note: *Not all courses that satisfy the Associate's Degree requirements satisfy transfer requirements. Please visit www.ASSIST.org or the Counseling Office for transfer requirements.*

Requirements Subject to Change
The requirements listed here were accurate at the time of publication. Please visit the Counseling Office for questions.

Baccalaureate Degree Holders

Mission College will accept "as completed" the required units and proficiency of General Education needed for and Associate in Arts or Associate in Science degree from a four year institution under the following parameters:

1. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States

2. The student presents official transcripts that verify completion of the baccalaureate degree.

Second Associate Degree

A second Associate Degree may be earned provided that the following provisions are met :

1. A student must complete a minimum of 18 additional units (over initial 60 units for first degree) including all requirements in the new major

2. Completion of General Education requirements. Mission College will accept "as completed" the required units and proficiency of General Education needed for a second Associate in Arts or Associate in Arts or Associate in Science degree from a California Community College under the following parameters:

a. the student has completed all of the requirements and has been granted an Associate in Arts or Associate in Science degree from a California Community College accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and College (WASC). Effective Fall 2009, English Composition of Schools and Intermediate Algebra are required for all Associate Degrees

b. The student presents official transcripts that verify completion of the Associate in Arts or Associate in Science degree.

3. Must complete a min of 12 units in residence at Mission College.

Procedures for both Baccalaureate Degree Holders and Second Associate Degrees

1. It is the student's responsibility to request that official transcripts be sent directly to the Admissions and Records Office at Mission College

2. It is the student's responsibility to complete a "Transcripts Evaluation Request" form obtained online from either Admission and Records or the Counseling Office's websites.

3. Four purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the fourth week of the semester in which such degree requirements will be satisfied.

4. The overall grade point average of the community college work must be 2.00 or better.

5. Courses required in respective majors pertinent to the desired Mission College degree must be completed with a "C" or better.

6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

Transfer & External Exam Credit

Acceptance of Credit from Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree, Associate Degree for Transfer or certificate programs at Mission College.

Colleges and universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. Mission College accepts courses from institutions accredited by the following regional agencies:

- MSCHE - Middle States Commission on Higher Education (formerly MSA - Middle States Association of Colleges and Schools)
- NWCCU - Northwest Commission on Colleges and Universities (formerly NASC - Northwest Association of Schools and Colleges)
- HLC - Higher Learning Commission (formerly NCA - North Central Association of Colleges and Schools)
- NEASC-CIHE - New England Association of Schools and Colleges-Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Schools
- WASC-ACCJC - Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges
- WASC-ACACS - Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges and Universities

Mission College recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

The elective-unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course evaluation or course substitution process.

Course equivalency may be determined by any of the following methods:

1. Direct articulation between Mission College and the sending institution.
2. Indirect articulation between Mission College and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).
3. Indirect articulation between Mission College and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org). For example, if a course under review is not approved for C-ID and Mission College does not have direct articulation with the California Community College, a CSU that maintains articulation with both Mission College and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-/corequisites are sufficiently aligned with Mission College courses. This review will be conducted by the evaluations staff, the College's Articulation Officer, appropriate faculty content experts and/or the appropriate department chair.

Course substitutions may be approved by any of the following methods:

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at Mission College regardless of whether Mission College has an equivalent course.
2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1100 will be applied to the parallel general education category at Mission College.
3. Courses completed at private colleges and universities that are approved for a CSU general education category as outlined in CSU E.O. 1100 will be applied to the parallel general education category at Mission College.
4. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the most recent version of Standards, Policies & Procedures for IGETC will be applied to the parallel general education category at Mission College.

External Exams

Advanced Placement Exams

Mission College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the College's sequence of courses.

Refer to the following AP chart below for information on specific course credit awarded and general education areas cleared to meet Mission Colleges' program requirements as well as the transfer general education areas cleared for CSU GE-B and/or IGETC certification. To receive credit, official documentation must be submitted to the Admissions & Records Office.

Directed Studies policy:

Directed Studies consists of independent work of special interest to the student and are offered in a number of departments. No more than a total of six (6) units in all departments may be counted toward an Associate Degree

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) EXAMS

EXAM	AA (MAJOR AND/OR GE) FOR MISSION COLLEGE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	Area C – Humanities 3 units	Area C1 **or** C2 3 semester units	6 semester units	Area 3A **or** 3B 3 semester units	8 quarter/5.3 semester units
Biology	BIO 010 4 units	Area B2 **and** B3 4 semester units	6 semester units	Area 5B and 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	MAT 003A* 5 units	Area B4 3 semester units	3 semester units**	Area 2A 3 semester units	4 quarter/2.7 semester units***
Calculus BC	MAT 003A* 5 units MAT 003B* **(score of 5 only)** 5 units	Area B4 3 semester units	6 semester units**	Area 2A 3 semester units	8 quarter/5.3 semester units***
AP CALCULUS EXAM LIMITATIONS:	***Units may differ at other CCCs.**		****Only one exam may be used toward transfer**		****Maximum credit 8 quarter/5.3 semester units for both**
Chemistry	CHM 001A 5 units	Areas B1 **and** B3 4 semester units	6 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Area C - Humanities 3 units	Area C2 3 semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
Comparative Government and Politics	Area D2 – Social/Behavioral Sciences 3 units	Area D 3 semester units	3 semester units	Area 4 4 semester units	4 quarter/2.7 semester units
Computer Science A	CIS 037A 4 units	N/A	3 semester units**	N/A	2 quarter/1.3 semester units***
Computer Science AB	CIS 037A 4 units	N/A	6 semester units**	N/A	4 quarter/2.7 semester units***
AP CS EXAM LIMITATIONS:	***Units may differ at other CCCs**		****Maximum one exam toward transfer**		****Maximum 4 quarter/2.7 semester units for both**
Economics - Macroeconomics	ECN 001A 3 units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	ECN 001B 3 units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
English - Language & Composition	ENG 001A 3 units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units*
English - Literature & Composition	ENG 001A **or** Area C – Humanities 3 units	Area A2 **and** C2 6 semester units	6 semester units	Area 1A **or** 3B 3 semester units	8 quarter units/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS:			**9 units maximum for both**		***8 quarter/5.3 semester units maximum for both**
Environmental Science	Area B – Natural Science 4 units	Area B2 **and** B3 *(if taken prior to Fall 2009)* **Or** Area B1 **and** B3 *(regardless of when taken)*. 4 semester units	4 semester units	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units
French Language and Culture	FRN 003* 5 units	Area C2 6 semester units)	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
AP FRENCH EXAM LIMITATIONS:	***Units may differ at other CCCs**				
German Language and Culture	Area C – Humanities 3 units	Area C2 3 semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units

Advanced Placement Notes:

CSU & UC Advanced Placement Policies

All campuses will accept the minimum units shown if the exam is included in full or subject area certification; however, individual campuses may choose to accept more units than those specified towards completion of general education requirements. Each AP exam may be applied to one GE area satisfying one course requirement, with the exception of the IGETC Language Other Than English (LOTE) requirement. The CSU and UC Minimum Admissions Semester Units columns reflect the number of units all CSU and UC campuses will accept toward admission.

EXAM	AA (MAJOR AND/OR GE) FOR MISSION COLLEGE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Government & Politics – Comparative	Area D1 – Social Science 3 units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Government and Politics - U.S.	POL 001 – Area D2 3 units	Area D **and** US-2* 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
AP GOV'T EXAM LIMITATIONS:		***Does not fulfill AHI California Government requirement**	**Student can satisfy the AHI requirement after transfer**		
History - European	HIS 004B 3 units	Area C2 **or** D 3 semester units	6 semester units	Area 3B **or** 4 3 semester units	8 quarter/5.3 semester units
History - U.S.	HIS 017A 3 units	Area C2 **or** D (**and** US-1) 3 semester units	6 semester units	Area 3B **or** 4 3 semester units	8 quarter/5.3 semester units
History - World	Area 3 – Humanities or Area D1 – Social Science 3 units	Area C2 **or** D 3 semester units	6 semester units	Area 3B **or** 4 3 semester units	8 quarter/5.3 semester units
Human Geography	Area D1 – Social Science 3 units	Area D5 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	Area C – Humanities 3 units	Area C2 3 semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Area C – Humanities 3 units	Area C2 3 semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
Latin	Area C – Humanities 3 units	Area C2 3 semester units	6 semester units	Area 3B **and** 6A 3 semester units	4 quarter/2.7 semester units
Physics 1	PHY 004A 4 units	Area B1 **and** B3 4 semester units	4 semester units**	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units***
Physics 2	PHY 004B 4 units	Area B1 **and** B3 4 semester units	4 semester units**	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units***
Physics C - Mechanics	PHY 004A 5 units*	Area B1 **and** B3 4 semester units*	4 semester units**	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units***
Physics C – Electricity and Magnetism	PHY 004B 4 units*	Area B1 **and** B3 4 semester units*	4 semester units**	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units***
AP PHYSICS EXAM LIMITATIONS:	***Units may differ at other CCCs**		***Maximum 4 semester units toward GE and 6 semester units toward transfer**		****Maximum 8 quarter/5.3 semester units for both**
Psychology	PSY 001 3 units	Area D 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Spanish Language and Culture	SPA 003 5 units*	Area C2 3semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature and Culture	SPA 004 5 units	Area C2 3semester units	6 semester units	Area 3B **and** 6A 3 semester units	8 quarter/5.3 semester units
AP SPANISH EXAM LIMITATIONS:	Area C2 3 semester units (6 semester units if taken before Spring 2013)	6 semester units			
Statistics	MAT 010 4 units*	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/2.7 semester units
AP STATISTICS EXAM LIMITATIONS:	***Units may differ at other CCCs**				
Studio Art – 2D Design	Departmental Approval Needed	3 semester units	NA	NA	4 quarter/2.7 semester units
Studio Art – 2D Design	Departmental Approval Needed	3 semester units	NA	NA	4 quarter/2.7 semester units
Studio Art - Drawing	Departmental Approval Needed	3 semester units	NA	NA	4 quarter/2.7 semester units
AP STUDIO ART EXAM LIMITATIONS:					*Maximum credit for 3 exams is 8 quarter/5.3 semester units

Approved by MCAS Spring 2009; UPDATED based on AB 1985 Spring 2017 rev0518

Advanced Placement Notes:

College Level Examination Program (CLEP)

Mission College awards credit for the College Level Examination Program exams with a minimum score of 50. CLEP credit can be used to meet AA/AS General Education requirements, CSU GE-B requirements and CSU elective credit. CLEP cannot be used to satisfy IGETC requirements. To receive credit, official documentation must be submitted to the Admissions & Records Office.

COLLEGE CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP EXAM	MINIMUM CLEP SCORE	AA/AS GE FOR MISSION COLLEGE (3 UNITS EACH)	MINIMUM CSU UNITS ALLOWED	CSU GE-B OR AHI AREA
CLEP American Government	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units
CLEP American Literature	50	Humanities	3 semester units	Area C2, 3 semester units
CLEP Analyzing and Interpreting Literature	50	Humanities	3 semester units	Area C2, 3 semester units
CLEP Biology	50	Natural Sciences	3 semester units	Area B2, 3 semester units
CLEP Calculus	50	Language and Rationality	3 semester units	Area B4, 3 semester units
CLEP Chemistry	50	Natural Sciences	3 semester units	Area B1, 3 semester units
CLEP College Algebra	50	Language and Rationality	3 semester units	Area B4, 3 semester units
CLEP College Algebra – Trigonometry	50	Language and Rationality	3 semester units	Area B4, 3 semester units
CLEP Financial Accounting	50	NA	3 semester units	NA
CLEP French Level I*	50	NA	6 semester units	NA
CLEP French Level II*	**59**	Humanities	9 semester units	Area C2, 3 semester units
CLEP German Level I*	50	NA	6 semester units	NA
CLEP German Level II*	**60**	Humanities	9 semester units	Area C2, 3 semester units
CLEP History, United States I	50	Social/Behavioral Sciences	3 semester units	Area D + US-1, 3 semester units
CLEP History, United States II	50	Social/Behavioral Sciences	3 semester units	Area D + US-1, 3 semester units
CLEP Human Growth and Development	50	Social/Behavioral Sciences	3 semester units	Area E, 3 semester units
CLEP Humanities	50	Humanities	3 semester units	Area C2, 3 semester units
CLEP Information Systems and Computer Applications	50	NA	3 semester units	NA
CLEP Introduction to Educational Psychology	50	NA	3 semester units	NA
CLEP Introduction to Business Law	50	NA	3 semester units	NA
CLEP Introductory Psychology	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units
CLEP Introductory Sociology	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units
CLEP Natural Sciences	50	Natural Sciences	3 semester units	Area B1 or Area B2, 3 semester units
CLEP Pre-Calculus	50	Language and Rationality	3 semester units	Area B4, 3 semester units
CLEP Principles of Macroeconomics	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units
CLEP Principles of Microeconomics	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units
CLEP Spanish Level I*	50	NA	6 semester units	NA
CLEP Spanish Level II*	**63**	Humanities	9 semester units	Area C2, 3 semester units
CLEP Western Civilization I	50	Humanities or Social/Behavioral Sciences	3 semester units	Area C2 or Area D, 3 semester units
CLEP Western Civilization II	50	Social/Behavioral Sciences	3 semester units	Area D, 3 semester units

*If a student passes more than one CLEP exam in the same language other than English (French, German, and Spanish), only one exam may be applied to the baccalaureate degree. For each of these tests, a passing score of 50 is considered "Level I" and earns 6 units of admissions credit; the higher scores are considered "Level II" and earn additional admissions units and clears Area C2 of CSU GE-breadth.

International Baccalaureate (IB)

The International Baccalaureate (IB) exam assesses student work and measures students' academic, intercultural and basic skills. Students may earn credit for IB tests with scores of 4 or higher and can be used to meet AA/AS, CSU GE-B and IGETC general education requirements. Students must have official scores sent to the Admissions & Records Office for credit to be applied toward MC graduation requirements and GE/IGETC certification. Use the chart below to find the passing score for each IB course

COLLEGE CREDIT FOR INTERNATIONAL BACCALAUREATE (IB) PROGRAM

EXAM	MINIMUM SCORE FOR MC AND CSU	AA/AS GE FOR MISSION COLLEGE	CSU GE-B AREA (3 units)	MIMINUM SCORE FOR UC	IGETC AREA (3 units)	SEMESTER CREDITS EARNED TOWARD MC, CSU AND UC
IB Biology HL	5	Natural Science	B2	5	5B	6 MC, 6 CSU, 5.3 UC
IB Chemistry HL	5	Natural Science	B1	5	5A	6 MC, 6 CSU, 5.3 UC
IB Economics HL	5	Social and Behavioral Sciences	D	5	4	6 MC, 6 CSU, 5.3 UC
IB Geography HL	5	Social and Behavioral Sciences	D	5	4	6 MC, 6 CSU, 5.3 UC
IB History (any region) HL	5	Social and Behavioral Sciences	C2 or D	5	3B and 4	6 MC, 6 CSU, 5.3 UC
IB Language A Literature*	4	Humanities	C2	5	3B and 6A	6 MC, 6 CSU, 5.3 UC
IB Language A – Language and Literature (except English)	4	Humanities	C2	5	3B and 6A	6 MC, 6 CSU, 5.3 UC
IB Language B (any language) HL	4	Humanities	NA	5	6A	6 MC, 6 CSU, 5.3 UC
IB Mathematics HL	4	Language and Rationality	B4	5	2A	6 MC, 6 CSU, 5.3 UC
IB Physics HL	5	Natural Science	B1	5	5A	6 MC, 6 CSU, 5.3 UC
IB Psychology HL	5	Social and Behavioral Sciences	D	5	4	3 MC, 3 CSU, 5.3 UC
IB Theatre HL	4	Humanities	C1	5	3A	6 MC, 6 CSU, 5.3 UC

*Some CSU campuses grant CSU GE-B Area A2 credit for the IB Language and Literature exam. Mission College will grant exceptions on a case-by-case basis if a student is wishing to transfer to a campus that grants CSU GE-B Area A2. See the Articulation Officer for more information.

EXTERNAL EXAM NOTE:

If the student duplicates an external exam with another exam of the same subject content, and/or an exam with a college course, credit may only be awarded once. See individual campus for details. For additional AP, CLEP and IB policies, visit https://www2.calstate.edu/apply/transfer/Pages/upper-division-transfer.aspx for CSU and http://admission.universityofcalifornia.edu/counselors/exam-credit/ for UC.

Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by the Mission College Records Office. Some courses may also require approval by the appropriate department chair. Courses may be used to fulfill prerequisite, program, general education and elective unit requirements only if course descriptions, in English, are submitted for review along with the evaluated foreign transcript. Mission College will not determine course transferability to other colleges and universities.

To have foreign coursework evaluated, students need to contact one of the approved evaluation agencies listed below and request a detailed equivalency report that includes — for each course — a course description in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned:

- IERF (International Education Research Foundation | (310) 258-9451 | www.ierf.org
- NACES (The National Association of Credential Evaluation Services) | Email: info@naces.org | www.naces.org
- WES (World Education Service) | www.wes.org

Upper Division Units

Mission College will accept coursework completed at the upper division level at a regionally accredited college or university if the course must be deemed comparable to a Mission College course by the appropriate Department Chair, a designee, or an articulation agreement. Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite but, at this time, will be accepted for subject credit only; units will not be awarded.

In general, non-CCC courses applied to general education should be classified as lower division. However, there are occasions when a course that is listed as upper division may be applied to CSU GE-B and IGETC. They include the following:

- When a UC or CSU campus has classified a course or series as upper division but has requested that the system wide offices allow lower division transfer credit because an equivalent course is taught at a community college or because the preparation of the subject is desired prior to transfer from the 2-year institution to the 4-year institution. Current examples include economics, organic chemistry and abnormal psychology.
- When a non-CCC course is determined comparable to one taught and approved for IGETC or CSU GE-B at a CCC.
- When a CSU uses an upper-division course in its "lower-division" General Education Breadth Pattern.

In all cases, these courses should have sufficient breadth to meet of CSU GE-B and IGETC.

NOTE: To graduate, CSU students are required to complete a minimum of 39 semester units of lower-division general education and UC students are required to complete a minimum of 34 units of general education. If students apply upper division units to the lower division requirements for certification, they may need to complete additional lower-division unis to reach the minimum requirements.

Military Service Credit

Credit will be granted to any actively enrolled student with an approved DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. An approved DD 214 will satisfy the AA/AS General Education Requirement Area E and the CSU GE-B Area E. To receive credit, documentation must be submitted to the Admissions & Records Office.

TRANSFER PLANNING

University Transfer

Mission College provides students the opportunity to complete the general education and most of the lower division major requirements before transferring to the University of California (UC), the California State University (CSU), independent and out-of-state colleges and universities. Students who are planning to transfer should meet with a counselor in the Counseling Office to develop an educational plan which will identify the courses needed to transfer to the student's institution of choice.

Requirements for Transfer Students

Mission College students can transfer to a four-year college or university with junior or upper-division standing by completing the following requirements:

Lower-Division Preparatory Major Courses

Lower division courses normally taught in the first or second year of college are described as lower division courses. Articulation agreements which list detailed information concerning specific majors and which describe course transferability are available at www.assist.org.

General Education Requirements

General Education (GE) reflects the belief that a portion of a student's education should be devoted to broadening a student's awareness. Courses in writing, critical thinking, mathematics, sciences, arts and humanities and the social sciences are included in the GE patterns and can be used to fulfill the lower division GE requirements at a university. Those patterns include: the Intersegmental General Education Transfer Curriculum (IGETC) and the CSU General Education-Breadth Requirements (CSU GE-B), as well as UC, CSU and independent campus-specific patterns.

Electives

Electives are courses of choice that do not meet a specific general education or major requirement. The number of elective units required for transfer, if any, depend on a student's major and transfer university.

Scholarship Requirement (Grade Point Average)

Most colleges and universities have minimum grade point averages for admission.

2.4 is the minimum GPA for the UC system and 2.0 is the minimum for the CSU system (2.8 and 2.4 for non-residents, respectively). The minimum GPA for private colleges and universities varies. Please note that there may be higher GPAs required for specific majors at specific campuses.

ASSIST

ASSIST is a state-wide database specifically designed to provide course comparability information between the California Community College system (CCC) and the University of California (UC) and the California State University (CSU). ASSIST displays major preparation agreements between the CCC and many of the UC and CSU transfer schools; complete lists of courses acceptable for transfer to the UC and CSU; and IGETC and CSU GE - Breadth lists for all the CCCs. At this time, ASSIST does not contain information regarding independent and out-of-state colleges and universities. ASSIST is an excellent tool to use in conjunction with regular Counseling appointments to provide proper transfer planning. ASSIST information can be accessed via the worldwide web at www.assist.org.

Associate Degrees for Transfer

Mission College offers Associate Degrees for Transfer (AA-Ts/AS-Ts) designed to support transfer to the California State University system. Students who complete the requirements for an AA-T or AS-T are eligible for an associate degree AND meet minimum admissions requirements for junior standing at a CSU campus. Although earning an Associate Degree for Transfer does not guarantee a student admission to all CSU campuses or majors, it does secure priority admission consideration to the student's local campus.

To enhance a student's competitiveness and success as a CSU applicant, in addition to completing the requirements for the AA-T/AS-T, it is strongly recommended that students utilize http://www.assist.org to see if there are additional courses suggested or required for a particular major at a specific campus.

At the time of printing this catalog, Mission Colleges offers Associate Degrees for Transfer in 17 majors: Administration of Justice, Art History, Biological Sciences, Business Administration, Communication Studies, Early Childhood Education, Economics, English, History, Kinesiology, Mathematics, Physics, Political Science, Psychology, Sociology, Spanish and Studio Arts. For a current list of degrees, visit the Counseling Office (http://counseling.missioncollege.edu) or the Transfer Center (http://transfer.missioncollege.edu).

Requirements for an Associate Degree for Transfer

A. Completion of the AA-T or AS-T major courses with grades of C or better

B. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

C. Certified completion of either the California State University General Education-Breadth pattern (CSU GE-B) or the CSU Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Transfer Admission Guarantees (TAGs)

A TAG is a formal, written agreement between Mission College, a participating four-year college or university, and the Mission College student. Students who comply with the agreement and apply for admission during the appropriate filing period are guaranteed admission. For qualifications, visit the Transfer Center (http://transfer.missioncollege.edu).

University of California

The University of California (UC) has 10 campuses, each with its own unique geographic and academic character. The University of California offers bachelor's, master's and doctoral degrees in a variety of subject areas. The campuses are as follows:

UC Berkeley	UC Merced	UC San Francisco
UC Davis	UC Riverside	UC Santa Barbara
UC Irvine	UC Santa Cruz	
UC Los Angeles	UC San Diego	

UC San Francisco offers only graduate programs and does not admit students at the freshman or junior-transfer level.

Admission Requirements for Transfer to UC

All campuses of the University of California have the same undergraduate admission requirements. The summary of admission requirements and procedures that follows is designed to assist you in the application process. For a more detailed description of the courses required for admission, consult a counselor or a university representative. The university has defined freshman and transfer applicants as follows:

Freshman Applicant - A freshman applicant is a student who has graduated from high school but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.)

Transfer Applicant - A transfer applicant is a student who has completed high school (or a GED) and who has been an enrolled student at another college or university, or in college-level extension courses. (This does not include attending a summer session immediately after high school graduation.)

Students who are undergraduate transfer applicants in good standing at the last institution attended or students who were not eligible for admission after high school, are eligible for admission to the University of California if they meet the following standards:

A. Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 on a 4.0 scale. Non-residents must have a minimum 2.8 grade point average. (No more than 14 semester units may be taken Pass/No Pass) and

B. Complete one of the following General Education Patterns:

1. UC Seven Course Pattern
2. Intersegmental General Education Transfer Curriculum (IGETC)

UC Seven Course Pattern

Completion of this pattern satisfies UC admissions requirements but does not guarantee admission to any UC campus. This pattern is strongly recommended for high unit math, science, and engineering majors. Students must complete the following pattern, earning a grade of "C" or better in each course:

- Two transferable college courses in English composition (6.0 units) and
- One transferable college course in mathematical concepts and quantitative reasoning (3.0 units)

and

- Four transferable college courses are chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences (12.0 units)

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. The IGETC is most helpful to students who want to keep their options open - those who know they want to transfer, but who have not yet decided upon a particular institution, campus, or major. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many major preparation courses.

IGETC for UC must be completed in its entirety before transfer; otherwise students may be required to fulfill additional lower division general education requirements at the UC. All IGETC courses must be completed with a grade of C or better.

IGETC for UC

Area 1, English Composition, Critical Thinking (6.0 units) (3.0 units)

Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)

Area 3, Arts and Humanities (9.0 units)

Area 4, Social and Behavioral Sciences (9.0 units)

Area 5, Physical and Biological Sciences (7.0-9.0 units)

Area 6, Language Other than English (0-5.0)

Advanced Placement scores of 3, 4, or 5 can be used to satisfy IGETC requirements (see Index for page listing for Examination Chart). Visit the Counseling Office or www.assist.org for a complete listing of UC general education requirements and courses.

IGETC for STEM

IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics. UC will accept IGETC for STEM only if:

- you're earning an associate degree for transfer (ADT) at a California community college that offers IGETC for STEM as an option for those degrees AND
- the UC major program or college you're applying to accepts partial IGETC certification.

Although IGETC for STEM is an option, you should prioritize completing major-preparation courses for the specific campuses and programs you're considering.

Area 1, English Composition, Critical Thinking (6.0 units)

Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)

Area 3, Arts and Humanities (6.0 units)

Area 4, Social and Behavioral Sciences (6.0 units)

Area 5, Physical and Biological Sciences (7.0-9.0 units)

Advanced Placement and International Baccalaureate scores can be used to satisfy IGETC requirements (see Examination Chart on page 34-35). Visit the Counseling Office or www.assist.org for a complete listing of requirements and courses.

California State University

California State University has 23 campuses located throughout the state. The CSU offers more than 1,400 baccalaureate degrees, and Master's degrees in over 200 subject areas. The campuses are as follows:

CSU Bakersfield	CSU San Bernardino
CSU Chico	CSU San Marcos
CSU Channel Island	CSU Stanislaus
CSU Dominguez Hills	California Maritime Academy
CSU East Bay	Cal Poly Pomona
CSU Fullerton	Cal Poly San Luis Obispo
CSU Long Beach	Fresno State University
CSU Los Angeles	Humboldt State University
CSU Monterey Bay	San Diego State University
CSU Northridge	San Francisco State University
CSU Sacramento	San Jose State University
Sonoma State University	

Admission Requirements for Transfer to CSU

Students who are undergraduate transfer applicants in good standing at the last institution attended, or students who were not eligible for admission after high school, are eligible for admission to the California State University if they meet the following standards:

A. Complete a minimum of 60-semester units of CSU transferable college credit with a grade point average of at least 2.0 on a 4.0 scale.

B. Complete one of the following:

1. Minimum GE requirements
2. California State University General Education Breadth Course Pattern (CSU GE-B)
3. Intersegmental General Education Transfer Curriculum (IGETC for CSU)

Minimum GE requirements for the CSU

Complete at least 30-semester units of general education coursework with a C average or better. The 30 units must include the following GE Areas:

1. English Language (3.0 units)
2. Critical Thinking (3.0 units)
3. Oral Communications (3.0 units)
4. Mathematics and/or Quantitative Reasoning (3.0 - 5.0 units)

California State University General Education-Breadth (CSUGE-B)

The Board of Trustees of the California State University allows community colleges to certify the completion or partial completion of general education breadth requirements for students transferring to a California State University. Proper planning should enable students to satisfy the university lower division breadth requirements concurrently with the requirements for graduation with an associate degree from Mission College. Thirty-nine (39) units must be completed in the five areas outlined below, for certification. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some courses will double count for Major and GE. Visit the Counseling Office or www.assist.org for updated information.

CSU GE-B

Area A, Oral/Written Communication, Critical Thinking (9.0 units)

Area B, Natural Science and Mathematics (9.0 units)

Area C, Arts and Humanities (9.0 units)

Area D, Social and Behavioral Sciences (9.0 units)

Area E, Lifelong Learning (3.0 units)

CSU GE-B for STEM

Students earning an Associate Degree for Transfer in a high-unit STEM major where the GE Breadth for STEM pattern is indicated by the Transfer Model Curriculum, are eligible to defer up to two lower-division GE courses until after the transfer. At this time, the CSU GE-B for STEM requirements can only be used with the Biology AS-T.

Area A, Oral, Written Communication, Critical Thinking (9.0 units)

Area B, Natural Science and Mathematics (9.0 units)

Area C, Arts and Humanities (6.0 units)

Area D, Social and Behavioral Sciences (6.0 units)

Area E, Lifelong Learning (3.0 units)

In addition, California State University also has an American Institutions graduation requirement which should be satisfied prior to transfer and can be included in Area D.

IGETC for CSU

Area 1, English Composition / Oral Communication (9.0 units)

Area 2, Mathematical Concepts and Quantitative Reasoning (3.0 - 5.0 units)

Area 3, Arts and Humanities (9.0 units)

Area 4, Social and Behavioral Sciences (9.0 units)

Area 5, Physical and Biological Sciences (7.0-9.0 units)

The American History and Institutions graduation requirement (AH&I) is an additional 6.0 units for those students who did not graduate from a High School in California.

Advanced Placement, International Baccalaureate and CLEP scores can be used to satisfy CSU requirements (see Examination Chart on page 34-35). Visit the Counseling Office or www.assist.org for a complete listing of requirements and courses.

Independent and Out of State Colleges and Universities

Mission College has articulated general education requirements with a number of independent institutions such as Notre Dame de Namur the University, University of Pacific, and University of Southern California. In addition, many independent institutions will accept completion of the California State University General Education-Breadth and/or the General Education Transfer Curriculum in place of their own lower-division general education requirements. Students transferring to independent or out-of-state institutions should meet with a Counselor in order to determine appropriate general education requirements.

Santa Clara University

Santa Clara University accepts a number of transfer students.

Since applicants exceed the number of students who can be accommodated, no specific statement can be made about the quality of work (GPA) which will enable a transfer applicant to be accepted. During committee deliberations, consistency of performance and course selections are considered along with the quality of work.

The Scholastic Aptitude Test is required of all SCU transfer applicants who have completed fewer than 30-semester units. All foreign applicants must present scores for both the Scholastic Aptitude Test and Test of English as a Foreign Language (TOEFL) regardless of the amount of college-level work completed. Transfer students may apply for admission to any quarter.

For more information about transfer requirements, visit the Counseling Office (http://counseling.missioncollege.edu) or the Transfer Center (http://transfer.missioncollege.edu).

FOR NEW STUDENTS STARTING
FALL 2018, SPRING 2019, SUMMER 2019

TRANSFER PLANNING GUIDE

MISSION COLLEGE

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
CERTIFICATION AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which allows California Community College students to fulfill lower-division general education (GE) requirements for either the CSU or UC system without the need, after transfer, to take additional lower-division GE requirements. SIXTY (60) UC TRANSFERABLE UNITS of Major and GE courses with a grade of "C" (or P) are required for transfer. Transfer students should: (1) meet with a counselor to create a **EDUCATIONAL PLAN** that will assist in identifying appropriate major and GE requirements; (2) request an **IGETC CERTIFICATION** (when final transcripts are requested) to be sent to the transfer institution; and (3) with a counselor's assistance, determine eligibility for an Associate's Degree and/or an Associate's Degree for Transfer. FULL CERTIFICATION (completion of all areas), PARTIAL CERTIFICATION (completion of all but 2 courses), and IGETC FOR STEM CERTIFICATION (completion of all areas except one course in Area 3, one course in Area 4 and Area 6) are available. Please see Page 3 for certification details. All courses are 3 units unless otherwise noted.

Completion of this pattern also satisfies requirements for a Certificate of Achievement.

AREA 1 - ENGLISH COMMUNICATION - 2/3 courses, 6-9 semester/12-15 quarter units

UC–Complete one course from both Group A and B. **CSU**–Complete one course from Group A, B and C.

GROUP A: ENGLISH COMPOSITION
ENG 001A English Composition I

GROUP B: CRITICAL THINKING
ENG 001B English Composition II (SP07)
ENG 001C Clear Thinking in Writing
PHI 003 Introduction to Problems in Ethics

GROUP C: ORAL COMMUNICATION (CSU IGETC ONLY)
COM 001, 001H Public Speaking
COM 020, 020H Argumentation and Debate

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING - 1 course

MAT 000G Math for Liberal Arts Students (4)
*MAT 001 College Algebra (4)
*MAT 002 Pre-Calculus and Trigonometry (6)
MAT 003A, 003AH, 003B Analytic Geometry and Calculus (5)
MAT 004A Intermediate Calculus (4)
MAT 004B Differential Equations (4)
MAT 004C Linear Algebra (4)
MAT 008 Finite Mathematics
MAT 009 Integrated Statistics II (5)
MAT 010, 010H Elementary Statistics (4)
MAT 012 Calculus for Business (4)
MAT 019 Discrete Mathematics (4)
SOC 016 Introduction to Statistics Social and Behavioral Sciences

**NOTE: UC Transfer credit is limited for MATH courses. See www.assist.org for details.*

AREA 3 - ARTS AND HUMANITIES – 3 courses, 9 semester/12-15 quarter units

One course must be selected from the Arts; another from the Humanities; and a third from either area. Biology AS-T majors can defer the third course until after transfer.

GROUP 3A: ARTS

ART 001A Survey of Western Art I
ART 001B Survey of Western Art II
ART 001D Survey of Modern Art
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 The History of Modern Design (Also GDES 011)
GDS 011 The History of Modern Design (Also ART 011)
GDS 012 History of Photography (EFF FA14)
GDS 015 Photo-media and Social Change
KIN 080 Dance Appreciation
MUS 005 Fundamentals of Music Theory I
MUS 010 Music Appreciation
MUS 016 History of Rock Music
MUS 017 Musics of the World

GROUP 3B: HUMANITIES

ARB 002 Second Semester Arabic (5)
CHI 002 Second Semester Chinese (5)
COM 012 Intercultural Communication
ENG 005A, 005B English Literature
ENG 006B World Literature
ENG 007A, 007B American Literature
ENG 015 Introduction to Film Analysis (Also HUM 015)
ENG 043 Classical Mythology
ENG 048 Introduction to Shakespeare
FRN 002 Second Semester French – Elementary (5)
FRN 003,004 Third/Forth Semester French – Intermediate (5,5)
HIS 004A,004B History of Western Civilization
HIS 015, 015H World History to 1500 (FA15)
HIS 016, 016H World History since 1500 (FA15)
HIS 017A, 017AH History of the United States to 1877 (FA15)
HIS 017B, 017BH History of the United States since 1877 (FA15)
HIS 033, 033H Women's Issues Past and Present (FA16)
HUM 001A,001B Human Values in and from the Arts
HUM 007 International Film (Also POL 7)
HUM 015 Introduction to Film Analysis (Also ENG 015)
HUM 016A Hispanic Roots and Culture
HUM 018 African American Culture and Humanities
HUM 020 Asian Roots and Culture
HUM 022 Introduction to Islam
JPN 002 Second Semester Japanese – Elementary (5)
PHI 001 Introduction to Philosophy
PHI 005 Introduction to Social and Political Philosophy
POL 007 International Films (Also HUM 007)
SPA 002 Second Semester Spanish – Elementary (5)
SPA 003,004 Third/Forth Semester Spanish – Intermediate (5,5)
VIE 002 Second Semester Vietnamese – Elementary (5)
VIE 049A,049B Vietnamese Language & Culture for Fluent Speakers

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES - 3 courses, 9 semester/12-15 quarter units

Complete at least three courses from at least two disciplines. Biology AS-T majors can defer 1 course until after transfer.

ANT 003 Cultural Anthropology
ANT 055 Magic, Witchcraft and Religion
CHD 001 Child Growth and Development (FA17)
COM 025 Mass Communication and Society
ECN 001A Principles of Macroeconomics (4)
ECN 001B Principles of Microeconomics (4)
ECN 006 The Global Economy
GEO 002 Introduction to Cultural Geography
GEO 006 World Regional Geography
GLB 001 Global Perspectives
GLB 002 Global Issues
GLB 004 The Developing World (Also GEO/SOCSC 004)
HIS 004A, 004AH, 004B, 004BH History of Western Civilization
HIS 015, 015H World History to 1500
HIS 016, 016H World History since 1500
HIS 017A, 017AH, 017B, 017BH United States History
HIS 020 History and Geography of California
HIS 031 History of East Asia
HUM 016A Hispanic Roots and Culture
HUM 018 African American Roots and Culture (FA14)
HUM 018H African American Roots and Culture – Honors (FA17)
PHI 005 Introduction to Social and Political Philosophy
POL 001, 001H American Government
POL 002 Comparative Government
POL 004 International Relations
POL 005 Political Science Research Methodology
POL 006 Politics of Race, Class and Gender
POL 020 Controversial Legal Issues
PSY 001, 001H General Psychology
PSY 007 Biological Psychology
PSY 010 Social Psychology
PSY 012 Human Growth and Development
PSY 015, 015H Introduction to Research Methods
PSY 025 Introduction to Abnormal Psychology
PSY 045 Human Sexuality (Also SOC 045)
SOC 001, 001H Introduction to Sociology
SOC 002, 002H Social Problems
SOC 021 Sociology of Minorities in the U.S.
SOC 040 Marriage and Family
SOC 045 Human Sexuality (Also ANT/PSY 045)
SOC 047 Sociology of Criminology
SOC 060 Community and Justice System (FA15)

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES - 2 courses, 7-9 semester/9-12 quarter units

Complete one course from the Biological Sciences and one from the Physical Sciences. One of the two courses must have a lab and lab courses are underlined.

GROUP 5A: PHYSICAL SCIENCES

AST 001 Astronomy
AST 003, 003H Astronomy with Lab (4)
AST 004 Astrobiology
*CHM 001A,001AH, 001B, 001BH General Chemistry (5ea)
*CHM 002 Introductory Chemistry
CHM 002L Introductory Chemistry Lab (1)
CHM 007 Biochemistry: An Introduction to Structure, Enzymes, and Metabolism
CHM 012A, 012AH, 012B, 012BH Organic Chemistry (5ea)
*CHM 030A Fundamentals of Chemistry (4)
*CHM 030B Fundamentals of Chemistry (4)
GEO 001 Introduction to Physical Geography
*PHY 002A,002B General Physics (5ea)
*PHY 004A Engineering Physics – Mechanics (5)
*PHY 004B Engineering Physics - Electricity and Magnetism (4)
*PHY 004C Engineering Physics - Light and Heat (4)
*PHY 010 Introduction to Physics (4)

GROUP 5B: BIOLOGICAL SCIENCES

ANT 001 Physical Anthropology
BIO 001A, 001AH General Biology: Cells (5ea)
BIO 001B General Biology: Organisms (5)
BIO 004 Microbiology (5)
*BIO 008 Exploring Biology
*BIO 010 Introduction to Biology
BIO 010L Introduction to Chemistry Lab (1)
BIO 011 Human Biology (4)
BIO 012 Emerging Infectious Disease
BIO 014 Introduction to Neuroscience
BIO 015 Human Genetics
BIO 017, 017H Genetics and Society
BIO 016 Marine Biology (4)
BIO 019 Oceans: Life in the Sea
BIO 025 Environmental Biology
BIO 030 Tropical Ecology
BIO 032 California Plants and Animals (4)
BIO 047 Human Anatomy (5)
BIO 048, 048H Human Physiology (5)

GROUP 5C. LABORATORY REQUIREMENT

One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

**NOTE: UC Transfer credit is limited for SCIENCE courses. See the limitation information for the specific department on www.assist.org.*

AREA 6 – LANGUAGE OTHER THAN ENGLISH – UC IGETC REQUIREMENT ONLY (Biology AS-T majors can defer Area 6 until after transfer.

Proficiency equivalent to two years of high school study in the same language with a grade of "C" or better OR completion of one of the following (Student must present documentation to show proficiency):

1. ARB 001, CHI 001, FRN 001, JPN 001, SPA 001, VIE 001, or other first level language course or higher
2. A score of 3 or higher on the Foreign Language AP Exam or 5 or higher on the IB HL Exam
3. Satisfactory score on the SAT II: Subject Test in languages other than English
4. Satisfactory completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.
5. Verified competency by a CCC, CSU or UC faculty member

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU GRADUATION REQUIREMENT ONLY (NOT PART OF IGETC)

Depending on the CSU campus, courses used to meet this requirement may be used to satisfy requirements for IGETC.

POL 001, 001H **+ HIS** 017A, 017AH or **HIS** 017B, 017BH

*****Transfer credit may be limited by either the UC or CSU or both. Visit www.assist.org for specific limitations.
Courses may be taken to satisfy only one Area

Frequently Asked Questions About IGETC

Is IGETC right for me?
Maybe. The **IGETC** is advisable for students who have not yet decided on a major or a particular campus and who want to keep their options open before making a final decision about transferring to either a UC or CSU campus. IGETC is not advisable for students who choose majors with substantial lower division prerequisites, such as engineering or science. See chart below.

Do I have to complete IGETC to transfer to a CSU or UC?
No. The IGETC is not a requirement for transfer to CSU or most UCs (check with www.uctransfer.org for exceptions), nor is it the only way to fulfill the lower-division, general education requirements. Depending on a student's major, the student may find it better to take courses fulfilling the CSU's General Education requirements or those of the UC campus or college to which the student plans to transfer.

I have completed courses at other colleges. Will they count toward IGETC?
Yes. Courses that are completed at any **regionally accredited** college can be used in the **IGETC** certification. Students should be aware, however, that coursework from other California community colleges will be applied in the **IGETC** category determined by the **original** college. Courses taken at a foreign institution not accredited by a US regionally accrediting association are **NOT** permitted for certification on the **IGETC.**

Will the courses I take as transfer requirements for my major be counted toward IGETC?
Yes. UC will allow requirements completed as preparation for the major to be used in the **IGETC** whenever they appear, unless otherwise noted on ASSIST.

I have passed an AP or IB test. Can my test scores be used to satisfy an IGETC requirement?
Yes. AP scores of 3 or higher can be used to satisfy any **IGETC** subject area except Critical Thinking and Oral Communication. Even though credit for more than one course can be awarded by Mission College for AP scores of 3 or higher, only one course in the subject for which the AP test was taken can be used on the **IGETC**. And a score of 5, 6 or 7 on Higher Level exams can grant credit for IGETC certification. Please see the Mission College catalog for specific credit information. CLEP, SAT or ACT exams cannot be used.

Do courses completed need a minimum grade for certification?
Yes. Only grades of "C" or better will be accepted and Pass/No Pass courses are acceptable only if the college catalog defines credit as equivalent to a letter grade of "C" or better (as it does at Mission). A "C-" grade valued at less than 2.0 grade points on a 4.0 scale cannot be used for IGETC certification

How do I complete the IGETC?
The **IGETC** can be certified for California community college transfers who have also completed transfer units at a CSU, UC or independent college provided that the student has completed most of the transfer units at one or more California community colleges. Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the University and cannot use the **IGETC.** However, students who enroll at a UC campus, then leave and attend a community college, and subsequently return to a different UC campus may be able to use the **IGETC**, but students need to check with the campus they wish to attend.

What is IGETC for STEM?
IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics which will allow them to defer all of the following until after transfer:

- One course in Area 3
- One course in Area 4
- One course in Area 6 (for UC bound students who have not satisfied it through proficiency

These deferred lower division courses must be replaced with calculus and/or science courses required by the major *before* transfer. As of May 2015, UC will accept IGETC for STEM only if a student is earning an associate degree for transfer (ADT) in Biology or Chemistry at a community college that offers IGETC for STEM as an option for those degrees.

What is partial certification?
Partial certification is defined as completing all but two (2) courses on the IGETC pattern (Areas 1 and 2 excluded). These two requirements can be met after transfer with an approved IGETC course from a CCC or a course approved by the UC/CSU campus of attendance from a US regionally accredited institution.

When do I certify the IGETC?
IGETC certification must be requested in the Records Office prior to transfer. **THIS IS NOT AN AUTOMATIC PROCESS!** All necessary documentation (secondary or other college transcripts) must be submitted to the Records Office prior to this request. Valid **IGETC** courses must appear on Mission's **IGETC** plan the year in which they are taken. Students who leave the college, breaking continuous enrollment, will be placed under the **IGETC** plan in effect for the year that they return. Partial certification is available for students who have a maximum of 2 remaining classes and would like to transfer without them. Students will be responsible for fulfilling these remaining requirements at the institution they transfer to.

Requirements are subject to change.
The requirements listed here were accurate at the time of publication. Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU and UC transferable courses as well as updated IGETC and major requirements.

FOR NEW STUDENTS STARTING
FALL 2018, SPRING 2019, SUMMER 2019

TRANSFER PLANNING GUIDE

MISSION COLLEGE

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION

CERTIFICATION AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The CSU General Education Breadth (CSU GE-B) is a 39-unit general education program that allows California Community College students to fulfill lower-division GE requirements for the CSU. At least 60 TRANSFERABLE UNITS of Major and General Education courses are required for transfer. Transfer students should: (1) meet with a counselor to create an EDUCATIONAL PLAN that will assist in identifying appropriate major and GE requirements; (2) request an IGETC CERTIFICATION (when final transcripts are requested) to be sent to the transfer institution; and (3) with a counselor's assistance, determine eligibility for an Associate's Degree and/or an Associate's Degree for Transfer. FULL CERTIFICATION (completion of all areas), PARTIAL CERTIFICATION, and CSU GE-B FOR STEM CERTIFICATION (completion of all areas except one course in Area C and one course in Area D) are available. **Completion of this pattern also satisfies requirements for a Certificate of Achievement.** *All courses are three (3) units unless otherwise noted.*

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING – 9 SEMESTER/12 QUARTER UNITS

Complete one course from each section. All courses from Area A must be complete with a "C" (or P) or better.

A1. Oral Communication:

COM 001, 001H Public Speaking
COM 020, 020H Argumentation and Debate

A2. Written Communication: ENG 001A English Composition I

A3. Critical Thinking

COM 020, 020H Argumentation and Debate
ENG 001B English Composition II*
ENG 001C Clear Thinking in Writing*
PHI 002 Introduction to Logic
PHI 003 Introduction to Problems in Ethics*
POL 020 Controversial Legal Issues
REA 054 Critical College Reading & Thinking
*(*also fulfills some CSU's 2nd composition graduation requirement)*

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING – 9 SEMESTER/12 QUARTER UNITS

Complete at least one course from the Biological Science area, the Physical Science area and the Mathematics area.

B1. Physical Sciences

AST 001 Astronomy
AST 003 Astronomy with Lab (4)
AST 003H Astronomy with Lab – Honors (4)
AST 004 Astrobiology
CHM 001A, 001AH, 001B, 001BH General Chemistry (5,5)
CHM 002 Introductory Chemistry (4)
CHM 002 Introductory Chemistry
CHM 002L, Introductory Chemistry Lab (1)
CHM 007 Biochemistry: An Introduction to Structure, Enzymes, and Metabolism
CHM 012A, 012AH, 012B, 012BH Organic Chemistry I (5,5)
CHM 030A,B Fundamentals of Chemistry (4,4)
CHM 060 Survey of General, Organic, and Biological Chemistry (4)
GEO 001 Introduction to Physical Geography
PHY 002A,B General Physics (5,5)
PHY 004A,B,C Engineering Physics (5,4,4)
PHY 004D Atomic Physics (2)
PHY 010 Introduction to Physics (4)

B2. Biological Sciences

ANT 001 Physical Anthropology
BIO 001A, 001AH General Biology: Cells (5ea)
BIO 001B General Biology: Organisms (5)
BIO 004 Microbiology (5)
BIO 010 Introduction to Biology (4)
BIO 010 Introduction to Biology
BIO 010L Introduction to Biology Lab (1)
BIO 011 Human Biology (4)
BIO 012 Emerging Infectious Disease
BIO 014 Introductory Neuroscience
BIO 015 Human Genetics
BIO 016 Marine Biology (4)
BIO 017, 017H Genetics and Society
BIO 019 Oceans: Life in the Sea
BIO 022 Anatomy & Physiology for Allied Health Workers (4)
BIO 025 Environmental Biology
BIO 030 Tropical Ecology
BIO 032 California Plants and Animals (4)
BIO 041 Principles of Animal Biology (5)
BIO 042 Principles of Plant Biology (5)
BIO 043 043H Principles of Cell and Molecular Biology (5)
BIO 047 Human Anatomy (5)
BIO 048 048H Human Physiology (5)

B3. Laboratory Requirement

One of the selected science courses from above must be a laboratory course. Lab courses are underlined.

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (CONTINUED)

B4. Mathematics/Quantitative Reasoning

Courses from Area B4 must be complete with a "C" (or P) better.

MAT 000D Trigonometry
MAT 000G Math for the Liberal Arts Students (4)
MAT 001 College Algebra (4)
MAT 002 Pre-Calculus and Trigonometry (6)
MAT 003A,003AH, 003B Analytic Geometry and Calculus (5,5)
MAT 004A Intermediate Calculus (4)
MAT 004B Differential Equations (4)
MAT 004C Linear Algebra (4)
MAT 008 Finite Mathematics
MAT 009 Integrated Statistics II (5)
MAT 010, 010H Elementary Statistics (4)
MAT 012 Calculus for Business (4)
MAT 019 Discrete Mathematics (4)
SOC 016 Introduction to Statistics in Social and Behavioral Sciences

AREA C – ARTS AND HUMANITIES – 9 SEMESTER/12 QUARTER UNITS

Complete three (3) courses or 9 semester/12-15 quarter units with at least one course in Arts **and** one course in Humanities.

C1. Arts

ART 001A Survey of Western Art I
ART 001B Survey of Western Art
ART 001D Survey of Modern Art
ART 004 Art Appreciation
ART 007 Survey of Asian Art
ART 011 History of Modern Design (Also GDES 011)
ART 031A Drawing
ART 033A Basic Design: Two-Dimensional
ART 034A Introduction to Digital Art
ART 035A Life Drawing
GDS 011 History of Modern Design (Also ART 011)
GDS 012 History of Photography
GDS 015 Photo-media and Social Change
KIN 080 Dance Appreciation
MUS 005 Fundamentals of Music
MUS 010 Music Appreciation
MUS 016 History of Rock Music
MUS 017 Music of the World

C2. Humanities

ARB 001, 002 First/Second Semester Arabic
CHI 001, 002 First/Semester Chinese
CHI 050A, 050B Conversational Chinese/Mandarin
COM 012 Intercultural Communication
ENG 001B English Composition II (SP07)
ENG 005A,B English Literature
ENG 006B World Literature
ENG 007A,B American Literature
ENG 013 Chicana/o-Latina/o Literature
ENG 015 Introduction to Film Analysis (Also HUM 15)
ENG 043 Classical Mythology
ENG 048 Introduction to Shakespeare
ENG 070 Creative Writing
FRN 001, 002 First/Second Semester French (5 ea)
FRN 003, 004 Third/Fourth Semester French (5 ea)
FRN 001L,002L French Laboratory (.5 ea)
HIS 004A, 004B History of Western Civilization (FA14)
HIS 004AH, 004BH History of Western Civilization (FA15)
HIS 015, 015H World History to 1500 (FA15)
HIS 016, 016H World History since 1500 (FA15)
HIS 017A, 017AH History of the United States to 1877 (FA15)
HIS 017B, 017BH History of the United States since 1877 (FA15)
HIS 033, 033H Women's Issues Past and Present (FA15)
HUM 001A,001B Human Values in and from the Arts
HUM 007 International Films (Also POL 7)
HUM 015 Introduction to Film Analysis (Also ENG 15)
HUM 016A Hispanic Roots and Culture
HUM 018, 018H African American Culture/Humanities
HUM 020 Introduction to Asian Roots and Culture
HUM 022 Introduction to Islam
HUM 024 The Asian American Experience
JPN 001,002 First/Second Semester Japanese (5 ea)
PHI 001 Introduction to Philosophy
PHI 003 Introduction to Problems in Ethics
PHI 005 Introduction to Social and Political Philosophy
POL 007 International Films (Also HUM 7)
SPA 001, 002 First/Second Semester Spanish (5 ea)
SPA 003, 004 Third/Fourth Semester Spanish (5 ea)
SPA 001L, 002L Spanish Laboratory (.5 ea)
SPA 050A,050B Basic Conversational Spanish
VIE 001, 002 First/Second Semester Vietnamese – Elementary (5 ea)
VIE 049A,049B Vietnamese Language/Culture for Fluent Speakers

C3. One additional course from either C1 or C2. (Biology AS-T majors can defer Area C3 until after transfer).

AREA D – SOCIAL SCIENCES – 9 SEMESTER/12 QUARTER UNITS

Complete three (3) courses from at least two (2) different disciplines. Biology AS-T majors can defer 1 course until after transfer.
NOTE: *It is STRONGLY RECOMMENDED to complete Section 1 in order to satisfy CSU's American History and Institutions (AH&I) graduation requirement.*

Section 1: The American History & Institution Requirement (AH&I).

POL 001, 001H American Government **AND** HIS 017A, 017AH United States History **OR** HIS 017B, 017BH United States History

Section 2:

ANT 003 Cultural Anthropology
ANT 045 Human Sexuality (Also PSY/SOC 045)
ANT 055 Magic, Witchcraft and Religion
BUS 061 Business and Society
COM 025 Mass Communication and Society
CHD 001 Child Growth and Development
CHD 002 Child, Family and Community (FA11)
CHD 013 Working with Children in a Diverse Society (FA15)
COU 055 Valuing Diversity
ECN 001A Principles of Macroeconomics
ECN 001B Principles of Microeconomics
ECN 006 The Global Economy
GEO 002 Introduction to Cultural Geography
GEO 006 World Regional Geography
GLB 001 Global Perspectives
GLB 002 Global Issues
GLB 004 The Developing World
HIS 004A, 004AH, 004B, 004BH History of Western Civilization
HIS 015, 015H World History to 1500
HIS 016, 016H World History since 1500
HIS 017A, 017AH, 017B, 017BH United States History
HIS 020 History and Geography of California
HIS 031 History of East Asia
HIS 033, 33H Women's Issues Past and Present
HUM 007 International Films (Also POL 7)
HUM 016A Hispanic Roots and Cultures
HUM 018 African American Roots and Cultures (FA14)
HUM 018H African American Roots and Cultures – Honors (FA17)
HUM 024 The Asian American Experience
POL 001, 001H American Government
POL 002 Comparative Government
POL 004 International Relations
POL 005 Political Science Research Methodology
POL 006 Politics of Race, Class and Gender
POL 007 International Films (Also HUM 7)
POL 020 Controversial Legal Issues
PSY 001, 001H General Psychology
PSY 007 Biological Psychology
PSY 010 Social Psychology
PSY 012 Human Growth and Development
PSY 015, 015H Introduction to Research Methods
PSY 025 Introduction to Abnormal Psychology
PSY 030 Psychology of Addiction and Substance Abuse
PSY 045 Human Sexuality (Also ANT/SOC 045)
PSY 055 Psychology of Death and Dying
SOC 001, 001H Introduction to Sociology
SOC 002, 002H Social Problems
SOC 021 Sociology of Minorities in the U.S.
SOC 040 Marriage and Family
SOC 045 Human Sexuality (Also ANT/PSY 045)
SOC 047 Sociology of Criminology
SOC 050 Introduction to Criminal Law
SOC 060 Community and Justice System (FA15)

AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT – 3 SEMESTER/4 QUARTER UNITS

Choose a course or courses from the following to total at least three (3) semester units.

ANT 045 Human Sexuality (Also PSY/SOC 045)
BIO 025 Environmental Biology
CHD 002 Child, Family and Community (FA11)
CHD 013 Working with Children in a Diverse Society (FA15)
CHD 017 Child Health and Safety (FA15)
CHL 010 Community Health Problems
COM 004 Small Group Communication
COM 008 Interpersonal Communication
COM 012 Introduction to Intercultural Communication
COU 005 Strategies for Success
COU 012 Careers and Life Styles
COU 017 Transfer Success and Life Transitions
COU 055 Valuing Diversity (FA15)
HED 002 Health and Lifestyle
KIN 078 Introduction to Kinesiology
LIB 010, 010H Information Competency (1)
NTR 015 Human Nutrition
NTR 052 Nutrition for Children
PSY 012 Human Growth and Development
PSY 045 Human Sexuality (Also PSY/SOC 045)
SOC 045 Human Sexuality (Also ANT/PSY 045)

PHYSICAL EDUCATION:

1. One (1) unit of physical education courses (KIN/WHP/PE) can be applied toward Area E. See www.assist.org for complete listing of approved courses.
2. Two (2) units of physical education courses (KIN/WHP/PE) satisfy a graduation requirement at SJSU and CSUEB unless there is an approved exception. Contact individual campus for further information.

NOTE: Courses may be taken to satisfy only one GE Area.

Requirements are subject to change.
The requirements listed here were accurate at the time of publication. Visit the ASSIST website at WWW.ASSIST.ORG for a complete listing of CSU transferable courses as well as updated general education and major requirements.

DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

SUBJECT CROSSWALK

The subject codes for some courses have changed due to a change in our student information system (ex: ACCTG 001A to ACC 001A). Please refer to the chart below for a complete crosswalk of old to new subject codes. Courses with new subject codes are considered equivalent to courses with old subject codes for the purpose of degree/certificate completion.

OLD	NEW	OLD	NEW	OLD	NEW
ACCTG	ACC	FRNCH	FRN	NCBAS	NCB
AH	AHL	GDES	GDS	NCESL	NCE
ANTHR	ANT	GEOG	GEO	NCIE	NCI
ARAB	ARB	GLOBL	GLB	NS	NTR
ASTRO	AST	H.ED	HED	PHIL	PHI
BIOSC	BIO	HIST	HIS	PHYS	PHY
CA	CAP	HM	HMT	POLIT	POL
CHEM	CHM	HO	HOC	PSYCH	PSY
CHIN	CHI	HUMAN	HUM	PT	PST
COMHL	CHL	INFDS	INF	READ	REA
COMM	COM	IS	INS	COUNS	COU
JPNS	JPN	RLEST	RLS	RF	RFL
ECON	ECN	LS	LSR	SOCSC	SOC
ENGL	ENG	LVNRN	LVN	SPAN	SPA
ENGR	EGR	MATH	MAT	VIET	VIE
FDRST	FDR	MUSIC	MUS	WRKEX	WRK

ACCOUNTING (ACC)

Associate in Science in Accounting

Accounting is the language of business. Accountants measure business activities, process that data into reports and use the results to make business decisions. The Accounting Program prepares students for a number of goals including transfer to a four-year institution, career advancement for those already employed, self-employment, and completion of many courses needed to take the CPA or CMA exam. Areas of study include accounting for decision making, accounting for internal and external use, financial statement preparation and analysis, review of financial accounting standards, individual taxation, payroll and business taxes, computerized accounting software, financial auditing, and ethics in accounting.

Program Learning Outcomes:

- Students will perform transaction analysis, process accounting information, prepare and analyze reports.
- Students will prepare and interpret the four basic financial statements.
- Students will apply various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- Students will use various methods, including net present value and the time value of money to make capital budgeting decisions.

Career/Transfer Opportunities:

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers, and auditors. Depending on which electives students choose, the program also satisfies many of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Accounting or Business.

Accrediting/Licensing Requirements

The program offers many courses needed to take the CPA (Certified Public Accountant) and CMA (Certified Management Accountant) exams.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses (Required):		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
ACC 033	Forecasting Financial Statements Using Excel	1.5
ACC 034	Business Financial Planning Using Excel	1.5
ACC 060	Computerized Accounting: QuickBooks	3.0
BUS 028A	Business Law I	3.0

Plus at least 11 units from the following:		Units
ACC 031	Practical Accounting Procedures	1.0
ACC 051A	Taxation of Individuals	4.0
ACC 051B	Taxation of Business Entities	3.0
ACC 052	Payroll and Business Tax Accounting	3.0
ACC 053A	Volunteer Income Tax Assistance (VITA) I	3.0
ACC 053B	Volunteer Income Tax Assistance (VITA) II	1.0
ACC 053C	Volunteer Income Tax Assistance (VITA) III	1.0
ACC 057A	Cost Accounting	4.0
ACC 058A	Intermediate Accounting I	4.0
ACC 058B	Intermediate Accounting II	4.0
ACC 059A	Financial Auditing	4.0
ACC 065	Computerized Accounting: Sage 50	3.0
ACC 070 *	Ethics in Accounting	3.0
ACC 073*	Accounting Information Systems	4.0

Plus at least 3 units from the following:		Units
ACC 040	Introduction to Personal Financial Planning	1.0
ACC 041	Insurance Planning	1.0
ACC 042	Investment Planning	1.0
ACC 043	Tax Planning	1.0
ACC 044	Retirement Planning	1.0
ACC 045	Estate Planning	1.0
ACC 070 *	Ethics in Accounting	3.0
ACC 073*	Accounting Information Systems	4.0
BUS 021	Introduction to Business Computing	3.0
BUS 021L	Introduction to Business Computing Lab	1.0
BUS 051	Introduction to American Business	3.0
BUS 056A	Marketing Principles	3.0
BUS 064B	Business Math	4.0
BUS 078B	Business Communications	3.0

** A course may not be used to satisfy requirements in more than one category.*

Required Units for the Major: 31.0-32.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

ACCOUNTING (ACC)

Certificate of Achievement in Accounting

The Certificate of Achievement in Accounting offers a large selection of courses including first-year college accounting as well as more advanced and specialized courses. Courses in the program provide skills which lead to a number of goals, including career advancement for those already employed, self-employment as a bookkeeper or tax preparer, and completion of many courses needed to take the CPA exam.

Program Learning Outcomes:

- Students will perform transaction analysis, process accounting information and prepare and analyze reports.
- Students will prepare and interpret the four basic financial statements.
- Students will apply various methods, including cost-volume-profit analysis and flexible budgets, for decision-making in both manufacturing and service environments.
- Students will use various methods, including net present value and the time value of money to make capital budgeting decisions.

Career/Transfer Opportunities:

Career opportunities include the following: accountants, accounting clerks, bookkeepers, tax preparers and auditors. Depending on which electives students choose, the program also satisfies many of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Accounting or Business.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses (Required):		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0

Plus at least 16 units from the following:		Units
ACC 031	Practical Accounting Procedures	1.0
ACC 033	Forecasting Financial Statements Using Excel	1.5
ACC 034	Business Financial Planning Using Excel	1.5
ACC 040	Introduction to Personal Financial Planning	1.0
ACC 041	Insurance Planning	1.0
ACC 042	Investment Planning	1.0
ACC 043	Tax Planning	1.0
ACC 044	Retirement Planning	1.0
ACC 045	Estate Planning	1.0
ACC 051A	Taxation of Individuals	4.0
ACC 051B	Taxation of Business Entities	3.0
ACC 052	Payroll and Business Tax Accounting	3.0
ACC 053A	Volunteer Income Tax Assistance (VITA) I	3.0
ACC 053B	Volunteer Income Tax Assistance (VITA) II	1.0
ACC 053C	Volunteer Income Tax Assistance (VITA) III	1.0
ACC 057A	Cost Accounting	4.0
ACC 058A	Intermediate Accounting I	4.0
ACC 058B	Intermediate Accounting II	4.0
ACC 059A	Financial Auditing	4.0
ACC 060	Computerized Accounting: QuickBooks	3.0
ACC 065	Computerized Accounting: Sage 50	3.0
ACC 070	Ethics in Accounting	3.0
ACC 073	Accounting Information Systems	4.0
BUS 021	Introduction to Business Computing	3.0
BUS 021L	Introduction to Business Computing Lab	1.0
BUS 028A	Business Law I	3.0

Total Required Units: 24.0

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

APPRENTICESHIP: PLUMBING AND PIPEFITTING TECHNOLOGY (PLM)

Associate in Science Degree in Plumbing and Pipefitting Technology

The Associate in Science degree in Plumbing & Pipefitting Technology at Mission College serves to align apprenticeship programs with college and university academic tracks as directed by the federal and state government. Mission College and the Joint Apprenticeship Training Committee of UA Local 467 are collaborating in an LEA program with the Division of Apprenticeship Standards (DAS) for the state of California.

Program Learning Outcomes:

- In compliance with applicable standards and codes, students will demonstrate ability to install and remove plumbing systems such as drain waste and ventilation systems, systems for various industrial fluids, public or private water systems and gas piping systems.
- In compliance with applicable standards and codes, students will demonstrate ability to maintain, extend, and/or alter plumbing systems including drain waste and ventilation systems, systems for various industrial fluids, public or private water systems and gas piping systems.

In accordance with the State Chancellor's office, the goals and objectives of the Associate in Science degree in Plumbing & Pipefitting Technology align with the primary mission of California community colleges, as established in Ed. Code § 66010.4, which mandate that community colleges provide vocational instruction to students and to advance California's economic growth and global competitiveness through education and training that contribute to workforce development. The Associate in Science degree in Plumbing & Pipefitting Technology aligns with Mission College's Institutional Outcomes and directly supports the Computation and the Creative, Critical, and Analytical Thinking rubrics.

Career/Transfer Opportunities:

A graduate will be prepared to work as a Journeyman Commercial Plumber/ Industrial Plumber, Foreman, General Foreman, Superintendent, Project Manager, Estimator, Detailer, Building Trades Inspector, Building Trades Instructor, and Union Business Agent/ Business Manager in a variety of industries including the energy, biopharmaceutical, healthcare, aerospace, construction, housing, water treatment, and food and beverage processing industries.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Required Courses		Units
PLM 101	Safety/OSHA/ Tools/Heritage/Service	3.0
PLM 102	Mathematics/Science for the Plumbing Trade	3.0
PLM 103	Plumbing Code/Water Supply Systems	3.0
PLM 104	Drawing I for the Plumbing Trade	3.0
PLM 105	Drawing II/Drainage	3.0
PLM 106	Welding/Oxy-Acetylene Training	3.0
PLM 107	Hydronic & Steam Systems/Pipe-Fitting & Service	3.0
PLM 108	Medical Gas/Rigging/Signal Person	3.0
PLM 109	Advanced Drawing/Layout for the Plumbing Trade/ UA Foreman Training	3.0
PLM 110	Code II/Junior Mechanics Review & Exam	3.0

Required Units for the Major: **30.0**

Electives:

WRK 300PP	9.00

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

APPRENTICESHIP: PLUMBING AND PIPEFITTING TECHNOLOGY (PLM)

Certificate of Achievement in Plumbing and Pipefitting Technology

In the Pipe Trades, Plumbers work with the various piping materials fixtures and equipment used in installation, removal, maintenance, extension and alteration of a plumbing system. Plumbing systems include piping systems conveying liquids or gas. This may include all drain, waste and vent piping, water piping, various fluids for industrial processes and gas piping within or adjacent to any building. This major is purposely designed to serve those students who want to further their post-secondary education and meet the California Community College requirements.

Program Learning Outcomes:

Students gain expertise and hands-on experience as they work on Plumbing systems to include: drain waste and vent systems, systems for various industrial fluids, public or private water systems and gas piping systems. These specialized skills are acquired through on-the-job training (OJT) and classroom instruction and lead to employment in the construction and service industry. After 5 years of classroom and work experience students are recognized as journeypersons within the Pipe Trades industry.

Career/Transfer Opportunities:

Upon completion of all course requirements and 8000 hours of on-the-job training and 1080 hours of related training classes, graduates will be eligible for the State Certificated Pipe Trades examination. Depending upon the student's career interest and courses taken, graduates find employment as:

Commercial Plumber	Pipe-Fitter
Residential Plumber	Construction Foreman
Welder Plumbing Inspector	

A Certificate of Achievement will be awarded upon completion of the core courses and minimum work hours. In addition, students will be eligible for an Apprenticeship Completion Certificate awarded by the California Division of Apprenticeship Standards (DAS).

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Required Courses:		Units
PLM 101	Safety/OSHA/ Tools/Heritage/Service	3.0
PLM 102	Mathematics/Science for the Plumbing Trade	3.0
PLM 103	Plumbing Code/Water Supply Systems	3.0
PLM 104	Drawing I for the Plumbing Trade	3.0
PLM 105	Drawing II/Drainage	3.0
PLM 106	Welding/Oxy-Acetylene Training	3.0
PLM 107	Hydronic & Steam Systems/Pipe-Fitting & Service	3.0
PLM 108	Medical Gas/Rigging/Signal Person	3.0
PLM 109	Advanced Drawing/Layout for the Plumbing Trade/ UA Foreman Training	3.0
PLM 110	Code II/Junior Mechanics Review & Exam	3.0

Total Required Units: **30 Units**

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

APPRENTICESHIP: REFRIGERATION AND AIR CONDITIONING TECHNOLOGY (HVC)

Associate in Science Degree in Refrigeration and Air Conditioning Technology

The Associate in Science degree in Refrigeration & Air Conditioning Technology at Mission College serves to align apprenticeship programs with college and university academic tracks as directed by the federal and state government. Mission College and the Joint Apprenticeship Training Committee of UA Local 467 are collaborating in an LEA program with the Division of Apprenticeship Standards (DAS) for the state of California.

Program Learning Outcomes:

- In compliance with applicable standards and codes, students will demonstrate ability to install and remove refrigeration, heating, air conditioning, and ventilation systems, including the appropriate electrical/electronic control systems.
- In compliance with applicable standards and codes, students will demonstrate ability to maintain, repair, extend, and/or alter refrigeration, heating, air conditioning, and ventilation systems, including electronic control systems.

In accordance with the State Chancellor's office, the goals and objectives of the Associate in Science degree in Air Conditioning and Refrigeration Technology align with the primary mission of California community colleges, as established in Ed. Code § 66010.4, which mandate that community colleges provide vocational instruction to students and to advance California's economic growth and global competitiveness through education and training that contribute to workforce development. The Associate in Science degree in Air Conditioning and Refrigeration Technology aligns with Mission College's Institutional Outcomes and directly supports the Computation and the Creative, Critical, and Analytical Thinking rubrics.

Career/Transfer Opportunities:

Graduates of the Associate in Science degree in Refrigeration & Air Conditioning Technology program will be employable as: Service Manager, Facilities Manager, Project Manager, Estimator, HVACR Instructor, HVACR Sustainable Technologies Technician, and/or a Union Business Agent/ Business Manager in almost any industry. Students earning an Associate in Science degree in Refrigeration & Air Conditioning Technology will increase their marketability and employment opportunities.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Required Courses:		Units
HVC 111	Basic Refrigeration/Heritage/CFC/OSHA 10	3.0
HVC 112	Refrigeration Science	3.0
HVC 113	Basic Electricity for the HVAC Service Trade	3.0
HVC 114	Advanced Electricity/Pneumatic DDC Introduction	3.0
HVC 115	Controls I/Electro Pneumatics	3.0
HVC 116	Controls II/Advanced Pneumatics Calibration/Hydronic	3.0
HVC 117	Start, Test, and Balance I	3.0
HVC 118	Start, Test, and Balance II/Energy Auditing Practices	3.0
HVC 119	Chillers/Special Systems/HVACR STAR Review	3.0
HVC 120	HVAC Junior Mechanics Review and Exam	3.0
Required Units for the Major:		**30.0**

Electives:

WRK 300VP 9.0

Completion of General Education Requirements as needed to reach 60 units

Total Required Units: 60.0

APPRENTICESHIP: REFRIGERATION AND AIR CONDITIONING TECHNOLOGY (HVC)

Certificate of Achievement in Refrigeration and Air Conditioning Technology

In the Pipe Trades, Refrigeration & Air Conditioning (HVAC) Mechanics work with various materials and equipment used in the, start up, testing, maintenance, service, repair and alteration of refrigeration and HVAC systems. They also work in the installation of refrigeration systems and refrigeration and HVAC control systems. Refrigeration systems may include refrigerant piping, refrigerant valves, controls, compressors, condensers, evaporators, fan coils, and associated equipment for commercial and industrial applications. HVAC systems may include chillers, boilers, air handlers, fans, environmental control / energy management systems, related piping and mechanical equipment. This major is purposely designed to serve those students who want to further their post-secondary education and meet the California Community College requirements.

Program Learning Outcomes:

- Students gain expertise and hands-on experience working with the various materials and equipment used in installation, start-up, testing, maintenance, extension and alteration of a refrigeration and HVAC system. These specialized energy saving skills are acquired through on-the-job training (OJT) and classroom instruction lead to employment in the construction and service industries. After 5 years of classroom and work experience students are recognized as journeypersons within the Pipe Trades industry.

Career/ Transfer Opportunities:

Upon completion of all course requirements and 8000 hours of on-the-job training and 1080 hours of related training classes, graduates will be eligible for the State Certificated Pipe Trades examination. Depending upon the student's career interest and courses taken, graduates find employment as:

Refrigeration Fitter	Air Conditioning Specialist
HVAC Service Mechanic	HVAC Technician
Equipment Technician	Building Inspector
Construction Foreman	

A Certificate of Achievement will be awarded upon completion of the core courses and minimum work hours. In addition, students will be eligible for an Apprenticeship Completion Certificate awarded by the California Division of Apprenticeship Standards (DAS).

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Required Courses:		Units
HVC 111	Basic Refrigeration/Heritage/CFC/OSHA 10	3.0
HVC 112	Refrigeration Science	3.0

HVC 113	Basic Electricity for the HVAC Service Trade	3.0
HVC 114	Advanced Electricity/Pneumatic DDC Introduction	3.0
HVC 115	Controls I/Electro Pneumatics	3.0
HVC 116	Controls II/Advanced Pneumatics Calibration/Hydronic	3.0
HVC 117	Start, Test, and Balance I	3.0
HVC 118	Start, Test, and Balance II/Energy Auditing Practices	3.0
HVC 119	Chillers/Special Systems/HVACR STAR Review	3.0
HVC 120	HVAC Junior Mechanics Review and Exam	3.0
Total Required Units:		**30.0**

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

APPRENTICESHIP: TRANSPORTATION (TRN)

Certificate of Achievement in Coach Operator

Upon successful completion of 18 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion of Coach Operator Apprenticeship from two government entities: the State of California Department of Industrial Relations, Division of Apprenticeship Standards, and the US Department of Labor, Employment and Training Administration, Office of Apprenticeship. Graduates are employed as Coach Operators, an entry-level position in the mass transit field. A Coach Operator employed by a transit agency can readily transfer/promote into a wide range of transit career positions, if qualified

Program Learning Outcomes:

- Students will demonstrate the skills needed to immediately contribute to quality, on-time service delivery to the riding public in a dynamic public transit environment.
- Students will display a sound command of both technical (driving) and interpersonal skills in coach operation and passenger relations.
- Students will interact effectively with a diverse community of coworkers and transit customers in order to meet and exceed service delivery objectives.

Career/ Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student's career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT):

Required Courses:		Units
TRN 101	Foundations of Public Service for Transit Workers	2.0
TRN 401	Coach Operator: New Operator Training I	2.0
TRN 402	Coach Operator: New Operator Training II	5.0
TRN 403	Coach Operator: New Operator Training III	1.0
TRN 404	Coach Operator: New Operator Training IV	1.0
TRN 405	Coach Operator: New Operator Training V	1.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
Total Required Units:		**18.0**

APPRENTICESHIP: TRANSPORTATION (TRN)

Certificate of Achievement in Overhead Line Worker

Upon successful completion of 25.5 units of course requirements and 2000 hours of related work experience, [students will be eligible for the Overhead Line Worker Apprenticeship approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards.] Graduates are employed as Overhead Line Workers, a high level Way, Power, and Signal maintenance position in the mass transit field. An Overhead Line Worker working at a transit agency can train and promote to Overhead Line Worker Foreperson as the next step in the Way, Power, and Signal maintenance career path. Depending on qualifications, the Overhead Line Worker can also apply for a range of other transit occupations.

Program Learning Outcomes:

- Students will perform inspection, maintenance and repair of major overhead line components of a light rail system; and maintain tools, equipment, and vehicles in good operational condition.
- Students will demonstrate effective safety protocols in a high voltage rail system environment.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career/ Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student's career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Required Courses:		Units
TRN 141	Principles of Electricity and Test Equipment	3.0
TRN 142	Electrical Safety for the Trades	2.5
TRN 143	DC Theory and Power Components	2.0
TRN 144	Traction Power Safety Practices	2.5
TRN 151	Overhead Line Worker Apprenticeship Fundamentals I	2.5
TRN 152	Overhead Line Worker Apprenticeship Fundamentals II	2.5
TRN 153	Overhead Line Worker Apprenticeship Fundamentals III	2.5
TRN 154	Catenary Safe Work Practices	5.0
TRN 155	Mobile Crane - Boom Truck	2.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	1.0-4.0
Total Required Units:		**25.5-28.5**

APPRENTICESHIP: TRANSPORTATION (TRN)

Certificate of Achievement in Public Transit Leadership

Upon successful completion of 18 units of course requirements, graduates will be qualified to perform leadership duties at the field level across multiple job classifications within the Operations Division of a transit agency. These duties include apprenticeship mentoring/instruction; and/or field level positions with leadership responsibilities, such as lead worker, foreperson, dispatcher, or supervisor.

Program Learning Outcomes:

- Students will demonstrate basic working knowledge of the functions, inter-relationships, and teamwork required for effective Transit Operations functioning.
- Students will utilize positive methods and take responsibility for solving problems at the field level whenever possible, within the chain of command.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career/ Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student's career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Required Courses:		Units
TRN 101	Foundations of Public Service for Transit Workers	2.0
TRN 102	Public Service and Stress Management for Public Transit Employees	1.0
TRN 103	Community Health Issues for Public Transit Employees	1.0
TRN 104	Peer Mentoring for Public Transit Workers: One-on-One Skills	1.0
TRN 105	Group Facilitation and Training Skills for Peer Mentors	1.0
TRN 106	Interpersonal Communication for Transit Workers	1.0
TRN 107	Labor/Management Problem Solving in Public Transit	1.0
TRN 108	Performance Coaching for Public Transit Leaders	1.0
TRN 109	Transit Business Technology and Practices for Transit Employees	1.0
TRN 110	Transit Operations for New Leaders	2.0
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
Total Required Units:		**18.0**

APPRENTICESHIP: TRANSPORTATION (TRN)

Certificate of Achievement in Service Mechanic Apprenticeship

Upon successful completion of 33.5 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion, Service Mechanic Apprenticeship from the State of California Department of Industrial Relations, Division of Apprenticeship Standards; and a Certificate of Completion, Automotive Technician Specialist (Service Mechanic) Apprenticeship from the US Department of Labor, Employment and Training Administration, Office of Apprenticeship. Graduates are employed as Service Mechanics, an entry-level maintenance mechanic position in the mass transit field. A Service Mechanic working at a transit agency can train and promote to Transit Mechanic or Overhaul and Repair Mechanic as the next step in the maintenance mechanic career path. The Service Mechanic can also apply for a wide range of other transit occupations, if qualified.

Program Learning Outcomes:

- Students will demonstrate the skills needed to perform minor repair, inspection, and lubrication of public transit vehicles.
- Students will assist transit mechanics and/or other journey level maintenance mechanics in more difficult mechanical maintenance work.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career/ Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student's career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Required Courses:		Units
TRN 201	Service Mechanic: Orientation & Safety	2.5
TRN 202	Service Mechanic: Tools & Fasteners	2.5
TRN 203A	Service Mechanic: Electrical/Electronics 1	2.5
TRN 203B	Service Mechanic: Electrical/Electronics 2	2.5
TRN 204	Service Mechanic: Air Brakes	2.5
TRN 205	Service Mechanic: Transmission	2.5
TRN 206	Service Mechanic: Diesel Engine	2.5
TRN 207	Service Mechanic: Hybrid Familiarization	2.5
TRN 208	Service Mechanic: I/O Controls	2.5
TRN 209	Service Mechanic: Preventative Maintenance - PMI	2.5
TRN 210	Service Mechanic: Overhaul & Repair Orientation	2.5
WRK 300TN	Occupational Work Experience for the Transportation Industry	6.0
Total Required Units:		**33.5**

APPRENTICESHIP: TRANSPORTATION (TRN)

Certificate of Achievement in Track Worker Apprenticeship

Upon successful completion of 18.5 units of course requirements and 2000 hours of related work experience, graduates will be eligible for a Certificate of Completion: Track Worker Apprenticeship from the State of California Department of Industrial Relations, Division of Apprenticeship Standards. Graduates are employed as Track Workers, an entry level Way, Power, and Signal maintenance position in the mass transit field. A Track Worker Mechanic working at a transit agency can train and promote to Senior Track Worker as the next step in the Way, Power, and Signal maintenance career path. Depending on qualifications, the Track Worker can also apply for a wide range of other transit occupations.

Program Learning Outcomes:

- Students will perform inspection, maintenance and repair of major track components of a light rail system; and keep general track area clean and in good operational condition.
- Students will demonstrate effective safety protocols in a high voltage rail system environment.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career/Transfer Opportunities:

Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student's career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).

Required Courses:		Units
TRN 121	Way, Power, & Signal Maintenance Core Training I	1.0
TRN 122	Way, Power, & Signal Maintenance Core Training II	1.0
TRN 123	Way, Power, & Signal Maintenance Core Training III	1.0
TRN 131	Basic Principles of Track Maintenance I	2.0
TRN 132	Basic Principles of Track Maintenance II	2.0
TRN 133	Advanced Principles of Track Maintenance I	2.0
TRN 134	Advanced Principles of Track Maintenance II	2.5
WRK 300TN	Occupational Work Experience for the Transportation Industry	7.0
Total Required Units:		**18.5**

ART (ART)

Art History for Transfer (AA-T)

The Associate in Arts in Art History for Transfer (AA-T in Art History) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Art History. California Community College students who are awarded an Associate in Arts in Art History for Transfer (AA-T in Art History) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Art History for Transfer provide students the basics of art historical analysis, and completion of the program enhances students' reading, writing, and critical thinking skills.

Program Learning Outcomes:

- Students will identify major, monuments, and styles in art and architecture from ancient through modern times.
- Students will use critical thinking to analyze and compare and contrast world cultures and belief systems through a study of anthropology, philosophy, history, languages, and/or the humanities.
- Students will analyze, compare, and contrast works of art according to subject matter, symbolism, style, and artistic influences.
- Students will identify the various media and techniques associated with the creation of art and architecture.

Career/Transfer Opportunities:

Career opportunities include the following: arts administration, art librarian, education/teaching, museum/gallery professional, visual resources curator, art conservator, art therapist, and publishing/journalism.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required (9 units):		Units
ART 001A	Survey of Western Art I	3.0
ART 001B	Survey of Western Art II	3.0
ART 031A	Beginning Drawing	3.0

List A. Select one (1) course from the following (3 units):		Units
ART 007	Survey of Asian Art	3.0

List B. Select one (1) course from the following (3 units):		Units
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 035A	Life Drawing	3.0
ART 034	AIntroduction to Digital Art	3.0
ART 065A	Ceramics-Handbuilding	3.0
ART 085A	Sculpture	3.0

List C. Select one (1) course from the following (3-5 units):

Includes any CSU transferable Art History, except Art Appreciation; Any Art or Humanities course articulated as CSU GE Area C1; Any course articulated as CSU GE Area C2 in a Language other than English (except ASL), Art, History, Humanities, Philosophy, Religion/Religious Studies, or The History of Costume; Any course articulated as CSU GE Area D1, D3, D4, or D6.

Any course from List A or B not already selected		Units
ANT 003	Introduction to Cultural Anthropology	3.0
ANT 055	Magic, Witchcraft and Religion	3.0
ART 001D	Art of the 20th Century	3.0
ART 011	The History of Modern Design	3.0
COU 055	Valuing Diversity	3.0
HUM 001A	Human Values in and From the Arts	3.0
HUM 001B	Human Values in and From the Arts	3.0
HUM 007	International Films	3.0
HUM 015	Introduction to Film Analysis	3.0
HUM 016A	Hispanic Roots & Culture	3.0
PHI 001	Introduction to Philosophy	3.0
PHI 003	Introduction to Ethics	3.0
CHI 050A	Conversational Chinese/Mandarin	3.0
CHI 050B	Conversational Chinese/Mandarin	3.0
HIS 004A	History of Western Civilization	3.0
HIS 004B	History of Western Civilization3	.0
HIS 017A	History of the United States to 1877	3.0
HIS 017B	History of the United States Since 1877	3.0
HIS 020	History and Geography of California	3.0
HIS 031	History of East Asia	3.0
SPA 050A	Basic Conversational Spanish and Culture	3.0
SPA 050B	Basic Conversational Spanish and Culture	3.0
VIE 049A	Vietnamese for the Vietnamese-Speaking	3.0
VIE 049B	Vietnamese Language and Culture for Fluent Speakers	3.0

Required Units for the Major:	**27.0-29.0.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units:	**60.0**

ART (ART)

Associate in Arts in Studio Arts for Transfer (AA-T)

The Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Studio Arts. California Community College students who are awarded an Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The combination of a liberal arts background with studio arts proficiency skills and practical experience will help students investigate and integrate their knowledge and perspectives in modern technologically changing world and will give them

the background needed for careers in the visual arts, design, and related fields. Students who complete this program successfully will be able to demonstrate an understanding of the formal principles and elements of art making. Students will learn skills through the use of tools, techniques, theoretical, and historical aspects of visual art, culture, and critical analysis.

Program Learning Outcomes:

- Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design, and will be able to communicate orally and in writing about art and design related topics.
- Students will develop their vision to devise innovative solutions to creative and technical problems.
- Students will present to the instructor a portfolio of work which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world from ancient to modern times.

Career/Transfer Opportunities:

Career opportunities include the following: studio artist, art conservator, art director, art teacher, art administrator, art curator, muralist, and animator.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses prior to transfer that satisfy the U.S. History, Constitution and American Ideals requirement as part to the CSU GE or IGETC is highly recommended.

Core Curriculum Courses Required:		Units
ART 001B	Survey of Western Art II	3.0
ART 031A	Beginning Drawing	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0

List A: Art History Restricted Electives

Select one from the following:		Units
ART 001A	Survey of Western Art I	3.0
ART 007	Survey of Asian Art	3.0
ART 001D	Art of the 20th Century	3.0

List B: Studio Arts Restricted Electives - Select one course from any three of the following areas for a maximum of 9 units:

Drawing:		Units
ART 035A	Life Drawing	3.0
ART 031B	Intermediate Drawing	3.0

Painting:		Units
ART 049A	Painting	3.0

Printmaking:		Units
ART 039A	Survey of Printmaking	3.0

Ceramics:		Units
ART 065A	Ceramics-Handbuilding	3.0
ART 067A	Ceramics-Potter's Wheel	3.0

Sculpture:		Units
ART 085A	Sculpture	3.0

Digital Art:		Units
ART 034A	Introduction to Digital Art	3.0

Photography:		Units
GDS 073	Digital Photography	3.0

Color:		Units
ART 033C	Basic Design: Color	3.0

Applied Design:		Units
ART 075A	Metalsmithing	3.0

Other Media:		Units
ART 088A	Metal Sculpture Casting	3.0
ART 078A	Furniture Design and Woodworking	3.0

Second Semester		Units
ART 035B	Life Drawing	3.0
ART 049B	Painting	3.0
ART 065B	Ceramics-Handbuilding	3.0
ART 067B	Ceramics-Potter's Wheel	3.0
ART 085B	Sculpture	3.0

Required Units for the Major:	**24.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units:	**60.0**

ART (ART)

Associate in Arts in Art

The Associate in Arts in Art is designed to provide students with a comprehensive foundation in the areas of drawing, painting, design, digital art, and art history. Students acquire the necessary skills and experience to demonstrate an extensive understanding of materials, technique, philosophy, and aesthetics in the creative process.

Program Learning Outcomes:

- Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will develop their vision to devise innovative solutions to creative and technical problems.
- Students will present to the instructor a portfolio of work which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world from ancient to modern times.

Career/Transfer Opportunities:

The Associate in Arts in Art transfers to most four-year institutions. Career opportunities include the following: education/teaching, studio artist, arts administration, commercial art, digital artist, designer, museum/gallery professional, and art conservator.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

Foundation Courses

Select 20-21 units from categories A,B,C:

A. Survey of Art - 6 units selected from:		**Units**
ART 001A	Survey of Western Art I	3.0
ART 001B	Survey of Western Art II	3.0
ART 001D	Survey of Modern Art	3.0

B. Drawing - 6 units selected from:		**Units**
ART 031A	Beginning Drawing	3.0
ART 031	BIntermediate Drawing	3.0
ART 035A	Life Drawing	3.0

C. Design - 6 units selected from:		**Units**
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 033C	Basic Design: Color	3.0

Plus one course from either Two-Dimensional Art OR Three-Dimensional Art

Two-Dimensional Art		**Units**
ART 033A*	Basic Design: Two-Dimensional	3.0
ART 033B*	Basic Design: Three-Dimensional	3.0
ART 033C	Basic Design: Color	3.0
ART 035A*	Life Drawing	3.0
ART 035B	Life Drawing	3.0
ART 039A	Survey of Printmaking	3.0
ART 047A	Watercolor	3.0
ART 047B	Watercolor	3.0
ART 048A	Airbrush Painting	3.0
ART 048B	Airbrush Painting	3.0
ART 049A	Painting	3.0
ART 049B	Painting	3.0
ART 034A	Introduction to Digital Art	3.0
ART 034B	Advanced Digital Art	3.0

Three-Dimensional Art		**Units**
ART 065A	Ceramics-Handbuilding	3.0
ART 065B	Ceramics-Handbuilding	3.0
ART 067A	Ceramics-Potter's Wheel	3.0
ART 067B	Ceramics-Potter's Wheel	3.0
ART 075A	Metalsmithing	3.0
ART 075B	Metalsmithing	3.0
ART 085A	Sculpture	3.0
ART 085B	Sculpture	3.0
ART 088A	Metal Sculpture Casting	3.0
ART 088B	Metal Sculpture Casting	3.0

*If not taken as a Foundation course

Required Units for the Major: 21.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

ART (ART)

Associate in Arts in Creative Arts

The Associate in Arts in Creative Arts is designed for students who seek a broad background in the visual and performing arts, such as drawing, painting, singing, instrumental performance, creative writing, dancing, and oral interpretation.

Program Learning Outcomes:

- Students will create and critique works of art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will use critical thinking to analyze, compare and contrast world cultures and belief systems through a study of anthropology, philosophy, history, languages, and/or the humanities.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world, from ancient to modern times.

Career/Transfer Opportunities:

The Associate in Arts in Art transfers to most four-year colleges.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

The program requires completion of 18 units in the following two areas:

I. Applied Arts (total of 6 units from one or more of the Creative Arts disciplines). Courses in which the student participates in the arts, such as drawing, painting, singing, instrumental performance, creative writing, dancing, and oral interpretation.

II. History or Theory (total of 12 units). Courses in which the student studies the history and/or theory of Creative Arts related subjects. The student should complete 3 units in each of the following four disciplines: Art, English, Dance, and Music. The following courses are recommended in this area (relevant courses not on this list may also be approved on a course-by-course basis):

ART 001A	Survey of Western Art I	3.0
ART 001B	Survey of Western Art II	3.0
ART 004	Art Appreciation	3.0
ENG 006B	Survey of World Literature	3.0
HUM 015	Introduction to Film Analysis	3.0
HUM 018	African-American Culture and Humanities OR	3.0
HUM 018H	African-American Culture and Humanities – Honors	3.0
MUS 005	Fundamentals of Music Theory	3.0
MUS 010	Music Appreciation	3.0

Students who complete the Associate in Arts in Creative Arts at Mission College may wish to complete a four-year Creative Arts major leading to a Bachelor of Arts Degree at San Jose State University, to which all units completed in this program at Mission College will transfer.

Required Units for the Major: 18.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

ART (ART)

Certificate of Achievement in Three-Dimensional Arts

The Certificate of Achievement in Three-Dimensional Arts is designed to direct students who seek to concentrate in the arts with a focus on three-dimensional applications, which include, design, sculpture, ceramics, metalsmithing, and metal sculpture casting.

Program Learning Outcomes:

- Students will create and critique works of three-dimensional art in a supportive environment using traditional and new art media according to established principles of art and design. Students will be able to communicate orally and in writing about art and design related topics.
- Students will develop their vision to devise innovative solutions to creative and technical problems.
- Students will present to the instructor a portfolio of three-dimensional artwork which will be evaluated according to the criteria of technical mastery, creativity, solving problems with original solutions, and meeting the stated goals of the assignment.
- Students will develop critical thinking skills as they analyze, compare and contrast, and trace the development of art forms from different parts of the world, from ancient to modern times.

Career/Transfer Opportunities:

Career opportunities include the following: education/teaching, furniture designer, jewelry design, museum/gallery professional, and arts administrator.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Select five (5) courses:		**Units**
ART 033B	Basic Design: Three-Dimensional	3.0
ART 065A	Ceramics-Handbuilding	3.0
ART 065B	Ceramics-Handbuilding	3.0
ART 067A	Ceramics-Potter's Wheel	3.0
ART 067B	Ceramics-Potter's Wheel	3.0
ART 075A	Metalsmithing	3.0
ART 075B	Metalsmithing	3.0
ART 085A	Sculpture	3.0
ART 085B	Sculpture	3.0
ART 088A	Metal Sculpture Casting	3.0
ART 088B	Metal Sculpture Casting	3.0
Total Required Units:		**15.0**

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

BIOLOGICAL SCIENCES (BIO)

Associate in Science in Biology for Transfer (AS-T)

The Associate in Science in Biology for Transfer (AS-T in Biology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Biology. California Community College students who are awarded an Associate in Science in Biology for Transfer (AS-T in Biology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Biology for Transfer (AS-T in Biology) offered by Mission College is designed to prepare students who successfully complete the coursework outlined below. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

Program Learning Outcomes:

- Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.
- Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.
- Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.

Career/Transfer Opportunities:

Students who successfully complete the Associate in Science in Biology for Transfer (AS-T Biology) will be prepared for a seamless transfer to a CSU to pursue a Bachelor's degree in Biology. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either California State University General Education-Breadth (CSU GE-B) for STEM or the Intersegmental General Education Transfer Curriculum (IGETC) for STEM.

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Required Core Curriculum

Complete all courses listed (10 units)		**Units**
BIO 001A	General Biology: Cells	5.0
BIO 001B	General Biology: Organisms	5.0

List A - Complete all courses listed (24-25 units)		**Units**
CHM 001A	General Chemistry I OR	5.0
CHM 001AH	General Chemistry I - Honors AND	5.0

CHM 001B	General Chemistry II OR	5.0
CHM 001BH	General Chemistry II - Honors AND	5.0
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I - Honors AND	5.0
PHY 002A	General Physics - Mechanics and Thermodynamics	5.0
PHY 002B	General Physics - Electricity, Magnetism and Optics OR	5.0
PHY 004A	Engineering Physics-Mechanics	5.0
PHY 004B	Engineering Physics-Electricity and Magnetism	4.0

List B - Complete listed course (3 units)		**Units**
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0

Required Units for the Major: **37.0-38.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

BIOLOGICAL SCIENCES (BIO)

Associate in Science in Biological Sciences

The Associate in Science in Biological Sciences is designed for students interested in acquiring a solid foundation in basic biology, evolutionary theory, and the scientific method. This program is appropriate for students seeking entry-level positions in the life sciences.

Program Learning Outcomes:

- Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.
- Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.
- Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment. .

Career/Transfer Opportunities:

A solid background in the life sciences is required for many careers, including work in the allied health professions, biotechnology, horticulture, land management, and education.

To earn this degree, students must meet the following requirements:

a Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum:		**Units**
Complete one of the following two course sequences		
BIO 001A	General Biology: Cells OR	5.0
BIO 001AH	General Biology: Cells - Honors AND	5.0
BIO 001B	General Biology: Organisms OR	5.0
BIO 041	Principles of Evolution and Animal Biology AND	5.0
BIO 042	Principles of Ecology and Plant Biology AND	5.0
BIO 043	Principles of Cell and Molecular Biology OR	5.0
BIO 043H	Principles of Cell and Molecular Biology - Honors	5.0

Select a minimum of 8 units from the following:		
ANT 001	Physical Anthropology	3.0
BIO 004	Microbiology	5.0
BIO 010	Introduction to Biology	3.0
BIO 010L	Introduction to Biology Lab	1.0
BIO 011	Human Biology	4.0
BIO 012	Emerging Infectious Diseases	3.0
BIO 014	Introductory Neuroscience	3.0
BIO 016	Marine Biology	4.0
BIO 017	Genetics and Society OR	3.0
BIO 017H	Genetics and Society - Honors	3.0
BIO 019	Oceans: Life in the Sea	3.0
BIO 025	Environmental Biology	3.0
BIO 030	Tropical Ecology	3.0
BIO 030L	Tropical Ecology Field Studies	1.0
BIO 032	California Plants and Animals	4.0
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology OR	5.0
BIO 048H	Human Physiology - Honors	5.0
NTR 015	Human Nutrition	3.0

Required Units for the Major: **18.0-23.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

BIOLOGICAL SCIENCES (BIO)

Associate in Science in Human Biology

The Human Biology Associate in Science degree provides a solid foundation in the biological sciences for students who are seeking entry to nursing and related health occupations. Completion of this degree meets all Biology and Chemistry prerequisites for admission to the LVN and LVN-RN programs, and fulfills many of the lower-division requirements for a variety of baccalaureate degrees in Health Sciences. This degree is not intended for pre-medical, pre-dental, or pre-pharmacy students (see A.S. or AS-T in Biological Sciences instead).

Program Learning Outcomes:

Upon successful completion of the program, students will be able to:

- Students will describe the gross and microscopic structure of the major organs of the human body.
- Students will describe homeostatic control mechanisms of the different body systems, and how they relate to the maintenance of good health.
- Students will compare and contrast commensal, opportunistic, and pathological relationships between humans and microorganisms.

Career/Transfer Opportunities:

A solid background in human biology is required for many undergraduate majors and careers in the allied-health field.

Required Courses:		**Units**
BIO 004	Microbiology	5.0
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology OR	5.0
BIO 048H	Human Physiology - Honors	5.0

Select 9 units from the following courses:		**Units**
AHL 003	Medical Terminology	3.0
ANT 001	Physical Anthropology	3.0
BIO 011	Human Biology	4.0
BIO 012	Emerging Infectious Diseases	3.0
BIO 014	Introductory Neuroscience	3.0
BIO 017	Genetics and Society OR	3.0
BIO 017H	Genetics and Society - Honors	3.0
BIO 022	Anatomy and Physiology for Allied Health Workers	4.0
CHM 001A	General Chemistry I OR	5.0

CHM 001AH	General Chemistry I - Honors	5.0
CHM 030A	Fundamentals of Chemistry	4.0
CHM 030B	Fundamentals of Chemistry OR	4.0
CHM 060	Survey of General, Organic, and Biological Chemistry	4.0
NTR 015	Human Nutrition	3.0
NTR 040	Nutrition and Disease	3.0
NTR 052	Nutrition for Children	3.0

Required Units for the Major: 24.00

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

BUSINESS (BUS)

Associate in Science in Business Administration for Transfer (AS-T)

The Associate in Science in Business Administration for Transfer (AS-T in Business Administration) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Business Administration. California Community College students who are awarded an Associate in Science in Business Administration for Transfer (AS-T in Business Administration) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Business Administration for Transfer (AS-T in Business Administration) offers a challenging and well-balanced distribution of business courses, specially selected to meet the requirements of transfer institutions. The curriculum provides essential knowledge and skills in the financial, management, and marketing facets of business. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, and business computing) through their choice of business electives.

Program Learning Outcomes:

- Students will analyze business situations involving legal issues and determine best course of action.
- Students will compare and contrast the role and function of systems and application software in business.

Career/Transfer Opportunities:

Career opportunities include the following: project supervisor, supply chain manager, business owner, operations manager, retail manager, finance executive, and human resource manager. Transfer opportunities include certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0.

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
BUS 028A	Business Law I	3.0
ECN 001A	Principles of Macroeconomics	3.0
ECN 001B	Principles of Microeconomics	3.0

List A - Select one (1) course:		Units
MAT 010	Elementary Statistics	4.0
MAT 012	Calculus for Business and Social Sciences	4.0

List B - Select 6-8 units from the following:		Units
Any math course not selected from List A		4.0
BUS 021	Introduction to Business Computing AND	3.0
BUS 021L	Introduction to Business Computing Lab	1.0
BUS 051	Introduction to American Business	3.0
BUS 078B	Business Communications	3.0

Required Units for the Major: 27.0-29.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

BUSINESS (BUS)

Associate in Science in Business

The Associate in Science in Business is a two-year program designed for students who intend to seek employment directly after its completion. The curriculum provides essential knowledge and skills in the financial management, and marketing facets of business. Students can pursue their interest in several specialized areas of business (global business, human resources management, project management, and business computing) through their choice of business electives.

Program Learning Outcomes:

- Students will analyze business situations involving legal issues and determine best course of action.
- Students will analyze business situations and determine best course of action.

Career/Transfer Opportunities:

Career opportunities include the following: project coordinator, buyer, bank employee, retail manager, non-profit coordinator, human resource specialist, and sales representative.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing	3.0
BUS 021L	Introduction to Business Computing Laboratory	1.0
BUS 028A	Business Law I	3.0
BUS 051	Introduction to American Business	3.0
BUS 064B	Business Math	4.0

Elective Courses (16 units):		Units
BUS 010	Global Business	3.0
BUS 028B	Business Law II	3.0
BUS 052	Fundamentals of Financial Investments	3.0

BUS 054	Small Business Start Up & Management	3.0
BUS 061	Business and Society	3.0
BUS 078B	Business Communications	3.0
BUS 079	Human Relations Applied in Business	3.0

Up to a maximum of six (6) non-Business units may substitute for the Business electives listed above from Accounting, Computer Applications, or Hospitality Management 050A, 053, 059, or 076.

Required Units for the Major: 30.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

BUSINESS (BUS)

Certificate of Achievement in Business Computing

The Certificate of Achievement in Business Computing is designed to prepare students with the necessary computing skills to work in business. This program requires successful completion of 16 or more units of coursework, as outlined below. Upon successful completion, the program is noted on the student's college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in business computing. Students will learn the skills and knowledge necessary to work with operating systems, create spreadsheets, generate reports, and manage files.

Program Learning Outcomes:

- Students will apply information system terms and concepts.
- Students will demonstrate the ability to use a spreadsheet, word processing and presentation program.

Career/Transfer Opportunities:

Career opportunities include the following: office clerk, administrative assistant, help desk technician, and analyst.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing	3.0
BUS 021L	Introduction to Business Computing	1.0
Choose a minimum of 12 units from the following:		**Units**
BUS 025	Introduction to Systems Analysis	3.0
BUS 027	Starting an e-Business	1.0
BUS 082A	Business Spreadsheets Using Excel	3.0
BUS 083A	Business Presentations Using Powerpoint	3.0
BUS 086	Building Business Websites	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 046D	Introduction to Microsoft Powerpoint	1.0
CAP 046E	Intermediate Microsoft Powerpoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
Total Required Units:		**16.0**

Gainful Employment Disclosure Information

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BUSINESS (BUS)

Certificate of Achievement in Small Business Start-Up

The Certificate of Achievement in Small Business Start-Up is designed for students or working professionals who want to deepen their understanding of owning and operating a small business. As an integral part of the program, each student is required to develop a business plan which includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control, and possible franchising.

Program Learning Outcomes:

- Students will analyze small business situations and determine best course of action.
- Students will develop an effective business plan.

Career/Transfer Opportunities:

Career opportunities include the following: small-business and franchise operation.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 054	Small Business Start-Up and Management	3.0
BUS 054A	The Business Plan	1.0
Choose a minimum of 9 units from the following:		**Units**
BUS 028A	Business Law I	3.0
BUS 064A	Basic Business Arithmetic	3.0
BUS 079	Human Relations Applied in Business	3.0
Choose a minimum of 2 units from the following:		**Units**
ACC 021A	Basic Accounting I	2.0
Choose a minimum of 1 unit from the following Sales and Marketing electives:		**Units**
BUS 077A	Maximizing Sales With Salesforce.com	1.0
Total Required Units:		**16.0**

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CHILD DEVELOPMENT (CHD)

Associate in Science in Early Childhood Education for Transfer (AS-T)

The Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Early Childhood Education. California Community College students who are awarded an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Students who complete this program will possess a working knowledge of child development in all domains, and will have the ability to develop and implement curriculum in early childhood education that is both developmentally and culturally appropriate. Students will understand the importance of the family and cultural connection to the developing child.

Program Learning Outcomes:

- Students will demonstrate knowledge of child development theory and its application to Early Care and Education by identifying key developmental theorists and recognizing children's developmental stages.
- Students will demonstrate competence in facilitating the development of each young child as a unique individual through the creation of individual and group curriculum that promotes physical, cognitive and/or socio-emotional development.
- Students will achieve eligibility for certification of an Early Childhood Education Permit from the California State Department of Education through the completion of at least six units of early childhood development coursework.

Career/Transfer Opportunities:

Career opportunities include the following: lead teacher, program director, site supervisor, consultant, or parent educator. Completion of core coursework meets entry level educational requirements in early childhood education programs per California licensing policies. Students wishing to pursue higher level careers in early childhood programs, human development, child psychology, social work, and secondary education should see a counselor to determine the transfer requirements of specific four year colleges or universities.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing course prior to transfer that satisfy the U.S. History, Constitution and American Ideals requirement as part of the CSU GE or IGETC is highly recommended.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 008A*	Practicum A	3.5

*Must complete CHD 001, 002, 026 and 010 prior to enrolling in CHD 008A

Required Units for the Major:	**24.5**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units:	**60.0**

CHILD DEVELOPMENT (CHD)

Associate in Science in Early Childhood Education

The Associate in Science in Child Development is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. Courses are designed to meet entry-level requirements for employment and/or meet the requirements needed to obtain a California Child Development Permit and employment in a state licensed, private or publicly funded center-based child care program. Completion of specific coursework can also lead to employment in a program for children with special needs or an inclusion program. This program is designed to prepare students to compete for higher paying positions and to facilitate transfer to a four-year college or university.

Program Learning Outcomes:

- Students will apply child development theory to early care and education practice.
- Students will create individual and group curriculum that promotes physical, cognitive. and/or socio-emotional development in children in early childhood education programs.
- Students will create and implement curriculum tailored to specialized needs of children for the early care and education classroom.

Career/Transfer Opportunities:

Courses meet entry level educational requirements in early childhood programs per California licensing policies. Students wishing to pursue higher level careers in early childhood programs, human development, child psychology, social work, and secondary education should see a counselor to determine the transfer requirements of specific four-year colleges or universities.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 020	The Child with Special Needs	3.0
CHD 008A	Practicum A	3.5
CHD 016	Infant and Toddler Development	3.0

Plus at least 6 units from the following elective courses:		Units
CHD 003	Language and Literacy for the Young Child	3.0
CHD 004	Cognitive Experiences for Children	3.0
CHD 005	Music and Movement	3.0

CHD 006	Administration I: Programs in Early Childhood Education	3.0
CHD 007	Administration II: Personnel and Leadership in Early Childhood Education	3.0
CHD 014	Art and Creative Development of Young Children	3.0
CHD 018	Parenting Issues for Teachers	1.0
CHD 021	Children and Play	3.0
CHD 022	Adult Supervision in Early Childhood	2.0
CHD 024	Positive Guidance in Early Childhood	3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education	3.0

Required Units for the Major: 36.5

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Units Required: 60.0

CHILD DEVELOPMENT (CHD)

Certificate of Achievement: Associate Teacher

The Certificate of Achievement: Associate Teacher is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. The certificate is designed to prepare students to enter the workforce prepared with skills necessary to effectively work in the field. Courses meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. The program is designed to prepare students with coursework as required by California licensing policies. Course completion with practicum experience can lead to a California Child Development Permit and employment. Coursework may apply toward lower division preparation requirements for students interested in transferring to a four-year college or university. Please see a counselor for more information.

Program Learning Outcomes:

- Students will create and implement developmentally and culturally appropriate curriculum.
- Students will identify developmental milestones in the cognitive, emotional, social, and physical domains.
- Students will identify and explain the dominant theories and philosophies in early childhood education.

Career/Transfer Opportunities:

Completion of this certificate qualifies students to apply for the California Child Development Permit at the Associate Teacher level. Students completing the Certificate of Achievement in Associate Teaching can gain entry level positions as an assistant or associate teacher in private or publicly funded early childhood or afterschool programs. On-the-job training fulfills the requirement to attain a lead teaching position. Students planning to transfer to a four-year college or university and wishing to pursue careers in human development, child psychology, social work, and secondary education should see a counselor to develop an education plan for further requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 008A	Practicum A	3.5
CHD 010	Principles and Practices in Education	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0

Total Units Required: 21.5

Gainful Employment Disclosure Information

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CHILD DEVELOPMENT (CHD)

Certificate of Achievement: Early Intervention Assistant

The Certificate of Achievement: Early Intervention Assistant is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. Courses are designed to meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. Coursework for the program leads to employment in a program for children with special needs or an inclusion program. This program is designed to prepare students to compete for higher paying positions when seeking employment in a program that cares for children with special needs. Please see a counselor for more information.

Program Learning Outcomes:

- Students will demonstrate effective verbal and written communication skills to actively collaborate with families in an ongoing and positive manner to support each children's and families development.
- Students will recognize the typical and atypical child developmental milestones of children birth to age five.
- Students will explain the process of curriculum and environment development including adaptations and modifications for infants/toddlers and preschool children at high risk and/or with disabilities.
- Students will recognize a variety of disabilities by identifying the disability characteristics and warning signs and how the disability impacts the child and family development.

Career/Transfer Opportunities:

Students planning to transfer to a four-year college or university and wishing to pursue careers in special education, child psychology, social work, and other related field may be able to apply child development units toward lower division preparation requirements. See a counselor for additional information.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

List A - Required Core Courses:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 016	Infant and Toddler Development	3.0
CHD 020	The Child with Special Needs	3.0
CHD 024	Positive Guidance in Early Childhood	3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education	3.0
WRK 300CD	Occupational Work Experience for Child Development	3.0

List B - Select one course from the following:

CHD 003	Language and Literacy for the Young Child	3.0
CHD 004	Cognitive Experiences for Children	3.0
CHD 015	Observation and Assessment of Children	3.0
CHD 018	Parenting Issues for Teachers	1.0
CHD 017	Child Health, Safety and Nutrition	3.0
CHD 021	Children and Play	3.0

Total Required Units: 25.0-27.0

Gainful Employment Disclosure Information

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CHILD DEVELOPMENT (CHD)

Certificate of Achievement: Master Teacher

The Certificate of Achievement: Master Teacher is an academic and vocational training program that prepares students for future work as early childhood educators in diverse early childhood settings. The program is designed to prepare students to enter the workforce prepared with skills necessary to effectively work in the field. Courses meet entry level requirements and/or meet the requirements needed to obtain a California Child Development Permit. The program is designed to prepare students with coursework as required by California licensing policies. Course completion with practicum experience can lead to a California Child Development Permit and employment. Coursework may apply toward lower division preparation requirements for students interested in transferring to a four-year college or university. Please see a counselor for more information.

Program Learning Outcomes:

- Students will complete appropriate preparation for the Master Teacher Child Development Permit from the State of California.
- Students will demonstrate specialized curriculum for the early childhood education classroom.
- Students will identify and explain health, safety and nutritional needs of children in early childhood programs.
-

Career/Transfer Opportunities:

Completion of this certificate qualifies students to apply for the California Child Development Permit at the Master Teacher level. Upon successful completion of this program students will have the opportunity to gain entry level positions as a lead teacher or be a master teacher in private or publicly funded early childhood and afterschool programs. On the job training fulfills the requirement to attain a lead teaching position. Students planning to transfer to a four-year college or university and wishing to pursue careers in human development, child psychology, social work, and secondary education should see a counselor to develop an education plan.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
CHD 001	Child Growth and Development	3.0
CHD 002	Child, Family, and Community	3.0
CHD 003	Language and Literacy for the Young Child	3.0
CHD 004	Cognitive Experiences for Children	3.0
CHD 010	Principles and Practices in Education	3.0
CHD 008A	Practicum A	3.5
CHD 015	Observation and Assessment of Children	3.0
CHD 017	Child Health, Safety, and Nutrition	3.0
CHD 026	Introduction to Curriculum	3.0
CHD 022	Adult Supervision in Early Childhood	2.0

Plus two (2) of the following:		Units
CHD 005	Movement and Melody	3.0
CHD 006	Administration I: Programs in Early Childhood Education	3.0
CHD 007	Administration II: Personnel in Early Childhood Education	3.0
CHD 013	Teaching in a Diverse Society	3.0
CHD 014	Art and Creative Development of Young Children	3.0
CHD 016	Infant and Toddler Development	3.0
CHD 021	Children and Play	3.0
CHD 020	The Child with Special Needs	3.0
CHD 024	Positive Guidance in Early Childhood	3.0
CHD 025	Inclusion Strategies and Curriculum in Early Childhood Education	3.0
Total Required Units:		**35.5**

Gainful Employment Disclosure Information

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COMMUNICATION STUDIES (COM)

Associate in Arts for Transfer in Communication Studies (AA-T)

The Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Communication Studies. California Community College students who are awarded an Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Communication Studies for Transfer (AA-T in Communication Studies) consists of lower division courses that provide fundamental skills for success in both personal and professional development. Students gain self-awareness and the ability to build bridges to diverse audiences. The broad-based transfer curriculum includes interpersonal, intercultural, and group communication as well as public communication, argumentation and debate, and speech team activities. The program is highly valued in both academic institutions and professional organizations.

Program Learning Outcomes:

- Students will identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts.
- Students will create and implement effective communication strategies to orally deliver a message appropriate to the context.
- Students will identify, analyze, and evaluate their own verbal and nonverbal messages as well as those of others in a variety of contexts.
- Students will research, analyze, and critically evaluate reference material to support the development of communication competence.

Career/Transfer Opportunities:

Career opportunities include the following: broadcasting, consumer affairs, public relations, advertising, education, marketing, government, human resources, law, community affairs, politics negotiations, journalism, customer service, recreation, management, and recruiting.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Course Required:		Units
COM 001	Public Speaking	3.0
List A - Select two (2) courses from the following:		**Units**
COM 004	Small Group Communication	3.0
COM 008	Interpersonal Communication	3.0
COM 020	Argumentation and Debate	3.0
List B - Select two (2) courses:		**Units**
Any List A course not used above		3.0
COM 012	Introduction to Intercultural	3.0
List C - Select one (1) course from the following:		**Units**
ANT 003	Introduction to Cultural Anthropology	3.0
PSY 001	General Psychology	3.0
SOC 001	Introduction to Sociology	3.0
ENG 001B	English Composition	3.0
ENG 001C	Clear Thinking in Writing	3.0
Required Units for the Major:		**18.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COMMUNICATION STUDIES (COM)

Certificate of Proficiency in Communication Studies

The Certificate of Proficiency in Communication Studies is designed for students who successfully complete ten or more units of communication course work at Mission College. The importance of interpersonal communication and intercultural communication, small group and team skills, and public speaking training cannot be emphasized enough in providing the fundamental skills for successful personal and professional activities. This certificate will not only enhance the student's chances of being selected for a job, but it may also open doors both professionally and personally. Skills learned will increase understanding, ability to communicate with other people, and give the necessary material to build bridges with other people.

Program Learning Outcomes:

- Students will identify, explain, and apply theories about the communication process as they relate to a variety of audiences and contexts.
- Students will create and implement effective communication strategies to orally deliver a message appropriate to the context.
- Students will identify, analyze, and evaluate their own verbal and nonverbal messages as well as those of others in a variety of contexts.
- Students will research, analyze, and critically evaluate reference material to support the development of communication competence.

Career/Transfer Opportunities:

Career opportunities include the following: broadcasting, consumer affairs, public relations, advertising, education, marketing, government, human resources, law, community affairs, politics negotiations, journalism, customer service, recreation, management, and recruiting.

Core Curriculum Course		Units
Select one (1) course:		**Units**
COM 001	Public Speaking	3.0
COM 020	Argumentation and Debate	3.0
Plus 7 units from the following:		**Units**
COM 004	Small Group Communication	3.0
COM 008	Interpersonal Communication	3.0
COM 012	Introduction to Intercultural Communication	3.0
COM 015	Fundamentals of Communication	3.0
COM 019A	Communication Activities	1.0
COM 001*	Public Speaking	3.0
COM 020*	Argumentation and Debate	3.0

**If both courses are taken, one may be counted for the Core course and one for the additional units*

Total Required Units: 10.0

COMPUTER APPLICATIONS (CAP)

Associate in Science in Office Administration

The Associate in Science in Office Administration is designed to prepare students to work in an office environment using computers and software packages. The program also prepares students to work in various levels of an office support professional such as an office assistant, business information worker, and executive secretary.

Program Learning Outcome:

- Students will gain skills needed to work in an office environment.

Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
BUS 050	Administrative Office Procedures	3.0
BUS 078B	Business Communications	3.0
CAP 010C	Computer Keyboarding Speed and Accuracy	1.0
CAP 013	Ten-Key Numeric Keypad	1.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 037A	Skills for Success: Computers, MS Office, and the Internet	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 081B	Introduction to Microsoft Access	1.0

Plus 11-13 units from the following:		Units
ACC 001B	Principles of Accounting	4.0
BUS 051	Introduction to American Business	3.0
BUS 079	Human Relations Applied in Business	3.0
CAP 046E	Intermediate Microsoft PowerPoint	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0
CAP 097A	Creating Web Pages - Course 1	1.0

Required Units for the Major: 31.0-33.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COMPUTER APPLICATIONS (CAP)

Associate in Science in Office Information Systems

The Associate in Science in Office Information Systems is designed for students seeking employment in an automated business information environment. Courses will prepare students for possible management and supervisory positions within the business office environment.

Program Learning Outcome:

- Students will demonstrate ability to use computer skills in major software packages used in an office.

Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
BUS 050	Administrative Office Procedures	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 037A	Skills for Success: Computers, MS Office, and the Internet	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0

Plus 6.5 units from the following:		Units
CAP 011	Beginning Keyboarding With Word Processing	3.0
CAP 045	AIntroductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	0.5
CAP 081B	Introduction to Microsoft Access	1.0
CAP 096B	Internet Use: Personal and Business 2	1.0
CAP 097A	Creating Web Pages - Course 1	1.0
BUS 051	Introduction to American Business	3.0
BUS 054	Small Business Start Up and Management	3.0

Required Units for the Major: 26.5

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COMPUTER APPLICATIONS (CAP)

Certificate of Achievement: Microsoft Office

The Certificate of Achievement: Microsoft Office is designed to provide students with the basic skills to work with this popular application suite, which has become an integral part of many jobs.

Program Learning Outcome:

- Students will acquire the skills needed to use the software packages contained in Microsoft Office.

Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 046E	Intermediate PowerPoint	1.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 071E	Microsoft Outlook	0.5
CAP 081B	Introduction to Microsoft Access	1.0
CAP 082B	Intermediate Microsoft Access	2.0

Total Required Units: 17.5

Gainful Employment Disclosure Information

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COMPUTER APPLICATIONS (CAP)

Certificate of Achievement in Office Administration

The Certificate of Achievement in Office Administration is designed for students seeking to acquire skills to work in a business office environment using computers and software applications.

Program Learning Outcome:

- Students will demonstrate knowledge of basic computer skills necessary in an entry level administrative position.

Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 078	Business Communications	3.0
BUS 050	Administrative Office Procedures	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 036	Machine Transcription With Word	3.0
CAP 037A	Skills for Success: Computers, MS Office, and the Internet	3.0

Plus one (1) of the following courses:		Units
CAP 013	Ten-Key Numeric Keypad	1.0
CAP 010C	Computer Keyboarding Speed and Accuracy	1.0
CAP 010A	Learning the Keyboard	1.0

Plus three (3) units from the following:		Units
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 081	BIntroduction to Microsoft Access	1.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 023	Distance Learning - How to Succeed	0.5
CAP 086	Web Development with PHP and MySQL	3.0

Total Required Units: 22.0

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COMPUTER APPLICATIONS (CAP)

Certificate of Achievement in Office Information Systems

The Certificate of Achievement in Office Information Systems is designed for students who plan to seek employment in an automated business setting. Students will learn to develop the skills and attitudes necessary to succeed on the job. This program prepares students for a variety of positions in the modern business office, and may also increase the student's potential for advancement.

Program Learning Outcomes:

- Students will demonstrate knowledge of computer skills and application software.
- Students will demonstrate knowledge of other office skills.

Career/Transfer Opportunities:

Career opportunities include the following: executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 050	Administrative Office Procedures	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 037A	Skills for Success: Computers, MS Office, and the Internet	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 052	Computers Simplified for Beginning Learners	0.5
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0
CAP 096A	Internet Use: Personal and Business 1	1.0

Plus three (3) units from the following:		Units
BUS 079	Human Relations Applied in Business	3.0
CAP 011	Beginning Keyboarding With Word Processing	3.0
CAP 045	AIntroductory Microsoft Project1	.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	0.5

Total Required Units: 25.5

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COMPUTER INFORMATION SYSTEMS (CIS)

Associate in Science in Computer Information Systems

The Associate in Science in Computer Information System is designed to provide students with knowledge and skills required for a variety of positions in the field of computer information technology. The program includes foundation courses in computer information systems and a wide range of skill-builder courses in current topics of technology.

Program Learning Outcomes:

- Students will analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
CIS 037	AIntroduction to C Programming	4.0
CIS 043	Software Development With Java	4.0
CIS 044	Introduction to Data Structures Using Java	4.0

Plus two or more additional courses from the following electives (at least 8 units):		Units
CIS 040C++	Programming	4.0
CIS 065	C# .NET Programming	4.0
CIS 086	Web Development with PHP and MySQ	L3.0
CIS 045	Linux Essentials I	3.0
CIS 046	Linux Essentials II (Shell Programming)	3.0

Units Required for the Major: **20.0-22.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

COMPUTER INFORMATION SYSTEMS (CIS)

Certificate of Achievement in Computer Information Systems

The Computer Information Systems Certificate of Achievement prepares students to work in the information systems field. Depending on the course track selected, students either gain a general ability in computer programming or specialize in programming for mobile devices, the Linux systems, database programming or web development.

Program Learning Outcomes:

- Students will analyze a problem, identify and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Course Requirements		Units
(Two courses):		
CIS 043	Software Development With Java	4.0
CIS 037A	Introduction to C Programming OR	4.0
CIS 007	Python Programming	4.0

A minimum of 6 units from one of the following five combinations (tracks):		Units
CIS 044	Introduction to Data Structures Using Java AND	4.0
CIS 039	Introduction to Computer Systems	3.0
CIS 060	Mobile Apps Programming - iPhone AND	4.0
CIS 063	Mobile Apps Programming - Android	4.0
CIS 045	Linux Essentials I AND	3.0
CIS 046	Linux Essentials II (Shell Programming)	3.0
CIS 055	Introduction to Database and SQL AND	3.0
CIS 056	Database Essentials – PL/SQL	3.0
CAP 088A	Introduction to Javascript for the Web AND	1.0
CAP 088B	Intermediate Javascript for the Web AND	2.0
CIS 086	Web Development with PHP and MySQL	3.0

Plus one additional course from the tracks listed above, or one of the following courses (minimum 3 units):		Units
CCIS 040	C++ Programming	4.0
CIS 044	Introduction to Data Structures Using Java	4.0
CIS 047	Linux System Administration I	4.0
CIS 048	Advanced Linux System Administration	3.0
CIS 008	Advanced Python Programming	4.0

Total Required Units: **17.0-20.0**

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COMPUTER INFORMATION SYSTEMS (CIS)

Certificate of Proficiency in Computer Programming

The Certificate of Proficiency in Computer Programming is designed to provide students with programming knowledge and skills required for positions in the field of computer information systems. The program consists of programming courses in various languages and platforms.

Program Learning Outcomes:

- Students will analyze a problem, identify, and define the computing requirements appropriate to its solution.
- Students will apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Students will use current techniques, skills, and tools necessary for computing practice.

Career/Transfer Opportunities:

Career opportunities include the following: computer programmer, programmer analyst, system analyst, software quality assurance analyst, and software developer.

Choose a minimum of 12 units from the following:		Units
CIS 007	Python Programming	4.0
CIS 008	Advanced Python Programming	4.0
CIS 037	AIntroduction to C Programming	4.0
CIS 039	Introduction to Computer Systems	3.0
CIS 040	C++ Programming	4.0
CIS 043	Software Development With Java	4.0
CIS 044	Introduction to Data Structures Using Java	4.0
CIS 055	Introduction to Database and SQL	3.0
CIS 056	Database Programming and Management	3.0
CIS 060	Mobile Apps Programming – Iphone	4.0
CIS 063	Mobile Apps Programming – Android	4.0
CIS 086	Web Development with PHP and MySQL	3.0

Total Required Units: **12.0**

COMPUTER INFORMATION SYSTEMS (CIS)

Certificate of Proficiency in Linux System Administration

The Certificate of Proficiency in Linux System Administration is designed to provide students with knowledge and skills in Linux programming and Linux Systems administration. The program consists of courses in Linux operating systems, system scripting, and system administration.

Program Learning Outcomes:

- Students will demonstrate the ability to install, configure, and maintain Linux systems.
- Students will demonstrate the ability to anticipate, troubleshoot, and resolve issues that might impact the operation of a Linux based computer system.

Career/Transfer Opportunities:

Career opportunities include the following: systems analyst, Linux system administrator, and information technology systems specialist.

Core Curriculum Courses Required:		Units
CIS 045	Linux Essentials I	3.0
CIS 046	Linux Essentials II (Shell Programming)	3.0
CIS 047	Linux System Administration I	4.0
CIS 048	Advanced Linux System Administration	3.0
Total Required Units:		**13.0**

COMPUTER INFORMATION TECHNOLOGY (CIT)

Associate in Science in Computer Networking Technology

The Associate in Science in Computer Networking Technology prepares students to design, administer, maintain, and troubleshoot networks of different sizes. Students learn a diverse array of skills, including specification preparation, network management, network design, equipment and system sales, and software development. Laboratory courses provide students with hands-on experience to demonstrate the principles of enterprise networking. Courses provide learning opportunities for students new to the field, as well as for those who are experienced professionals. Specialized courses are also among the optional electives in this program, available to help students prepare for Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Microsoft Certified Information Technology Professional (MCITP), Server Administrator and Enterprise Administrator certification exams.

Program Learning Outcomes:

- Students will design and plan a network infrastructure to support specific user and business requirements.
- Students will implement enterprise networks with advanced routing and switching strategies.
- Students will manage and troubleshoot enterprise networks.

Career/Transfer Opportunities:

Career opportunities include the following: computer technician, system administrator, network technician, and network engineer.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
CIT 012	Introduction to Networking (Network +)	4.0
CIT 021	Cisco Network Fundamentals (Cisco-1)	4.0
CIT 022	Routing Protocols and Concepts (Cisco-2)	4.0
Plus three or more additional courses from the following electives		
	(at least 12 units):	**Units**
CIT 011	Desktop Operating Systems (A+, Part 1)	4.0
CIT 016	CyberSecurity and Ethical Hacking	4.0
CIT 023	LAN Switching and Wireless (Cisco-3)	4.0
CIT 024	Accessing the WAN (Cisco-4)	4.0
CIT 078	Microsoft Server Essentials	4.0
Required Units for the Major:		**24.0**
Completion of General Education Requirements and electives as needed to reach 60 units.		
Total Required Units:		**60.0**

COMPUTER INFORMATION TECHNOLOGY (CIT)

Certificate of Achievement in Cisco Certified Network Administration (CCNA)

The Certificate of Achievement in Cisco Certified Network Administration (CCNA) is designed to provide the knowledge and skills needed to install, operate, and troubleshoot a small-to-medium size enterprise branch network, which includes connecting to multiple WANs, basic security measures, and wireless extension of the network. This program prepares students for the globally-recognized Cisco CCNA certification.

Program Learning Outcomes:

- Students will install, operate, and troubleshoot medium-sized routed and switched networks.
- Students will implement and troubleshoot various protocols to manage addressing, perform load balancing and authentication.
- Students will establish and troubleshoot connection to service provider over WAN.

Career/Transfer Opportunities:

Career opportunities include the following: computer technician, system administrator, network technician, network engineer.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
CIT 021	Cisco Network Fundamentals (Cisco-1)	4.0
CIT 022	Routing Protocols and Concepts (Cisco-2)	4.0
CIT 023	LAN Switching and Wireless (Cisco-3)	4.0
CIT 024	Accessing the WAN (Cisco-4)	4.0
Total Required Units:		**16.0**

Gainful Employment Disclosure Information

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COUNSELING (COU)

To earn this degree, students must meet the following requirements:

1. Choose option A or B or C for the General Education pattern related to your educational goal:
   a. Associate of Arts/Associate of Science General Education;
   b. California State University General Education Breadth (CSU GE-B); or
   c. Intersegmental General Education Transfer Curriculum (IGETC)
2. Complete a minimum of 18 units in one of the five Areas of Emphasis:
   a. Communication in the English Language and Critical Thinking
   b. Natural Science and Mathematics
   c. Arts and Humanities
   d. Social and Behavioral Sciences
3. For all options, complete necessary Mission College Graduation and Proficiency requirements (COM, LIB, REA).

COUNSELING (COU)

Associate in Arts in Liberal Arts: Arts and Humanities

The Associate in Arts in Liberal Arts with an emphasis in Arts and Humanities provides students the opportunity to cultivate intellect, imagination, sensibility and sensitivity. Students will respond subjectively as well as objectively to aesthetic experiences and will develop an understanding of the integrity of both emotional and intellectual responses. Students will also refine their affective, cognitive, and physical faculties through studying great works of the human imagination. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in the arts and humanities areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

- Students will explain or demonstrate the connections between language, communication, and culture.
- Students will create, critique or analyze key elements of artistic expression by individuals or cultures.
- Students will interpret art forms and analyze humanistic texts in their historical and social contexts.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area C. Include courses from at least two different disciplines. These courses emphasize the study of cultural, literary, and humanistic activities as well as artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

See pages 43-45 for approved CSU GE-B Pattern, Area C courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COUNSELING (COU)

Associate in Arts in Liberal Arts: Communication in the English Language and Critical Thinking

The Associate in Arts in Liberal Arts with an emphasis in Communication in the English Language and Critical Thinking provides students the opportunity to develop knowledge and understanding of the form, content, context, and effectiveness of communication. Students will develop proficiency in oral and written communication in English, examining communication from the rhetorical perspective and practicing reasoning and advocacy, organization, and accuracy. Students will practice the discovery, critical evaluation, and reporting of information, as well as reading, writing, and listening effectively. Students will also will understand logic and its relation to language; elementary inductive and deductive processes, including an understanding of the formal and informal fallacies of language and thought; and the ability to distinguish matters of fact from issues of judgment or opinion. Critical thinking skills and self-understanding through these courses provide a framework for lifelong learning in written and oral communication and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

- Students will comprehend and analyze written and oral information effectively.
- Students will use language as a tool for logical thought, clear and precise expression, and critical evaluation of communication.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area A. Include courses from at least two different disciplines.

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

See pages 43-45 for approved CSU GE-B Pattern, Area A courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COUNSELING (COU)

Associate in Arts in Liberal Arts: Natural Science and Mathematics

The Associate in Arts in Liberal Arts with an emphasis in Natural Science and Mathematics provides students the opportunity to develop knowledge of scientific theories, concepts, and data about both living and nonliving systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry. In addition, students shall develop skills and understanding beyond the level of intermediate algebra. Students will not just practice computational skills, but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning. Critical thinking skills and self-understanding through these courses provide a framework for lifelong learning in the math and science areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied towards an interdisciplinary degree. e.

Program Learning Outcomes:

- Students will solve problems using quantitative information in verbal, numeric, graphic, and symbolic form.
- Students will apply scientific and/or mathematical processes and theories to address real-world applications.
- Students will understand how findings and ideas in science can be applied to explain phenomena and events and influence the larger society.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area B list. At least one mathematics course and one science course must be included. These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

See pages 43-45 for approved CSU GE-B Pattern, Area B courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

COUNSELING (COU)

Associate in Arts in Liberal Arts: Social and Behavioral Sciences

The Associate in Arts in Liberal Arts with an emphasis in Social and Behavioral Sciences provides students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in liberal arts. Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree

Program Learning Outcomes:

- Students will evaluate and critique the interactions between individuals and the societies and/or social subgroups of which they are a part.
- Students will think critically about ways people have acted in response to their societies.
- Students will apply the principles, methodologies, value systems, ethics, and thought processes employed in human inquiry.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer, but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Arts graduation requirements.

Select a minimum of 18 units from the approved CSU GE-B Area D list. Include courses from at least two different disciplines. These courses emphasize the

perspectives, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences.

Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

See pages 43-45 for approved CSU GE-B Pattern, Area D courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

COUNSELING (COU)

Certificate of Achievement in Transfer Studies - CSU GE-B

The Certificate of Achievement in Transfer Studies – CSU GE-B is designed to provide students the knowledge, skills, experiences, and perspectives that will enable them to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning. These courses offer the opportunity for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, technology, lifelong learning and self-development, and physical and emotional health throughout a lifetime. The variety of different subjects provide a well-rounded or "liberal" education and develop the knowledge, skills, and attitudes that together help create an educated person.

Program Learning Outcomes:

- Students will engage in meaningful verbal and nonverbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.
- Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques, to the analysis of relevant questions, problems, or issues.
- Students will analyze the interconnectivity between social, political, economic, and ecological systems to effectively live and work in diverse communities.
- Students will apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Career/Transfer Opportunities:

This certificate is designed for students who intend to complete university general education requirements prior to transfer to a California State University (CSU) campus. Completion of the California State University General Education – Breadth (CSU GE-B) will permit a student to transfer from a California Community College to a CSU campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

See CSU GE-B course listing on pages 43-45

Total Required Units: **39.0 - 48.0**

COUNSELING (COU)

Certificate of Achievement in Transfer Studies - IGETC

The Certificate of Achievement in Transfer Studies – IGETC is designed to provide students the knowledge, skills, experiences, and perspectives that will enable them to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning. These courses offer the opportunity for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, technology, lifelong learning and self-development, and physical and emotional health throughout a lifetime. The variety of different subjects provide a well-rounded or "liberal" education and develop the knowledge, skills, and attitudes that together help create an educated person.

Program Learning Outcomes:

- Students will engage in meaningful verbal and non-verbal expression through written, oral, signed, and/or artistic communication of ideas and concepts.
- Students will apply principles of scientific and critical inquiry, including quantitative and qualitative techniques, to the analysis of relevant questions, problems, or issues.
- Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Students will apply techniques for physical and mental development that include the application of ethical principles to personal, academic, and professional matters.

Career/Transfer Opportunities:

This certificate is designed for those who intend to complete university general education requirements prior to transfer to a California State University (CSU) or University of California (UC) campus. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College to a CSU or UC campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

See IGETC course listing on pages 40

Total Required Units: **34.0 - 43.0**

ECONOMICS (ECN)

Associate in Arts in Economics for Transfer (AA-T)

The Associate in Arts in Economics for Transfer (AA-T in Economics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Economics. California Community College students who are awarded an Associate in Arts in Economics for Transfer (AA-T in Economics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Program Learning Outcomes:

- Students will apply general economic theories and models to describe economic phenomena.
- Students will analyze and make predictions about the impact of government intervention. and changing market conditions on consumer and producer behavior and well-being.
- Students will generate constructive analysis and creative solutions to real world issues. by drawing upon relevant data and utilizing suitable economic theories.

Career/Transfer Opportunities:

Career Opportunities include the following: economist, loan officer, systems analyst, project administrator, research assistant, sales engineer, state policy analyst, statistician, systems analyst, personal banker, insurance agent, stock broker, investment advisor, financial analyst, financial advisor, economic affairs officer, and many more.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better;

b. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0 and;

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended. .

Core Curriculum Courses Required:		Units
(16-17 units):		
ECN 001A	Principles of Macroeconomics	4.0
ECN 001B	Principles of Microeconomics	4.0
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors	4.0
MAT 012	Calculus for Business and Social Sciences OR	4.0
MAT 003A	Analytic Geometry and Calculus I	5.0

List A - Select one course (3-5 units):		Units
ACC 001A	Financial Accounting	4.0
ACC 001B	Managerial Accounting	4.0
BUS 021	Introduction to Business Computing	3.0
BUS 078B	Business Communications	3.0
MAT 008	Finite Mathematics	3.0
MAT 003B	Analytic Geometry and Calculus II	5.0

List B - Select one course (3-5 units):		Units
Any course not selected from List A		
ECN 006 T	he Global Economy	3.0
MAT 004A	Multivariable Calculus	4.0
MAT 004C	Linear Algebra	4.0

Units Required for the Major: **22.0-26.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

ENGINEERING (EGR)

Associate in Science in Engineering

Engineers design and create the future. They use the principles of math, science, and engineering to design and build new products or to develop large-scale systems such as a transportation network or a water treatment plant. Engineering problems usually involve teams of people, so engineers must work well with others and communicate effectively.

The Associate in Science in Engineering is designed to prepare students for transfer to engineering programs at four-year universities. Upon completion of the Associate in Science in Engineering, students will possess the knowledge and skills required for upper-division coursework in Engineering.

Program Learning Outcomes:

- Students will analyze and interpret experimental results and/or data to make engineering problem decisions.
- Students will use math, science, and engineering concepts to describe, formulate, and solve engineering problems.
- Students will communicate the results of design and/or analysis orally and through text and graphics.
- Students will work effectively in teams.

Career/Transfer Opportunities:

Career opportunities include the following: aerospace, architectural, bioengineering, biomedical, chemical, and civil, computer, electrical, environmental, industrial, manufacturing, materials, and nuclear. More career information can be found at http://tryengineering.org/become-an-enginner.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Complete 18 units from:		Units
EGR 010	Introduction to Engineering or	4.0
EGR 010H	Introduction to Engineering - Honors	4.0
EGR 023	Mechanics - Statics	3.0
EGR 024	Introduction to Circuit Analysis	3.0
EGR 024L	Introduction to Circuit Analysis Lab	1.0
EGR 025	Engineering Graphics and Design	4.0
EGR 026	Engineering Materials	4.0
EGR 030	Introduction to Computing for Engineers	4.0
PHY 004A	Engineering Physics-Mechanics	5.0
PHY 004B	Engineering Physics-Electricity and Magnetism	4.0
PHY 004C	Engineering Physics-Light and Heat	4.0
PHY 004D	Engineering Physics-Atomic	2.0
MAT 005	Programming and Problem-Solving in MATLAB	3.0

Required Units for the Major: **18.0**

A minimum of 11 units must be in Engineering courses.

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

ENGLISH (ENG)

Associate in Arts in English for Transfer (AA-T)

The Associate in Arts in English for Transfer (AA-T in English) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in English. California Community College students who are awarded an Associate in Arts in English for Transfer (AA-T in English) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in English for Transfer (AA-T in English) provides students with a strong foundation in critical reading, writing, and thinking as well as literary analysis and research methods. Students majoring in English enroll in survey courses, which expose them to a range of types and styles of literature, courses in ethnic literatures, and courses in special topics such as film and creative writing. Upon completion of the the Associate in Arts in English for Transfer (AA-T in English), students will possess the knowledge and skills required for upper-division coursework in English. In addition, students will have gained preparation for careers in fields such as law, government, business, entertainment, advertising, public relations, writing, editing, and education.

Program Learning Outcomes:

- Students will write focused organized, well-developed essays that support clear thesis statements and demonstrate competence in Standard English grammar and usage.
- Students will demonstrate critical thinking skills by analyzing and evaluating academic essays and literature.
- Students will formulate and clearly communicate their positions on diverse issues.
- Students will write a research paper that demonstrates the effective evaluation, integration, and documentation of sources.

Career/Transfer Opportunities:

Students will be eligible to major in English upon successful completion of the program. Possible career options for students completing the Associate in Arts in English for Transfer and transferring to a four-year institution include: advertising, business, civil service, editing, journalism, law, library science, management, marketing communication, politics, public relations, publishing, research, teaching, technical communications, or writing.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		**Units**
ENG 001B	English Composition	3.0
ENG 001C	Clear Thinking in Writing	3.0

List A - Select two (2) courses (a minimum of 6 units):		**Units**
ENG 005A	English Literature through 18th Century	3.0
ENG 005B	English Literature from 19th Century to Present	3.0
ENG 006B	Survey of World Literature	3.0
ENG 007A	American Literature to 1865	3.0
ENG 007B	American Literature 1865 to present	3.0

List B - Select one (1) course (minimum 3 units):		**Units**
Any course from List A not used above		
ENG 015	Introduction to Film Analysis	3.0
ENG 048	Introduction to Shakespeare	3.0
ENG 070	Creative Writing	3.0

List C - Select one (1) course (minimum of 3 units):	**Units**
Any course from List A or List B not used above	
BUS 078BBusiness Communications	3.0
ENG 043Classical Mythology	3.0
FRN 001First Semester French (Elementary Level)	5.0
FRN 002Second Semester French	5.0
FRN 003Third Semester French	5.0
FRN 004Fourth Semester French	5.0
HUM 001AHuman Values in and From the Arts	3.0
HUM 001BHuman Values in and From the Arts	3.0
JPN 001Japanese I	5.0
JPN 002Second Semester Japanese	5.0
SPA 001First Semester Spanish (Elementary Spanish)	5.0
SPA 002Second Semester Spanish (Elementary Level)	5.0
SPA 003Third Semester Spanish	5.0
SPA 004Fourth Semester Spanish	5.0
SPA 050ABasic Conversational Spanish and Culture	3.0
SPA 050BBasic Conversational Spanish and Culture	3.0
VIE 001First Semester Vietnamese	5.0
VIE 002Second Semester Vietnamese	5.0
VIE 049AVietnamese for the Vietnamese-Speaking	3.0
VIE 049BVietnamese Language and Culture for	3.0

Required Units for the Major:	**18.0-20.0**
Completion of General Education Requirements and electives as needed to reach 60 units.	
Total Required Units:	**60.0**

ENGLISH AS A SECOND LANGUAGE (ESL)

Certificate of Proficiency in English as a Second Language

The Certificate of Proficiency in English as a Second Language at Mission College serves students who are non-native speakers of English as a second language. The program prepares students of all ages and backgrounds who want to improve English to earn a college degree, improve their employment opportunities, and participate in their local communities. The program provides students with the skills needed to achieve their academic, career, and lifelong-learning goals. Courses provide instruction in English as a second language at six different proficiency levels from high-beginning to advanced. The certificate is earned upon completion of the advanced level courses of ESL 970LS (Listening/Speaking), ESL 970GW (Grammar/Writing), and ESL 970RV (Reading/Vocabulary).

ESL Course Offerings

The English as a Second Language Department offers a total of 15 core and 10 elective lecture courses that span six levels of language proficiency, from high-beginning to advanced, to one level below transfer. These courses teach the English language skills of writing, reading, listening, speaking, grammar, and pronunciation.

Courses are usually offered twice a week, Monday/Wednesday or Tuesday/Thursday, in day or night sessions. Each course has a number of set 'units', ranging from three to five units. Each unit represents the number of hours in class time each week over the course of a 16-week semester. For example, a three unit course meets

for an hour and a half twice a week. There are two online courses of Listening and Culture at the high-beginning and low-intermediate levels.

Many of our listening/speaking and pronunciation courses offer practice in our fully-equipped, state-of-the-art multimedia ESL Language Laboratory. There is an ESL Open Lab, where students can practice ESL language skills independently with the assistance from a lab instructor.

Program Learning Outcomes:

- Students will identify and use the grammatical elements of college-level Standard English to write an essay using academic vocabulary.
- Students will read a novel at the adult level and respond orally and in writing to fictional elements such as character, plot, and theme.
- Students will write an outline for and answer detailed questions about academic lectures and news broadcasts and summarize lectures, literary and non-literary works orally and in writing.
- Students will participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion, add information, disagree, agree, and summarize in both academic and professional settings on a variety of concrete and abstract topics.
- Students will produce speech which is intelligible and accurately articulated.

Career/Transfer Opportunities:

Many ESL students continue to study at Mission College in Career Technical Education, certificate programs and transfer majors. Popular courses of study are accounting, business, graphic arts and/or design, nurse assistant, child development, hospitality management, and the flagship LVN to RN program.

Required Courses:		Units
ESL 970LS	Advanced Listening and Speaking	3.0
ESL 970GW	Advanced ESL Composition and Grammar	5.0
ESL 970RV	Advanced Reading and Vocabulary	3.0
Total Required Units:		**11.0**

FIRE PROTECTION TECHNOLOGY (FPT)

Associate in Science in Fire Technology

Firefighting is a dynamic public safety profession that requires a wide and ever-changing range of knowledge and skills. Areas of necessary knowledge include safety, fire behavior and suppression, rescue, emergency medical service delivery and operations, hazardous materials, building construction, detection and signaling systems and the incident command system. This program focuses on preparing the student for their first career in the fire service. This program includes educational opportunities for those employed within the fire service, as well as those within volunteer fire agencies. Courses include those required for transfer to four-year colleges, those required to meet eligibility requirements for employment, and those required for incentive salary increases and promotions.

Program Learning Outcomes:

- Students will be able to engage in patient assessment considering patient pathophysiology and implement appropriate emergency medical care.
- Students will be able to identify and analyze building components, hazardous materials classifications and automated suppression systems.
- Students will be able to evaluate fire behavior and combustion and apply the appropriate fire suppression and rescue techniques. .

Career/Transfer Opportunities:

Career opportunities include the following: firefighter, firefighter-EMT, emergency medical technician, fire investigator, fire prevention specialist, fire marshal, deputy fire marshal, fire officer, chief officer, hazardous materials, and public education.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
CHM 030A	Fundamentals of Chemistry	3.0
FPT 051	Fire Protection Organization	3.0
FPT 052	Fire Behavior and Combustion	3.0
FPT 053	Fire Protection Equipment and Systems	3.0
FPT 054	Building Construction for Fire	3.0
FPT 055	Fire Prevention Technology	3.0
FPT 056	Hazardous Materials Technology	3.0
MAT 000C	Intermediate Algebra	5.0

Plus 6 units from the following:		Units
KIN 039A	Fire Agility - Introduction	2.0
FPT 057	Rescue Practices	3.0
FPT 060	Wildland Fire Technology	3.0
FPT 061	Fundamentals of Fire Suppression	3.0
FPT 065	Emergency Medical Technician I Theory	6.0
FPT 065C	Emergency Medical Technician 1	0.5
FPT 065L	Emergency Medical Technician Laboratory	1.5
FPT 180	Emergency Medical Technician-I Refresher	2.0

Required Units for the Major:	**32.0**
Completion of General Education Requirements and electives as needed to reach 60 units.	
Total Required Units:	**60.0**

FOREIGN LANGUAGES

Associate in Arts in Spanish for Transfer (AA-T)

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Spanish. California Community College students who are awarded an Associate in Arts in Spanish for Transfer (AA-T in Spanish) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Spanish department offers courses that serve as a basis for broad liberal education, for advanced degrees and further study in languages, linguistics, English Literature, as preparation for a teaching credential, and as supplementary preparation for many professional fields including: emergency services, the legal and medical professions, social work, business, hospitality, information technology, foreign service, public relations, journalism, translation, and interpretation. Training in the Spanish language is widely considered essential preparation for teachers in California's public schools.

Program Learning Outcomes:

- Students will demonstrate comprehension by responding appropriately to written and spoken expressions of the target language according to the level of study.

- Students will speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language.
- Students will express ideas clearly and accurately in writing according to the level of study.
- Students will develop and demonstrate ability to value diverse cultural aspects and global awareness.
- Students will customize the mode of communication appropriate to the specific audience.

Career/Transfer Opportunities:

Spanish is the language of the majority of Western hemisphere countries and is also the fastest growing language in California. Students planning to work in the health industry, foreign service, hospitality, education, law or public service, information technology, agriculture, construction, knowledge of Spanish is an invaluable asset. A degree in Spanish is an excellent way to expand career opportunities.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSUGE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
SPA 001	First Semester Spanish (Elementary Spanish)	5.0
SPA 002	Second Semester Spanish (Elementary Level)	5.0
SPA 003	Third Semester Spanish OR	5.0
SPA 049A	Spanish for Heritage or Native Speakers	3.0
SPA 004	Fourth Semester Spanish	5.0

Select one (1) courses from the following:		Units
SPA 050A	Basic Conversational Spanish and Culture	3.0
SPA 050B	Basic Conversational Spanish and Culture	3.0
HUM 016A	Hispanic Roots & Culture	3.0

Required Units for the Major: **19.0-23.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Associate in Science in Graphic Arts

The pace and volume of content production continues to accelerate. This increasing demand for content promises to keep the graphic arts field expanding with a wealth of career and creative opportunities, both in the print field as well as in digital media. Opportunities range from electronic page layout, illustration, visual asset production, print production, image manipulation, and presswork, as well as production for the web and interactive media. This program emphasizes training in principles and techniques used in graphic art production for print and digital media, and students completing the program will be fluent in industry-standard software. This program differs from our graphic design programs in that it emphasizes software training while requiring fewer units of design-focused classes. However, graphic design principles are addressed in the core classes in this program. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will become proficient in software used in the print production environment and produce a long form project that is suitable for publication.
- Students will learn production techniques required in the production of digital media.
- Students will create original illustrations using Illustrator's creative tools.

Career/Transfer Opportunities:

Career opportunities include the following: commercial art, print production, web production, graphic arts production, as well as print and electronic publishing.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
GDS 062	Introduction to Adobe Illustrator	3.0
GDS 063	Introduction to Adobe InDesign	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 067	Advanced Adobe InDesign	3.0
GDS 068	Advanced Adobe Photoshop	3.0
GDS 085	Professional Portfolio and Design	2.0

Plus additional course(s) from the following (minimum of 23 units):		Units
GDS 060	Page Layout and Typography	3.0
GDS 035	Beginning Graphic Design	3.0
GDS 011	The History of Modern Design	3.0
GDS 055A	Design Agency and Branding	3.0
GDS 045	Web Design with HTML and CSS	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 046	EIntermediate Microsoft PowerPoint	1.0
GDS 056	Advanced Presentation Design	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033C	Basic Design: Color	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 080	Packaging Design	3.0
GDS 015	Photo-media and Social Change	3.0

Required Units for the Major: **23.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Associate in Science in Graphic Design

The Associate in Science in Graphic Design provides opportunities for the student to develop fluency in contemporary graphic design issues and techniques. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to design techniques and principles to provide the basic skills necessary to enter many growing, professional fields. The student also learns software skills used in the production of graphic design deliverables for clients. Opportunities exist in advertising, print publishing, web publishing, mobile and desktop application design, and corporate communication. This program has

more training and units related to graphic design than the graphic arts programs emphasizes. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will be proficient in creating graphic design deliverables.
- Students will be proficient in current software packages used in graphic design production.
- Students will produce communication materials for clients that are appropriate and effective.

Career/Transfer Opportunities:

Career opportunities include the following: graphic design, commercial art production, packaging design, visual design, interaction design, interface design, advertising, print design, web production, mobile design, marketing communication, display design, brand identity, logo design, and photo editing.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
GDS 064	Introduction to Adobe Photoshop OR	3.0
GDS 068	Advanced Adobe Photoshop	3.0
GDS 035	Beginning Graphic Design	3.0
ART 031A	Beginning Drawing OR	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
GDS 062	Introduction to Adobe Illustrator OR	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 063	Introduction to Adobe InDesign OR	3.0
GDS 067	Advanced Adobe InDesign	3.0
GDS 045	Web Design with HTML and CSS	3.0
GDS 060	Page Layout and Typography	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 055A	Design Agency and Branding	3.0
GDS 085	Professional Portfolio and Design	2.0

Plus one additional course(s) required from the following to bring your total to a minimum of 32 units:		Units
GDS 011	The History of Modern Design	3.0
ART 031	BIntermediate Drawing	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 034A	Introduction to Digital Art	3.0
GDS 012	History of Photography	3.0
GDS 015	Photo-media and Social Change	3.0
GDS 073	Digital Photography	3.0
GDS 046	Intermediate Web Design with Dreamweaver and CSS	3.0
GDS 047	Web Animation	3.0
GDS 080	Packaging Design	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0
GDS 074	Digital Video Production with Final Cut Pro	3.0
GDS 081	Motion Graphics with After Effects	3.0
GDS 064*	Introduction to Adobe Photoshop	3.0
GDS 068*	Advanced Adobe Photoshop	3.0
ART 031A*	Beginning Drawing	3.0
ART 033A*	Basic Design: Two-Dimensional	3.0
GDS 062*	Introduction to Adobe Illustrator	3.0
GDS 066*	Advanced Adobe Illustrator	3.0
GDS 063*	Introduction to Adobe InDesign	3.0
GDS 067*	Advanced Adobe InDesign	3.0

**If not used as a Core Curriculum Course*

Required Units for the Major: 32.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Certificate of Achievement in Digital Illustration

The Certificate of Achievement in Digital Illustration provides the basic skills for students interested in the field of digital illustration. Graduates of the program might seek employment as medical, book, magazine, or newspaper illustrators, create illustrative work for training, and promotion in a corporate environment, or create digital illustrations for digital media projects and/or the web. Students learn technical and creative skills used in the creation of illustrations using both raster based and vector based software tools, while working on projects such as product illustrations. Many illustrators work as freelancers, and this is a competitive field which requires skill, drive, and talent to succeed. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will identify and apply the fundamentals of vector art creation and manipulation.
- Students will create technical product illustrations using both the vector and raster tools in Adobe Photoshop.
- Students will create original illustrations using a combination of Illustrator's creative tools, including various free-form drawing tools.

Career/Transfer Opportunities:

Career opportunities include the following: illustration, graphic arts production, advertising, web production, and fine art.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
ART 031A	Beginning Drawing OR	3.0
ART 031B	Intermediate Drawing	3.0
ART 034A	Introduction to Digital Art OR	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 062	Introduction to Adobe Illustrator OR	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 068	Advanced Adobe Photoshop	3.0
GDS 085	Professional Portfolio and Design	2.0

Plus additional course(s) required from the following to bring your total to a minimum of 17 units		Units
GDS 035	Beginning Graphic Design	3.0
GDS 073	Digital Photography	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0
ART 034B	Advanced Digital Art	3.0
ART 031A*	Beginning Drawing	3.0
ART 031B*	Intermediate Drawing	3.0
ART 034A*	Introduction to Digital Art	3.0
GDS 064*	Introduction to Adobe Photoshop	3.0
GDS 062*	Introduction to Adobe Illustrator	3.0
GDS 066*	Advanced Adobe Illustrator	3.0

**If not use as a Core Curriculum Course*

Total Required Units: 17.0

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Certificate of Achievement in Graphic Arts

The pace and volume of content production continues to accelerate. This increasing demand for content promises to keep the graphic arts field expanding with a wealth of career and creative opportunities, both in the print field as well as in digital media. Opportunities range from electronic page layout, illustration, visual asset production, print production, image manipulation, and presswork, as well as production for the web and interactive media. This program emphasizes training in principles and techniques used in graphic art production for print and digital media, and students completing the program will be fluent in industry-standard software. This program differs from our graphic design programs in that it emphasizes software training while requiring fewer units of design-focused classes. However, graphic design principles are addressed in the core classes in this program. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will become proficient in software used in the print production environment and produce a long form project that is suitable for publication.
- Students will learn production techniques required in the production of digital media.
- Students will create original illustrations using Illustrator's creative tools.

Career/Transfer Opportunities:

Career opportunities include the following: commercial art, print production, web production, graphic arts production, as well as print and electronic publishing.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
GDS 062	Introduction to Adobe Illustrator	3.0
GDS 063	Introduction to Adobe InDesign	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 067	Advanced Adobe InDesign: Portfolio	3.0
GDS 068	Advanced Adobe Photoshop	3.0

Plus three (3) units from the following:		Units
GDS 035	Introduction to Computer Graphic Design	3.0
GDS 045	Web Page Design with XHTML	3.0
GDS 060	Page Layout and Typography	3.0
GDS 085	Professional Portfolio and Design	2.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0

Total Required Units: 21.0

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GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Certificate of Achievement in Graphic Design

The Certificate of Achievement in Graphic Design provides opportunities for the student to develop fluency in contemporary graphic design issues and techniques. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to design techniques and principles to provide the basic skills necessary to enter many growing, professional fields. The student will also learn software skills used in the production of graphic design deliverables for clients. Opportunities exist in advertising, print publishing, web publishing, mobile and desktop application design, and corporate communication. This program has more training and units related to graphic design than the graphic arts programs emphasizes. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will be proficient in creating graphic design deliverables.
- Students will be proficient in current software packages used in graphic design production.
- Students will produce communication materials for clients that are appropriate and effective.

Career/Transfer Opportunities:

Career opportunities include the following: graphic design, commercial art production, packaging design, visual design, interaction design, interface design, advertising, print design, web production, mobile design, marketing communication, display design, brand identity, logo design, and photo editing.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
GDS 035	Beginning Graphic Design	3.0
GDS 064	Introduction to Adobe Photoshop OR	3.0
GDS 068	Advanced Adobe Photoshop	3.0
ART 031A	Beginning Drawing OR	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
GDS 062	Introduction to Adobe Illustrator OR	3.0
GDS 066	Advanced Adobe Illustrator	3.0
GDS 063	Introduction to Adobe InDesign OR	3.0
GDS 067	Advanced Adobe InDesign	3.0
GDS 045	Web Page Design XHTML and CSS	3.0
GDS 060	Page Layout and Typography	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 055A	Design Agency and Branding	3.0
GDS 085	Professional Portfolio and Design	2.0

Plus additional course(s) required from the following to bring your total to a minimum of 32 units:		Units
GDS 011	The History of Modern Design	3.0
ART 031B	Intermediate Drawing	3.0
ART 033B	Basic Design: Three-Dimensional	3.0
ART 034A	Introduction to Digital Art	3.0
GDS 012	History of Photography	3.0
GDS 015	Photo-media and Social Change	3.0
GDS 073	Digital Photography	3.0
GDS 046	Intermediate Web Design with Dreamweaver and CSS	3.0
GDS 047	Web Animation	3.0

GDS 080	Packaging Design	3.0
GDS 039A	3D Animation and Modeling Using Maya	3.0
GDS 074	Digital Video Production with Final Cut Pro	3.0
GDS 081	Motion Graphics with After Effects	3.0
GDS 064*	Introduction to Adobe Photoshop	3.0
GDS 068*	Advanced Adobe Photoshop	3.0
ART 031A*	Beginning Drawing	3.0
ART 033A*	Basic Design:Two-Dimensional	3.0
GDS 062*	Introduction to Adobe Illustrator	3.0
GDS 066*	Advanced Adobe Illustrator	3.0
GDS 063*	Introduction to Adobe InDesign	3.0
GDS 067*	Advanced Adobe InDesign	3.0

**If not used as a Core Curriculum Course.*

Total Required Units: 32.0

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GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Certificate of Achievement: Web Developer

Businesses, schools, community groups and other organizations all need a presence on the web, and the need for skilled web developers continues with the increasing volume of online content. Web developers are critical to creating and maintaining this online content. This certificate focuses on the scripting and programming used on the web. A web developer may focus on the back end or server-side of web delivery to ensure that a website functions correctly and efficiently, or on the front end helping to create interactions for users. Possible careers include Front-end Web Developer or Back-end Web Developer. Upon successful completion of the certificate, students will be able to develop front end code for interactive websites using technologies and languages including HTML, CSS, and JavaScript, and apply current technologies in back end web development such as MySQL, PHP and CMS Systems. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will develop front end code for interactive websites using technologies and languages including HTML, CSS, and JavaScript.
- Students will be able to identify, explain, and apply current technologies in back end web development such as MySQL, PHP and CMS Systems as applied to the creation of websites.

Career/Transfer Opportunities:

Career opportunities include the following: front-end web development, back-end web development, content management, web production, information architecture, application development, and mobile development.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
GDS 045	Web Design with HTML and CSS	3.0
GDS 046	Intermediate Web Design with Dreamweaver and CSS	3.0
GDS 089	Javascript 1	3.0
CIS 086	Web Development with PHP and MySQL	3.0

Select one (1) course from the following:		Units
CIS 007	Python Programming OR	4.0
CIS 088	Advanced Javascript for Web Developers OR	4.0
GDS 047	Web Animation OR	3.0
GDS 049	Wordpress and Content Management Systems OR	3.0
GDS 051	Mobile Application and Web Development with Web Standards	3.0

Plus select additional courses (6-7 units) to complete the required minimum total of 22 semester units:		Units
CIS 007*	Python Programming	4.0
CIS 088*	Advanced Javascript for Web Developers	4.0
CIS 082	Ruby and Ruby on Rails	4.0
CIS 043	Software Development With Java	4.0
CIS 055	Introduction to Database and SQL	3.0
CIS 044	Introduction to Data Structures Using Java	4.0
CIS 045	Linux Essentials I	3.0
CIS 047	Linux System Administration I	4.0
GDS 047*	Web Animation	3.0
GDS 049*	Wordpress and Content Management Systems	3.0
GDS 051*	Mobile Application and Web Development with Web Standards	3.0
CIS 056	Database Essentials - PL/SQL	3.0

Total Required Units: 22.0-23.0

Gainful Employment Disclosure Information

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GRAPHIC DESIGN AND MULTIMEDIA (GDS)

Certificate of Achievement in Web Design

The Certificate of Achievement in Web Design is intended to provide the necessary basic technical and creative skills for those planning to enter this growing field of visual communication. The program will prepare students for positions in the web design field such as entry level web designers, user experience designers, content developers, and information architects. Other examples where students might find employment using their creative problem-solving and design skills might include website development, interaction design, and the creation of interactive media such as digital publications, marketing presentations, or interactive learning products. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication as applied to Interactive and Web Design, along with the basic coding skills and software skills used in web design and related fields. The certificate includes training in basic front-end coding. This program differs from the Web Development Certificate in its emphasis on the design and strategy aspects or web production, whereas the Web Development includes more training on back-end (server-side) coding. The classes in the core requirements should be taken in the general order that they are listed.

Program Learning Outcomes:

- Students will be able to identify, explain, and apply advanced design principles such as typography, color and layout to the creation and evaluation of web designs.
- Students will be able to generate documents related to User Experience Design such as wireframes and personas.

- Students will apply the technical concepts and best practices used in web design and development at an intermediate level.

Career/Transfer Opportunities:

Career opportunities include the following: web design, user experience design, interaction design, web production, interface design, information architecture, visual design, application design, and mobile design.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
GDS 035	Beginning Graphic Design	3.0
GDS 064	Introduction to Adobe Photoshop	3.0
GDS 070	User Experience, Interface, and Multimedia Design	3.0
GDS 045	Web Design with XHTML and CSS	3.0
GDS 046	Intermediate Web Design with Dreamweaver and CSS	3.0
GDS 060	Page Layout and Typography	3.0
GDS 085	Professional Portfolio and Design	2.0

Select one (1) course from the following:		Units
GDS 047	Web Animation OR	3.0
GDS 049	Wordpress and Content Management Systems OR	3.0
GDS 051	Mobile Application and Web Development with Web Standards	3.0

Plus additional course(s) required from the following to bring your total to a minimum of 24 units:		Units
GDS 089	Javascript 1	3.0
GDS 062	Introduction to Adobe Illustrator	3.0
GDS 047*	Web Animation	3.0
GDS 049*	Wordpress and Content Management Systems	3.0
GDS 051*	Mobile Application and Web Development with Web Standards	3.0
GDS 088A	Introduction to Javascript for the Web	1.0
GDS 088B	Intermediate Javascript for the Web	2.0
GDS 055A	Design Agency and Branding	3.0
GDS 074	Digital Video Production with Final Cut Pro	3.0
CAP 092A	Introduction to Cloud Technologies and Social Media	2.0
ART 033A	Basic Design: Two-Dimensional	3.0
BUS 084	Internet Marketing	3.0
CIS 086	Web Development with PHP and MySQL	3.0

**This course may only be used as an elective to meet the requirements of the Certificate if not already used as a Core Curriculum Course.*

Total Required Units: 24.0-26.0

Gainful Employment Disclosure Information

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HEALTH OCCUPATIONS (HOC)

Associate in Science in Community Health Worker

The Community Health Worker (CHW) Associate Degree provides the opportunity for the student to develop skills as frontline public health worker who is a trusted member of and/or close understanding of the community they serve. This relationship enables the CHW to serve as a liaison between health services and the community. Course requirements for the major can be completed in two or three semesters of study. Classroom theory is applied in a CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy degree requirements.

Program Learning Outcomes:

- Students will be able to identify the personal qualities, core competencies relating to work-setting skills, knowledge base, health promotion/education, and service coordination, researching and health coaching.
- Students will know the current community health care issues and community agencies and resources available for consumers today.
- Students will be able to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural back grounds, intellectual and emotional abilities.

Career/Transfer Opportunities:

A community health worker builds health understanding and self-sufficiency in individuals within the community through a range of activities such as: outreach, community education, informal counseling, social support and advocacy.

Core Curriculum Courses (Required)		Units
HOC 001	Medical Terminology	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 062B	An Introduction to Microsoft Excel	1.0
PSY 012	Human Growth and Development	3.0
HOC 005	Introduction to Community Health Worker	3.0
HOC 006	Personal Health and Life Style	3.0
HOC 008	Chronic Disease Management and Community Wellness	3.0
HOC 010	Health Communication: Health Literacy, Health Coaching, and Motivational Interviewing	3.0
HOC 012	Community Health Worker Internship	3.0

AREAS OF EMPHASIS

CHW program with emphasis on Geriatric Care.

Complete the following courses:		Units
HOC 028	Care of the Geriatric Patient	1.0
HOC 004	First Aid and CPR	0.5
HOC 019A	Nursing Assistant Fundamentals	4.0
HOC 019B	Nursing Assistant Clinical Experience	2.0
HOC 019F	Home Health Aide Fundamentals	1.5
HOC 019G	Home Health Aide Clinical	0.5
HOC 003	Emergency/Disaster Preparedness for Allied Health Professionals	0.5

OR

CHW program with Emphasis on Cognitive Disability- Mental Illness.

Take the following three courses:		Units
PSY 001	General Psychology	3.0
PSY 030	Psychology of Addiction and Substance Abuse	3.0
HOC 023B	Beg. Cognitive Disabilities - Mental Health Theory	1.0

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CHW program with an Emphasis on Cognitive Disability-Developmental Disability.

Take the following course:		Units
HOC 023C	Beg. Cognitive Disabilities - Developmental Disability Theory	1.0

Required Units for the Major: 26.0-35.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

HEALTH OCCUPATIONS (HOC)

Associate in Science Registered Nursing (LVN to RN)

The Associate Degree (LVN-to-RN) Nursing curriculum is approved through the California Board of Registered Nursing (BRN) and is designed to prepare students to take the National Council Licensure Examination-Registered Nursing (NCLEX-RN). Upon successful completion of the NCLEX-RN examination, the student becomes a Registered Nurse (R.N.).

Program Learning Outcomes:

- Students will demonstrate skills required for entry level practice.
- Students will demonstrate the use of theoretical and clinical skills during the performance of patient care to prepare for employment.
- Students will successfully pass the courses required to meet eligibility requirements for licensure and/or certification examination.

Career/Transfer Opportunities:

Employment opportunities following the acquisition of the license include hospitals, clinics, home-care, and community centers.

Admission to the LVN-to-RN Program

The Nursing program is limited in the number of students it can admit each year. Applicants are cautioned that satisfaction of the prerequisite requirements qualifies them only for consideration for admission to the program. There is a selection procedure which assists us to select qualified applicants.

Prerequisite Requirements for Admission to the LVN-to-RN Program

1. High school graduate or equivalent
2. Proof of active LVN license (copy)
3. Minimum cumulative GPA of 2.5 for all college coursework
4. Satisfactory score on the Test of Essential Academic Skills (TEAS)
5. Completion of the LVN-to-RN Course prerequisites listed below (18 units):

- Human Anatomy (one, 5-unit semester course or equivalent, e.g. BIO 047)
- Human Physiology (one, 5-unit semester course or equivalent, e.g. BIO 048)
- Microbiology (one, 5-unit semester course or equivalent, e.g. BIO 004)
- English Composition (ENG 001A or equivalent with minimum grade of "C")

NOTE: Applicants must have a minimum overall college GPA of 2.5 and no less than 2.5 GPA for Human Anatomy, Human Physiology, and Microbiology combined, with no grade less than a "C" for each course and no more than one repetition for any of the three courses.

LVN-RN Program Requirements following Admission

Following admission to the program, the following requirements must be met:

- A Physical Exam documented on the Mission College Health Appraisal form, which considers the student free from communicable disease and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella.
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician.
- Current Cardiopulmonary Resuscitation certification, CPR for Health Care Provider or CPR for Professional Rescuer.
- Criminal background check. If you have been convicted of any offense other than a minor traffic violation, you may not qualify to be licensed as a registered nurse. Each case is reviewed and determined by the California Board of Registered Nursing. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. (www.rn.ca.gov)

LVN-to-RN Program Course Requirements

After completion of the Role Transition Courses (HOC 050 and 050A) the LVN-to-RN program consists of two additional semesters. Classroom instruction is offered concurrently with clinical experience. The Curriculum has been organized under the standards mandated by the State of California Board of Registered Nursing.

General Education course requirements mandated by the Board of Registered Nursing:* The following courses must be taken prior to the last semester of the LVN to RN program. These courses are necessary to be eligible to take the NCLEX to become an RN.

- General Psychology (PSY 001) or Human Psychology (PSY 012) or equivalent
- Public Speaking (COM 001 or equivalent)
- Intermediate Algebra (MAT 000C) or Statistics (MAT 010) or equivalent

Additional Mission College General Education course requirements:*

The following courses are necessary for the Associate Degree and must be completed prior to graduation.

- U.S. History (HIS 017A) or American Government (POL 001) or equivalent
- Information competency (LIB 010) or equivalent
- Arts and Humanities (3 units)

* It is highly recommended that students complete all general-education coursework prior to entry into the LVN to RN program.

LVN-to-RN Thirty-Unit Option

The thirty-unit option allows the LVN to sit for the NCLEX-RN examination after completion of a maximum of thirty units of course work in Health Occupations and related disciplines. Students who elect this option will not be a graduate of the Nursing program and will not receive a degree. The student will receive a license to practice only in the state of California after passing the NCLEX-RN examination. Practice outside the State of California may be limited. A conference with the Director of the LVN-to-RN program regarding the option is required before the student may elect this option as an education pathway.

LVN-to-RN Program Coursework		**24 Units**
Role Transition courses		**Units**
HOC 050	Role Transition LVN to RN	2.0
HOC 050A	Role Transition Clinical	1.0
Semester 1		**Units**
HOC 051	Community Mental Health Nursing	2.0
HOC 052	Intermediate Medical-Surgical Nursing Theory	3.0
HOC 053	Introduction to Clinical Judgment	1.0
HOC 054	Intermediate Clinical Practicum	4.0
Semester 2		**Units**
HOC 060	Advanced Maternal-Child Nursing	2.0
HOC 061	Advanced Medical-Surgical/Leadership Nursing	3.0
HOC 062	Leadership and Ethics	1.0
HOC 064	Advanced Clinical Practicum	5.0
Additional Requirements		
LVN-to-RN Program Prerequisite Courses		**18.0 Units**
BIO 004	Microbiology	5.0
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology	5.0
ENG 001A	English Composition	3.0

BRN-mandated General Education Requirements		**10-11 Units**
PSY 001	General Psychology OR	3.0
PSY 012	Human Psychology AND	3.0
MAT 000C	Intermediate Algebra OR	5.0
MAT 010	Elementary Statistics AND	4.0
COM 001	Public Speaking	3.0

LVN Advanced-Placement Credit **12.0 Units**

Required Units for the Major: **64.0-65.0**

Completion of General Education and electives as needed to reach 72 units.

Total Required Units: **72.0**

HEALTH OCCUPATIONS (HOC)

Associate in Science in Psychiatric Technician

The licensed psychiatric technician is a member of the health care team and works under the direction of a psychiatrist, registered nurse or other mental health personnel. Students who desire to earn an Associate in Science in Psychiatric Technician must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week are spent in clinical simulation. Students must achieve a score of 75% or higher in all courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination. Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, including information session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as need
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

Career/Transfer Opportunities:

Currently, skilled licensed psychiatric technicians are in high demand both locally and statewide. Career opportunities include the following: training developmentally disabled individuals in the community or developmental centers, and providing care for mentally ill people in the prison health system, private and municipal acute mental health facilities.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Major Requirements for the Psychiatric Technician Degree

Admission to the program is required prior to enrollment in these courses.

Students are strongly encouraged to complete all General Education requirements for the Associate's degree prior to beginning the required courses for the PT program.

Required Prerequisite Coursework and Certification		**Units**
BIO 022	Anatomy & Physiology for Allied Health Workers	4.0
HOC 020	Introduction to Professional Health Care	0.5

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENGL 908 or the equivalent, or be eligible for ENGL 001A, prior to enrolling in the program.

Semester I:		**Units**
HOC 022	Patient Nursing Care Fundamentals	1.5
HOC 023A	Beg. Medical-Surgical Nursing Theory	2.5
HOC 023B	Beg. Cognitive Disabilities - Mental Health Theory	1.0
HOC 023C	Beg. Cognitive Disabilities Developmental Disability Theory	1.0
HOC 024	Pharmacology A	1.0
HOC 025B	Fundamentals Skills/Simulation Lab	1.0
HOC 026B	Beg. Clinical Practicum	5.0
HOC 027	Nursing Process and Communication	2.0
PSY 012 *	Human Growth and Development	3.0

Semester II:		**Units**
HOC 033A	Int. Medical/Surgical Nursing Theory	2.0
HOC 033C	Int. Cognitive Disabilities - Mental Health Theory	2.5
HOC 033D	Int. Cognitive Disabilities - Devel. Disability Theory	2.5
HOC 034	Pharmacology B	1.0
HOC 035B	Int. Skills/Simulation Lab	1.0
HOC 036B	Int. Clinical Practicum	5.0
PSY 001 *	General Psychology	3.0

Semester III:		**Units**
HOC 043A	Adv. Medical/Surgical Theory	2.0
HOC 043C	Adv. Cognitive Disabilities - Mental Health Theory	2.5
HOC 043D	Adv Cognitive Disab - Developmental Disab. Theory	2.5
HOC 044	Pharmacology C	1.0
HOC 045B	Advanced Skills/Simulation Lab	1.0
HOC 046B	Advanced Clinical Practicum	5.0
HOC 047	Leadership and Professional Practice	1.5
NTR 015 *	Human Nutrition OR	3.0
NTR 040 *	Nutrition and Disease	3.0

**It is highly recommended that these courses be completed prior to starting the program.*

Required Units for the Major: **53.5**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **71.5**

HEALTH OCCUPATIONS (HOC)

Associate in Science in Vocational Nursing

The licensed vocational nurse is a member of the health care team and works under the direction of a registered nurse or physician. Students who desire to earn an Associate in Science in Vocational Nursing must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week in clinical simulation. Students must achieve a score of 75% or higher in all core courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the national licensing

examination (NCLEX-PN). Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, for information-session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content.

It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the Psychiatric Technician licensure and pass the national examination.

Career/Transfer Opportunities:

The licensed vocational nurse is a member of the health care team who works under the supervision of a registered nurse or physician. Employment opportunities for the licensed vocational nurse following licensure include sub-acute and extended care facilities, convalescent and rehabilitation institutions, home health agencies, and ambulatory care clinics.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Required Prerequisite Coursework and Certification		Units
BIO 022	Anatomy & Physiology for Allied Health Workers	4.0
HOC 020	Introduction to Professional Health Care	0.5

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENG 001A, prior to enrolling in the program.

Major Requirements for the Vocational Nursing Degree

Admission to the program is required prior to enrollment in these courses. Students are strongly encouraged to complete all General Education requirements for the Associate's degree prior to beginning the required courses for the VN program.

Semester I:		**Units**
HOC 022	Patient Nursing Care Fundamentals	1.5
HOC 023A	Beginning Medical-Surgical Nursing Theory 2	0.5
HOC 023B	Beginning Cognitive Disabilities - Mental Health Theory	1.0
HOC 024	Pharmacology A	1.0
HOC 025A	Fundamentals Skills/Simulation Lab	1.0
HOC 026A	Beginning Clinical Practicum	5.0
HOC 027	Nursing Process and Communication	2.0
HOC 028 *	Care of the Geriatric Patient	1.0

Semester II:		**Units**
HOC 032	Care of Obstetrical and Neonatal Patients	2.0
HOC 033A	Intermediate Medical/Surgical Nursing Theory	2.0
HOC 033B	Intermediate Project-Based Medical/Surgical Reasoning	1.5
HOC 034	Pharmacology B	1.0
HOC 035A	Intermediate Nursing Skills/Simulation Lab	1.0
HOC 036A	Intermediate Clinical Practicum	5.0
NTR 015 *	Human Nutrition OR	3.0
NTR 040 *	Nutrition and Disease	3.0

Semester III:		**Units**
HOC 042	Care of the Pediatric Patient	2.0
HOC 043A	Advanced Medical/Surgical Theory	2.0
HOC 043B	Advanced Project-Based Medical Surgical Reasoning	1.5
HOC 044	Pharmacology C	1.0
HOC 045A	Advanced Skills/Simulation Lab	1.0
HOC 046A	Advanced Clinical Practicum	5.0
HOC 047	Leadership and Professional Practice	1.5
PSY 012 *	Human Growth and Development 3.0	

**It is highly recommended that these courses be completed prior to starting the program.*

Required Units for the Major:	**47.5**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units:	**65.5**

HEALTH OCCUPATIONS (HOC)

Certificate of Achievement in Community Health Worker

The Community Health Worker (CHW) Associate Degree provides the opportunity for the student to develop skills as frontline public health worker who is a trusted member of and/or close understanding of the community they serve. This relationship enables the CHW to serve as a liaison between health services and the community. Course requirements for the major can be completed in two or three semesters of study. Classroom theory is applied in a CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy degree requirements.

Program Learning Outcomes:

- Students will be able to identify the personal qualities, core competencies relating to work-setting skills, knowledge base, health promotion/education, and service coordination, researching and health coaching.
- Students will know the current community health care issues and community agencies and resources available for consumers today.
- Students will be able to effectively advocate for environmental safety issues while working with clients of diverse ages, cultural back grounds, intellectual and emotional abilities.

Career/Transfer Opportunities:

A community health worker builds health understanding and self-sufficiency in individuals within the community through a range of activities such as: outreach, community education, informal counseling, social support and advocacy. Certificate requirements can be completed in two or three semesters of study. Classroom theory is applied in CHW Internship course with placement of the student to practice skills learned in a variety of healthcare settings. Students must maintain a grade of C or better in all core classes and program electives to satisfy certificate requirements.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses (Required)		Units
HOC 001	Medical Terminology	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 062B	An Introduction to Microsoft Excel	1.0
PSY 012	Human Growth and Development	3.0
HOC 005	Introduction to Community Health Worker	3.0
HOC 006	Personal Health and Life Style	3.0

HOC 008	Chronic Disease Management and Community Wellness	3.0
HOC 010	Health Communication: Health Literacy, Health Coaching, and Motivational Interviewing	3.0
HOC 012	Community Health Worker Internship	3.0

AREAS OF EMPHASIS: CHW program with emphasis on Geriatric Care.

Complete the following courses:		**Units**
HOC 028	Care of the Geriatric Patient	1.0
HOC 004	First Aid and CPR	0.5
HOC 019A	Nursing Assistant Fundamentals	4.0
HOC 019B	Nursing Assistant Clinical Experience	2.0
HOC 019F	Home Health Aide Fundamentals	1.5
HOC 019G	Home Health Aide Clinical	0.5
HOC 003	Emergency/Disaster Preparedness for Allied Health Professionals	0.5

OR

CHW program with Emphasis on Cognitive Disability- Mental Illness.

Take the following three courses:		**Units**
PSY 001	General Psychology	3.0
PSY 030	Psychology of Addiction and Substance Abuse	3.0
HOC 023B	Beg. Cognitive Disabilities - Mental Health Theory	1.0

-OR-

CHW program with an Emphasis on Cognitive Disability-Developmental Disability.

Take the following course:		**Units**
HOC 023C	Beg. Cognitive Disabilities - Developmental Disability Theory	1.0

Total Required Units: 26.0-35.0

Gainful Employment Disclosure Information:

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

HEALTH OCCUPATIONS (HOC)

Certificate of Achievement: Psychiatric Technician

The licensed psychiatric technician is a member of the health care team and works under the direction of a psychiatrist, registered nurse or other mental health personnel. Students who desire to earn an Associate in Science in Psychiatric Technician must complete the college graduation requirements. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week are spent in clinical simulation. Students must achieve a score of 75% or higher in all courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination. Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/ Health Occupations link, including information session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content.

It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the PT licensure and pass the national examination.

Career/Transfer Opportunities:

The licensed psychiatric technician is a member of the professional health services team who works with individuals who are mentally ill and/or developmentally disabled under the direction of a Psychiatrist, Registered Nurse or other mental health personnel. Currently, skilled licensed psychiatric technicians are in high demand both locally and statewide. Career opportunities include the following: training developmentally disabled individuals in the community or developmental centers and providing care for mentally ill people in the prison health system, private and municipal acute mental health facilities.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Required Prerequisite Coursework and Certification

		Units
BIO 022	Anatomy & Physiology for Allied Health Workers	4.0
HOC 020	Introduction to Professional Health Care	0.5

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENG 001A, prior to enrolling in the program.

Core Curriculum Courses Required

Semester I:		**Units**
HOC 022	Patient Nursing Care Fundamentals	1.5
HOC 023A	Beg. Medical-Surgical Nursing Theory	2.5
HOC 023B	Beg. Cognitive Disabilities - Mental Health Theory	1.0
HOC 023C	Beg. Cognitive Disabilities - Developmental Disability Theory	1.0
HOC 024	Pharmacology A	1.0
HOC 025B	Fundamentals Skills/Simulation Lab	1.0
HOC 026B	Beg. Clinical Practicum	5.0
HOC 027	Nursing Process and Communication	2.0
PSY 012 *	Human Growth and Development	3.0

Semester II:		**Units**
HOC 033A	Int. Medical/Surgical Nursing Theory	2.0
HOC 033C	Int. Cognitive Disabilities - Mental Health Theory	2.5
HOC 033D	Int. Cognitive Disabilities - Devel. Disability Theory	2.5
HOC 034	Pharmacology B	1.0
HOC 035B	Int. Skills/Simulation Lab	1.0
HOC 036B	Int. Clinical Practicum	5.0
PSY 001 *	General Psychology	3.0

Semester III:		**Units**
HOC 043A	Adv. Medical/Surgical Theory	2.0
HOC 043C	Adv. Cognitive Disabilities - Mental Health Theory	2.5
HOC 043D	Adv Cognitive Disab - Developmental Disab. Theory	2.5
HOC 044	Pharmacology C	1.0
HOC 045B	Advanced Skills/Simulation Lab	1.0
HOC 046B	Advanced Clinical Practicum	5.0
HOC 047	Leadership and Professional Practice	1.5
NTR 015 *	Human Nutrition OR	3.0
NTR 040 *	Nutrition and Disease	3.0

Total Required Units: 53.5

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

HEALTH OCCUPATIONS (HOC)

Certificate of Achievement in Vocational Nursing

The licensed vocational nurse is a member of the health care team and works under the direction of a registered nurse or physician. The certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 12 hours per week. Approximately 16 hours per week are spent in clinical experiences and three hours per week in clinical simulation. Students must achieve a score of 75% or higher in all core courses and a C or better in all other courses in the program. Upon completion of the program, students are eligible to apply for the national licensing examination (NCLEX-PN). Enrollment is limited. Students may obtain information from the Mission College website, under the Nursing/Health Occupations link, for information-session dates, application process, required courses, and recommended courses prior to entry into the program. Students are encouraged to make an appointment with a counselor for additional information and clarification. There is no recency requirement for required courses; however, you are held strictly accountable for knowledge of their content. It is highly recommend that you refresh your knowledge of these subjects if you took them more than five years ago.

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will demonstrate personal and professional growth.
- Students will successfully complete all requirements for eligibility to apply for the Psychiatric Technician licensure and pass the national examination

Career/Transfer Opportunities:

The licensed vocational nurse is a member of the health care team who works under the supervision of a registered nurse or physician. Employment opportunities for the licensed vocational nurse following licensure include sub-acute and extended care facilities, convalescent and rehabilitation institutions, home health agencies, and ambulatory care clinics.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Note: Please refer to the course descriptions on pages 124-134 for current VN courses. Health Occupation courses replaced Vocational Nursing (VN) courses.

Required Prerequisite Coursework and Certification	Units
BIO 022 Anatomy & Physiology for Allied Health Workers	4.0
HOC 020 Introduction to Professional Health Care	0.5

Students must provide proof of current California Nursing Assistant certification and BLS-CPR certification. Students must have completed ENG 908 or the equivalent, or be eligible for ENG 001A, prior to enrolling in the program.

Major Requirements for the Vocational Nursing Degree

Admission to the program is required prior to enrollment in these courses.

Semester I:		**Units**
HOC 022	Patient Nursing Care Fundamentals	1.5
HOC 023A	Beginning Medical-Surgical Nursing Theory 2	0.5
HOC 023B	Beginning Cognitive Disabilities - Mental Health Theory	1.0
HOC 024	Pharmacology A	1.0
HOC 025A	Fundamentals Skills/Simulation Lab	1.0
HOC 026A	Beginning Clinical Practicum	5.0
HOC 027	Nursing Process and Communication	2.0
HOC 028 *	Care of the Geriatric Patient	1.0

Semester II:		**Units**
HOC 032	Care of Obstetrical and Neonatal Patients	2.0
HOC 033A	Intermediate Medical/Surgical Nursing Theory	2.0
HOC 033B	Intermediate Project-Based Medical/Surgical Reasoning	1.5
HOC 034	Pharmacology B	1.0
HOC 035A	Intermediate Nursing Skills/Simulation Lab	1.0
HOC 036A	Intermediate Clinical Practicum	5.0
NTR 015 *	Human Nutrition OR	3.0
NTR 040 *	Nutrition and Disease	3.0

Semester III:		**Units**
HOC 042	Care of the Pediatric Patient	2.0
HOC 043A	Advanced Medical/Surgical Theory	2.0
HOC 043B	Advanced Project-Based Medical Surgical Reasoning	1.5
HOC 044	Pharmacology C	1.0
HOC 045A	Advanced Skills/Simulation Lab	1.0
HOC 046A	Advanced Clinical Practicum	5.0
HOC 047	Leadership and Professional Practice	1.5
PSY 012 *	Human Growth and Development	3.0

Total Required Units: 47.5

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

HEALTH OCCUPATIONS (HOC)

Certificate of Proficiency in Home Health Aide

The Certificate of Proficiency in Home Health Aide provide students with clinical experiences in skilled nursing facilities, and home health care. Completion of the Nursing Assistant Certificate courses provide eligibility for the National Nurse Aide Assessment Program (NNAAP) examination for the Certified Nursing Assistant (CNA). CNAs who complete the Home Health Aide course work are eligible to receive a California Certificate as a Home Health Aide (HHA).

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written, and technological methods.
- Students will critically analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed in the home setting.
- Students will identify personal and professional growth in daily clinical journals activities, with oral feedback from the instructor during post conference.

Career/Transfer Opportunities:

The Home Health Aide is a CNA is a member of the health care team who works under the supervision of the LVN, RN, or Physician. Employment opportunities for the Home Health Aide include private duty home care. Home health aides work primarily in homes and as a visiting care provider (ie: hospice care or public health aide).

Core Curriculum Courses Required:		Units
HHOC 003	Emergency/Disaster Preparedness for Allied Health Professionals	0.5
HOC 019F	Home Health Aide Fundamentals	1.5
HOC 019G	Home Health Aide Clinical	0.5

Total Required Units: 2.5

HEALTH OCCUPATIONS (HOC)

Certificate of Proficiency: Nursing Assistant

HEALTH OCCUPATIONS PROGRAM ACCEPTANCE POLICY

Due to requirements from the California Department of Public Health, acceptance into the Nursing Assistant program will be dependent on the following:

Nursing Assistant Program:

- Attendance at an information session (dates will be posted online)
- Completion of the College Placement Exam (assesses English, reading, and math)
- Submission of an application for the CNA program by the specified deadline. Applications are available online at www.missioncollege.org/depts/health/index.html/nursing
- It is recommended that students have completed HOC 001 prior to applying for this program.

For any questions regarding non-acceptance into a program, please contact a counselor for an educational plan.

The Nursing Assistant Certificate of Proficiency prepares students for entry-level employment in the healthcare field. Nursing Assistants provide direct care to patients in residential, skilled nursing and hospice care facilities under the supervision of a licensed nurse. Completion of the Nursing Assistant courses provides eligibility for the National Nurse Aide Assessment Program (NNAAP) examination for the Certified Nursing Assistant (CNA).

Program Learning Outcomes:

- Students will use the language of the profession of nursing to communicate appropriately using verbal, written and technological methods.
- Students will analyze relevant information in the utilization of the nursing process, applying principles of evidence-based practice as needed.
- Students will identify personal and professional growth through retrospection of nursing care.
- Students will complete all requirements for eligibility to apply for the Nursing Assistant Certification and pass the state examination.

Career/Transfer Opportunities:

The Certified Nursing Assistant is a member of the health care team who works under the LVN, RN or Physician. Employment opportunities for the Nursing Assistant include long-term care facilities, private duty, assisted living, adult day care facilities, pediatric sub-acute and mental health facilities. Home health aides work primarily in homes and as a visiting care provider (ie: hospice care or public health aide).

Core Curriculum Courses Required:		Units
HOC 019A	Nursing Assistant Fundamentals	4.0
HOC 019B	Nursing Assistant Clinical Experience	2.0
Total Required Units:		**6.0**

HISTORY (HIS)

Associate in Arts in History for Transfer (AA-T)

The Associate in Arts in History for Transfer (AA-T in History) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in History. California Community College students who are awarded an Associate in Arts in History for Transfer (AA-T in History) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts for Transfer in History provides students the opportunity to cultivate a broad perspective on history. The program is designed to stimulate appreciation for, and understanding of historical and cultural trends, and knowledge of key figures and events. The program is also designed to facilitate learning in such a way to allow students to make connections to modern institutions and ideas, patterns of change and progress, and encourage an interest in the 21st century world. Students will also refine their cognitive and analytical faculties through studying historical works, researching historical subjects, and writing using primary and secondary sources. Critical thinking skills and historical understanding through these courses provide a framework for lifelong study in the history and the humanities areas and offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

- Students will demonstrate the ability to identify major historical issues.
- Students will identify the main participants in historical events of the culture under study.
- Students will analyze major historical events either verbally or in writing.
- Students will define and be able to compare and contrast key historical issues and cultural assumptions.
- Students will become familiar with values of different cultures and societies and learn to appreciate them.

Career/Transfer Opportunities:

The program is intended for students who are considering transfer but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
HIS 017A	History of the United States to 1877 OR	3.0
HIS 017AH	History of the United States to 1877 – Honors	3.0
HIS 017B	History of the United States Since 1877 OR	3.0
HIS 017BH	History of the United States Since 1877 – Honors	3.0
List A: Select 2 courses (6 total units):		**Units**
HIS 004A	History of Western Civilization OR	3.0
HIS 004AH	History of Western Civilization – Honors OR	3.0
HIS 015	World History to 1500 OR	3.0
HIS 015H	World History to 1500 – Honors OR	3.0
HIS 004B	History of Western Civilization OR	3.0
HIS 004BH	History of Western Civilization - Honors OR	3.0
HIS 016	World History Since 1500 OR	3.0
HIS 016H	World History Since 1500 – Honors	3.0

List B: Select one course from Area 1 and one course from Area 2 (6-8 total units)		Units
Area 1 – Diversity:		
HIS 015*	World History to 1500 OR	3.0
HIS 015H*	World History to 1500 – Honors OR	3.0
HIS 016*	World History Since 1500 OR	3.0
HIS 016H*	World History Since 1500 – Honors	3.0
HIS 031	History of East Asia	3.0
HUM 016A	Hispanic Roots and Culture	3.0
HUM 018	African-American Culture and Humanities	3.0
HUM 022	Introduction to Islam	3.0
FRN 001	First Semester French (Elementary Level)	5.0
FRN 002	Second Semester French	5.0
FRN 003	Third Semester French	5.0
FRN 004	Fourth Semester French	5.0
JPN 001	First Semester Japanese	5.0
JPN 002	Second Semester Japanese	5.0
SPA 001	First Semester Spanish (Elementary Spanish)	5.0
SPA 002	Second Semester Spanish (Elementary Level)	5.0
SPA 003	Third Semester Spanish	5.0
SPA 004	Fourth Semester Spanish	5.0
SPA 050A	Basic Conversational Spanish and Culture	3.0
SPA 050B	Basic Conversational Spanish and Culture	3.0
VIE 001	First Semester Vietnamese	5.0
VIE 002	Second Semester Vietnamese	5.0
VIE 049A	Vietnamese for the Vietnamese – Speaking	3.0
VIE 049B	Vietnamese Language and Culture for Fluent Speakers	3.0

**Only if not already selected for List A.*

Area 2:		Units
ANT 003	Introduction to Cultural Anthropology	3.0
COM 012	Introduction to Intercultural Communication	3.0
COU 055	Valuing Diversity	3.0
GLB 001	Global Perspectives	3.0
GLB 002	Global Issues	3.0
HIS 020	History and Geography of California	3.0
HUM 007	International Films	3.0
POL 001	American Government	3.0
POL 004	International Relations	3.0
POL 007	International Films	3.0
PSY 001	General Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Required Units for the Major: 18.0-20.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

HOSPITALITY MANAGEMENT (HMT)

Associate in Science in Hospitality Management

The Associates of Science degree in Hospitality Management provides the marketable skills necessary for upward success in the hospitality and restaurant industry. Graduates learn hospitality theory as well as functional hands on skills necessary to supervise and manage successfully in this dynamic industry. The core classes should be taken in the recommended sequence.

Program Learning Outcomes:

- Students will be able to effectively motivate a diverse team toward efficient and effective workplace execution through the application of transformational management/leadership concepts.
- Students will reach sound operational conclusions and decisions based on an "audit trail" analysis of source documentation.
- Students will translate strategic objectives and summary business statements into effective daily operational practices.
- Students will conceptualize the functions of primary departments/work stations within full-service food service, lodging and other hospitality operations.

Career/Transfer Opportunities:

Pathway to supervision and management in the commercial food service industry; resort and lodging management; event planning; management and leadership in managed services.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
FDR 050A	Introduction to the Hospitality Industry	3.0
FDR 051	Basic Food Preparation	5.0
FDR 051S I	ntroductory Catering Operations Lab	0.5
INF 050	Sanitation and Safety	2.0
FDR 075	Menu Planning	2.0
FDR 054	Hotel and Restaurant Accounting	3.0
FDR 055	Procurement for Foodservice Operations	3.0
FDR 058	Food, Beverage and Labor Cost Controls	3.0
FDR 059	Hospitality Supervision and Leadership	4.0
FDR 060A	Food Service Facilities Planning	3.0
FDR 076	Sales and Marketing in the Hospitality Industry	3.0
FDR 052	Quantity Foods Operation	6.0
FDR 052S	Quantity Foods Lab	0.5
FDR 053	Restaurant Operations	6.0
FDR 053S	Restaurant Operations Lab	0.5
CAP	Any Computer Applications course(s) totaling one unit.	1.0
NTR 015	Human Nutrition 3.0	
WRK 300HM	Occupational Work Experience for Hospitality Management	1.0 - 5.0

Optional Recommended Courses not included in core requirements.		Units
FDR 072	Intermediate Cuisine	3.0
FDR 073	Fundamentals of Baking and Confectionery	2.0
FDR 074	Intermediate Baking and Confectionery	2.0
FDR 078	Advanced Baking and Pastry	2.0
FDR 079	Introduction to Food and Wine Pairing	3.0
FDR 081	Introduction to Wines and Spirits of the World	2.0
FDR 086	Beginning Bread Making	2.0
FDR 096	Healthy Cuisine	2.0
FDR 105	Catering Management and Operations	2.0
FDR 106A	Food Trucks: Starting a Mobile Food Business	2.0
FDR 106B	Food Trucks: Mobile Food Operations	1.5
HMT 075	Housekeeping in Hotels, Motels and Institutions	3.0
HMT 076	Hotel and Motel Front Office Management	3.0
FDR 082	Introduction to Chocolate and Confectionary	2.0

Required Units for the Major: 49.5-53.5

** Five (5) units of Work Experience is composed of approximately 400 hours of hands-on experience in viable food service operations.*

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 71.5-74.5

HOSPITALITY MANAGEMENT (HMT)

Certificate of Achievement in Food Service and Restaurant Management

The Certificate of Achievement Food Service and Restaurant Management is designed to provide students with the foundation that will encourage them to engage effectively and immediately in a career ladder leading to entry-level supervisory and/or manager trainee positions within the food service and hospitality industries.

Program Learning Outcomes:

- Students will direct a diverse staff towards meeting the established operational objectives in hospitality organizations.
- Students will demonstrate proficiency in training employees to meet and exceed guest expectations of service, in any hospitality industry environment.
- Students will make profitable operational decisions based on the interrelationship of menu development, food purchasing, and cost control.
- Students will develop and analyze profit/loss statements that take into consideration the calculations of product, labor, and inventory.
- Students will clearly communicate the significance of the transactional nature of supervision and management using the common concepts, principles, and practices.

Career/Transfer Opportunities:

Career opportunities include the following: restaurant supervisor, front desk supervisor, kitchen manager, guest services supervisor, catering and social events manager, housekeeping supervisor, inventory supervisor, and attractions supervisor.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
FDR 050A	Introduction to the Hospitality Industry	3.0
INF 050	Sanitation and Safety	2.0
FDR 051	Basic Food Preparation	5.0
FDR 051S	Introductory Catering Operations Lab	0.5
FDR 075	Menu Planning	2.0
FDR 054	Hotel and Restaurant Accounting	3.0
FDR 055	Procurement for Food Service Operations	3.0
FDR 058	Food, Beverage and Labor Cost Controls	3.0
FDR 059	Hospitality Supervision and Leadership	4.0
FDR 060A	Food Service Facilities Planning	3.0
FDR 076	Sales and Marketing in the Hospitality Industry	3.0
FDR 052	Quantity Foods Operation	6.0
FDR 052S	Quantity Foods Lab	0.5
FDR 053	Restaurant Operations	6.0
FDR 053S	Restaurant Operations Lab	0.5
CAP	Any Computer Applications course(s) totaling one unit	1.0
WRK 300HM	Occupational Work Experience for Hospitality Management	1.0-5.0

**Five (5) units of Work Experience is composed of approximately 400 hours of hands-on experience in viable food service operations.*

Optional Recommended Courses not included in core requirements		Units
FDR 072	Intermediate Cuisine	3.0
FDR 073	Fundamentals of Baking and Confectionery	2.0
FDR 074	Intermediate Baking and Confectionery	2.0
FDR 078	Advanced Baking and Pastry	2.0
FDR 07	9Introduction to Food and Wine Pairing	3.0
FDR 081	Introduction to Wines and Spirits of the World	2.0
FDR 106A	Food Trucks: Starting a Mobile Food Business	2.0
FDR 106B	Food Trucks: Mobile Food Operations	1.5
HMT 075	Housekeeping in Hotels, Motels, and Institutions	3.0
HMT 076	Hotel and Motel Front Office Management	3.0
FDR 082	Introduction to Chocolate and Confectionary	2.0
Total Required Units:		**46.5-50.5**

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

HOSPITALITY MANAGEMENT (HMT)

Certificate of Achievement in Fundamental Food Service Skills I

The Certificate of Achievement Fundamental Food Service Skills I can be completed in one semester. This program encourages students to compete successfully for skilled positions (beyond entry-level) within the food services industry. This sequence of courses provides a solid foundation in fundamental food preparation as well as common operational food service practices and in guest services. To complete in one semester the required core courses sequence must be followed.

Program Learning Outcomes:

- Students will identify the overall service objectives as they related to specific tasks.
- Students will apply basic hands-on food service skills, employing practical knowledge of fundamental practices.
- Students will demonstrate sanitation and safety practices and standards as they apply to food service and hospitality operations.

Career/Transfer Opportunities:

Career opportunities include the following: preparation cook, front desk agent, sales and marketing associate, associate event planner, lead cook, shift leader, and catering lead.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
FDR 050A	Introduction to the Hospitality Industry	2.0
FDR 051	Basic Food Preparation	5.0
INF 050	Sanitation and Safety	2.0
WRK 302*	Work Experience Occupational	2.0
FDR 075	Menu Planning OR	2.0
FDR 055	Procurement for Food Service Operations	3.0
Total Required Units		**13.0 - 14.0**

Note: FDR 055 is a suitable substitute for FDR 075 should the student enroll during the Spring semester. This will still allow students to complete the certificate in one semester.

Gainful Employment Disclosure Information

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KINESIOLOGY (KIN)

Associate in Arts in Kinesiology for Transfer (AA-T)

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Kinesiology California Community College students who are awarded an Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) is designed to introduce the student to many facets of the science and study of movement. Kinesiology courses enhance skills and physical development in combatives, dance, individual and team sports, and fitness. Courses provide a foundation for understanding human anatomy and physiology. Students completing this program successfully will be able to demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and applying principles of anatomy and physiology in various contexts. Students who complete the Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) meet the lower-division requirements for transfer to a four-year program of study in Kinesiology.

Program Learning Outcomes:

- Students will demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and applying principles of anatomy and physiology in various contexts.
- Students will critically analyze movement and effectively communicate their analysis.

Career/Transfer Opportunities:

Students have the skills and knowledge to transfer to a four-year institution (with the completion of a the Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology), and pursue a career in the following areas: coach, teacher, athletic trainer, sports management, sports medicine, dance therapy, and choreography.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
BIO 047	Human Anatomy	5.0
BIO 048	Human Physiology	5.0
KIN 078	Introduction to Kinesiology	3.0

Movement Based Courses: Select three (3) courses from three (3) different movement based areas for a minimum of three (3) units: Combatives, Dance, Fitness, Individual Sports, Team Sports.

Combatives:		Units
KIN 050A	Tai Chi - Introduction	1.0
KIN 050B	Tai Chi - Beginning	1.0
KIN 051A	Aikido - Introduction	1.0
KIN 051B	Aikido - Beginning	1.0
KIN 053A	Karate - Introduction	1.0
KIN 053B	Karate - Beginning	1.0
KIN 055A	Self-Defense - Introduction	1.0

Dance:		Units
KIN 040A	Modern Dance - Introduction	1.0
KIN 041A	Ballet - Introduction	1.0
KIN 041B	Ballet - Beginning	1.0
KIN 041C	Ballet - Intermediate	1.0
KIN 041D	Ballet - Advanced	1.0
KIN 042A	Jazz Dance - Introduction	1.0
KIN 042B	Jazz Dance - Beginning	1.0
KIN 046A	Ballroom Dancing - Introduction	1.0
KIN 046C	Ballroom Dance - Intermediate	1.0
KIN 046B	Ballroom Dancing - Beginning	1.0
KIN 046D	Ballroom Dance - Advanced	1.0
KIN 047A	Hip Hop - Introduction	1.0
KIN 047B	Hip Hop - Beginning	1.0
KIN 048A	Latin Dance/Salsa - Introduction	1.0
KIN 048B	Latin Dance/Salsa - Beginning	1.0

Fitness:		Units
KIN 030A	Pilates Matwork - Introduction	1.0
KIN 030B	Pilates Matwork - Beginning	1.0
KIN 031A	Step Aerobics - Introduction	1.0
KIN 031B	Step Aerobics - Beginning	1.0
KIN 032A	Aerobics-Introduction	1.0
KIN 032B	Aerobics- Beginning	1.0
KIN 033A	Kickboxing Fitness- Introduction	1.0
KIN 033B	Kickboxing Fitness - Beginning	1.0
KIN 035A	Weight Training - Introduction	1.0
KIN 035B	Weight Training - Beginning	1.0
KIN 035C	Weight Training - Intermediate	1.0
KIN 037A	Cardio-Cross Training - Introduction	1.0
KIN 037B	Cardio-Cross Training - Beginning	1.0
KIN 038A	Lower Body Conditioning Introduction	1.0
KIN 038B	Lower Body Conditioning Beginning	1.0
KIN 038C	Lower Body Conditioning - Intermediate	1.0
KIN 038D	Lower Body Conditioning Advanced	1.0
KIN 061A	Hatha Yoga - Introduction	1.0
KIN 061BH	atha Yoga - Beginning	1.0
KIN 061C	Hatha Yoga - Intermediate	1.0
KIN 063A	Hiking - Introduction	1.0
KIN 063B	Hiking - Beginning	1.0

Individual Sports:		Units
KIN 021A	Tennis - Introduction	1.0
KIN 021B	Tennis - Beginning	1.0
KIN 021C	Tennis - Intermediate	1.0
KIN 021D	Tennis - Advanced	1.0
KIN 021E	Tennis - Tournament	2.0
KIN 021F	Tennis - Doubles Strategies and Play	1.5
KIN 023A	Archery: Introduction	1.0
KIN 020A	Badminton - Introduction	1.0
KIN 020B	Badminton: Beginning	1.0
KIN 020C	Badminton - Intermediate	1.0

Team Sports:		Units
KIN 014A	Volleyball - Introduction	1.0
KIN 014B	Volleyball - Beginning	1.0
KIN 015A	Basketball - Introduction	1.0
KIN 015B	Basketball - Beginning	1.0
KIN 019A	Soccer - Introduction	1.0
KIN 019B	Soccer - Beginning	1.0

Select two (2) courses from the following courses:		Units
BIO 011	Human Biology	4.0
CHM 001A	General Chemistry I	5.0
CHM 030A	Fundamentals of Chemistry	4.0
MAT 010	Elementary Statistics 4	4.0
PHY 002A	General Physics - Mechanics and Thermodynamics	5.0

Required Units for the Major: 24.0-27.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

MATHEMATICS (MAT)

Associate in Science in Mathematics for Transfer (AS-T)

The Associate in Science in Mathematics for Transfer (AS-T in Mathematics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Mathematics. California Community College students who are awarded an Associate in Arts in Mathematics for Transfer (AS-T in Mathematics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Mathematics is a multifaceted subject of great beauty and application. Mathematics courses provides the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem solving and computational skills necessary for success in any field of study.

Program Learning Outcomes:

- Students will solve mathematical problems using techniques appropriate to the course content and level of study.
- Students will solve applied problems using mathematical methods appropriate to the course content and level of study.
- Students will apply technology, including calculators and/or computers to problems.

Career/Transfer Opportunities:

Career opportunities include the following: teaching, education, researcher, computer programming, and statistical analysis.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required		Units
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I - Honors	5.0
MAT 003B	Analytic Geometry and Calculus II	5.0
MAT 004A	Multivariable Calculus	4.0

List A - Select one (1) course from the following:		Units
MAT 004B	Differential Equations	4.0
MAT 004C	Linear Algebra	4.0

Select one (1) course from the following:		Units
Any course not selected from List A		4.0
MAT 010	Elementary StatisticsOR	4.0
MAT 010H	Elementary Statistics- Honors	4.0
MAT 019	Discrete Mathematics	4.0

Required Units for the Major: 22.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

MATHEMATICS (MAT)

Associate in Science in Mathematics

Mathematics is a multifaceted subject of great beauty and application. Mathematics courses provide the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem solving and computational skills necessary for success in any field of study.

Program Learning Outcomes:

- Students will solve mathematical problems involving algebra, trigonometry, calculus and/or statistics.
- Students will solve applied problems by employing mathematical concepts to formulate and solve representative mathematical models.
- Students will apply apply appropriate technology to analyze and solve problems.

Career/Transfer Opportunities:

Career opportunities include the following: teaching, education, researcher, computer programming, and statistical analysis.

To earn this degree, students must meet the following requirements:

a. Completion of 60 degree applicable units with an overall GPA of 2.0.

b. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.

c. Completion of the Associate in Science graduation requirements.

Core Curriculum Courses Required:		Units
MAT 003A	Analytic Geometry and Calculus I OR	5.0
MAT 003AH	Analytic Geometry and Calculus I – Honors	5.0
MAT 003B	Analytic Geometry and Calculus II	5.0
MAT 004A	Multivariable Calculus	4.0
MAT 004B	Differential Equations OR	4.0
MAT 004C	Linear Algebra	4.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics – Honors	4.0

Select one course from the following:		Units
AST 001*	Astronomy	3.0
AST 003*	Astronomy with Lab	4.0
BIO 010*	Introduction to Biology	3.0
CHM 002*	Introductory Chemistry	3.0
PHY 002A*	General Physics - Mechanics and Thermodynamics	5.0

Plus one of the following:		Units
CIS 007	Python Programming	4.0
CIS 037A*	Introduction to C Programming	4.0
CIS 043*	Software Development With Java	4.0
EGR 030*	Introduction to Computing for Engineers	4.0
MAT 019	Discrete Mathematics	4.0

Required Units for the Major: 29.0-31.0

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

** Or a more advanced course in that department*

Note: Many MAT courses will require Internet access as well as purchase and use of MAT computer software.

MUSIC (MUS)

Certificate of Proficiency in Digital Music

This Certificate is designed to provide a foundation in digital music production for students with backgrounds in music, music technology, and/or multimedia design. The curriculum is based on recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, and provides students with hand-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization within other media. The certificate prepares students for career opportunities, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, and music/multimedia software design.

Program Learning Outcomes:

- Students will be able to operate the MIDI and audio functions of a Digital Audio Workstation (DAW).
- Students will will be able to construct an original piece of music using a Digital Audio Workstation (DAW).
- Students will be able to apply music theory and knowledge of significant pieces of various genre to the creative process.

Career/Transfer Opportunities:

Career opportunities include the following: music producer, recording engineer/mixer, assistant engineer, production assistant, studio manager/owner, sound technician, acoustic consultant, audio engineer for video, digital remastering engineer, live sound engineer, recording equipment manufacturer's representative, customer service, mastering engineer (post-production engineer), interactive and mixed media specialist, recording mixer (film and video), record company staff, recording room setup worker, studio designer, studio technician/maintenance, music editor, music/sound programmer, sound designer, DJ/remixer, and audio developer.

Core Curriculum Courses:		Units
MUS 005	Fundamentals of Music Theory I	3.0
MUS 016	Survey of Rock and Popular Music	3.0
MUS 080A	MIDI and Music Technology I	3.0
MUS 080B	MIDI and Music Technology II	3.0
MUS 081	Digital Music Production I	3.0
MUS 083	Digital Music Production II	3.0

Total Required Units: 18.0

Gainful Employment Disclosure Information

In compliance with the Gainful Employment Act, Mission College provides information on costs, normal time for completion, and average debt load incurred by students for all Career Technical Education programs that offer Certificates of Achievement. The link for this information is: gainfulemployment.missioncollege.edu.

BEGINNING ESL (NONCREDIT)

Certificate of Competency

This program in Beginning ESL equips students with the Basic English language skills they need in order to improve employability or to enter into an ESL credit program at the high beginning level. This includes listening, speaking, reading, and writing skills as well as test-taking skills and the computer skills needed to access course curricula.

Program Learning Outcomes:

- Students will respond adequately to spoken language appropriate for novice-mid to novice-high level learners and use common concrete vocabulary to speak about familiar topics.
- Students will read articles and short stories suitable for the level and will write simple sentences using common vocabulary.
- Students will demonstrate the reading, vocabulary, grammar, writing, listening, speaking and test taking skills necessary in order to successfully score an ESL 930 or higher placement on the college placement exam.

Career/Transfer Opportunities:

A familiarity with spoken and written English at the beginning level is required in order to improve employability or to enter into an ESL credit program at the high beginning level.

Students must complete the following courses:		Units
NCE 910A	Foundations in ESL I OR	0.0
NCE 910B	Foundations in ESL II	0.0
NCE 910L	Foundations in ESL Lab	0.0
NCE 920A	Beginning ESL I OR	0.0
NCE 920B	Beginning ESL II	0.0
NCE 920L	Beginning ESL Lab	0.0
NCE 925	Preparation for Academic ESL	0.0

Total Required Units: 0.0

BASIC WRITING SKILLS (NONCREDIT)

Certificate of Competency

This certificate indicates that the student has completed two courses focused on writing improvement and has demonstrated the ability to use a variety of sentence types and rhetorical strategies.

Program Learning Outcome:

- Students will upon completion of the courses required for the Basic Writing Skills Certificate, students will assess into English 905 or above.

Career/Transfer Opportunities:

The ability to write accurate sentences and paragraphs is required in order to place into the credit English program, to successfully complete college-level coursework, to improve employment skills, and/or to reach personal goals.

Program Requirements: Students must successfully complete two courses:		Units
NCB 901	Strategies to Improve Writing	0.0
NCB 902	Strategies to Improve Writing	0.0
Total Required Units:		**0.0**

PHYSICS (PHY)

Associate in Science in Physics for Transfer (AS-T)

The Associate in Science in Physics for Transfer (AS-T in Physics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Physics. California Community College students who are awarded an Associate in Science in Physics for Transfer (AS-T in Physics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Physics for Transfer (AS-T in Physics) provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the program guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Physics or a related field. Upon completion of the program, students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Program Learning Outcomes:

- Students will apply the scientific method to investigate physics problems by collecting and quantitatively analyzing data.
- Students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Career/Transfer Opportunities:

Career opportunities include the following: astronomer, architect, chemist, geologist, engineer, physicist, physical scientist, meteorologist and oceanographer.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C (or P) or better.

b. Completion of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
PHY 004A	Engineering Physics-Mechanics	5.0
PHY 004B	Engineering Physics-Electricity and Magnetism	4.0
PHY 004C	Engineering Physics-Light and Heat	4.0
MAT 003A	Analytic Geometry and Calculus I	5.0
MAT 003B	Analytic Geometry and Calculus II	5.0
MAT 004A	Multivariable Calculus	4.0
Required Units for the Major:		**27.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: 60.0

POLITICAL SCIENCE (POL)

Associate in Arts in Political Science for Transfer (AA-T)

The Associate in Arts in Political Science for Transfer (AA-T in Political Science) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Spanish. California Community College students who are awarded an Associate in Arts in Political Science for Transfer (AA-T in Political Science) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Political Science for Transfer is designed to involve students in the examination of the structure of government and the political systems in our and other nations. The curriculum covers the interaction and responsibilities of citizens and social institutions in those systems. This program offers insights into these events on the local, state, national and international levels and these insights also encourage involvement of the citizenry.

Students completing this program successfully will be able to identify and explain the sources of and reasons for democratic government. Students will also be able to classify and explain the various kinds of governments other nations have. In addition, students will be able to define and trace the historical development of the modern international system.

Program Learning Outcomes:

- Students will be able to identify and describe major political institutions.
- Students will be able to analyze the exercise of power.
- Students will be able to apply theories and concepts of Political Science to real world events and situations.

Career/Transfer Opportunities:

Career opportunities include the following: attorney, city planner, lobbyist, civics teacher, journalist, researcher, social worker, public administrator, political analyst, and media specialists.

To earn this degree, students must meet the following requirements:

Completion of the following major courses with grades of C or better.

Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
POL 001	American Government OR	3.0
POL 001H	American Government – Honors	3.0
List A: Select three (3) courses from the following:		**Units**
POL 002	Comparative Government	3.0
POL 003	Introduction to Social and Political Philosophy	3.0
POL 004	International Relations	3.0
POL 005	Political Science Research Methodology OR	3.0
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
SOC 016	Introduction to Statistics in Social and Behavioral Sciences	3.0

List B: Select two (2) from the following:		Units
POL 006	Politics of Race, Class and Gender	3.0
POL 007	International Films	3.0
POL 020	Controversial Legal Issues	3.0
GLB 001	Global Perspectives	3.0
GLB 002	Global Issues	3.0
GLB 004	The Developing World	3.0
GEO 002	Introduction to Cultural Geography	3.0
GEO 006	World Regional Geography	3.0
ECN 001A	Principles of Macroeconomics	4.0
ECN 001B	Principles of Microeconomics	4.0
ECN 006	The Global Economy	3.0
BUS 028A	Business Law I3	.0
ANT 003	Introduction to Cultural Anthropology	3.0

Required Units for the Major: **18.0-21.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

PSYCHOLOGY (PSY)

Associate in Arts in Psychology for Transfer (AA-T)

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Psychology. California Community College students who are awarded an Associate in Arts in Psychology for Transfer degree (AA-T in Psychology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

Psychology concerns itself with the study of human and animal behavior. The program provides students both pure science and the practical application of science to matters of everyday life. The Associate in Arts in Psychology for Transfer (AA-T in Psychology), is designed for students learn to examine psychological processes from multiple perspectives and to apply psychological principles and methods to personal and social issues in ways that promote self-understanding, personal development, and effective interpersonal relationships as members of a diverse society. Students who complete the Associate in Arts in Psychology for Transfer (AA-T in Psychology) meet the lower-division requirements for transfer to a four-year program of study in Psychology.

Program Learning Outcomes:

- Students will design and demonstrate an exercise showing how psychosocial factors influence behavior.
- Students will explain the effects of genetic and environmental factors on personality and behavior.
- Students will describe how an appreciation of cultural relativity and human diversity might enrich the understanding of psychology.
- Students will identify research models and relate the findings of research to life situations.
- Students will develop critical thinking exemplified in their uses of psychological techniques in analyzing, comparing and contrasting human behavior.

Career/Transfer Opportunities:

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) encourages students to pursue professions with a psychological concentration and forwards the critical understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Courses Required:		Units
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors	4.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0
PSY 015	Introduction to Research Methods OR	3.0
PSY 015H	Introduction to Research Methods - Honors	3.0

List A - Select one (1) course from the following:		Units
BIO 010	Introduction to Biology	3.0
BIO 011	Human Biology	4.0
PSY 007	Biological Psychology	3.0

List B - Select one (1) course from the following:		Units
Any List A course not used above		3.0
PSY 012	Human Growth and Development	3.0

List C - Select one (1) course from the following:		Units
Any course not selected above		3.0
PSY 010	Social Psychology	3.0
PSY 025	Introduction to Abnormal Psychology	3.0
PSY 030	Psychology of Addiction and Substance Abuse	3.0
PSY 045	Human Sexuality OR	3.0
SOC 045	Introduction to Human Sexuality	3.0

Required Units for the Major: **19.0-21.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

SOCIOLOGY (SOC)

Associate in Science in Administration of Justice for Transfer (AS-T)

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Administration of Justice. California Community College students who are awarded an Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) is an innovative social science program that emphasizes critical thinking about corrections, crime and delinquency, legal studies, and working with diverse communities. This multidisciplinary program explores the connections between law, crime, and justice. The program develops the high level of academic, personal, and professional competence demanded in a wide range of agencies. Students who successfully complete this program meet the lower-division requirements for seamless transfer to a CSU program of study in Corrections, Criminal law, Criminology, and Justice Studies.

Program Learning Outcomes:

- Students will describe the history, development, structure and function of American police, courts, and correctional institutions.
- Students will apply major criminological theories to the analysis of crime and criminality.
- Students will identify the innovative programs designed for specific Correctional Institutions and describe their impact on the corrections client and society at large.
- Students will identify and explain key issues that pose potential conflict between diverse communities and the courts, police, and corrections.
- Students will critically analyze various components of our system of criminal law.

Career/Transfer Opportunities:

Career opportunities include the following: law enforcement, social work, security, and corrections.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Note: Completing courses that satisfy CSU's U.S. History, Constitution and American Ideals requirement prior to transfer is highly recommended.

Core Curriculum Courses Required:		Units
SOC 050	Introduction to Criminal Justice	3.0
SOC 054	Concepts of Criminal Law	3.0

List A - Complete the following two (2) courses:		Units
SOC 060	Community and Justice System	3.0
SOC 058	Introduction to Corrections	3.0

List B - Choose any two (2) of the following courses:		Units
MAT 009	Integrated Statistics II OR	5.0
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors OR	4.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology – Honors	3.0
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology – Honors	3.0
SOC 016	Introduction to Statistics in Social and Behavioral Sciences	3.0
SOC 047	Sociology of Criminology	3.0

Required Units for the Major: **18.0-20.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

SOCIOLOGY (SOC)

Associate in Arts in Sociology for Transfer (AA-T)

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Sociology. California Community College students who are awarded an Associate in Arts in Sociology for Transfer (AA-T in Sociology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences. The required courses offer a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

Program Learning Outcomes:

- Students will utilize the basic principles of sociology to analyze the behavior of people functioning in social groups
- Students will compare and contrast group dynamics in formal and informal social groups
- Students will explain formal and informal rules of social behavior.
- Students will relate social customs and social interactions within specific groups to analysis of how global perspectives affect United States Society.

Career/Transfer Opportunities:

Career opportunities include the following: sociologist, social worker, instructor, foster care worker, probation officer, urban planner, demography analyst, employment counselor, advocate for endangered children, advocate for disabled adults, and advocate for disadvantaged elderly.

To earn this degree, students must meet the following requirements:

a. Completion of the following major courses with grades of C or better.

b. Completion of a maximum of 60 CSU-transferable semester units with a grade point average of at least 2.0; and

c. Certified completion of either the California State University General Education Breadth pattern (CSU GE-B) or the Intersegmental General Education Transfer Curriculum (IGETC).

Core Curriculum Courses Required:		Units
SOC 001	Introduction to Sociology OR	3.0
SOC 001H	Introduction to Sociology - Honors	3.0

List A - Required Courses		Units
MAT 010	Elementary Statistics OR	4.0
MAT 010H	Elementary Statistics - Honors	4.0
SOC 002	Social Problems OR	3.0
SOC 002H	Social Problems - Honors	3.0

List B - Select any two (2) courses from the following:		Units
SOC 021	Minorities in the United States	3.0
SOC 040	Marriage and Family	3.0
SOC 045	Human Sexuality	3.0
SOC 047	Sociology of Criminology	3.0
PSY 010	Social Psychology	3.0

List C - Select one (1) course from the following:		Units
Any course not selected from group above		3.0
PSY 001	General Psychology OR	3.0
PSY 001H	General Psychology - Honors	3.0
POL 001	American Government	3.0
ECN 001A	Principles of Macroeconomics	3.0
ANT 003	Introduction to Cultural Anthropology	3.0

Required Units for the Major: **19.0**

Completion of General Education Requirements and electives as needed to reach 60 units.

Total Required Units: **60.0**

COURSE DESCRIPTIONS

SUBJECT CROSSWALK

The subject codes for some courses have changed due to a change in our student information system (ex: ACCTG 001A to ACC 001A). Please refer to the chart below for a complete crosswalk of old to new subject codes. Courses with new subject codes are considered equivalent to courses with old subject codes for the purpose of degree/certificate completion.

OLD	NEW	OLD	NEW	OLD	NEW
ACCTG	ACC	FRNCH	FRN	NCBAS	NCB
AH	AHL	GDES	GDS	NCESL	NCE
ANTHR	ANT	GEOG	GEO	NCIE	NCI
ARAB	ARB	GLOBL	GLB	NS	NTR
ASTRO	AST	H.ED	HED	PHIL	PHI
BIOSC	BIO	HIST	HIS	PHYS	PHY
CA	CAP	HM	HMT	POLIT	POL
CHEM	CHM	HO	HOC	PSYCH	PSY
CHIN	CHI	HUMAN	HUM	PT	PST
COMHL	CHL	INFDS	INF	READ	REA
COMM	COM	IS	INS	COUNS	COU
JPNS	JPN	RLEST	RLS		
ECON	ECN	LS	LSR	SOCSC	SOC
ENGL	ENG	LVNRN	LVN	SPAN	SPA
ENGR	EGR	MATH	MAT	VIET	VIE
FDRST	FDR	MUSIC	MUS	WRKEX	WRK

ACCOUNTING (ACC)

ACC 001A FINANCIAL ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Acceptable for credit: University of California, California State University
This 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 statement analysis. Included are issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. This course may be offered via distance learning. *Grade only. C-ID # ACCT 110.*

ACC 001B MANAGERIAL ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: University of California, California State University
This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. The focus is on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Included are issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course may be offered via distance learning. *Grade only. C-ID # ACCT 120.*

ACC 021A BASIC ACCOUNTING I 2.0 UNITS
Total Lecture: 36 hours
This is a first course designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who: are new to accounting and need to acquire an understanding of essential concepts and procedures which other courses cover more quickly or require as Prerequisite:s; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting; or need a basic accounting review, but do not have time for a standard course. This course includes basic business concepts, transaction analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 022 BASIC ACCOUNTING PRINCIPLES AND PROCEDURES 5.0 UNITS

Total Lecture: 90 hours
Acceptable for credit: California State University
Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and for those who need a review or who have had difficulty in other introductory accounting classes. This course introduces the student to: what a business is, assets and claims on assets, in-depth event (transaction) analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, adjustments, closing, introduction to financial statement preparation, and introduction to the conceptual framework of accounting. Following the emphasis on basic concepts, the course completes the full accounting cycle with the worksheet, merchandising operations, special journals, introduction to computerized accounting, and internal control for cash. A supplementary basic math review is also available. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 031 PRACTICAL ACCOUNTING PROCEDURES 1.0 UNIT

Total Lecture: 18 hours
Advisory: ACC 001A
This is the study of practical accounting procedures used in accounting departments. Students work with procedures and documents such as sales, purchases and cash journals, subsidiary ledgers, adjusting entries using two methods, reversing entries, and cash control procedures. After satisfactory completion of this course, students are able to maintain accounting records for service and merchandising companies that use special journals and subsidiary ledgers, both methods of adjusting entries, reversing entries, and cash control procedures. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 033 FORECASTING FINANCIAL STATEMENTS USING EXCEL 1.5 UNITS

Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ACC 001A
Acceptable for credit: California State University
The course covers financial forecasting models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models to project an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 034 BUSINESS FINANCIAL PLANNING USING EXCEL 1.5 UNITS

Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ACC 001A (Note: ACC 033 is not a Prerequisite:)
Acceptable for credit: California State University
The course covers financial planning and analysis models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models for loan amortization, break even analysis, lease versus buy decisions, capital budgeting and project selection, and net present value using the time value of money. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 040 INTRODUCTION TO PERSONAL FINANCIAL PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets are introduced, and students prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process is stressed. This course may also be offered via distance learning. Pass/No Pass Option.

ACC 041 INSURANCE PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance are studied. Students prepare their own personal insurance plans. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 042 INVESTMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered via distance learning. *Pass/No Pass Option.*

ACC 043 TAX PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 044 RETIREMENT PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. This course may also be offered via distance learning. *Pass/No Pass Option.*

ACC 045 ESTATE PLANNING 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, are also discussed. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 051A TAXATION OF INDIVIDUALS 4.0 UNITS

Total Lecture: 72 hours
Advisory: MAT 903.
Prerequisite: ACC 001A.
Acceptable for credit: California State University
This course covers Federal and California income tax laws and preparation as related to individuals and small business entities. Topics include income tax theory, law, and preparation of common tax forms for individuals. This course may be offered via distance learning. *Grade Only.*

ACC 051B TAXATION OF BUSINESS ENTITIES 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
The course, through problems and case studies, develops a basic understanding of the taxation principles applied to partnerships, corporations, estates and trusts with an emphasis on tax research and written communication skills. This course may be offered via distance learning. *Grade only.*

ACC 052 PAYROLL AND BUSINESS TAX ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented. This course may be offered via distance learning. *Grade only.*

ACC 053A VOLUNTEER INCOME TAX ASSISTANCE (VITA) I 3.0 UNITS
Total Lecture: 54 hours
Advisory: ACC 051A and MAT 903
Acceptable for credit: California State University
This is the first course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course covers Federal and California tax theories and laws appropriate for the current tax year. Students apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the IRS VITA Basic and Intermediate exams, the students are able to assist low-income individuals and families with tax return preparation through the VITA program for the current year. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 053B VOLUNTEER INCOME TAX ASSISTANCE (VITA) II 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: ACC 053A
Advisory: MAT 903, ACC 051A
Acceptable for credit: California State University
This is the second course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053A to apply their tax knowledge by assisting low-income individuals and families with their tax preparation through the VITA program for the current year. In this course, students learn to research current tax issues, use the TaxWise software to accurately prepare individual federal and state income tax returns within the scope of the VITA program. Students also learn how to work within a cooperative and quality controlled environment and develop their communication skills through taxpayer interviews and explanation of tax return results. *Pass/No Pass Only.*

ACC 053C VOLUNTEER INCOME TAX ASSISTANCE (VITA) III 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Prerequisite: ACC 053B
Advisory: MAT 903, ACC 051A
Acceptable for credit: California State University
This is the third course in a sequence of three courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Mission College. This course allows students who have successfully passed ACC 053B to work on advanced tax situations and take part in running the tax center for the current year. In this course, students cover advanced tax topics and develop the skills necessary in running a tax center including site organization, quality control procedures, and providing guidance to both taxpayers and tax preparers. *Pass/No Pass Option.*

ACC 057A COST ACCOUNTING 4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001B
Acceptable for credit: California State University
The course provides a thorough presentation of cost accounting terminology and concepts, and develops a basic facility in cost accounting techniques and systems. Emphasis is placed on the use of cost accounting data rather than data accumulation. The course covers job order costing, process costing, standard costing, activity-based costing, budgeting, flexible budgeting, cost volume profit analysis, incremental and relevant costing, product pricing, the balanced scorecard, capital budgeting, and management accounting ethics. This course may be offered via distance learning. *Grade only.*

ACC 058A INTERMEDIATE ACCOUNTING I 4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course is a review of fundamental accounting processes, techniques and principles including control and theory of accounting for assets, correction of prior years' earnings, and measurement and determination of income. Current standards and pronouncements are presented. This course may be offered via distance learning. *Grade only.*

ACC 058B INTERMEDIATE ACCOUNTING II 4.0 UNITS
Total Lecture: 72 hours
Advisory: ACC 058A and MAT 903
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course provides a comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, leases, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis also is reviewed. This course may be offered via distance learning. *Grade only.*

ACC 059A FINANCIAL AUDITING 4.0 UNITS
Total Lecture: 72 hours
Advisory: ACC 058A and ACC 058B
Prerequisite: ACC 001A
Acceptable for credit: California State University
The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. This course may be offered via distance learning. *Grade only.*

ACC 060 COMPUTERIZED ACCOUNTING: QUICKBOOKS 3.0 UNITS
Total Lecture: 54 hours
Advisory: It is recommended that students have completed, or be concurrently enrolled in ACC 001A or have previous accounting experience.
Acceptable for credit: California State University
Students use QuickBooks accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. It is recommended that students have either completed, or are concurrently enrolled in, ACC 001A or have practical accounting experience. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 065 COMPUTERIZED ACCOUNTING: SAGE 50 3.0 UNITS
Total Lecture: 54 hours
Advisory: It is recommended that students have completed, or be concurrently enrolled in ACC 001A or have previous accounting experience.
Acceptable for credit: California State University

In this course, students use Sage 50 accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course includes discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system, and decision making based on output. It is recommended that students have either completed, or are concurrently enrolled in, ACC 001A or have practical accounting experience. This course may be offered via distance learning. This course may be offered via distance learning. *Pass/No Pass Option.*

ACC 070 ETHICS IN ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ACC 001A
Acceptable for credit: California State University
This course involves the study of ethical problems which arise within the contexts of accounting and corporate management. Topics include major ethical theories and the professional code of conduct for accountants, auditors, and tax preparers. The focus is on ethical issues in corporate case studies such as Enron, Worldcom, Sunbeam, and Madoff. This course may be offered via distance learning. *Grade only.*

ACC 073 ACCOUNTING INFORMATION SYSTEMS 4.00 UNITS
Total Lecture: 72 hours
Prerequisite: ACC 001A
Acceptable for credit: California State University
Using SAP, an enterprise resource system (ERP) adopted by the majority of Fortune 1000 companies, students will gain valuable and practical skills in Accounting Information Systems, common business processes, basic database designs, and systems controls. The skills built will be useful for individuals planning o take additional higher level business, accounting, and/ or information systems classes; seeking careers in the accounting / finance department of organizations; or interested in becoming an auditor,analyst, or consultant. *Grade only.*

ALLIED HEALTH (AHL)

AHL 001A HEALTH OCCUPATIONS BOOTCAMP 2.0 UNITS
Total Lecture: 36 hours
Advisory: MAT 900 and/or completion of a higher math course
This course is designed to assist the potential Health Occupations student with their preparation for and success in a Health Occupations program. The course includes topics such as development of study skills, time management, stress management, test-taking strategies, mathematics for dosage calculation, critical thinking/critical reasoning skills and introduction to the nursing process. Grade only.

AHL 012 EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS 0.5 UNIT
Total Lecture: 9 hours
The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. *Pass/No Pass Option.*

AHL 020F HOME HEALTH AIDE FUNDAMENTALS 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: AHL 020G
Acceptable for credit: California State University
This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AHL 020G provides eligibility for a California Home Health Aide (HHA) certificate. *Grade only.*

AHL 914 MATH FOR HEALTH OCCUPATIONS 1.0 UNIT
Total Lecture: 18 hours
Advisory: MAT 903
This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications. *Pass/No Pass Option.*

ANTHROPOLOGY (ANT)

ANT 001 PHYSICAL ANTHROPOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course introduces the concepts, methods of inquiry, and scientific explanation for biological evolution and its application to humans. It examines the evolution of human biology and behavior, theories of human origins, principle of evolution, genetics, human variation, bio-cultural adaptations, prehistoric humans, and primate behavior. The scientific method serves as the foundation for this course. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

ANT 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is the study of cultural and social behavior as developed through the anthropological study of contemporary peoples. It includes a comparative study of the range of cultures of the world with emphasis on social organization, economics, religion, kinship systems, cultural patterns, values and ethics, and ecology. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

ANT 055 MAGIC, WITCHCRAFT, AND RELIGION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
A cross-cultural study of beliefs and practices dealing with the supernatural. Using the major theoretical approaches of anthropology, the student will study the cultural context in which each belief and practice is found, including ritual, symbolism, totems, magic, myth, witchcraft, and pantheism. The cultural function of individual experiences, such as altered states of consciousness, development of a "belief" system, and revitalization are explored. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

ART (ART)

ART 001A SURVEY OF WESTERN ART I 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a chronological survey of painting, sculpture and architecture in Western civilization from Prehistoric through Medieval times. Works of art are viewed within their historical, religious, political, and social context. A museum field trip is required. *Pass/No Pass Option. C-ID # ARTH 110. CSUGE: C1; IGETC: 3A.*

ART 001B SURVEY OF WESTERN ART II 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a chronological survey of western painting, sculpture and architecture from the Renaissance to Modern times. Works of art are viewed within their historical, religious, political, and social context. The course consists of illustrated lectures and discussion. A museum field trip is required. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

ART 001D ART OF THE 20TH CENTURY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a general survey of painting, sculpture, and architecture in the Western World, from the Impressionists to the present day, emphasizing the evolution of style and content. The course consists of illustrated lectures and discussion. A museum field trip is required. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

ART 004 ART APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course offers a study of the themes and purposes, elements of style and principles of design, techniques and media, and terminology of the visual arts as a form of communication. Works of art from many different time periods and cultures are discussed and analyzed. The course consists of illustrated lectures and discussions. A museum field trip is required. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

ART 007 SURVEY OF ASIAN ART 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides a general survey of the painting, sculpture, architecture and minor arts from prehistoric times to the present day in India, China, Korea, Japan, and Southeast Asia, emphasizing aesthetic, cultural and historical values. *Pass/No Pass Option. C-ID # ARTS 100. CSUGE: C1; IGETC: 3A.*

ART 011 THE HISTORY OF MODERN DESIGN 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students develop an understanding of the evolution and role of the Modern Movement in society. The students also learn about the evaluation criteria of two-dimensional and three-dimensional design objects while examining examples of architecture, industrial design, graphic design and interior design. The students are introduced to outstanding Twentieth Century design figures and their work. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

ART 031A BEGINNING DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This is a beginning drawing course for students with no previous drawing experience. Students work from observation, directed toward realistic rendering of objects through line, shading, pictorial composition and perspective. *Pass/No Pass Option. C-ID # ARTS 110. CSUGE: C1.*

ART 031B INTERMEDIATE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
This is an intermediate course for students with previous college-level drawing experience. This course emphasizes refinement of drawing skills and in-depth concentration on composition and color. *Pass/No Pass Option. C-ID # ARTS 205.*

ART 033A BASIC DESIGN: TWO-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of two-dimensional design and composition. Materials Fee. *Pass/No Pass Option. C-ID # ARTS 100. CSUGE: C1.*

ART 033B BASIC DESIGN: THREE-DIMENSIONAL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 033A.
Acceptable for credit: University of California, California State University
This course introduces students to the elements and principles of design as they apply to three-dimensional forms. Emphasis is on structure and materials appropriate to three-dimensional problems, and contemporary attitudes in design. Materials Fee. *Pass/No Pass Option. C-ID # ARTS 105.*

ART 033C BASIC DESIGN:COLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 033A
Acceptable for credit: University of California, California State University
This course is an introduction to the principles and elements of color. *Pass/No Pass Option. C-ID # ARTS 270.*

ART 034A INTRODUCTION TO DIGITAL ART 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 031A
Acceptable for credit: University of California,California State University
This course is an introductory computer art course. The course introduces students to microcomputers and visual design software. Applications that manipulate flat images and 3D space are explored. This course introduces the student to basic design elements and principles. Linear perspective is covered, and projects that focus on line, shape, form, the illusion of deep space, and color are pursued. Students learn the basic procedures needed to use computers and related peripheral devices. *Pass/No Pass Option. CSUGE: C1.*

ART 034B ADVANCED DIGITAL ART 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 034A
Acceptable for credit: University of California, California State University
This is an advanced course combining computer graphics and fine arts image processing. The course utilizes micro-computers to create and manipulate images. It introduces the student to advanced concepts and principles. Specific projects are executed related to unity, variety, rhythm/pattern, color, movement, balance, computer particle animation and 3D modeling techniques. Students learn techniques for file management and data backup and recovery, and peripheral devices as creative tools for the artist. *Pass/No Pass Option.*

ART 035A LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A
Acceptable for credit: University of California, California State University
This course is a fundamental study of the human figure as the main subject matter of drawings and its use as a means of artistic expression. *Pass/No Pass Option. C-ID # ARTS 200. CSUGE: C1.*

ART 035B LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035A
Acceptable for credit: University of California, California State University
This course is a low intermediate study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. *Pass/No Pass Option.*

ART 035C LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035B
Acceptable for credit: University of California, California State University
This course is a high intermediate study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. *Pass/No Pass Option.*

ART 035D LIFE DRAWING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 035C
Acceptable for credit: University of California, California State University
This course is an advanced study of the human form and structure. It emphasizes creative interpretation and use of the human form for artistic expression. It focuses on drawing the live model in a variety of styles and media. *Pass/No Pass Option.*

ART 039A SURVEY OF PRINTMAKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Course covers various techniques and media used in fine art printmaking. It explores the use of the etching press as well as other transfer tools used in making the printed image. In addition, the course explores the development of printing plates, i.e., intaglio, monotype, collograph and others. Media includes both water-based inks as well as the more traditional oil based inks and paints. *Pass/No Pass Option*

ART 047A WATERCOLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to painting using various waterbase media, with a focus on color mixing, composition, and content. *Pass/No Pass Option.*

ART 047B WATERCOLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047A
Acceptable for credit: University of California, California State University
This course provides continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student's artistic direction. *Pass/No Pass Option.*

ART 047C WATERCOLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047B
Acceptable for credit: University of California, California State University
This course is high intermediate level painting with various water base media. *Pass/No Pass Option.*

ART 047D WATERCOLOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 047C
Acceptable for credit: University of California, California State University
This course is advanced level painting with various water base media. *Pass/No Pass Option.*

ART 048A AIRBRUSH PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 031A or ART 033C
Acceptable for credit: University of California, California State University
This course is an introduction to the airbrush as a painting tool. Students explore water-based media, principles of color, transparency, masking techniques, and composition. *Pass/No Pass Option.*

ART 048B AIRBRUSH PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048A
Acceptable for credit: University of California, California State University
This course is low intermediate studio practice which focuses on strengthening the basic skills learned in ART 048A. *Pass/No Pass Option.*

ART 048C AIRBRUSH PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048B
Acceptable for credit: University of California, California State University
This course is high intermediate studio practice which focuses on a continued progression of intermediate techniques and portfolio development. *Pass/No Pass Option.*

ART 048D AIRBRUSH PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 048C
Acceptable for credit: University of California, California State University
This course is advanced studio practice which focuses on advanced techniques and portfolio development. *Pass/No Pass Option.*

ART 049A PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is an introduction to traditional and contemporary painting techniques and media. *Pass/No Pass Option. C-ID # ARTS 210.*

ART 049B PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 049A
Acceptable for credit: University of California, California State University
This course is a low intermediate studio practice which focuses on strengthening the basic skills learned in ART 049A. Emphasis is placed upon self-expression, composition, and color theory. *Pass/No Pass Option.*

ART 049C PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 049B
Acceptable for credit: University of California, California State University
This course is a high intermediate studio practice which focuses on mixed media, self-expression, composition, and content. *Pass/No Pass Option.*

ART 049D PAINTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 049C
Acceptable for credit: University of California, California State University
This course is an advanced studio practice which focuses on developing individual style and direction in painting. *Pass/No Pass Option.*

ART 065A CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introductory course in ceramic hand-building techniques. Students learn the physical properties of clay and other ceramics materials, ceramic decorative techniques, 2-dimensional and 3-dimensional design, and use this knowledge to express themselves creatively. Materials Fee. *Pass/No Pass Option.*

ART 065B CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065A
Acceptable for credit: University of California, California State University
This course is an advanced course in ceramics/hand-building techniques, firing kilns, clay body construction, and ceramic development of projects directed toward individualized self-expression. Topics also include advance decoration and an in-depth study of two and three dimensional ceramic design. Materials Fee. *Pass/No Pass Option.*

ART 065C CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065B
Acceptable for credit: University of California, California State University
This course focuses on different aspects of ceramics providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 065D CERAMICS - HANDBUILDING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 065C
Acceptable for credit: University of California, California State University
This course focuses on different aspects of ceramics, providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 067A CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces students to those basic skills and techniques of the potter's wheel needed to create a variety of ceramic forms. Instruction includes clay and glaze formulation, construction, and stacking and firing of ceramic kilns. Students develop aesthetic awareness of three-dimensional design. Materials Fee. *Pass/No Pass Option.*

ART 067B CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067A
Acceptable for credit: University of California, California State University
This course is an advanced course working on the potter's wheel. The course is directed toward: refinement of skills on the potter's wheel, production throwing techniques, advanced kiln firing techniques, clay compositions, thrown sculpture, and combining hand and wheel techniques. Focus is on developing a personal design style. Materials Fee. *Pass/No Pass Option.*

ART 067C CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 067B
Acceptable for credit: University of California, California State University
ART 067C focuses on building high-intermediate technical skills in working with the potter's wheel. *Pass/No Pass Option.*

ART 067D CERAMICS-POTTER'S WHEEL 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Prerequisite: ART 067C
Acceptable for credit: University of California, California State University
This course focuses on specialized clay bodies for a variety of glaze firing, specialized glazes for specific glaze characteristics, and specific artistic styles. Materials Fee. *Pass/No Pass Option.*

ART 075A METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 033A, ART 033B or demonstrated subject/skills proficiency
Acceptable for credit: California State University
This course is a studio course which introduces students to the elements of design and metalsmithing techniques used in the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Materials Fee. *Pass/No Pass Option.*

ART 075B METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART075A
Acceptable for credit: California State University
This course is a studio course in which students continue to apply the elements of design and metal-smithing techniques to the creation of metal objects. Problems involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Materials Fee. *Pass/No Pass Option.*

ART 075C METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 075B
Acceptable for credit: California State University
ART 075C is an advanced course in metalsmithing that provides students with an opportunity to build on skills learned in previous course levels and explore new techniques. Topics may include advanced techniques in jewelry casting, metal sculpture construction, and color on metal. *Pass/No Pass Option.*

ART 075D METALSMITHING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 075C
Acceptable for credit: California State University
This course is an advanced course in metalsmithing which focuses on different aspects of course content from previous levels. Students are provided with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 078A FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 033A or ART 033B
Acceptable for credit: California State University
This course develops basic technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction. Materials Fee. *Pass/No Pass Option.*

ART 078B FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054.
Prerequisite: ART 078A
Acceptable for credit: California State University
This course introduces more advanced techniques and design skills in furniture construction. The students develop individual and/or group projects under the direction of the instructor, focusing on special aspects of furniture and woodworking. Materials Fee. *Pass/No Pass Option.*

ART 078C FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078B
Acceptable for credit: California State University
ART 078C is an advanced woodworking class which involves furniture construction techniques and equipment not covered in previous levels. Topics include advanced cabinetry techniques and complex joinery. *Pass/No Pass Option.*

ART 078D FURNITURE DESIGN AND WOODWORKING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 078C
Acceptable for credit: California State University
ART 078D is an advanced course in woodworking and furniture design. Fourth in the series, this course allows students to work independently to continue to refine previously mastered design and technical skills, and to prepare for careers in the industry. *Pass/No Pass Option.*

ART 085A SCULPTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, ART 031A or ART 033A.
Acceptable for credit: University of California, California State University
This course is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques including modeling, casting and carving are covered. Utilizing clay, wood, plaster and metal are covered as well. Materials Fee. *Pass/No Pass Option.*

ART 085B SCULPTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 085A
Acceptable for credit: University of California, California State University
This course builds on skills and concepts learned in ART 085A, and introduces new techniques. Students explore the development of a personal style of sculpture design. Materials Fee. *Pass/No Pass Option.*

ART 085C SCULPTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 085B
Acceptable for credit: University of California, California State University
This course is an advanced course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C focuses on different aspects of course content with supervised participatory experience. Materials Fee. *Pass/No Pass Option.*

ART 085D SCULPTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 085C
Acceptable for credit: University of California, California State University
This course focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 088A METAL SCULPTURE CASTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 085A or ART 033B
Acceptable for credit: California State University
This course is a basic course in metal sculpture casting. Students develop skills in lost wax and lost styrofoam techniques with an emphasis on three-dimensional design. Materials Fee. *Pass/No Pass Option.*

ART 088B METAL SCULPTURE CASTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: ART 088A
Acceptable for credit: California State University
This course is a study of the metal casting process which introduces new techniques and skill-building assignments, as well as development of a personal form. Materials Fee. *Pass/No Pass Option.*

ART 088C METAL SCULPTURE CASTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 088B
Acceptable for credit: California State University
This course focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 088D METAL SCULPTURE CASTING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ART 088C
Acceptable for credit: California State University
This course focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Materials Fee. *Pass/No Pass Option.*

ART 091 DIRECTED STUDIES 1.0 UNIT
Total Lab: 54 hours
Students may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course applied for and obtain consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student's objectives. *Pass/No Pass Option.*

ASTRONOMY (AST)

AST 001 ASTRONOMY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a descriptive astronomy lecture only course covering the entire panorama of the universe, including early human observations, the origin and structure of the solar system, and the properties, origin and evolution of stars, galaxies and cosmology. *Grade only. CSUGE: B1; IGETC: 5A.*

AST 003 ASTRONOMY WITH LAB 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: University of California, California State University
This course covers the entire panorama of the universe from the observations of the night sky to the origin and structure of the planets, stars, galaxies and the universe. The laboratory portion of the course includes practical experience with the methods of astronomy using computers and other equipment. *Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.*

AST 003H ASTRONOMY WITH LAB – HONORS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course covers the entire panorama of the universe from the observations of the night sky to the origin and structure of the planets, stars, galaxies and the universe. The laboratory portion of the course includes practical experience with the methods of astronomy using computers and other equipment. Students cannot get credit for both AST 003 and AST 003H. Enrollment in the Honors Transfer Project is required. *Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.*

AST 004 ASTROBIOLOGY - LIFE IN THE UNIVERSE 3.00 UNITS
Total Lecture: 54 hours
Acceptable for Credit: California State University, University of California
This course applies the disciplines of astrophysics, biology, chemistry, geology, and planetary science to the possibility of life in the Universe outside of the Earth. Students study the astronomical, geological and physical environmental factors that determine habitability. Students further consider the chemical basis for life, the origin and evolution of life on Earth, the constraints of life on Earth, and the markers of life that may be seen in other places in the solar system as well as outside of the solar system. *Pass/No Pass Option. IGETC 5A, CSUGE B1*

BIOLOGICAL SCIENCES (BIO)

BIO 001A GENERAL BIOLOGY: CELLS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: CHM 001B
Prerequisite: CHM 001A, MAT 000C or any higher math and BIO 010 or BIO 011.
Acceptable for Credit: California State University, University of California
This honors course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, and prokaryotic and eukaryotic gene expression and regulation. Students may not receive credit for both BIO 001A and BIO 001AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Grade only. CSUGE: B2, B3, IGETC 5B, 5C, C-ID BIOL 130S, BIOL 135S*

BIO 001AH GENERAL BIOLOGY: CELLS – HONORS 5.00 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: CHM 001B
Prerequisite: CHM 001A or MAT 000C and BIO 010 or BIO 011
Acceptable for Credit: California State University, University of California
This honors course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, and prokaryotic and eukaryotic gene expression and regulation. Students may not receive credit for both BIO 001A and BIO 001AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Grade only. CSUGE: B2, B3, IGETC 5B, 5C*

BIO 001B GENERAL BIOLOGY: ORGANISMS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: BIO 001A
Acceptable for credit: University of California, California State University
BIO 001B is an introduction to organisms and higher levels of biological organization. It examines the unity and diversity of multicellular life, ecological and evolutionary principles, and form/function relationships in plants and animals. The course is designed for students majoring in the biological sciences or seeking entry to professional programs such as Medicine, Pharmacy, and Dentistry. This course may be offered via distance learning. *Grade only. C-ID # BIOL 130S, BIOL 135S. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 004 MICROBIOLOGY 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001A or CHM 060 or CHM 030A or CHM 030B and BIO 010 and BIO 010L, or BIO 011 or BIO 022 or BIO 041 or BIO 043 or BIO 048.
Acceptable for credit: University of California, California State University
This survey course in microbiology is intended for nursing and other health-science majors. Lecture topics include the morphology and physiology of the major groups of microorganisms, bacterial and viral genetics, mechanisms of infection and disease, and the human immune response to infection. Laboratory activities focus on techniques employed in the culture and identification of bacteria of medical importance. This course may be offered via distance learning. *Grade only. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 010 INTRODUCTION TO BIOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
BIO 010 is an introductory course in biology designed for the non-biological sciences major. Topics include cell structure and function, energy exchange and life processes, taxonomy, ecology, heredity, diversification and evolution. This lecture course may be taken with or without BIO 010L, Introduction to Biology Lab. This course may also be offered via distance learning. *Pass/ No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 010L INTRODUCTION TO BIOLOGY LAB 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: BIO 010 or
Prerequisite: BIO 010
Acceptable for credit: University of California, California State University
This is an introductory general biology laboratory course designed for non-science majors. It reinforces biological principles presented in BIO 010 using laboratory and field exercises. *Pass/No Pass Option. CSUGE: B3; IGETC: 5C.*

BIO 011 HUMAN BIOLOGY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to biology, with an emphasis on human beings. The principles and concepts of biology are covered, including the scientific method, cells, genetics, evolution, ecology and basic anatomy and physiology of humans.This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 012 EMERGING INFECTIOUS DISEASES 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to infectious diseases and the microbes that cause them. Recent outbreaks of human diseases are explored, as well as interrelationships between infectious disease agents, human biology, and the environment. Clinical approaches and surveillance methods to detect, investigate, and monitor emerging pathogens and bioterrorism agents are discussed. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 014 INTRODUCTORY NEUROSCIENCE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the organization and functions of the nervous system.The physiology of the brain and senses are discussed. Emotions, sleep, language, attention, memory, and a survey of nervous system disorders are explored. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 016 MARINE BIOLOGY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Marine Biology is an introduction to ocean environments and marine life. General ecological principles, biodiversity and marine conservation issues are emphasized. Human activities that modify ocean ecosystems are examined. Discussions include overviews of characteristics and the inhabitants of a variety of marine ecosystems, such as: rocky and sandy shores, estuaries, kelp forests, coral reefs, continental shelves, the open ocean and the deep sea. This field-intensive course has seven required field trips in the San Francisco and Monterey bays, allowing students to investigate ocean life in our local marine environments. This four-unit science course with lab is open to students of all majors. Materials Fee. *Pass/No Pass Option. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 017 GENETICS AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University

This course is a broad survey of genetics, with a focus on the societal impacts of topics in genetics such as human genetic disease, biotechnology, reproductive technologies, and evolution. It is designed for the general education student. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 017H GENETICS AND SOCIETY - HONORS 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a broad survey of genetics, with a focus on the societal impacts of topics in genetics such as human genetic disease, biotechnology, reproductive technologies, and evolution. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both BIO 017 and BIO 017H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 019 OCEANS: LIFE IN THE SEA 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This non-majors course surveys the biological principles of marine science. It provides an overview of the ocean environment and examines the diversity of marine life, basic ecological principles and major marine ecosystems. The relationship between humans and the ocean is emphasized, with a focus on conservation biology and sustainability. *Pass/No Pass Option. CSUGE: B2; IGETC: 5B.*

BIO 022 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course is an overview of the normal structure and function of the human body and is designed to provide a foundation for the study of disease and dysfunction in the clinical setting. Laboratory work includes dissection of preserved materials. BIO 022 is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. *Grade only. CSUGE: B2, B3.*

BIO 025 ENVIRONMENTAL BIOLOGY 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides a scientific examination of the ecological interrelationships between humans and the environment. By understanding general ecological principles and major ecosystems on earth, we can evaluate how the human population impacts our planet by its growth and resource use, and what the implications are for ecosystems, biodiversity, as well as human health and welfare. Topics include: human population growth, food and water supplies, pollution, global climate change, energy use and sustainable development. *Grade only. CSUGE: B2, E; IGETC: 5B.*

BIO 030 TROPICAL ECOLOGY 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The amazing diversity of life in the tropics is the subject of this introductory level class. Students explore rainforest inhabitants and their relationships, and learn about their value and conservation. This lecture course may be taken with or without BIO 030L, Tropical Ecology Lab. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B2.*

BIO 030L TROPICAL ECOLOGY FIELD STUDIES 1.0 UNIT

Total Arranged Lab: 54 hours
Acceptable for credit: University of California, California State University
In this introductory level class, students carry out research methods that ecologists use to observe and investigate tropical ecosystems. This lab course may be taken with or without BIO 030, Tropical Ecology. *Pass/No Pass Option.*

BIO 032 CALIFORNIA PLANTS AND ANIMALS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This field course explores the ecology of California flora and fauna through the study of plants and animals in terrestrial and aquatic ecosystems, with a primary focus on the San Francisco Bay region. The role of abiotic and biotic factors in communities is emphasized. Students examine the natural history of common plants and animals in different ecosystems, as well as their adaptations to the environment. Native American uses of flora and fauna are discussed. Laboratory and field investigations are conducted using the scientific method and environmental sampling techniques. Selected regional conservation issues and endangered species are discussed. Recommended for non-science majors to fulfill laboratory science requirement (4-units). *Pass/No Pass Option. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 041 PRINCIPLES OF EVOLUTION AND ANIMAL BIOLOGY 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054,
Acceptable for credit: University of California, California State University
Prerequisite: MAT 000C (or any higher level mathematics course), CHM 002 (or any higher level chemistry course); and BIO 010 or Equivalent High School or College Biology course with lab.
Acceptable for credit: University of California, California State University.
This course introduces the principles of animal biology and evolutionary theory to the biology major. Topics in zoology include animal phylogeny, diversity, ecology, natural history, morphology, physiology, and development. This course may be offered via distance learning. *Grade only. C-ID # BIOL 130. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 042 PRINCIPLES OF ECOLOGY AND PLANT BIOLOGY 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: High School or College biology course and MAT 000C and CHM 001A
Acceptable for credit: University of California, California State University
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. Diversity and biology of fungi, algae, and cyanobacteria are included. Ecological principles are also discussed. Laboratory activities include microscopic work, computer simulations and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the Bay Area provide numerous opportunities to study local flora. Grade only. C-ID # BIOL 130S. CSUGE: B2, B3; IGETC: 5B, 5C.

BIO 043 PRINCIPLES OF CELL AND MOLECULAR BIOLOGY 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: CHM 001B, Eligibility for ENG 001A and REA 054
Prerequisite: BIO 011 or BIO 041 or BIO 042 or equivalent course in College Biology and CHM 001A and MAT 000C
Acceptable for credit: University of California, California State University
This course is a comprehensive introduction to cell and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, functional characteristics of Bacteria, Archaea, and protists, and prokaryotic and eukaryotic gene expression and regulation. This course may be offered via distance learning. *Grade only. C-ID # BIOL 130S, BIOL 190. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 043H PRINCIPLES OF CELL AND MOLECULAR BIOLOGY - HONORS 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: CHM 001B
Prerequisite: BIO 011 or BIO 041 or BIO 042 or Prerequisite: equivalent course in College Biology and CHM 001A and MAT 000C
Acceptable for credit: University of California, California State University
This honors course provides students with a comprehensive introduction to cell

and molecular biology, and is designed for students pursuing degrees in biology or professional programs such as medicine or pharmacy. Topics addressed in lecture and lab include biochemistry, the structure and function of prokaryotic and eukaryotic cells, cellular metabolism, and prokaryotic and eukaryotic gene expression and regulation. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both BIO 043 and BIO 043H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Grade only. C-ID # BIOL 190. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 047 HUMAN ANATOMY 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Concurrent enrollment in BIO 047S is recommended for all students.
Prerequisite: BIO 011 or BIO 022
Acceptable for credit: University of California, California State University
This course is an in-depth study of the microscopic and gross anatomical structure of the human body, including corresponding pathology. It is designed to meet the Prerequisite: for programs in nursing, physical therapy, human performance, occupational therapy, etc. Laboratory work includes, for example, examination of models, histological specimens, animal material, and human cadavers. This course may be offered via distance learning. *Grade only. C-ID # BIOL 110B. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 048 HUMAN PHYSIOLOGY 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite BIO 047 and CHM 060 or CHM 001A or CHM 001AH or CHM 030A
Advisory MAT 000C or MAT 000CM
Acceptable for credit: University of California, California State University
This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. *Grade only. C-ID # BIOL 120B. CSUGE: B2; IGETC: 5B.*

BIO 048H HUMAN PHYSIOLOGY - HONORS 5.0 UNITS

Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: MAT 000C or MAT 000CM
Prerequisite: BIO 047 and CHM 060 or CHM 001A or CHM 001AH or CHM 030A
Acceptable for credit: University of California, California State University
This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. *Grade only. C-ID # BIOL 120B. CSUGE: B2, B3; IGETC: 5B, 5C.*

BIO 081H HONORS SEMINAR IN BIOLOGY 1.0 UNIT

Total Lecture: 18 hours
Acceptable for credit: California State University ,
University of California, (CONTINGENT UPON UC REVIEW)
This course is an honors course involving discussion and analysis of current and significant research work in the field of biological science. Students develop an in-depth understanding of the application of the scientific method to research areas such as cell and molecular biology, genetics, cancer, neuroscience, ecology, sustainability, etc. The course includes presentations by students and invited guests. *Grade only.*

BUSINESS (BUS)

BUS 010 GLOBAL BUSINESS 3.0 UNITS

Total Lecture: 54 hours
Advisory: MAT 903, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course provides a comprehensive overview of global business including international management, finance, law, global strategy and marketing. Emphasis is on the firm in the global competitive context, decisions to enter markets, how to compete in global markets, and how to develop and implement a global strategy. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 021 INTRODUCTION TO BUSINESS COMPUTING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides an overview of computer information systems and introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in business and other segments of society. Business majors must take BUS 021. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # BUS 140.*

BUS 021L INTRODUCTION TO BUSINESS COMPUTING LAB 1.0 UNIT

Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides an overview of how to use common software packages for business applications including word processing, spreadsheets, graphic presentations and how to use the Internet. This hands-on computer work will augment the basic concepts covered in BUS 021.This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 022 PRINCIPLES OF E-BUSINESS 3.0 UNIT

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Advisory: BUS 051
Acceptable for credit: California State University
This class challenges students to explore the realities and implications of e-commerce from a marketer's perspective, including an examination of Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets. The course introduces students to a wide range of electronic commerce issues for marketers and serves as a foundation for continual learning in the dynamic e-commerce environment. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 023 SOCIAL MEDIA MARKETING 3.0 UNIT

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Advisory: BUS 056A
Acceptable for credit: California State University
Social media (such as Twitter, Facebook, blogging, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 028A BUSINESS LAW I 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides an introduction to the laws in the United States with an emphasis on matters relating to the conduct of business and commerce. Specific topics covered include an overview of law making, governmental regulation, dispute resolution, courts and the court system, court cases and procedures, agency relationships, employment law, business formation and contracts. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # BUS 125.*

BUS 028B BUSINESS LAW II 3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 028A
Acceptable for credit: University of California, California State University
This course is a continuation of BUS 028A, an introduction to law relating to the conduct of business, and covers laws governing sales and leases, debtor-creditor relations, negotiable instruments, real property law, environmental law, international law and governmental regulation. (Note: UC credit limited to either BUS 28A or 28B) This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 037 FUNDAMENTALS OF PROJECT MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
In this course, students will learn the secrets to successful project management: how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 038 APPLIED PROJECT MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
In this course, students apply project management skills to real life project situations. Students also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 040 PROFESSIONAL SELLING 3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 056A
Acceptable for credit: California State University
This course is a study of sales principles and strategies. Topics include advanced sales techniques, high impact questioning methodologies, closing techniques and managing objections, account and territory planning and management, resource planning and management. The course explores in detail the "selling cycle". Students taking this course explore how to succeed in sales. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 051 INTRODUCTION TO AMERICAN BUSINESS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
In this survey course students learn about the business landscape and begin planning their career in business. The course helps direct students towards career paths and a major which best reflects their own personal aptitudes, interests, and skills. This is a required first course for all business majors, and should be taken within their first year as a business major. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # BUS 110.*

BUS 052 FUNDAMENTALS OF FINANCIAL INVESTING 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course provides students with the fundamentals to make sound financial investment decisions. Study involves the investment environment, the risks and returns objectives consistent with an associated with different types of financial investments, and the establishment of investment individual's characteristics, capacities and restrictions. Other topics include the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects cover techniques of investment analysis, timing, decision making, investment planning and management. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # BUS 115.*

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course covers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 056A MARKETING PRINCIPLES 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course gives students an overall understanding of marketing functions and their society. The course covers the fundamentals of marketing, including: product planning and development; buyer behavior; pricing strategies; marketing channels; and methods of marketing research. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 061 BUSINESS AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines business and its impact on society and society's influence on business. This includes a critical and comparative examination of business ethics, business and government in a global society, managing environmental issues and societal challenges, and the benefits of business activity. Regardless of a student's major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D.*

BUS 064B BUSINESS MATH 4.0 UNITS
(Replaces BUS 064)
Total Lecture: 72 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course is designed for business majors to review the fundamental mathematical principles through lectures and individual operation of electronic calculators. This course will emphasize methods of problem analysis, interpretation and the solving of common business calculation problems such as percentage, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is recommended for all business majors. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 074 SUPPLY CHAIN MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is an introduction to the basic principles of supply chain management that covers traditional supply chain topics such as procurement, inventory management, operations, quality management, logistics and transportation. Also discussed are issues related to sustainability, humanitarian logistics, ethical business practices and supply chain analytics in the context of evolving supply chains around the world.

Students discover how business processes, performance metrics and modern supply chain IT tools aid in the management and growth of effective and efficient supply chains. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 078B BUSINESS COMMUNICATIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment. Topics covered include communication theory, business writing style and oral communication. Various forms of written communication are covered such as letters, email, memorandums, and reports. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # BUS 115.*

BUS 084 INTERNET MARKETING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization's marketing strategies in this dynamic environment. This course may also be offered via distance learning. *Pass/No Pass Option.*

BUS 102 LEADERSHIP 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course guides students in developing life-long learning skills for leadership that apply to any organizational level in a wide variety of business environments. Both historical and cutting-edge leadership theory and practice are explored. Topics discussed include visioning, inspiring, motivating as well as the effective use of power. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today's workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # ACCT 110.*

BUS 104 · PROJECT RISK MANAGEMENT 3.00 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for Credit: California State University
This course is designed for personnel who will make project-related decisions in the presence of undefined conditions. Students will understand how to handle change and risk and how they can be mitigated. Also, in this course, students will learn and apply proactive approaches to threats and opportunities based on an understanding of the risk management process. This course may be offered via distance learning. *Pass/No Pass Option.*

BUS 115 OPERATIONS MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is an introduction to the field of operations management and addresses the design and management of the activities and resources that a firm uses to produce and deliver its products or services. Topics covered include product design, applied forecasting, aggregate planning, scheduling, total quality management, statistical process control, inventory management, facility layout operations planning, and lean/JIT business processes. Concepts are illustrated by using abundant real world case studies, articles, illustrations, problems and cases. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 125.

BUS 118 HUMAN RESOURCE MANAGEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed as an overview of the Human Resource functions and the employment of human resources to achieve organizational strategic goals by working with and through people. Topics include HR legal environment, recruitment and selection, training and development, compensation and benefits, performance appraisals, workforce diversity, downsizing, outsourcing, contracting, and HR systems. This course offers a balance of practical and applied material in case study analysis. This course may be offered via distance learning. *Pass/No Pass Option.*

BUSINESS: REAL ESTATE (RLS)

RLS 090 PRINCIPLES OF REAL ESTATE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This is a fundamental Real Estate course that is required for more advanced coursework in real estate. This course is also a requirement for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license. This course is also a required course for the Real Estate Certificates I and II, along with the Associate Arts Degree in Real Estate. This course applies toward the educational requirements of the California Real Estate Salesperson's and Broker's license examinations. This course may be offered via distance learning. *Pass/No Pass Option.*

RLS 091 REAL ESTATE PRACTICE 3.0 UNITS
Total Lecture: 54 hours
Advisory: RLS 090, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for the California Real Estate Salesperson and the California Real Estate Broker licenses. This course is also a required course for the Real Estate certificates I and II and the Real Estate Associate Degree. This course may be offered via distance learning. *Pass/No Pass Option.*

CHEMISTRY (CHM)

Note: Completion of CHM 1A, 1B is equivalent to San Jose State University sequence of CHM 1A, 1B, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take both semesters at the same college.

CHM 001A GENERAL CHEMISTRY 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 000C, CHM 002 or high school chemistry with a "B" or better.
Acceptable for credit: University of California, California State University
Chemistry 001A is the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine or other professional programs in the health sciences. Topics include atomic structure, theories of chemical bonding, nomenclature, stoichiometry, thermochemistry, gas laws, and the properties of solids, liquids, gases, and solutions. This course may also be offered via distance learning. *Grade only. C-ID # CHEM 110, C-ID 120S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 001AH GENERAL CHEMISTRY I - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 000C, CHM 002 or high school chemistry with a "B" or better.
Acceptable for credit: University of California, California State University
Chemistry 001AH is the honors version of the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include atomic structure, stoichiometry, chemical bonding, thermochemistry, chemical

reactivity, and the properties of solids, liquids, gases, and solutions. Students cannot get credit for both CHM 001A and CHM 001AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade only. C-ID # CHEM 120S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 001B GENERAL CHEMISTRY 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: CHM 001A
Acceptable for credit: University of California, California State University
This course is a continuation of CHM 001A (General Chemistry I)and is intended for majors in chemistry, biological sciences, engineering, and professional programs in medicine and pharmacy. Topics include organic compounds, chemical kinetics, chemical equilibria, acid-bases, buffers, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. This course may also be offered via distance learning. *Grade only. C-ID # CHEM 120S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 001BH GENERAL CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: CHM 001A
Acceptable for credit: University of California, California State University
Chemistry 001BH is the honors version of the second of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include organic compounds, chemical kinetics, chemical equilibria, acid-bases, buffers, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. Students cannot get credit for both CHM 001B and CHM 001BH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade only. C-ID # CHEM 120S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 002 INTRODUCTORY CHEMISTRY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 000C or any MAT course higher than MAT 000C.
Acceptable for credit: University of California, California State University
CHM 002 is designed specifically to prepare students for Chemistry 001A (general chemistry). It introduces the principles of atomic structure, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships. *Grade only. C-ID # CHEM 101. CSUGE: B1; IGETC: 5A.*

CHM 002L INTRODUCTORY CHEMISTRY LABORATORY 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: CHM 002 or
Prerequisite: CHM 002
Acceptable for credit: University of California, California State University
This course is a laboratory component to accompany CHM 002: Introductory Chemistry. *Grade only. C-ID # CHEM 101. CSUGE: B3; IGETC: 5C.*

CHM 007 BIOCHEMISTRY: AN INTRODUCTION TO STRUCTURE, ENZYMES, AND METABOLISM 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHM 012B or CHM 012BH, or
Corequisite: CHM 012B or CHM 012BH
Acceptable for credit: University of California, California State University
Biological chemistry is the study of the molecular nature of life. This course surveys biological structures (proteins, nucleic acids, carbohydrates, and lipids), enzyme function, and the chemical processes of metabolism. *Pass/No Pass Option.*

CHM 012A ORGANIC CHEMISTRY I 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001B
Acceptable for credit: University of California, California State University
CHM 012A is the first semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. This course may be offered via distance learning. *Grade only. C-ID # CHEM 160S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 012AH ORGANIC CHEMISTRY I - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 001B or CHM 001BH
Acceptable for credit: University of California, California State University
CHM 012AH is the honors course for the first semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHM 012A and CHM 012AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade Only. C-ID # CHEM 160S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 012B ORGANIC CHEMISTRY II 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 0012A
Acceptable for credit: University of California, California State University
CHM 012B is the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. This course may be offered via distance learning. *Grade only. C-ID # CHEM 160S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 012BH ORGANIC CHEMISTRY II - HONORS 5.0 UNITS
Total Lecture: 54 hours, Total Lab: 108 hours
Prerequisite: CHM 012A or CHM 012AH
Acceptable for credit: University of California, California State University
CHM 012BH is the honors course for the second semester of organic chemistry, which includes a study of important organic molecules found in living systems and man-made molecules. This course includes both lecture and laboratory work designed to prepare students to enter fields of study such as chemistry, engineering, pre-pharmacy, pre-dentistry, pre-medicine, and biological sciences. Modern laboratory techniques, including instrumental methods of structure determination, are included. Students cannot get credit for both CHM 012B and CHM 012BH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade Only. C-ID # CHEM 160S. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 030A FUNDAMENTALS OF CHEMISTRY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 903 or MAT 903M
Acceptable for credit: University of California, California State University
CHM 030A is an introductory chemistry course designed for nursing and allied-health majors. Topics include dimensional analysis, inorganic nomenclature, atomic and molecular structure, bonding, chemical reactions, gas laws, solutions, acids-bases, oxidation-reduction, equilibrium and electrolyte systems. This course is not recommended for students majoring in biology or chemistry or for those seeking entry to professional programs in medicine or pharmacy. This course may also be offered via distance learning. *Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 030B FUNDAMENTALS OF CHEMISTRY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CHM 030A
Acceptable for credit: University of California, California State University
This course is a continuation of CHM 030A. It is intended for pre-nursing students and is not recommended for science majors or those seeking entry to professional programs in medicine or pharmacy. This course is a survey of the major classes of biological macromolecules and their role in the chemistry of life processes. Topics include the biochemistry of carbohydrates, proteins, lipids, and nucleic acids, basic reactions of biosynthesis and metabolism, and applications of basic biochemistry to human physiology and disease processes. This course satisfies the general education requirements for non-science majors. *Grade only. CSUGE: B1, B3; IGETC: 5A, 5C.*

CHM 060 SURVEY OF GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: MAT 903 or MAT 903M or any higher math. Chemistry 060 is a one-semester survey of General, Organic, and Biological Chemistry.
Acceptable for credit: California State University
Topics include atomic structure, chemical bonding, and acid-base chemistry; organic chemistry nomenclature, functional groups, stereochemistry, and classes of organic reactions; an introduction to the structure and function of biological macromolecules (carbohydrates, lipids, DNA/RNA, and proteins) and an overview of metabolism. This course may be offered via distance learning. *Grade Only. CSUGE: B1, B3.*

CHILD DEVELOPMENT (CHD)

CHD 001 CHILD GROWTH AND DEVELOPMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course is a study of typical and atypical child growth and development in all domains from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors within the family cultural context. Students observe children using investigative research methods, evaluate differences and analyze characteristics of development at various stages. This course may also be offered via distance learning. *Grade only. C-ID # CDEV 100. CSUGE: D.*

CHD 002 CHILD, FAMILY, AND COMMUNITY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This class focuses on the relationship among children, families, and the community. Variations in family structure, cultural patterns, and the nature of parent child relationships are examined. Emphasis is on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers, and the media is examined. Current issues and problems facing families today are discussed. Agencies and resources which offer services or provide support to families are introduced. This course fulfills requirements as a core course for Title 22 licensing and the Child Development Permit. *Grade only. C-ID # CDEV 110. CSUGE: D, E.*

CHD 003 LANGUAGE AND LITERACY FOR THE YOUNG CHILD 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed to give students an opportunity to learn about the development of language in children and to learn about which experiences and techniques are needed to enable children to further that development. Students learn how to promote oral language abilities through activities offered by books, poetry, dramatic play, and group discussions. *Pass/No Pass Option.*

CHD 004 COGNITIVE EXPERIENCES FOR CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will examine the cognitive development in children by reviewing the theories, research and curriculum experiences that will enhance the child's thinking or understanding of the child's physical and social world. The implications of Piaget's theory for curriculum design and the role of the teacher and the environment in cognitive development will also be examined. Observation of children will be required. *Grade only.*

CHD 005 MUSIC AND MOVEMENT 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is a study of music and movement activities and how these activities affect the child's growth and development. Students learn how to assess musical and movement experiences and to design activities that promote the child's development. Students gain skills in determining how these musical experiences help with the pre-reading period, cognitive development, social -emotional developmnt and sensory and creative expressions. Observation of children is required. Students develop a resource file of songs and music which they can use for curriculum design and lesson plans. *Grade Only.*

CHD 006 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENGL 001A and READ 054
Prerequisite: CHD 001, CHD 002, and CHD 010
Acceptable for credit: California State University
This course is an introduction to the administration procedures in early care and education programs. Topics include licensing requirements, administrative structures and governance, budgeting, program operation and quality improvement techniques. This course fulfills the State of California licensing requirements and partially fulfills requirements for Program Director or Site Supervisor Permits. *Grade only.*

CHD 007 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: CHD 006
Acceptable for credit: California State University
This course is an in-depth study of effective application of personnel management and leadership procedures in early childhood programs. Topics include the unique goals, roles and responsibilities of the director or supervisor of the children's center. The course includes staff-administrator relationships, staff development and in-service training, and focuses on effective problem solving techniques, decision making models, meetings, performance appraisals, and assessment of individual leadership styles. This course fulfills requirements for the State of California licensing policies and procedures Title 22. This course also fulfills the requirements for the Site Supervisor and Program Director Child Development Permit. This course may also be offered via distance learning. *Grade only.*

CHD 008A PRACTICUM A 3.0 UNITS
Total Lecture: 27 hours, Arranged Lab: 96 Hours
Prerequisite: CHD 001, CHD 002, CHD 010, CHD 015, CHD 026
Acceptable for credit: California State University
This course introduces students to developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. All aspects of curriculum development and implementation are emphasized. Students work under the supervision of a practicum supervisor at the Mission College Child Development Center. *Grade only. C-ID # ECE 210.*

CHD 008B PRACTICUM B 3.0 UNITS
Total Lecture: 18 hours, Total Lab: 108 hours
Prerequisite: CHD 008A
Acceptable for credit: California State University
Students implement curriculum that displays child centered, play-oriented approaches to teaching, learning and assessment. Knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all children. Classroom management techniques are discussed. Students display knowledge of the use of environment, professional development skills, guidance techniques and portfolio documentation for assessment. *Grade only.*

CHD 010 PRINCIPLES AND PRACTICES IN EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Advisory:CHD 001, CHD 002.
Acceptable for credit: California State University
This is a survey course that explores the issues and methodology of Early Childhood Education from a diverse perspective including: career options, historical roots, developmentally appropriate practices with children, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. Students become familiar with the nomenclature of the field and practices promoting advocacy, professionalism and ethical behavior. This course may be offered via distance learning. *Grade only. C-ID # ECE 120.*

CHD 013 TEACHING IN A DIVERSE SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an examination of the development of social identities and the theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. *Grade only. C-ID # ECE 230. CSUGE: D, E.*

CHD 014 ART AND CREATIVE DEVELOPMENT OF YOUNG CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on creative art experiences for the child. Students explore the factors that affect the development of creativity, artistic expression, and aesthetics in children. Developmentally appropriate art experiences are explored with the emphasis on process rather than product. The role of the teacher and the importance of environment are discussed. Understanding and analyzing children's art and its importance for the child's overall development is studied. Students design creative art experiences to further the child's creative expression. Observation of children is required. *Pass/No Pass Option.*

CHD 015 OBSERVATION AND ASSESSMENT OF CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 001, CHD 002
Acceptable for credit: California State University
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Students will track development and assess one child through the course of the semester. Weekly observations are required. *Grade only. C-ID # ECE 200.*

CHD 016 INFANT AND TODDLER DEVELOPMENT 3.0 UNITS
Total Lecture: 54 hours t
Advisory: CHD 001
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from years 0-3. It is an extension of CHD 001,Child Growth and Development, continuing the exploration of the development of the very young child in physical, cognitive, language, social, and emotional growth and development. Students learn to apply theoretical frameworks to interpret behavior and interactions between heredity and environment. The role of family and relationships in development is emphasized. This course meets the Infant-Toddler state licensing requirement. Observation of children is required. *Grade only.*

CHD 017 CHILD HEALTH, SAFETY AND NUTRITION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the laws, regulations, standards, policies and procedures of health, safety and nutrition in early childhood programs. The key components that ensure physical health, mental health and safety for both children and staff are identified along with the importance of collaboration with families and health professionals. The practice of integrating these concepts into everyday planning and program development with children is studied. This course may also be offered via distance learning. *Grade only. CSUGE: E, C-ID ECE 220.*

CHD 018 PARENTING ISSUES FOR TEACHERS 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give teachers or caregivers the skills to help parents develop positive attitudes, behavior and skills in their parent-child relationship. Students learn how to conduct parent/family meetings, parent/family conferences, and make other parent/family contacts. Grade only.

CHD 020 THE CHILD WITH SPECIAL NEEDS 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course is designed for students who are considering a career or certificate in special education or who desire to work with children with special needs and their families. An overview of atypical development, a variety of disabilities and the impact a child with disabilities has on families is covered. Educational, historical, societal and developmental issues, special education laws, the identification and referral process, the development and implementation of an IFSP and an IEP, methods of intervention, and case management are explored. Observation of children and conversations with family members and community agencies are required. *Grade only.*

CHD 021 CHILDREN AND PLAY 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on the classic and contemporary theories of play and the

implications of play in relationship to the child's social-emotional, cognitive, language and physical development. Students observe children's play behavior in order to plan and implement developmentally appropriate experiences for young children in a group setting. Creating an inclusive play curricula and developing and implementing special techniques for children with special needs are discussed. *Grade only.*

CHD 022 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM 2.0 UNITS

Total Lecture: 36 hours
Advisory: CHD 001 and CHD 010
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments, including the National Association for the Education of Young Children (NAEYC) Accreditation self-study materials, designed for use in assessing staff performance and program quality are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. This course may also be offered via distance learning. *Grade only.*

CHD 024 POSITIVE GUIDANCE IN EARLY CHILDHOOD 3.0 UNITS

Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course takes a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes stressors, child temperament, and disabilities. Positive guidance strategies, prevention techniques, supportive relationships, classroom management, observation, and intervention plans are discussed. *Grade only.*

CHD 025 INCLUSION STRATEGIES AND CURRICULUM IN EARLY CHILDHOOD EDUCATION 3.0 UNITS

Total Lecture: 54 hours
Advisory: CHD 001 and CHD 020
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered include using observation and assessments and implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Curriculum modification strategies for children with disabilities are discussed with the goal of meeting their unique developmental needs in inclusive and natural environments. Specific attention is aimed at the role of the teacher as a professional working with families, collaborating with interdisciplinary teams, and creating cultural competence. *Grade only.*

CHD 026 INTRODUCTION TO CURRICULUM 3.0 UNITS

Total Lecture: 54 hours
Prerequisite:CHD 001
Acceptable for credit: California State University
The course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine the teacher's role in supporting development and fostering the joy of learning for all young children. Students use observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. *Grade only. C-ID # ECE 130.*

COMMUNICATION STUDIES (COM)

COM 001 PUBLIC SPEAKING 3.0 UNITS

Total Lecture: 54 hours
Advisory: LIB 010 or LIB 010H
Prerequisite: ENG 908 or higher
Acceptable for credit: University of California, California State University
This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. This course may also be offered via distance learning. *Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.*

COM 001H PUBLIC SPEAKING – HONORS 3.0 UNITS

Total Lecture: 54 hours
Advisory: LIB 010 or LIB 010H
Prerequisite: ENG 908 or higher
Acceptable for credit: University of California, California State University
This honors course is an enhanced version of the traditional curriculum, emphasizing the fundamentals of informative and persuasive speaking with extemporaneous speaking style. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Students cannot receive credit for both COM 001 and COM 001H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.*

COM 004 SMALL GROUP COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours
Advisory: ENG 001A
Acceptable for credit: University of California, California State University
This course is designed to provide students with theoretical and practical experiences in problem solving, conflict management, decision making, and leadership in various group contexts. Students learn and practice effective oral communication skills important to the social-emotional, task and leadership functions of small groups in a variety of situations. *Grade only. C-ID # COMM 140.*

COM 008 INTERPERSONAL COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours
Advisory: ENG 001A, and REA 054
Acceptable for credit: California State University
This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. *Pass/No Pass Option. C-ID # COMM 130. CSUGE: E.*

COM 012 INTRODUCTION TO INTERCULTURAL COMMUNICATION 3.0 UNITS

Total Lecture: 54 hours
Advisory: ENG 001A
Acceptable for credit: University of California, California State University
This is an introductory course examining the effects of culture on interpersonal communication. Students learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. *Grade only. C-ID # COMM 150. CSUGE: C2, E; IGETC: 3B.*

COM 019A COMMUNICATION ACTIVITIES 1.0 UNIT
Total Arranged Lab: 48 hours
Acceptable for credit: California State University
In this course students participate in a variety of speech communication activities at a beginning level. These may include training to be a Peer Mentor and/or Teaching Assistant for our Public Speaking lab and classes, leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, and judging high school competitions. Students are required to meet one-on-one with the instructor regularly to conduct and assess activities. *Pass/No Pass Option.*

COM 020 ARGUMENTATION AND DEBATE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A
Acceptable for credit: University of California, California State University
This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Satisfies the 3 unit General Education oral communication requirement. *Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.*

COM 020H ARGUMENTATION AND DEBATE - HONORS 3.0 UNITS
Total Lecture: 54 hours
This honors course provides an introduction to rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Students cannot receive credit for both COM 020 and COM 020H. Enrollment in the Honors Transfer Project is required. *Pass/No Pass Option. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.*

COM 025 MASS COMMUNICATION AND SOCIETY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A
Acceptable for credit: University of California, California State University
This course is a survey of the mass media, including the history of the development of each of the covered media and an examination of the impact of each on the institutions and individuals in our society. Theories of mass communications as they apply to each of the covered media are explored. The ethical and legal implications of media in society and an exploration of the impact of media on perceptions, power, culture, class, and gender are examined. Covered media include radio, television, magazines, newspapers, books, film, and the Internet. *Grade only. CSUGE: D; IGETC: 4.*

COMMUNITY HEALTH (CHL)

CHL 010 COMMUNITY HEALTH PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 900
Acceptable for credit: California State University
An introductory course giving an overview of the field of community health with a focus on community health problems and issues facing consumers today. Included are identified community health problems and agencies related to the elderly, maternal and child health, communicable disease, substance abuse, occupational safety, health and the environment. This course is required for students in the community health worker program and residential care agencies. *Grade only. CSUGE: E.*

COMPUTER APPLICATIONS (CAP)

How to determine placement in computer keyboarding classes
A student should enroll for:
- CAP 010A with no previous keyboarding training;
- CAP 010C with previous keyboarding training.

CAP 010A LEARNING THE KEYBOARD 1.0 UNIT
Total Lab: 54 hours
This course is designed for anyone who wants to learn the "touch" system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 010C COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 UNIT
Total Lab: 54 hours
Advisory: CAP 010A or CAP 011
This course is designed for anyone who wants to improve basic keyboarding technique, speed, and accuracy on the computer. There is extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course may also be offered via distance learning. *Pass/No Pass Only*.

CAP 013 TEN-KEY NUMERIC KEYPAD 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CAP 010A or CAP 010C. This course may also be offered via distance learning. *Pass/No Pass Only.*

CAP 033A WORD PROCESSING - COURSE 1 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 010A or CAP 011 and CAP 031B
Acceptable for credit: California State University
This course teaches word processing applications using Microsoft Word. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus, and other basic word processing skills. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 033B WORD PROCESSING - COURSE 2 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, CAP 033A and, CAP 010A
Acceptable for credit: California State University
Students develop an in-depth knowledge of Word in order to prepare documents. This course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. *Pass/No Pass Option*.

CAP 045A INTRODUCTORY MICROSOFT PROJECT 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 070
Acceptable for credit: California State University
This course covers the basic concepts of project management and the essential components of Microsoft Project. Students utilize Microsoft Project to create and link tasks, set up and assign resources, and modify the work calendar to plan and manage a project. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 045B INTERMEDIATE MICROSOFT PROJECT 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 045A, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course covers more advanced concepts of project management and advanced features of Microsoft Project. Students work with the project management tools of Microsoft Project to analyze schedules, solve resource problems, and monitor the progress of a project. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 046D INTRODUCTION TO MICROSOFT POWERPOINT 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A
Acceptable for credit: California State University
The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 046E INTERMEDIATE MICROSOFT POWERPOINT 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A and CAP 046D
Acceptable for credit: California State University
This course covers advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and web pages. They learn to customize a slideshow and other advanced features. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 047 VISIO FOR VISIONARIES 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 010A CAP 046D and CAP 070
Acceptable for credit: California State University
Visualize your world more with Microsoft Visio. Students learn how to use MS Visio to create organization charts, flow charts, floor and landscaping plans, and network and data diagrams. Students also learn to enhance shapes, design graphics and create visual reports. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 062B AN INTRODUCTION TO MICROSOFT EXCEL 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 052
Acceptable for credit: California State University
This is an introduction to Microsoft Excel. The course covers basic formulas, functions, charts, and formatting. Students create 3-D charts, use loan amortization functions, and set up print options. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 063B INTERMEDIATE MICROSOFT EXCEL 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 062B
Acceptable for credit: California State University
This course is the second in a series of Excel courses designed to help students learn Excel features that are used in business decisions. Students apply What-IF Analysis such as scenario tables, goal seek, and solver. Students also utilize advanced functions such as VLOOKUP, NestedIF's, Pivot tables and Pivot charts, macros and more. This course is designed for students who are computer literate and have a previous working knowledge of Excel formulas, functions, and charts. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 070 USING MS WINDOWS 1.0 UNIT
Total Lecture: 18 hours
Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
Microsoft Windows is still the most widely used Operating System in the world. This course introduces students to the current version of the Windows operating system and helps students acquire fu xndamental computer skills including file management, Internet connectivity & security, network file sharing, backups, troubleshooting, and customizing/personalizing Windows settings. *Pass/No Pass Only.*

CAP 071E MICROSOFT OUTLOOK 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 070
Students learn the basic features of Microsoft Outlook, a desktop information management system. Students learn how to manage email with rules and folders, enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks, and manage contacts and contact groups. Computer literacy and keyboarding skills are recommended. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 081B INTRODUCTION TO MICROSOFT ACCESS 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A and CAP 070
Acceptable for credit: California State University
Microsoft Access is part of the Microsoft Office suite of products and is a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 088A INTRODUCTION TO JAVASCRIPT FOR THE WEB 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 097A, Eligibility for ENG 001A and REA 054.
Acceptable for credit: California State University
This is an introductory course on Javascript programming for the web. Students learn to program interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. This course is cross-listed as GDS 088A. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 092A INTRODUCTION TO CLOUD TECHNOLOGIES AND SOCIAL MEDIA 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 010A
Acceptable for credit: California State University
This course is designed for anyone who wants to learn more about Web 2.0 and cloud technologies. This course provides an introduction to Web 2.0 applications, such as social networking sites (SNS), video-sharing sites, wikis, blogs and mashups. Students utilize Web 2.0 applications to facilitate interactive information sharing and collaboration via the Internet. This course may be offered via distance learning. *Pass/No Pass Option.*

CAP 092B GOOGLE APPS FOR PERSONAL PRODUCTIVITY 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 010A or CAP 037A
Acceptable for credit: California State University
This course introduces students to Google Drive and Google applications. Students learn to use GMail, Google Calendar, Document, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. Students also identify opportunities to utilize Google apps to communicate and collaborate within a virtual-social network. This course may also be offered via distance learning. *Pass/No Pass Option.*

CAP 097A CREATING WEB PAGES - COURSE I 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A, CAP 070 and CAP 120
Acceptable for credit: California State University
This course provides the first step in creating a web page for personal and professional use. Students acquire basic HTML formatting skills and learn to add color, graphics, lists, and tables to their website. The final project is the creation and publication of a personal or business web page using HTML and/or content management systems. This course may also be offered via distance learning. *Pass/No Pass Option.*

COMPUTER INFORMATION SYSTEMS (CIS)

NOTE: Maximum credit that can be transferred to UC is a total of six CIS courses.

CIS 001 INTRODUCTION TO COMPUTER SCIENCE AND TECHNOLOGY 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is an introduction to the concepts of computer science and information technology. It covers computer architecture, the Internet and networking, and basic programming and data manipulation. Students develop a practical, realistic understanding of computer science and information technology. This course is recommended for students in any major who want to learn about computers and programming. *Pass/No Pass Option.*

CIS 007 PYTHON PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This is an introductory course in programming using Python. No prior programming experience required. Students learn to design, code, and execute programs using the Python programming language. This class covers basic programming skills such as data types, control structure, algorithm development, and program design with functions. It also includes lists, object-oriented programming and GUI programming concepts and topics. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # COMP 152.*

CIS 008 ADVANCED PYTHON PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 007
Acceptable for credit: University of California, California State University
This is an advanced course in Python programming that covers features of the language and its libraries. Students learn about parallel programming using threads and processes, network programming (client-side and server-side), database programming and persistence, text processing and regular expressions, and HTML and XML parsing. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 033 ROBOTICS AND EMBEDDED SYSTEMS 4.00 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A and CIS 039
Acceptable for Credit: California State University
This course is an introduction to microcontrollers and interfacing. It covers the basic hardware components such as LEDs, switches, motors and sensors needed to build a robot and introduce the components needed for the drone hardware. In addition, it includes programming of the microcontroller. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIS 035 INTRODUCTION TO DRONES AND UNMANNED AERIAL VEHICLES 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is an introduction to unmanned aerial vehicles (UAV). It covers the basic rules and regulations of flying a commercial drone and its applications. It also covers the components of a drone system, maintenance, applications, simulations, and hands-on training on how to fly and control a drone in different environments. *Pass/No Pass Option.*

CIS 037A INTRODUCTION TO C PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the concepts and methods of computer programming using C language. The course covers data types, expressions, control structures, functions, sequential files, arrays, pointers, strings, string library and ADTs. It also covers low level programming elements such as memory manipulations, pass-by reference pointers, structs and bit level manipulation. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIS 039 INTRODUCTION TO COMPUTER SYSTEMS 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Acceptable for credit: University of California, California State University.
This course provides a solid introduction to computer systems and machine language programming. Students learn the inner working of computer systems, instruction sets, assembly language programming, and data representation. Students also learn how to understand the code that a compiler generates, the memory layout and hierarchy, and the details of linking and loading. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # COMP 142.*

CIS 040 C++ PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A, Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This is an introductory course in programming using C++. Students learn to design, code, and execute programs using the C++ programming language. This class includes control structures, functions, object-oriented programming concepts and topics. This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 043 SOFTWARE DEVELOPMENT WITH JAVA 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming with an emphasis on OOP, (Object-Oriented Programming). Java programming language concepts include data types, selection, loops, arrays objects and classes. This course also includes GUI (graphical user interface), Graphics, files and exception handling. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # COMP 122.*

CIS 044 INTRODUCTION TO DATA STRUCTURES USING JAVA 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 043 and MAT 003A, Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is an advanced course in Java Programming Language. It covers basic data structures such as stacks, lists, dynamic arrays, trees, and the algorithms of their implementation. Other topics introduced are the definition and terminology of graphs, internal and external sorting, merging, searching, Hashing, Big-O notation, and Standard collection of Classes.This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 045 LINUX ESSENTIALS I 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27
Acceptable for credit: California State University
This is an introductory course in the Linux operating system. Students learn the basic Linux commands and utilities, including files, editors and shell scripting. This course may be offered via distance learning. This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 046 LINUX ESSENTIALS II (SHELL PROGRAMMING) 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CIS 045
Acceptable for credit: California State University
This course builds upon CIS 045, Linux Essentials I, to cover shell and scripting in depth. Students learn to program in Bourne Again Shell, including variables, expressions, control structure, files and subroutines. This course also includes networking and internet scripting.This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 047 LINUX SYSTEM ADMINISTRATION I 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 045, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This is an introductory course in Linux system administration. Students learn hands-on skills for Linux administration, including system initialization, file system management, user and services administration, and network configuration. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # ITIS 155.*

CIS 048 ADVANCED LINUX SYSTEM ADMINISTRATION 3.0 UNITS

Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CIS 047
Acceptable for credit: California State University
This is an advanced course in the Linux system administration series. Students learn to set-up and configure Linux based servers and networks. The course covers file systems, file sharing, mail server, LDAP, DNS, firewall, web server and network security. This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 055 INTRODUCTION TO DATABASE AND SQL 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CAP 070
Acceptable for credit: California State University
This course covers the concepts of relational databases and SQL query language. Students learn to create tables, insert data, update data and retrieve records in a database. This course introduces students to widely used database systems such as Oracle, Microsoft SQL server, and MySQL. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIS 056 DATABASE PROGRAMMING AND MANAGEMENT 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours
Advisory: CAP 084A
Acceptable for credit: California State University
This course is an introduction to database programming and management. It builds upon the basic database and SQL course to cover stored procedures, functions, packages, and database triggers. This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 060 MOBILE APPS PROGRAMMING - IPHONE 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 007, CIS 043
Acceptable for credit: California State University,
This course is an introduction to programming iPhone and iPad applications in Cocoa using an object-oriented paradigm. Students learn to develop simple to more advanced applications using Swift, Model-View-Control framework, graphical-user interface, classes, methods, and messages. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIS 063 MOBILE APPS PROGRAMMING - ANDROID 4.0 UNITS

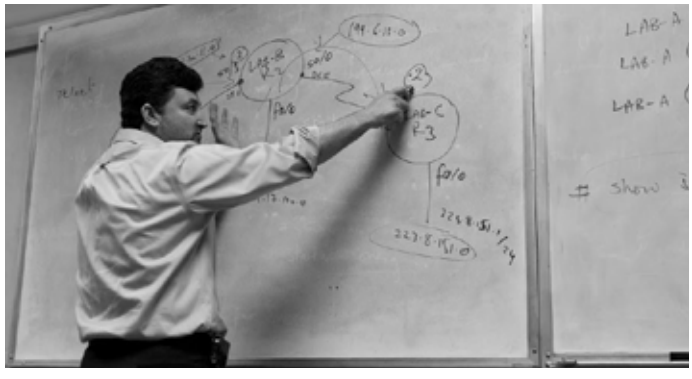
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, CIS 043
Acceptable for credit: California State University
This course is an introduction to programming applications for the Android operating system. Students learn to develop simple to more advanced applications using the latest Java technologies and the Android SDK. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIS 086 WEB DEVELOPMENT WITH PHP AND MYSQL 3.0 UNITS

Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CAP 097A, CIS 037A
Acceptable for credit: California State University
This is an introductory course on web server side programming using PHP and MySQL. This course covers basic PHP programming elements including variables, strings, arrays, files and forms processing. It covers MySQL database basics and how to create a database driven web application. This course may be offered via distance learning. *Pass/No Pass Option.*

CIS 088 ADVANCED JAVASCRIPT FOR WEB DEVELOPERS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CAP 088B, CAP 097A or GDS 045
Acceptable for credit: California State University
This is an advanced course on JavaScript. It covers the following advanced topics: IIFEs, Regular expressions, JSON, XML, REST, HTML5 Canvas, jQuery, MVC, single page applications, Angular, client-server interaction, Node.js and Ajax. This course may also be offered via distance learning. *Pass/No Pass Option.*



COMPUTER INFORMATION TECHNOLOGY (CIT)

CIT 011 INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE (A+) 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, mobile devices such as tablets and smartphones, client side virtualization, and the responsibilities of an IT professional. It helps students prepare for entry-level career opportunities in ICT and the CompTIA A+ certification. It also provides a learning pathway to Cisco CCNA. Hands-on lab activities are an essential element of the course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment. The use of Packet Tracer supports alignment with the new CompTIAA+ certification objectives. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIT 012 INTRODUCTION TO NETWORKING (NETWORK+) 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 05
Acceptable for credit: California State University
This course introduces the fundamental building blocks that form the modern network, such as protocols, media, topologies and hardware. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security and troubleshooting. This course helps students prepare for entry-level career opportunities in ICT and the CompTIA Network+ certification. It also provides a learning pathway to Cisco CCNA. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIT 016 CYBERSECURITY AND ETHICAL HACKING 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is an introduction to IT security and ethical hacking using the latest operating systems, security techniques, and wireless standards. It also covers the fundamentals of system security, network infrastructure, access control, assessments and audits, cryptography, and organizational security. Students gain hands-on experience with various ethical hacking methods and techniques. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIT 021 INTRODUCTION TO CISCO NETWORKS (CISCO-1) 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is the first of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP/IP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing in IPv4 and IPv6 environments, and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a “model Internet” to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN Topologies by applying basic principles of cabling, performing basic configurations of network devices, including routers and switches, and implementing IP addressing schemes. This course may also be offered via distance learning. *Pass/No Pass Option.*

CIT 022 ROUTING AND SWITCHING 4.0 UNITS

ESSENTIALS (CISCO-2)
Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 021
Acceptable for credit: California State University
This course is the second of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students participate in procedural labs, and then present basic configuration, implementation, and troubleshooting. Packet Tracer (PT) activities reinforce new concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This course may be offered via distance learning. *Pass/No Pass Option.*

CIT 023 SCALING NETWORKS (CISCO-3) 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 022
Acceptable for credit: California State University
This course is the third of four courses leading to the Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching) designation. It describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. This course may be offered via distance learning. *Pass/No Pass Option.*

CIT 024 CONNECTING NETWORKS (CISCO-4) 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CIT 023
Acceptable for credit: California State University
This course is the fourth of four courses leading to the CCNA Routing and Switching designation. This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. This course may be offered via distance learning. *Pass/No Pass Option.*

CIT 078 MICROSOFT SERVER ESSENTIALS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIT 011
Acceptable for credit: California State University
This course focuses primarily on the installation, storage, “compute features and functionality” and the “networking features and functionality” available in Windows Server 2016. It covers general installation tasks and considerations and the installation and configuration of Nano Server, in addition to the creation and management of images for deployment. It also covers local and server storage solutions, including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions. The course also covers Hyper-V and containers, along with the maintenance and monitoring of servers in physical and compute environments, DNS, DHCP, and IPAM implementations, in addition to remote access solutions, such as VPN and Direct Access. It also covers DFS and BranchCache solutions, high performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ITIS 155.

COUNSELING (COU)

COU 000A ORIENTATION TO MISSION COLLEGE 0.5 UNIT
Total Lecture: 9 hours
This course provides new students with basic information needed to attend college. It includes an orientation to Mission College programs and services, assessment information, registration procedures, an overview of general education requirements, and educational planning. This course may be offered via distance learning. *Pass/No Pass Only.*

COU 005 STRATEGIES FOR SUCCESS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This survey course includes a study of the following topics: role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Emphasis is on the attainment of lifelong success in academic, professional and personal development. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: E.*

COU 007 UNIVERSITY TRANSFER PLANNING 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: University of California, California State University
This course provides in-depth information and assistance with the transfer process to four-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. This course may also be offered via distance learning. *Pass/No Pass Option.*

COU 007H UNIVERSITY TRANSFER PLANNING - HONORS 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: University of California, California State University
This honors course provides in-depth information and assistance with the transfer process to four-year colleges/universities. Lower division major and general education requirements, college/university selection, admission procedures, statewide transfer policies, application deadlines, financial aid and scholarship information are covered. Students have the opportunity to broaden their perspectives by examining the changes in the education policies and regulations that impact society and may influence their transfer planning and admission to a university. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. Students cannot get credit for both COU 007 and COU 007H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Pass/No Pass Option.*

COU 012 CAREERS AND LIFESTYLES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course assists the student in examining the components of career choice. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options. Lifestyles and personal satisfaction are discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques are reviewed. Materials fee required. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: E.*

COU 012A CAREERS AND LIFESTYLES 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
This course assists students in exploring individual interests through the use of a variety of career assessments. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options. Materials fee required. This course may be offered via distance learning. *Pass/No Pass Option.*

COU 012C CAREERS AND LIFESTYLES 1.0 UNIT
Total Lecture: 18 hours
This course assists students in the area of job search skills. Students learn to market themselves using resume writing and interview skills, and to identify different types of skills and how they relate to job requirements. Occupational trends are examined. This course may also be offered via distance learning. This course may be offered via distance learning. *Pass/No Pass Option.*

COU 017 TRANSFER SUCCESS AND LIFE TRANSITIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
Through the context of transferring from a community college to a university, this course introduces students to appropriate life skills that can help them achieve greater success in their educational, personal, and professional lives. The course is designed specifically for students interested in successfully navigating the process of transferring to a college or university. Topics include: self-awareness; goal setting; motivation; learning styles; critical thinking; decision making; degree options; university systems and transfer programs; education planning; time management and procrastination; money management and financial aid; effective communication; unique transitional considerations for transfer students; and maintaining a healthy lifestyle. *Pass/No Pass Option. CSUGE: E.*

COU 023 BECOMING A MASTER STUDENT-ATHLETE 2.0 UNITS
Total Lecture: 36 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
In this course, student-athletes learn tools for success to be applied in the classroom and in their sport. This survey course includes a study of the following topics: the role of education in life, college systems, learning strategies, academic survival, career information, and awareness of personal development and techniques of interpersonal communication. In addition, students learn how to balance academics and athletics, and how to prepare for a bright future. *Pass/No Pass Option.*

COU 051A PERSONAL GROWTH-INCREASING SELF-ESTEEM 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for ENG 001A and REA 054
This course assists students in increasing an awareness of themselves and others, identifying strengths and weaknesses in potential for personal growth, and enhancing self-esteem. It is designed to increase their ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are self-esteem, developing and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. *Pass/No Pass Option.*

COU 055 VALUING DIVERSITY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course addresses the complexities of interpersonal relationships among and between several cultures and ethnic groups within our society. Students examine cultural perceptions, while exploring self-concepts, values, beliefs, communication styles, religion, gender, ageism, and lifestyles in order to promote respect for differences and develop a sense of community. *Pass/No Pass Option. CSUGE: D, E.*

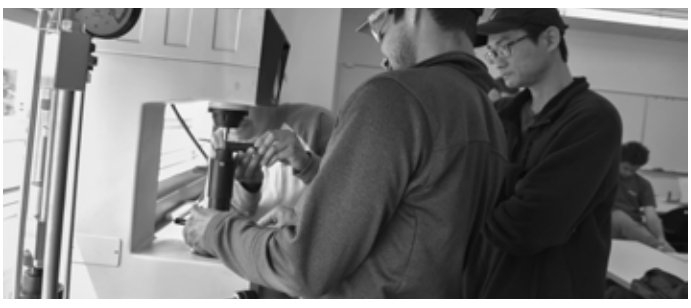
COU 145B BRIDGE TO COLLEGE 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for ENG 001A and REA 054
This course is designed to provide new students with basic information needed to attend college. It includes an orientation to Mission College programs and services, assessment information, registration procedures, an overview of general education requirements and educational planning. The course is also designed to improve students' study skills. Time management, note taking, preparation for exams and other study habits and techniques are covered. This course may be offered via distance learning. *Pass/No Pass Option.*

ECONOMICS (ECN)

ECN 001A PRINCIPLES OF MACROECONOMICS 4.00 UNITS
ECN 001A (replaces ECN 001A/001AL)
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 000C
Prerequisite: MAT 903
Acceptable for credit: University of California, California State University
This course is an introduction to macroeconomic analysis. Topics include aggregate measures of economic activity, such as gross domestic product, unemployment, and inflation; market systems; macroeconomic models and their equilibria; effects of fiscal and monetary policy; economic growth; evolution of economic thought; and international economics. The course also includes an online lab component that reinforces concepts learned through deeper learning and applications, and offers additional practice with solving problems in economics. This course may be offered via distance learning. *Grade only. C-ID # ECON 202. CSUGE: D; IGETC: 4.*

ECN 001B PRINCIPLES OF MICROECONOMICS 4.00 UNITS
ECN 001B (replaces ECN 001B/001BL)
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 000C
Prerequisite: MAT 903
Acceptable for credit: University of California, California State University
This course is an introduction to microeconomic analysis that focuses on choices of individual economic decision makers. Topics include scarcity and resource allocation, elasticity, market equilibrium in competitive and noncompetitive market structures, consumer behavior, production decisions, income distribution, market failure and effects of government intervention. This course includes a lab component, which provides additional practice and deeper learning and applications. This course may be offered via distance learning. *Grade Only. C-ID # ECON 201. CSUGE: D; IGETC: 4.*

ECN 006 THE GLOBAL ECONOMY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe are presented to expand insight into the increasing economic interdependence of nations. This course is cross-listed as GLB 006 and SOC 006. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*



ENGINEERING (EGR)

EGR 010 INTRODUCTION TO ENGINEERING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: University of California, California State University
This course exposes students to the field of engineering and the various engineering disciplines. Course presents the basic skills necessary to succeed as an engineering student. The nature of engineering work and the roles of engineers are explored. The Engineering Design Process is addressed through multiple team-based projects and engineering problem-solving topics. Communication skills for technical presentations and reports are developed through practical engineering scenarios. Guest speakers from local engineering firms and tours to local companies are included. *Pass/No Pass Option.*

EGR 010H INTRODUCTION TO ENGINEERING – HONORS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903 or MAT 903M
Acceptable for Credit: California State University, University of California
This course is the honors version of Introduction to Engineering. This course exposes students to the field of engineering and the various engineering disciplines. Course presents the basic skills necessary to succeed as an engineering student. The nature of engineering work and the roles of engineers are explored. The Engineering Design Process is addressed through multiple team-based projects and engineering problem-solving topics. Communication skills for technical presentations and reports are developed through practical engineering scenarios. Guest speakers from local engineering firms and tours to local companies are included. Students may not receive credit for both EGR 010 and EGR 010H. Enrollment in the Honors Transfer Project is required. *Pass/No Pass Option.*

EGR 023 MECHANICS - STATICS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 003B or any higher level math and PHY 004A
Acceptable for credit: University of California, California State University
This course applies the principles of mechanics to evaluate the static equilibrium of two- and three- dimensional engineering structures. Topics include the equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed loads, internal forces in beams, sheer and bending moment diagrams, truss analysis, and friction. This course is primarily for engineering transfer students. This course may also be offered via distance learning. *Grade only. C-ID # ENGR 130.*

EGR 024 INTRODUCTION TO CIRCUIT ANALYSIS 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 004A
Prerequisite: MAT 003B and PHY 004B
Acceptable for credit: University of California, California State University
This is an introductory course in the analysis of electric circuits. The emphasis is on analysis and setting up equations arising from the applications of Kirchoff's Laws, Ohm's Law, and Thevenin's & Norton's Theorems, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, transient responses, dependent sources, and operational amplifiers. This course is primarily for engineering transfer students.*Grade only.*

EGR 024L INTRODUCTION TO CIRCUIT ANALYSIS LAB 1.0 UNIT
Total Lab: 54 hours
Advisory: MAT 003B, PHY 004B
Corequisite: EGR 024
Acceptable for credit: University of California, California State University
Introduction to Circuit Analysis Lab. This course is an introduction to the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function

generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Construction and measurement of basic operational amplifier circuits. This course is primarily for engineering transfer students. *Grade only.*

EGR 025 ENGINEERING GRAPHICS AND DESIGN 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite MAT 000D or MAT 002 or MAT 003A or MAT 003AH
Acceptable for credit: University of California, California State University
This course develops graphical visualization and design skills by applying graphics based engineering methods. The course also teaches engineering design by applying the conceptual design process and integrating graphics into design projects. Graphics assignments develop sketching, manual drafting, and computer aided drafting (CAD) skills. This course is primarily for engineering transfer students. *Grade only.*

EGR 026 ENGINEERING MATERIALS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Prerequisite: CHM 001A, MAT 003B, PHY 004A
Acceptable for credit: University of California, California State University
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 chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. This course may be offered via distance learning. *Grade only. C-ID # ENGR 140B.*

EGR 030 INTRODUCTION TO COMPUTING FOR ENGINEERS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 003A and CIS 002
Acceptable for credit: University of California, California State University
This course introduces software development using a high level language such as C or C++. Engineering problems are solved through software programming techniques and by interfacing software to hardware circuits. A microcontroller system such as Arduino is used. *Pass/No Pass Option.*

ENGLISH (ENG)

Placement in any English class is based on a placement test for new students or a grade of C or better in a previous course for continuing students. Students needing to take a placement test go directly to the Testing Center in SEC-109 or call 408-855-5099.

ENG 001A ENGLISH COMPOSITION 3.0 UNITS

Total Lecture: 54 hours
Advisory: LIB 010
Prerequisite: ENG 908 or qualifying score on the English Placement Assessment. (Prior completion of English 108A, an older version of English 908, with a minimum grade of CR may be substituted for this Prerequisite: course.)
Acceptable for credit: University of California, California State University
This course emphasizes the techniques of English composition with emphasis on the process of learning to write clearly and effectively and to read analytically. English 001A fulfills the English requirement for the Associate degree; this is a baccalaureate course. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # ENGL 100. CSUGE: A2; IGETC: 1A.*

ENG 001AX INTENSIVE ENGLISH COMPOSITION 5.0 UNITS

Total Lecture: 90 hours
Prerequisite: ESL 980 or ENG 905AC or ENG 908 or
Prerequisite: qualifying placement using the statewide decision rule model or other appropriate, validated assessment instruments
Acceptable for credit: University of California, California State University
This course introduces the techniques of collegiate English composition with emphasis on clear, effective writing and analytical reading. Students will learn to think critically about their own writing and will receive extensive support throughout the writing process. Areas of support will include close reading, textual analysis, finding and correctly incorporating credible, relevant source material, and acclimating to a college academic environment. English 1AX fulfills the English requirement for the Associate degree. This course also satisfies the composition requirement for baccalaureate degrees. *Grade Only.*

ENG 001B ENGLISH COMPOSITION AND LITERATURE 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ENG 001A
Acceptable for credit: University of California, California State University
This course continues emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. This course may be offered via distance learning. *Grade only. C-ID # ENGL 120. CSUGE: A3, C2; IGETC: 1B.*

ENG 001C CLEAR THINKING IN WRITING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ENG 001A
Acceptable for credit: University of California, California State University
English 001C is an advanced composition course that emphasizes critical thinking, particularly in the reading and writing of arguments. Course content includes analytical reading skills and methods of analysis, principles of logic, techniques of reasoning and of style, and research skills. *Grade only. C-ID # ENGL 105. CSUGE: A3; IGETC: 1B.*

ENG 005A ENGLISH LITERATURE THROUGH 18TH CENTURY 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ENG 908 or Qualify for English 1A on the English Placement test.
Acceptable for credit: University of California, California State University
This course is a survey of English literature that begins with Anglo-Saxon writings and the epic "Beowulf" and extends through the works of the eighteenth century ending with the writings of Samuel Johnson. *Pass/No Pass Option. C-ID # ENGL 160. CSUGE: C2; IGETC: 3B.*

ENG 005B ENGLISH LITERATURE FROM 19TH CENTURY TO PRESENT 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ENG 908 or Placement at the English 1A level on the English Placement Test
Acceptable for credit: University of California, California State University
This course is a survey of English literature, the second half chronologically, beginning with the Romantic Period of the nineteenth century and continuing into the Modern Period of the twentieth century and includes authors from Wordsworth to James Joyce. *Pass/No Pass Option. C-ID # ENGL 165. CSUGE: C2; IGETC: 3B.*

ENG 006B SURVEY OF WORLD LITERATURE 3.0 UNITS

Total Lecture: 54 hours
Advisory: REA 054
Prerequisite: ENG 908 or ENG 905AC
Acceptable for credit: University of California, California State University
World Literature is the study of representative works of world literature from the seventeenth century to the present. The course emphasizes the literary and cultural

significance of selected great works of Western and non-Western literary traditions, including women, minority, and ethnic literature from around the world. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # ENGL 145. CSUGE: C2; IGETC: 3B.*

ENG 007A AMERICAN LITERATURE TO 1865 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 908 or Qualifying score on the English placement test.
Acceptable for credit: University of California, California State University
This course covers major American writers from the Colonial period through 1865. It begins with William Bradford's works and ends with the works of Walt Whitman. *Pass/No Pass Option. C-ID # ENGL 130. CSUGE: C2; IGETC: 3B.*

ENG 007B AMERICAN LITERATURE 1865 TO PRESENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: ENG 908 or Qualifying score on the English placement test.
Acceptable for credit: California State University, University of California
This course covers major American writers from 1865 to the present. It surveys major American literary traditions from the Civil War to the present day. *Pass/No Pass Option. C-ID # ENGL 135. CSUGE: C2; IGETC: 3B.*

ENG 013 CHICANA/O-LATINA/O LITERATURE 3.00 UNITS
Total Lecture: 54 hours
Acceptable for Credit: University of California, California State University
This course provides an introduction to authors, topics, and movements in Chicana/o and Latina/o literature from the 19th century to the present. Readings cover a variety of literary forms: novels, short stories, poems, drama, autobiography, and/or essays. In examining these works, particular attention is given to topics such as the similarities and differences in the experiences among Latino/a groups in the United States; the construction of identity in terms of race, gender, sexuality, and class; bilingualism and code-switching; and the relationship of the artist to his or her community. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

ENG 015 INTRODUCTION TO FILM ANALYSIS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form is covered in this course. Exemplary motion pictures are viewed and examined with special attention to film technique, thematic content, and aesthetic values. *Pass/No Pass Option. C-ID # ENGL 135. CSUGE: C2; IGETC: 3B.*

ENG 043 CLASSICAL MYTHOLOGY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 908 or ENG 905AC
Acceptable for credit: University of California, California State University.
Classical Mythology is an examination of the major classical myths of Western heritage for an appreciation of their literary value and their influence on modern life and culture. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

ENG 048 INTRODUCTION TO SHAKESPEARE 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 900A/B is a recommended co-requisite for students needing extra help with the writing requirements of ENG 048.
Prerequisite: ENG 908 or eligibility for ENG 001A based on the English placement test score.
Acceptable for credit: University of California, California State University
This course is an analysis and discussion of a selection of Shakespeare's major plays and poems with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to develop knowledge, understanding, and appreciation of major genres, themes, characters, and poetic language. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

ENG 070 CREATIVE WRITING 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
Creative Writing focuses on imaginative writing, specifically on fiction, poetry, creative nonfiction and drama. Students learn and practice various strategies associated with these genres, read and workshop each other's writing, and read/analyze the work of professional writers. Other activities may include attending literary events, hearing visiting writers, and making book presentations. *Pass/No Pass Option. C-ID # ENGL 200. CSUGE: C2.*

ENG 900 WRITING SKILLS LAB 0.5 UNIT
Total Lab: 27 hours
English 900 is required for any student taking English 903 or 905. It is also advised for students wanting extra help in any English course.
This course provides instruction designed to help students improve their writing by having them practice the steps of the writing process and apply writing strategies. Any student may enroll in the course. In order to receive credit, students must complete the required coursework. *Pass/No Pass Only.*

ENG 905 ENGLISH FUNDAMENTALS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ESL 970G and ESL 970RW and ESL 970LS, or ESL 970GW and ESL 970RV and ESL 970LS
Corequisite: REA 961 or REA 961 or Assessment at any higher level of reading or demonstration of reading proficiency, ENG 900.
Concentration is on the writing of basic expository paragraphs and essays having grammatically correct sentences and clear organization of ideas. There are no final letter grades for the course. The course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level class. *Pass/No Pass Option.*

ENG 905AC ACCELERATED ESSAY WRITING 6.00 UNITS
Total Lecture: 108 hours
Prerequisite: Qualifying score on the English Placement Test or ESL 970GW, ESL 970RV, and ESL 970LS.
Concentration is on the writing and revision process, academic essays and introduction to research skills. The course qualifies students for English 001A. This course may be offered via distance learning. *Pass/No Pass Option.*

ENG 908 EFFECTIVE WRITING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 905 or qualifying score on placement test.
Concentration is on the writing process, academic essays, and introduction to research skills. This course qualifies students for English 001A. This course may be offered via distance learning. *Pass/No Pass Option.*

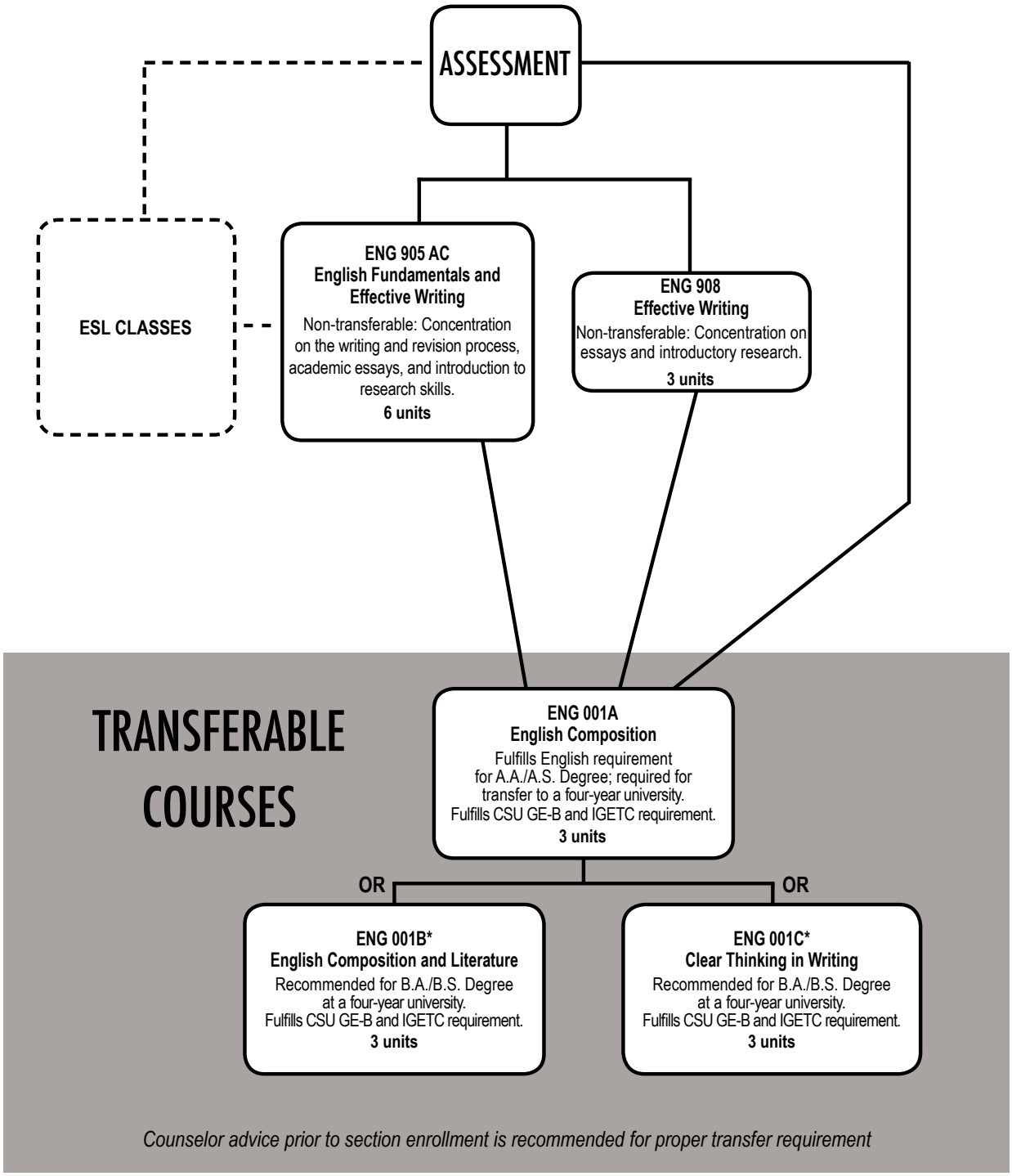
ENGLISH AS A SECOND LANGUAGE (ESL)

Placement in any ESL class is based on a placement test for new students or a grade of C or better in a previous course for continuing students. Students needing to take a placement test should go directly to the Testing Center in SEC-109 or call 408-855-5099.

ESL 930EC ESL FOR CHILD CARE PART I 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: An appropriate score on the ESL Placement Test.
This high-beginning course develops oral and written communication skills in standard English within the context of child care and parenting. Students practice skills useful for communicating with and about children on topics including day-to-day care, health and safety. *Pass/No Pass Option.*

ENGLISH COURSE PROGRESSION

Starting class placement is based on assessment. Students may qualify for English 1A or may be directed to English 905AC, English 908, or ESL classes to help them build additional skills to prepare for English 1A.



ESL 930GW HIGH BEGINNING GRAMMAR AND WRITING 3.5 UNITS

Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930RV and ESL 930LS is recommended.
Prerequisite: A qualifying score on ESL placement test.
In this course, students develop basic writing and grammar skills of standard written English. Students practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes laboratory work to facilitate skill development. *Pass/No Pass Option.*

ESL 930LC HIGH BEGINNING LISTENING AND CULTURE 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: A qualifying score on the ESL placement test.
This is the first of a two course sequence designed to help the high-beginning student develop strategies for communicating in the English language. Although some strategies for speaking are included, the emphasis is on developing skills in listening, reading, and writing. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 930LS HIGH BEGINNING LISTENING AND SPEAKING 3.5 UNITS

Total Lecture: 54 hours Total Lab: 27 hours
Advisory: Concurrent enrollment in ESL 930GW and ESL 930RV
Prerequisite: ESL 920 or a qualifying score on ESL placement test
In this course students receive guidance and extensive practice in listening and speaking at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologs, and dialogs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes one and a half hours of laboratory work weekly to facilitate skill development. *Pass/No Pass Option.*

ESL 930PL BASIC PRONUNCIATION AND LISTENING 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: a qualifying score in the ESL Placement Test
Advisory: ESL 930LS
High-beginning level students receive guidance and extensive practice on the most important aspects of American English pronunciation. These include basic sound-spelling patterns, important vowel and consonant contrasts, syllables, word stress, and key intonation patterns. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 930RV HIGH BEGINNING READING AND VOCABULARY 3.5 UNITS

Total Lecture: 54 hours, Total Lab: 27 Hours
Advisory: ESL 930GW, ESL 930LS
Prerequisite: Qualifying score on ESL placement test or ESL 920
Students receive guidance and extensive practice in reading and comprehending stories and articles written in simplified English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes laboratory work to facilitate skill development. *Pass/No Pass Option.*

ESL 940EC ESL FOR CHILD CARE PART II 3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 930ECC, ESL 930GW, ESL 930LS and ESL 930RV
This low-intermediate course develops oral and written English language skills useful for child care and parenting. Students practice skills to communicate with and about young children at different stages of development. *Pass/No Pass Option.*

ESL 940GW LOW INTERMEDIATE GRAMMAR AND WRITING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940RV and ESL 940LS is recommended.
Prerequisite: A qualifying score on the ESL placement test or ESL 930GW
This course develops basic writing and grammar skills of standard written English at the low intermediate level. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, present, past and future verb tenses, articles, prepositions, spelling and punctuation. *Pass/No Pass Option.*

ESL 940LC LOW INTERMEDIATE LISTENING AND CULTURE 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ESL 930LC and/or placement of 940 level on the ESL Placement Test.
This is the second semester of a one-year course. It is designed to help the low-intermediate student develop and strengthen strategies for communicating in the English language. Although some strategies for speaking are available, the emphasis is on developing skills in listening and, to a lesser extent, writing. Topics of American culture are covered. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 940LS LOW INTERMEDIATE LISTENING AND SPEAKING 3.5 UNITS

Total Lecture: 54 hours, Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test
This course continues the development of listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions, of high-frequency vocabulary in context, and of main ideas and details in conversations and lectures. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. This course may also be offered via distance learning. *Pass/No Pass Option.*

ESL 940RV LOW INTERMEDIATE READING AND VOCABULARY 3.0 UNITS

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 940GW and ESL 940LS is recommended.
Prerequisite: A qualifying score on the ESL placement test or ESL 930RV
This class emphasizes vocabulary expansion and comprehension of short texts including finding main ideas and details. The vocabulary focus is on word forms and families, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary. *Pass/No Pass Option.*

ESL 950EC ESL FOR CHILD DEVELOPMENT: INTRODUCTION 3.0 UNITS

Total Lecture: 54 hours
Advisory: Qualifying score (at the ESL 950 level) on the ESL placement test, or ESL 930ECC and ESL 940ECC
This course develops English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of children and reflecting on their development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. *Pass/No Pass Option.*

ESL 950G INTERMEDIATE GRAMMAR 3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 940RV and ESL 940LS with a C or better.
Prerequisite: ESL 940GW or a qualifying score on the ESL placement test.
This course focuses on the necessary intermediate grammar skills to support the development of speaking, reading and writing skills. The main focus is on compound and complex sentence development in both oral and written form. Topics to be addressed include adjective, adverb, and noun phrases and clauses, conditionals, infinitives, gerunds, sentence boundaries, punctuation, and the functions of parts-of-speech. This course may also be offered via distance learning. *Pass/No Pass Option.*

ESL 950GW INTERMEDIATE GRAMMAR AND WRITING 5.0 UNITS

Total Lecture: 90 hours
Advisory: ESL 940LS
Prerequisite: Qualifying score on the ESL placement test; or ESL 940GW and ESL 940RV
This intermediate level course develops students' writing and grammar competency through the study of targeted intermediate grammar structures and written materials. Students focus on writing a variety of sentences (compound, complex, and compound/complex) by utilizing adverb, adjective, and noun clauses, and half sentences, phrases, and participles. This course may also be offered via distance learning. *Pass/No Pass Option.*

ESL 950LS HIGH INTERMEDIATE LISTENING AND SPEAKING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 950RW and ESL 950G
Prerequisite: ESL 940LS or a qualifying score on the ESL placement test.
Intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. This course may also be offered via distance learning. *Pass/No Pass Option.*

ESL 950PL INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 UNITS

Total Lecture: 54 hours, Total Lab: 27 hours
Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test
Advisory: ESL 930PL
Intermediate level students receive guidance and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogs and paragraphs and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing and linking as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course consists of two-thirds lecture and one-third lab work that facilitates skill development. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 950RW INTERMEDIATE READING AND WRITING 5.0 UNITS

Total Lecture: 90 hours
Advisory: Completion of ESL 940LS, ESL 950G and CAP 010A with a C or better.
Prerequisite: A qualifying score on the ESL placement test or a C or better in ESL 940RV and ESL 940GW
This intermediate level course develops students' writing fluency and reading skills through the study of a variety of fiction and nonfiction reading materials. Students will increase their ability to write effective, grammatically correct sentences and short compositions. Writing skills focus on using participial, gerund, and infinitive phrases and adverbial, adjective and noun clauses in complex sentences to express ideas related to reading content. Reading skills focus on the acquisition and use of new vocabulary, the strategies to understand and interpret content, reading a novel and completing a library project. This course may also be offered via distance learning. *Pass/No Pass Option.*

ESL 950RV INTERMEDIATE READING AND VOCABULARY 3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 940LS
Prerequisite: ESL 940RV and ESL 940GW or a qualifying score on the ESL placement test.
This intermediate level course develops students' reading skills through the study of a variety of fiction and nonfiction reading materials. The course focuses on reading skills such as comprehending main ideas and details in intermediate level readings, the acquisition and use of new vocabulary, and the strategies to understand and interpret content. *Pass/No Pass Option.*

ESL 960EC ESL FOR CHILD DEVELOPMENT: DOMAINS 3.0 UNITS

Total Lecture: 54 hours
Advisory: Qualifying score (at the ESL 960 level) on the ESL placement test; or ESL 930ECC, ESL 940ECC, ESL 950ECD.
This course is the continuation of ESL 950ECD. Students develop English language skills necessary for communicating about and with children. The students practice those skills necessary for the listening, speaking, reading and writing tasks which are typically required in Child Development courses and in the child care workplace, including observation of and reflection on children's development. This course focuses on the topics of children's socio-emotional, motor, cognitive, as well as language and literacy, development. This course is appropriate for non-native English speakers who are interested in working with and caring for children. *Pass/No Pass Option.*

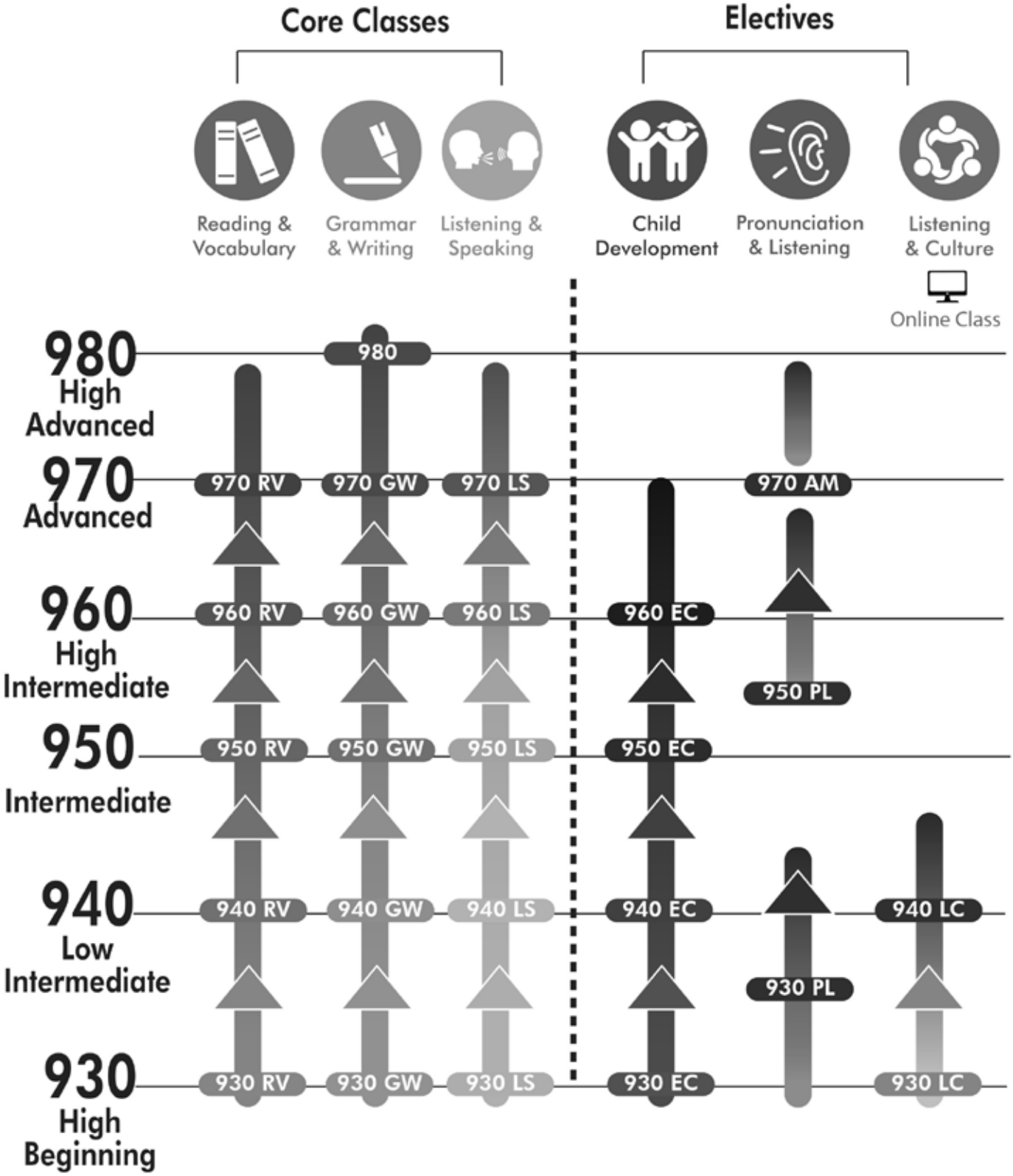
ESL 960G HIGH INTERMEDIATE GRAMMAR 3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 950RW and ESL 950LS
Prerequisite: A qualifying score on the ESL Placement Test; or ESL 950G or ESL 950GW
This course for students at a high-intermediate level of ESL develops sentence variety in standard written English and accuracy in spoken English to support the refinement of speaking, reading and writing skills. Among elements the course focuses on are the study and practice of complex sentence structures, varied placement of sentence elements, participles, conditionals, and error correction. *Pass/No Pass Option.*

ESL 960GW HIGH INTERMEDIATE GRAMMAR AND WRITING 5.0 UNITS

Total Lecture: 90 hours
Advisory: ESL 950LS
Prerequisite: A qualifying score on the ESL Placement Test; or ESL 950RW and ESL 950G ; or ESL 950RV and ESL 950GW
This course develops students' knowledge of grammar in order to analyze, understand, write, and edit English sentences and paragraphs at a high-intermediate level. The course focuses on comprehensible simple, compound, and complex sentences with a high level of grammatical accuracy and word choice. Focus is also on various rhetorical styles in cohesive, well-organized, and grammatically correct paragraphs on abstract as well as concrete topics. This course may be offered via distance learning. *Pass/No Pass Option.*

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE



ESL 960LS HIGH INTERMEDIATE LISTENING AND SPEAKING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 960G and ESL 960RW.
Prerequisite: ESL 950LS or a qualifying score on the ESL placement test.
This high intermediate course continues to develop ESL students' oral communication skills in a variety of social, business, and/or academic situations. Students increase their knowledge of vocabulary, idiomatic expressions and communication strategies. Students use a variety of complex language functions. The course emphasis is on the development of oral fluency and the appropriate use of discussion strategies to exchange ideas in small and large group communication, including formal oral presentations. *Pass/No Pass Option.*

ESL 960RV HIGH INTERMEDIATE READING AND VOCABULARY 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: A qualifying score on the ESL placement test or ESL 950RW and ESL 950G or ESL 950RV and ESL 950GW.
Advisory: ESL 950LS and ESL 960 GW
In this course students develop reading comprehension strategies, vocabulary acquisition techniques, and analytical reading skills. Using a variety of fiction and non-fiction texts, students learn to recognize main ideas and supporting details, distinguish between fact and opinion, and infer meaning. Students also learn techniques for summarizing short texts. Students increase their academic vocabulary by using context clues, stems and affixes, and practice with the Academic Word List. In addition, they become familiar with the denotations and connotations of words. This course may be offered via distance learning. *Pass/No Pass Option*.

ESL 960RW HIGH INTERMEDIATE READING AND WRITING 5.0 UNITS

Total Lecture: 90 hours
Advisory: ESL 950LS and ESL 960G
Prerequisite: A qualifying score on the ESL placement test or ESL 950RW and ESL 950G.
This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students also develop the ability to write cohesive, well-organized, grammatically correct paragraphs in a variety of rhetorical patterns about both concrete and abstract topics. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 970AM ACCENT MODIFICATION 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.
Advisory: ESL 950PL
Advanced ESL speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent. This course may be offered via distance learning. *Pass/No Pass Option.*

ESL 970GW ADVANCED ESL COMPOSITION AND GRAMMAR 5.0 UNITS

Total Lecture: 90 hours
Prerequisite: Qualifying score on the ESL placement test; or ESL 960G and ESL 960RW; or ESL 960GW and ESL 960RV.
This course continues developing skills in writing expository paragraphs and introduces the structure of the essay in standard academic written form. The focus is on a review of the paragraph skills attained in ESL 960RW (control of topic sentences and development of paragraphs which express a variety of rhetorical styles). Students expand paragraphs into essays and learn to edit their work effectively. Throughout the course, students review grammar and sentence structure focusing on the identification and correction of errors most typical of the non-native student. *Pass/No Pass Option.*

ESL 970LS ADVANCED LISTENING AND SPEAKING 3.0 UNITS

Total Lecture: 54 hours
Advisory: Concurrent enrollment in ESL 970GW and ESL 970RV.
Prerequisite: ESL 960LS or a qualifying score on the ESL placement test.
Advanced ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures, news broadcasts, TV and film dialogue and song lyrics. Students are exposed to various speaking styles. Students are exposed to academic and idiomatic forms of English. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas. *Pass/No Pass Option.*

ESL 970RV ADVANCED READING AND VOCABULARY 3.0 UNITS

Total Lecture: 54 hours
Advisory: ESL 960 LS and ESL 970GW
Prerequisite: Qualifying score on the ESL placement test; or ESL 960RV and ESL 960GW, or ESL 960G and ESL 960RW.
Students will continue developing academic vocabulary using context clues, stems and affixes, and dictionary skills. Reading skills focus on inferencing, identifying bias, fact vs. opinion, main idea, paraphrasing, and summarizing. A novel and a library project are required. *Pass/No Pass Option.*

ESL 980 EFFECTIVE WRITING FOR ADVANCED ESL STUDENTS 4.0 UNITS

Total Lecture: 72 hours
Prerequisite: ESL 970RV and ESL 970GW, or ESL 970G and ESL 970RW; or Qualifying score on the ESL placement test, ESL 970LS or
Corequisite: ESL 970LS
This course is for students whose native language is not English. Students write academic essays and a short research paper. Emphasis is on the writing process, academic essay writing, and introductory research skills. The course also provides intensive practice with the sentence patterns, grammatical structures, and academic vocabulary necessary to produce clear, accurate prose. *Pass/No Pass Option.*

ESL 985 WRITING FOR ESL STUDENTS IN ENGLISH 001A 2.0 UNITS

Total Lecture: 36 hours
Prerequisite: ENG 905AC, or ENG 908
Advisory: ESL 970GW
This course is for students taking English 001A whose native language is not English. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences. This course includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. The course focuses on the sentence patterns, grammatical structures and academic vocabulary necessary to be successful in English 001A. *Pass/No Pass Option.*

FIRE PROTECTION TECHNOLOGY (FPT)

FPT 051 FIRE PROTECTION ORGANIZATION 3.0 UNITS

Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course provides a general introduction to the field of Fire Protection, including: career opportunities; philosophy and history of fire protection; the organization and function of fire protection services; and a basic introduction to the chemistry and physics of fire and fire control techniques, with an introduction to fireground hazards, strategy, and tactics. *Pass/No Pass Option.*

FPT 052 FIRE BEHAVIOR AND COMBUSTION 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 903
Acceptable for credit: California State University
This course focuses on the theory and fundamentals of how and why fires start, the spread and fire control methods; an in-depth study of fire chemistry, fire behavior and physics; fire characteristics of materials and compounds and the use of extinguishing agents and fire control techniques. *Pass/No Pass Option.*

FPT 053 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 052 and MAT 903
Acceptable for credit: California State University
This course focuses on: utilizing portable fire extinguishing equipment including inspection and maintenance procedures; fundamentals of design and operation of various types of sprinkler systems; fundamentals of design and operation of special hazard protection systems and associated fire detection and signaling systems; water supply requirements for standpipe, sprinkler and other fire protection systems. *Pass/No Pass Option.*

FPT 054 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 051 and MAT 903
Acceptable for credit: California State University
This course provides instruction regarding; theory and fundamentals of building construction; laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; elements of building construction and design; fire protection requirements for buildings, special occupancies and open areas. *Pass/No Pass Option.*

FPT 055 FIRE PREVENTION TECHNOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 051 and MAT 903
Acceptable for credit: California State University
This course provides instruction on the following: organization and function of fire prevention; fire and life safety inspections; utilization of the Uniform Fire Code and related standards in determining requirements for fire safety; surveying and mapping procedures; recognition of fire and life hazards; engineering and enforcing a solution of a fire hazard; public education aspects of fire prevention; and firefighters' responsibility in determining the cause of fire. *Pass/No Pass Option.*

FPT 056 HAZARDOUS MATERIALS TECHNOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: FPT 052 and MAT 903
Acceptable for credit: California State University
This course provides an in-depth study of the following: materials presenting special problems in fire fighting operations; laws and standards involved in the storage and handling of hazardous chemicals and substances; the identification of hazardous materials; and the handling procedures and practices for emergencies involving corrosive water-reactive, toxic, explosive and radio-active materials. *Pass/No Pass Option.*

FPT 057 RESCUE PRACTICES 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: FPT 051
Acceptable for credit: California State University
This course is a lecture and lab class in technical and manipulative skill training in rescue procedures, including patient examination and medical interventions; poison and environmental emergencies; multiple casualties and triage; performing manual lifts and carries; low angle and confined space rescue; hazardous materials awareness and decontamination procedures: improvising and providing transportation; extrication procedures. *Pass/No Pass Option.*

FPT 060 WILDLAND FIRE TECHNOLOGY 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Acceptable for credit: California State University
This course focuses on the organizational skills necessary for wildland fire protection. The minimum safety equipment required for the field evolutions consists of an OSHA approved helmet with chin strap, impact goggles and leather gloves. *Pass/No Pass Option.*

FPT 061 FUNDAMENTALS OF FIRE SUPPRESSION 3.0 UNITS
Total Lecture: 27 hours, Total Lab: 81 hours
Advisory: WHP 004D
Acceptable for credit: California State University
Manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and hitchers; identification, actuation and employment of portable fire service extinguishers; donning and testing of protective breathing apparatus; basic hose evolutions; laying multiple lines; operating hose lines above and below street level; fire service ladder evolutions; basic salvage and overhaul techniques. Safety equipment required. Uniform required. *Pass/No Pass Option.*

FPT 065 EMERGENCY MEDICAL TECHNICIAN I THEORY 6.0 UNITS
Total Arranged lab hours: 108 hours
Prerequisite: AHL 011, or American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065L and FPT 065C
Acceptable for credit: California State University
This EMT-I training program is designed to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the theory requirements for certification as an Emergency Medical Technician-I as specified in the regulations approved by the State of California Emergency Medical Services Authority in April, 2013. Students must also successfully complete FPT 065L and FPT 065C concurrently with FPT 065 to be eligible for certification. *Grade only.*

FPT 065C EMERGENCY MEDICAL TECHNICIAN I 0.5 UNIT
Total Arranged lab hours: 27 hours
Prerequisite: AHL 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065, FPT 065L or FPT 180
The purpose of this EMT-I training course is to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician–I as specified in the regulations approved by the State of California Emergency Medical Services Authority in April, 2013. This course allows the student to experience “hands-on” skills while caring for patients under the supervision of a preceptor. The student needs to show proof of a current t.b. skin test. *Pass/No Pass Option.*

FPT 065L EMERGENCY MEDICAL TECHNICIAN LAB 1.5 UNITS
Total Lab: 81 hours
Advisory: MAT 903
Prerequisite: AHL 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065 and FPT 065C
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the skills laboratory requirements at the mandated instructor: student ratio of 1:10 for certification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority in April, 2013. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. *Pass/No Pass Option.*

FPT 110 EMERGENCY MEDICAL TECHNICIAN 3.5 UNITS

Total Lab: 189 hours

Advisory: AHL 003 or a solid understanding of medical terminology, BIO 022 or a solid understanding of human anatomy and physiology.

Prerequisite: Students must be registered through the South Bay Regional Public Safety Training Consortium; Current First Aid or Medic First Aid card and AHL 011 or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level) or Current Emergency Medical Responder card (preferred).

This course is part of the South Bay Regional Public Safety Training Consortium, and provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is taught in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the Santa Clara County EMS Authority (Title 22). Successful students are prepared for EMT certification through the National Registry. This course requires 24 hours participation in clinical experiences taking place in emergency room departments of hospitals, San Jose Fire Department, and in operational ambulance units. There is an $85 county and state certification fee, a Department of Justice/FBI livescan fee of $47, and a National Registry of EMT certification fee of $75. All fees are paid to external agencies. In support of the stated student learning outcomes, there are 24 TBA hours for clinical placement. *Grade only.*

FPT 111 FIRE FIGHTER I ACADEMY 9.5 UNITS

Total Lecture: 45 hours, Total Lab: 378 hours

Prerequisite: Students must be part of the South Bay Regional Public Safety Training Consortium; AHL 011 or Current CPR card (either American Heart Association/BLS Healthcare Provider level or American Red Cross/Professional Rescuer medical Clearance Form or Current Medical Responder card (preferred) and HED 004 or current First Aid or Medic First Aid card.

This academy is part of the South Bay Regional Public Safety Training Consortium, and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course provides the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum provides the minimum required training required by the State of California Fire Marshal in the field of fire technology as it relates to firefighters. Students will be assigned to work with a local fire department for a specified number of hours during this course. *Grade only.*

FPT 112 FIRE CONTINUED PROFESSIONAL TRAINING 2.5 UNITS

Total Lab: 135 hours

Prerequisite: Students must be part of the South Bay Regional Public Safety Training Consortium, and FPT 110 or Proof of graduation from a California State Fire Academy.

This course is part of the South Bay Regional Public Safety Training Consortium, and provides training recommended by the California State Fire Marshall to keep students current with new equipment, policies, laws and skills needed to be prepared in the line of duty. It also provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. *Pass/No Pass Only.*

FPT 180 EMT I - REFRESHER 2.0 UNITS

Total Lecture: 36 hours

Advisory: MAT 903

Prerequisite: AHL 011 American Heart Association BLS for the Healthcare Provider or equivalent.

Acceptable for credit: California State University

The purpose of this EMT-I refresher course is to review topics to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the refresher course requirements for recertification as an Emergency Medical Technician –I as specified in the regulations approved by the State of California Emergency Medical Services Authority in April 2013. *Pass/No Pass Option.*

FOOD SERVICE & RESTAURANT MANAGEMENT (FDR)

FDR 050A INTRODUCTION TO THE HOSPITALITY INDUSTRY 3.0 UNITS

Total Lecture: 54 hours

Advisory: MAT 900

Acceptable for credit: California State University

This course is an overview of the structure and relationship of components within the hospitality and tourism industry with an emphasis on career opportunities, customer service, and cultural and economic trends. Students survey the economic and employment impact of food service, lodging, resorts, recreation, meetings and conventions, attractions, cruise, and travel related businesses. Information about the Hospitality Management Program is explained. This course may be offered via distance learning. *Grade Only.*

FDR 051 BASIC FOOD PREPARATION 5.0 UNITS

Total Lecture: 36 hours, Total Lab: 162 hours

Corequisite: FDR 051S

Acceptable for credit: California State University

This is a lecture and laboratory course dealing with the fundamentals of food preparation. Students practice the basic principles of food preparation and prepare small quantities from standard recipes, and international cuisines are introduced. This class covers beginning recipes including appetizers, soups, salads, main courses, breads, desserts and pastries. *Pass/No Pass Option.*

FDR 051S INTRODUCTORY CATERING OPERATIONS LAB 0.5 UNIT

Total Lab: 27 hours

Corequisite: FDR 051

Acceptable for credit: California State University

This course is required as a supplement to instruction in FDR 051: Basic Food Preparation. The purpose of this class is to increase students' skills, speed, and competence in hands-on food production. *Pass/No Pass Option.*

FDR 052 QUANTITY FOODS OPERATION 6.0 UNITS
Total Lecture: 18 hours, Total Lab: 270 hours
Advisory: FDR 059
Prerequisite: FDR 051, FDR 055, FDR 058, FDR 075 and INF 050
Corequisite: FDR 052S
Acceptable for credit: California State University
In this course students engage in a real cafeteria operation and are rotated through all jobs. The emphasis is on management, quantity food preparation, and teamwork. Action station preparation and catering and banquet operations are emphasized as well. Menu planning, purchasing, commercial kitchen organization, sanitation and safety, and cost accounting are reinforced. A lab fee and uniform requirements apply. *Pass/No Pass Option.*

FDR 052S QUANTITY FOODS LAB 0.5 UNIT
Total Arranged Lab: 24 hours
Corequisite: FDR 052
This course is a required supplement for students enrolled in FDR 052, Quantity Foods. Students must fulfill 24-30 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and followup. *Pass/No Pass Option.*

FDR 053 RESTAURANT OPERATIONS 6.0 UNITS
Total Lecture: 18 hours, Total Lab: 270 hours
Prerequisite: FDR 052, FDR 059
Corequisite:FDR 053S
Acceptable for credit: California State University
The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day's and/or live on-site or off site catering events. The emphasis is on management, planning, food preparation service, and evaluation. Cost accounting, purchasing, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required. Materials Fee. *Pass/No Pass Option.*

FDR 053S RESTAURANT OPERATIONS CATERING LAB 0.5 UNIT
Total Arranged Lab: 24 hours
Corequisite: FDR 053
This course is a required supplement for students enrolled in FDR 053, Restaurant Operation. Students must fulfill 27.5 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and follow up. *Pass/No Pass Option.*

FDR 054 HOTEL AND RESTAURANT ACCOUNTING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is a study of accounting principles and how hospitality managers use financial statements and accounting information for decision-making purposes. This course covers basic accounting concepts, the accounting cycle, the application of generally accepted accounting principles, the application of the Uniform System of Accounts for hospitality service industries, and the critical analysis and interpretation of financial statements. Also included are issues relating to assets, liabilities, and owner's equity, cash flow, revenue and expenses, managing cash, accounts receivable and accounts payable, forecasting, budgeting and internal controls, and assessing actual performance. *Grade Only.*

FDR 055 FOOD PURCHASING 3.0 UNITS
Total Lecture: 54 hours
Advisory: FDR 051, Eligibility for ENG 001A and REA 054.
Acceptable for credit: California State University
This course is a comprehensive study of the purchasing essentials applicable to any food service operation. "Value added" is a prevalent theme throughout the course as well as the ways in which value is added throughout the distribution channel. Main themes are the definition of and focus on "control points" within the purchasing process. Current trends, e-purchasing, current product information, distributor and operator ethics are also covered. This course may be offered via distance learning. *Pass/No Pass Option.*

FDR 058 FOOD, BEVERAGE AND LABOR COST CONTROLS 3.0 UNITS
Total Lecture: 54 hours
Advisory: FDR 051, MAT 900.
Acceptable for credit:
California State University
This course covers the scope of food and beverage control systems used in small and large food and beverage operation. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statement are covered. Also included is the cycle of product handling; federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This course may be offered via distance learning. *Grade only.*

FDR 059 HOSPITALITY SUPERVISION AND LEADERSHIP 4.0 UNITS
Total Lecture: 72 hours
Advisory: MAT 900, FDR 050A
Acceptable for credit: California State University
The course approaches hospitality supervision from two different perspectives. The first is the overall theory of management including an industry overview, traditional management theories and general systems thinking; and the second is from the perspective of managing operational control functions. This course may be offered via distance learning. *Grade only.*

FDR 060A FOOD SERVICE FACILITIES PLANNING 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation. This is a certificate course sponsored by the National Restaurant Association's Education Foundation. *Grade only.*

FDR 072 INTERMEDIATE CUISINE 2.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: FDR 051
This is a continuation of Basic Food Preparation FDR 051. Advanced preparation techniques of gourmet foods are demonstrated. Complete meals and international cuisines are covered. A chef's uniform is required. A fee is charged, check schedule for exact amount. Materials Fee. *Pass/ No Pass Option.*

FDR 072S INTERMEDIATE CUISINE LAB 0.5 UNIT
Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: FDR 072
This course is required as a supplement to instruction in FDR 072: Intermediate Cuisine. The purpose of this class is to increase students' skills, speed, and competence in hands-on food production. *Pass/No Pass Option.*

FDR 073 FUNDAMENTALS OF BAKING AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lecture: 54 hours
This course introduces the student to baking and confectionery work. Students have an opportunity to observe baking and decorating demonstrations and participate in the preparation of cakes, pies, pastries and desserts. A uniform is required. A fee is charged: check the schedule of classes for exact amount. Materials Fee. *Pass/No Pass Option.*

FDR 074 INTERMEDIATE BAKING AND CONFECTIONERY 2.0 UNITS
Total Lecture: 18 hours, Total Lecture: 54 hours
Advisory: FDR 073 and MAT 903
This course is a continuation of FDR 073 with an emphasis on advanced techniques and baking skills and confectionery design. A uniform is required. A fee is charged: check schedule of classes for exact amount. Materials Fee. *Pass/No Pass Option.*

FDR 075 MENU PLANNING 2.0 UNITS
Total Lecture: 36 hours
Acceptable for credit: California State University
This course covers the principles of menu planning for commercial, institutional, and industrial food service operations. Since the menu is the controlling document that affects every area of operation in the food service facility, all aspects of planning and execution are visited. This is a certificate course sponsored by the National Restaurant Association Educational Foundation.This course may be offered via distance learning. *Grade only.*

FDR 076 SALES AND MARKETING IN THE HOSPITALITY INDUSTRY 3.0 units *Total Lecture: 54 hours*
Advisory: MAT 900, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course provides students with the knowledge and practical experiences to understand and develop short term and strategic operating marketing plans for food and lodging segments of the industry. Marketing is emphasized as a management philosophy that guides the design and delivery of guest services. This course may be offered via distance learning. *Grade only.*

FDR 078 ADVANCED BAKING AND PASTRY 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, FDR 073, FDR 074 , or Advisory: prior experience with baking.
This class is the third in the series of hands-on baking classes offered for the Baking and Pastry certificate or A.S. degree. It covers the most advanced baking and decorating techniques. Multiple layer cakes, wedding cake decoration, royal icing, fondant and gum paste decoration are practiced. Advanced piping and other decorative techniques are introduced to advanced pastry students. Materials Fee. *Pass/No Pass Option.*

FDR 079 INTRODUCTION TO FOOD AND WINE PAIRING 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory FDR 081 and FDR 051
This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work is examined from a chemical interaction perspective. How to market wines with various. Materials Fee. *Pass/No Pass Option.*

FDR 081 INTRODUCTION TO WINES AND SPIRITS OF THE WORLD 2.0 UNITS
Total Lecture: 36 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: All students must be over 21 years of age to participate in this class.
Bring a picture ID the first night of class to verify eligibility.
This course introduces students to the wide variety of wines, beers, and spirits available in today's market. It covers how food service operations can use their wine, beer, and spirit sales to increase revenues. Liability issues in alcohol service are also discussed. The major wine, beer and spirit production areas of the world are examined. The techniques of production of these beverages are identified. Students taking this course must be over 21; I.D. showing proof of age is requested at the first class meeting. *Pass/No Pass Option.*

FDR 082 INTRODUCTION TO CHOCOLATE AND CONFECTIONARY 2.0 UNITS
Total Lecture: 18 hours, Total Lab 54 hours
This class introduces students to chocolate and sugar confectionary work. It is a core curriculum course for the Baking and Pastry A.S. degree or certificate. It covers chocolate and sugar confectionary techniques. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced. *Pass/No Pass Option.*

FDR 085 SUSTAINABLE OPERATIONS FOR HOSPITALITY INDUSTRY 2.0 UNITS
Total Lecture: 36 hours
Advisory: Eligibility for ENG 001A and REA 054
Students explore ways that the hospitality industry can reduce its impact on the environment. Carbon foot print, energy and water use, waste management, sustainable purchasing, and green packaging and marketing are examined as means to make the industry more earth-friendly. *Pass/No Pass Option.*

FDR 086 BEGINNING BREAD MAKING 2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Advisory: FDR 073
Beginning Bread Making introduces students to the functions of baking ingredients (such as yeast, flour, and shortening) and mixing methods for doughs, to fermentation techniques, heat transfer methods, and hearth bread baking. Special emphasis is placed on lean dough production and ways to enrich dough (laminating, rubbing, and cut-in). Students taste and test products that they create, keep a dedicated research notebook to record their end results, as well as complete a research assignment. Materials Fee. *Pass/No Pass Option.*

FDR 096 HEALTHY CUISINE 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Light and health cuisine is introduced as practiced by the professional chef. The emphasis is on the preparation and presentation of appetizers, soups, salads, fish, poultry, lean meats, meatless dishes and light desserts which please the palate while contributing to a healthy life style. The student will have the opportunity to observe the correct preparation method and participate in the production of healthy gourmet dishes. A uniform is required and a fee is charged for food supplies. Please check the schedule of classes for the correct amount. Materials Fee. *Pass/No Pass Option.*

FDR 105 CATERING MANAGEMENT AND OPERATIONS 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54
Advisory: MAT 900
Acceptable for credit: California State University
This course provides an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students learn about the physical and mental challenges of managing a full service catering operation. A lab fee and uniform requirements apply. *Pass/No Pass Option*

FDR 106A FOOD TRUCKS: STARTING A MOBILE FOOD BUSINESS 2.0 UNITS
Total Lecture: 36 hours
Food trucks are the single fastest growing sector of the restaurant industry. Discover how to develop your business, build your brand, and gain a loyal following. Students learn how to comply with regulatory requirements, to overcome common obstacles, and to measure your success. *Pass/No Pass Option.*

FDR 106B FOOD TRUCKS: MOBILE FOOD OPERATIONS 1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Corequisite: INF 050
Prerequisite: FDR 106A.
This is a continuation of Food Truck Course FDR 106A. Students engage in an in-depth study of managing food truck operations. Students gain hands-on experience at planning, preparing for, and execution of actual food truck concession events.

Students must be concurrently enrolled in or have completed Sanitation and Safety course INF 050. Students must also have completed FDR 106A with a passing grade. Uniform and fee requirements apply. *Pass/No Pass Option.*

FOREIGN LANGUAGES

ARABIC (ARB)

ARB 001 FIRST SEMESTER ARABIC 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Arabic 001 is a first-semester introductory course that introduces fundamental concepts of standard Arabic. Comprehension of both written and spoken Arabic is covered, as well as related cultural topics. This course is designed for the beginner. All four language skills (listening, speaking, reading, and writing) are introduced in a cultural context. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

ARB 002 SECOND SEMESTER ARABIC 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Arabic 002 is the 2nd-semester course which continues to develop the fundamental concepts of Arabic 001, while emphasizing listening and reading comprehension, grammar and oral production and writing skills in standard Arabic. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, IGETC 6A*

CHINESE (CHI)

CHI 001 FIRST SEMESTER CHINESE 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

CHI 002 SECOND SEMESTER CHINESE 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: CHI 001
Acceptable for credit: University of California, California State University
Chinese 002 is a continuation of Chinese 001 and is an elementary level course. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

CHI 050A CONVERSATIONAL CHINESE/MANDARIN 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course emphasizes conversation and vocabulary-building. A variety of classroom activities permit the student to use the language actively while studying it. Cultural topics center ont everyday life in Chinese-speaking countries today (food, customs and traditions, the family, etc.). A variety of audio-visual materials are used in the presentation of the course. *Pass/No Pass Option. CSUGE: C2.*

CHI 050B CONVERSATIONAL CHINESE/MANDARIN 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHI 050A
Acceptable for credit: California State University
This course is a continuation of CHI 050A. Students increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. They add to the knowledge and understanding of customs and traditions in Chinese-speaking cultures. A variety of classroom activities help students use Chinese in real situation. Topics center on everyday life in Chinese-speaking countries today (studying Chinese, school life, writing letters and emails, shopping, transportation, etc.). A variety of audio-visual materials are used in the instruction of the course. *Pass/No Pass Option. CSUGE: C2.*

FRENCH (FRN)

FRN 001 FIRST SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Corequisite: FRN 001L
Acceptable for credit: University of California, California State University
Students acquire the basic skills for communication in French: listening, speaking, reading, and writing. Students are also exposed to a general overview of Francophone civilization and culture. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

FRN 001L FRENCH LABORATORY 0.5 UNIT
Total Lab: 27 hours
Advisory: Concurrent enrollment in FRN 001 is advisable.
Acceptable for credit: California State University
This is a laboratory course offered online. Students review the cultures of French-speaking countries through films, current publications, Internet research and listening activities. Students use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in FRN 001, and is designed to further enhance class material. FRN 001L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

FRN 002 SECOND SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 001 or its equivalent (2 years of high school French)
Corequisite: FRN 002L
Acceptable for credit: University of California, California State University
FRN 002 is a continuation of FRN 001. The student continues to develop basic skills for communication in French: listening, speaking, reading, and writing. The student is exposed to a general overview of francophone civilization and culture. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

FRN 002L SECOND SEMESTER FRENCH LABORATORY 0.5 UNIT
Total Lab: 27 hours
Advisory: FRN 002 Concurrent enrollment in FRN 002 is advisable.
Acceptable for credit: California State University
This class is a continuation of FRN 001L with further development of basic skills and structure. Students enrolled in FRN 002 must also enroll in the lab component FRN 002L. FRN 002L may also be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

FRN 003 THIRD SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 002 or its equivalent
Acceptable for credit: University of California, California State University
FRN 003 is a continuation of FRN 002. The student continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

FRN 004 FOURTH SEMESTER FRENCH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: FRN 003 or its equivalent
Acceptable for credit: University of California, California State University
FRN 004 is a continuation of FRN 003. The students continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant activities and readings regarding Francophone culture and civilization. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.*

JAPANESE (JPN)

JPN 001 JAPANESE 1 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
Students learn the fundamentals of Japanese grammar, pronunciation, and two written syllabary systems, Hiragana and Katakana. Emphasis is placed on communication and relevancy. Students are personally involved in a variety of activities which encourage use of language creatively in meaningful situations. In addition, the students are exposed to the basics of Japanese culture. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

JPN 002 SECOND SEMESTER JAPANESE 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: JPN 001
Acceptable for credit: University of California, California State University
Japanese 002 is a continuation of Japanese 001. Students acquire the basic skills for communication in Japanese: listening, speaking, reading, and writing. Students are exposed to a general overview of Japanese civilization and culture. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, IGETC 6A.

SPANISH (SPA)

SPA 001 FIRST SEMESTER SPANISH 5.0 UNITS
(ELEMENTARY SPANISH)
Total Lecture: 90 hours
Corequisite: SPA 001L
Acceptable for credit: University of California, California State University
The student acquires the basic skills for communication in Spanish: listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. *Pass/No Pass Option. C-ID # SPAN 100. CSUGE: C2; IGETC: 6A.*

SPA 001L SPANISH LABORATORY 0.5 UNIT
Total Lab: 27 hours
Acceptable for credit: California State University
This separate laboratory course, offered on campus or online, presents students with opportunities to learn about the cultures of Spanish-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in SPA 001, or may be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

SPA 002 SECOND SEMESTER SPANISH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: SPA 001
Corequisite: SPA 002L
Acceptable for credit: University of California, California State University
SPA 002 is a continuation of SPA 001. The student continues to develop basic skills for communication in Spanish: Listening, speaking, reading, and writing. The student is exposed to a general overview of Hispanic civilization and culture. *Pass/No Pass Option. C-ID # SPAN 110. CSUGE: C2; IGETC: 6A.*

SPA 002L SECOND SEMESTER SPANISH LABORATORY 0.5 UNIT
Total Lab: 27 hours
Advisory: SPA 002
Acceptable for credit: California State University
This separate laboratory course, offered online, presents students with opportunities to learn about the cultures of Spanish-speaking countries through film, current publications, Internet research and listening activities. Students may also use language computer programs to improve language skills and reinforce grammar. This course is a requirement for students enrolled in SPA 002, or may be taken independently by students who are not enrolled in a foreign language course. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

SPA 003 THIRD SEMESTER SPANISH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: SPA 002 or its equivalent
Acceptable for credit: University of California, California State University
SPA 003 is a continuation of SPA 002. Students will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary building exercises, culturally authentic dialogues, readings, and multimedia studies in Hispanic civilization, traditions, customs, and values. Pass/No Pass Option. C-ID # SPAN 200 CSUGE: C2; IGETC: 3B, IGETC 6A.

SPA 004 FOURTH SEMESTER SPANISH 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: SPA 003 or its equivalent
Acceptable for credit: University of California, California State University
SPA 004 is a continuation of SPA 003. The student will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Hispanic civilization. Pass/No Pass Option. C-ID # SPAN 200. CSUGE: C2; IGETC: 3B, IGETC 6A .

SPA 050A BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of activities center on everyday life in Spanish-speaking countries. *Pass/No Pass Option. CSUGE: C2.*

SPA 050B BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 UNITS
Total Lecture: 54 hours
Advisory: SPA 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Hispanic countries will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. *Pass/No Pass Option. CSUGE: C2.*

VIETNAMESE (VIE)

VIE 001 FIRST SEMESTER VIETNAMESE 5.0 UNITS
Total Lecture: 90 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course covers fundamental vocabulary and basic grammatical structures of the Vietnamese language for daily social situations. Students learn the tonal system of the Vietnamese language and to pronounce the different tones of this language with an acceptable level of accuracy. The course emphasizes listening, speaking, reading, and writing. *Pass/No Pass Option. CSUGE: C2; IGETC: 6A.*

VIE 002 SECOND SEMESTER VIETNAMESE 5.0 UNITS
Total Lecture: 90 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: VIE 001
Acceptable for credit: University of California, California State University
Vietnamese 002 is a continuation of Vietnamese 001. The student acquires the basic skills for communication in Vietnamese: listening, speaking, reading, and writing. The student is exposed to a general overview of Vietnamese civilization and culture. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, IGETC 6A*

VIE 049A VIETNAMESE FOR THE VIETNAMESE-SPEAKING 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course presents a comparison between the Vietnamese spoken in the U.S. and the formal written and spoken Vietnamese language. Emphasis is on study of Vietnamese culture, society, and history. This course includes studying the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course is taught primarily in Vietnamese. Grade only. CSUGE: C2; IGETC: 3B.

VIE 049B VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: VIE 049A
Acceptable for credit: University of California, California State University
This course, designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

GEOGRAPHY (GEO)

GEO 001 INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people: the inter-relationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins are stressed as they relate to human activities. The various types of maps, their development through geospatial technology, and their practical application are also considered. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: B1; IGETC: 5A.*

GEO 002 INTRODUCTION TO CULTURAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and exploration of changes and/or lack of changes made on the earth's surface by human cultures. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

GEO 006 WORLD REGIONAL GEOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
World Regional Geography deals with the study of a particular group of world regions or realms as each compares with the rest of the world in terms of both physical and cultural landscapes. It uses the fundamental geographic concepts and themes to provide a framework for understanding development patterns around the world. Development is viewed from the perspective of the natural environment that provides the basis for development as well as the cultural, social, political, and the economic factors that vary from region to region. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

GLOBAL STUDIES (GLB)

GLB 001 GLOBAL PERSPECTIVES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course introduces the student to the study of global systems and their interdependence. The class discusses the origins and growth of cultural values and technological, political, economic and environmental systems. The students compare and contrast basic world views inherent in these systems as they impact themselves and others as global citizens. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

GLB 002 GLOBAL ISSUES 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the origins, current dilemmas, and future trends of major issues confronting the global community, such as energy and resource depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence, and international inequality. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

GLB 004 THE DEVELOPING WORLD 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course presents an interdisciplinary approach to studying the various aspects of development among third world nations. It includes a historical analysis of the underdeveloped regions of the world, as well as a current analysis of issues such as the development of infrastructure, political stability and instability, the development, acquisition and use of new technologies, resolving ethnic conflicts, managing environmental problems, and establishing new roles in a global economy. This course is cross-listed as GEO 004 and SOC 004. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

GRAPHIC DESIGN & MULTIMEDIA (GDS)

GDS 011 THE HISTORY OF MODERN DESIGN 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This introductory survey course focuses on the history, perception and development of design during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement and how it affects society. The students will also learn about the evaluation criteria of two-dimensional and three dimensional design while examining examples of architecture, industrial, graphic, fashion and interior design. The students will be introduced to influential Twentieth Century design figures and their work. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

GDS 012 HISTORY OF PHOTOGRAPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This course surveys the history of photography from its origins to the present. Students examine the practice of photography as an art form and as a form of visual communication in historical, socio-political and cultural contexts. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C1, C2; IGETC: 3A, 3B.*

GDS 015 PHOTO-MEDIA AND SOCIAL CHANGE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University.
This course examines the impact of a wide range of new photographic genres on global social change. This includes analysis of the historical and social context of photojournalism, art photography, and Internet multi-media and their influence on culture. Students identify how photography in new media affects human rights and current perceptions of race, gender, sexual orientation, ethnicity and cultural identity. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C1.*

GDS 035 BEGINNING GRAPHIC DESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
In this introductory course students learn about the practical, artistic, and technical sides of Graphic Design. Students also begin to gain the necessary critical thinking and technical skills required in the field of Graphic Design. Students are evaluated through a series of hands-on projects. The primary software used in this course is Adobe Photoshop, but multiple software packages are explored. This course may also be offered via distance learning. *Pass/No Pass Option.*

GDS 039A 3D ANIMATION AND MODELING USING MAYA 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: ART 035A
Acceptable for credit: California State University, University of California
This is an introductory course in learning to make 3D art assets for animation. Students learn animation techniques using 3D modeling and animation software, including texture mapping and lighting effects. Students analyze the historical and contemporary trends in computer animation films. *Pass/No Pass Option. CSUGE: C1.*

GDS 041 MOBILE GAME DESIGN AND DEVELOPMENT 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory CAP 088A.
Acceptable for credit: California State University
This class focuses on creating mobile games using third party developer tools. Students learn how to design, program, test, and publish their mobile game to various mobile platforms. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 043A 3D GAME CHARACTER ANIMATION WITH MAYA 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, ART 031A and GDS 039A
Acceptable for credit: California State University
This is an introductory course in character animation using Maya to generate animation. Using pre-built 3D characters, students learn basic animation principles such as squash and stretch, and anticipation. Students learn the controls for 3D mesh characters, and generate walk cycles, run cycles, and action sequences. Students develop concepts for short movies for 3D characters in action sequences, and add lighting and textures to their scenes in making their animated movie shorts. *Pass/No Pass Option.*

GDS 045 WEB DESIGN WITH HTML AND CSS 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on the design and technical skills required to create effective web designs using HTML, CSS and a variety of software packages. The basic principles of type, color, and layout are explored, along with necessary basic coding skills. Emphasis is placed on using industry standard workflows and techniques to create compelling designs. This course may also be offered via distance learning. *Pass/No Pass Option.*

GDS 046 WEB DESIGN AND DEVELOPMENT 2 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 045, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This intermediate level course focuses both on the creative design and the appropriate software and coding skills required in web design and front end web development. Adobe Dreamweaver is used in the course. This course provides an intermediate level content continuation of the GDS 045 Web Design course. Advanced design principles of type, color, illustration and layout are explored along with intermediate to advanced HTML, CSS, and an introduction to Javascript and other relevant technologies. A basic understanding of computer system operation is required. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 047 WEB ANIMATION 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 045
Acceptable for credit: California State University, University of California
This introductory course focuses on the skills required to create effective web animations using a variety of software applications. Principles of animation, visual communication, and user interface design and web optimization are explored. The student develops an understanding of the role of animation on the internet and mobile devices in a series of hands-on exercises. A basic understanding of computer systems is assumed. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 049 WORDPRESS AND CONTENT MANAGEMENT SYSTEMS 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: CAP 088A, GDS 046
Acceptable for credit: California State University
In this advanced web design and development class, students use WordPress to build dynamic websites that can be updated easily. Students are also introduced to PHP & MySQL, theme customization, and other CMS frameworks. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 051 MOBILE APPLICATION AND WEB DEVELOPMENT WITH WEB STANDARDS 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 045, GDS 046
Acceptable for credit: California State University
This class focuses on using web technologies like HTML5 and CSS3 to create rich web applications as well as native mobile applications. Students learn to develop media using web standards. Current options for delivery methods on mobile devices are explored. This course may also be offered via distance learning. *Pass/No Pass Option.*

GDS 055A DESIGN AGENCY AND BRANDING 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: GDS 035, GDS 062
Acceptable for credit: California State University
In a real-world environment, this course is designed to increase the skills and abilities needed by students in the design industry, with an emphasis on creating brands and promoting brand awareness across all media, including interactive and print. The course includes project-based exploration of creative ideas in logo design, concept work, layout, package design, advertising, and more. The students, with active faculty involvement and supervision, work on real-world projects responding to design needs of clients. This course may also be offered via distance learning. *Pass/No Pass Option.*

GDS 056 ADVANCED PRESENTATION DESIGN 3.00 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CAP 046D, CAP 046E
Acceptable for Credit: California State University
This class focuses on the visual communication skills necessary to produce compelling presentations. Topic include color design, animation, interaction, storytelling, and advanced technical skills used in the production of assets for presentation. The class assumes an existing intermediate knowledge of Microsoft Powerpoint. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 060 PAGE LAYOUT AND TYPOGRAPHY 3.0 UNITS
Total Lecture: 36 hours, Total Lecture: 54 hours
Advisory: GDS 035, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course is on developing an understanding of the basic principles of page layout and typography along with a working knowledge of appropriate software such as Adobe Indesign, and creating artwork for inclusion in a portfolio. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 062 INTRODUCTION TO ADOBE ILLUSTRATOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Acceptable for credit: California State University
In this course, students use Adobe Illustrator to create vector-based graphics such as technical illustrations, logos, photo-realistic images, and other artwork used in print publications and on the web. Techniques used by industry professionals are emphasized. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 063 INTRODUCTION TO ADOBE INDESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory GDS 064
Acceptable for credit: California State University
This introductory level course in page layout uses Adobe InDesign software. Students assemble a variety of printed pieces such as booklets, brochures, magazines, newspapers, newsletters, and other communication materials. Emphasis is on learning techniques used by graphics professionals to create full-color pieces integrating text, photos, and illustrations. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 064 INTRODUCTION TO ADOBE PHOTOSHOP 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Acceptable for credit: California State University
This is a beginning Adobe Photoshop course for graphic designers, artists, and photographers. Students learn how to create original artwork, refine photographs and manipulate digital imagery. Basic design principles are explored. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 066 ADVANCED ADOBE ILLUSTRATOR 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 062
Acceptable for credit: California State University
This advanced level course uses Adobe Illustrator software. Designed for the student who wishes to continue with techniques and methods beyond the GDS 062 beginning course, students produce a variety of sophisticated digital illustrations. Emphasis is on technique as well as methodologies for creating illustrations with a distinctive style. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 067 ADVANCED ADOBE INDESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 063
Acceptable for credit: California State University
This advanced level course uses Adobe InDesign software, and is designed for students who want to learn advanced techniques of page layout beyond those covered in GDS 063. Projects emphasize the creation of professional level pieces using industry standard techniques and best practices. Students create materials for both print and electronic publishing. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 068 ADVANCED ADOBE PHOTOSHOP 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Advisory: GDS 064 or Previous Photoshop experience.
Acceptable for credit: California State University
This is an advanced course in Adobe Photoshop. This course provides instruction on: image manipulation, enhancement, and compositing; advanced special effects; and the creation of original product and fine art illustrations. This course is designed for students who have completed GDS 064 or students who have previous experience using Photoshop. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 070 USER EXPERIENCE, INTERFACE AND MULTIMEDIA DESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 Hours
Acceptable for credit: University of California , California State University
In this course students are introduced to the fields of User Experience Design and Interface Design. Key topics covered in this course are interaction design, mobile and desktop interface design, information architecture, user research, as well as UX planning documents such as wireframes and personas. Students learn many of the principles, processes, and techniques used to develop effective user interfaces. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 073 DIGITAL PHOTOGRAPHY 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This introductory course focuses on photography as a creative medium. Emphasis is placed on aesthetics, composition, content and the technical and creative skills required to create effective digital images using digital cameras and a variety of software packages. Students also critically evaluate photographic images according to the principles of photographic theory. A basic understanding of computer system operation is required. Students must have access to a digital camera. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2.*

GDS 074 VIDEO PRODUCTION 1 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This introductory course focuses on video production and related hardware and software. The students develop an understanding of video production and post-production in a series of hands on exercises. Camera operation, video and audio production techniques, special effects, the basic principles of motion graphics, video editing and audio editing are explored. Access to a camera capable of recording video, and a basic understanding of computer system operation are required. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 080 PACKAGING DESIGN 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 035
Acceptable for credit: California State University
This course introduces the student to the skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and other materials are examined and design solutions created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging are discussed. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 081 MOTION GRAPHICS WITH AFTER EFFECTS 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 064 and GDS 074
Acceptable for credit: California State University
This course focuses on the preparation and production of motion graphics/visual effects for video, film and the internet. The student develops an understanding of the principles of type in motion, keyframe animation, masking/keying, tracking, color correction and compositing. The focus is on creative visual communication. The student develops skill in the use of After Effects, as well as other appropriate software. Access to a camera capable of recording video, and a basic understanding of Adobe Photoshop and computer system operation are recommended. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 082 GAME DESIGN AND ARCHITECTURE 3.0 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: CAP 011
Acceptable for credit: California State University
This introductory course focuses on the planning and methodology of game design. Students develop an understanding of the conceptual game development process and, game architecture. Students also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 085 PROFESSIONAL PORTFOLIO AND DESIGN 2.0 UNITS
Total Lecture: 18 hours, Total Lab: 54 hours
Advisory: GDS 055A and GDS 060
Acceptable for credit: California State University
This course introduces students to the basic principles and skills related to building a professional portfolio, as well as preparing for work as a freelance designer. The student prepares the necessary materials such as logos, resumes, business cards, stationery, etc., to present a professional image. The course includes portfolio evaluation, self promotional techniques, interviewing techniques, and the procedures to set up a successful design office. The students also interact with professionals in the field of design. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 088A INTRODUCTION TO JAVASCRIPT FOR THE WEB 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 097A
Acceptable for credit: California State University
This is an introductory course on Javascript programming for the web. Students learn to program interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. (This course is cross-listed as CAP 088A.) This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 088B INTERMEDIATE JAVASCRIPT FOR THE WEB 2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 088A
Acceptable for credit: California State University
Students learn to create interactive web pages using JavaScript. This course builds upon the introductory course to cover advanced objects, Web forms, events, DOM Scripting dynamic content, cookies and Web storage, and an introduction to advanced topics such as AJAX and JavaScript libraries. This course is also cross-listed as CAP 088B. This course may be offered via distance learning. *Pass/No Pass Option.*

GDS 089 JAVASCRIPT 1 3.00 UNITS
Total Lecture: 36 hours, Total Lab: 54 hours
Advisory: GDS 045
Acceptable for Credit: California State University
This is an introductory course on using Javascript to develop applications for the web. Students learn to develop interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. Intermediate topics include advanced objects, Web forms, events, DOM Scripting dynamic content, cookies and Web storage, and an introduction to advanced topics such as AJAX and JavaScript libraries. This course may be offered via distance learning. *Pass/No Pass Option.*

HEALTH EDUCATION (HED)

HED 002 HEALTH AND LIFESTYLE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, CAP 033A
Acceptable for credit: University of California , California State University
This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in the class are: understanding behavior and change, relationships, cardiovascular health, fitness, nutrition and weight control, stress management, drug and alcohol abuse, reproductive issues, self-care and the use of the health care system. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: E.*

HEALTH OCCUPATIONS (HOC)

HOC 001 MEDICAL TERMINOLOGY 3.0 UNITS
HOC 001 (replaces AHL 003)
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides techniques for medical word building and interpretation using basic word elements (root words, prefixes and suffixes) of Greek and Latin origin. Students learn anatomical, physiological, and pathological medical terminology, as well as therapeutic and diagnostic words, with an overview of each body system. Students demonstrate their ability to define, pronounce, and understand the meaning of medical terms through assignments such as analyzing medical records and creating a PowerPoint presentation. This course may also be offered via distance learning. *Pass/No Pass Option.*

HOC 002 CARDIOPULMONARY RESUSCITATION 0.5 UNIT
Total Lecture: 9 hours (replaces AHL 011)
Acceptable for credit: California State University
The course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression (Basic Life Support) to a victim of sudden death. This course is taught according to guidelines of the American Heart Association. AHA CPR/AED course completion cards are issued to students who successfully meet course objectives. The student is required to read the textbook "BLS for Healthcare Providers" prior to attending class. *Pass/No Pass Option.*

HOC 003 EMERGENCY/DISASTER PREPAREDNESS FOR ALLIED HEALTH PROFESSIONALS 0.5 UNIT
Total Lecture: 9 hours
The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. *Pass/No Pass Option.*

HOC 004 FIRST AID AND CPR 0.5 UNIT
HOC 004 (replaces HED 004)
Total Lecture: 9 hours
The American Heart Association (HeartSavers) CPR/AED and First Aid course is a training program to prepare individuals to respond to life-threatening emergencies and to injuries and sudden illness that may arise in the workplace and in the community. This course covers CPR for adults, children and infants and the use of AEDs (automated external defibrillators), and has scenarios to facilitate discussion of appropriate care in first aid emergencies. Successful participants receive an American Heart Association Adult/Child/Infant CPR, AED and First-Aid certificate. *Pass/No Pass Option.*

HOC 005 INTRODUCTION TO COMMUNITY HEALTH WORKER 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
Learn the various roles, skills and function of Community Health Workers. This course introduces important core competencies for providing direct services, including, cultural humility, scope of practice, ethics, client-centered coaching, care management, and home visiting. *Pass/No Pass Option.*

HOC 006 PERSONAL HEALTH AND LIFE STYLE 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A
Acceptable for credit: California State University
This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in the class are: understanding behavior and change, relationships, cardiovascular health, fitness, nutrition and weight control, stress management, drug and alcohol abuse, reproductive issues, self-care and the use of the health care system. This course may also be offered via distance learning. *Pass/No Pass Option.*

HOC 008 CHRONIC DISEASE MANAGEMENT AND COMMUNITY WELLNESS 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 900
Acceptable for credit: California State University
This is an introductory community health course with a focus on vulnerable populations and associated chronic and common diseases and disorders. Included are identified populations at risk and associated chronic disease and public health concerns that are common in these populations and community agencies related to the elderly, maternal and child health, communicable disease, substance abuse, occupational safety, health and the environment. This course is required for students in the community health worker program and for individuals working in residential care agencies. *Grade Only. CSUGE: E.*

HOC 010 HEALTH COMMUNICATION: HEALTH LITERACY, HEALTH COACHING, AND MOTIVATIONAL INTERVIEWING 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 900
Acceptable for credit: California State University
Students will learn methods of communication in healthcare: health literacy, health coaching, group dynamics, and motivational interviewing. In addition, students will demonstrate an understanding of how one's culture affects health behavior and will develop a client- informed plan. *Grade Only.*

HOC 012 COMMUNITY HEALTH WORKER INTERNSHIP 3.0 UNITS
Total Lecture: 18 hours, Total Arranged Lab: 96 hours
Prerequisite: HOC 005
This internship course provides students with an opportunity to learn in a work setting while obtaining practical experience in community health work. Students will contract for a minimum of 100 hours at an internship placement and participate in a weekly seminar to discuss their fieldwork and apply academic theory to practice. *Pass/No Pass Option.*

HOC 019A NURSING ASSISTANT FUNDAMENTALS 4.0 UNITS
HOC 019A (replaces AHL 020D)
Total Lecture: 63 hours, Total Lab: 27 Hours
Corequisite: HOC 019B
Acceptable for credit: California State University
This beginning course in nursing fundamentals gives the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with HOC 019B, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. *Grade only.*

HOC 019B NURSING ASSISTANT CLINICAL EXPERIENCE 2.0 UNITS
HOC 019B (replaces AHL 020E)
Total Lab: 108 hours
Corequisite: HOC 019A Students must pass the course with 75% or higher.
Acceptable for credit: California State University
This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with HOC 019A, are eligible to apply to take the National Nurses Aide Assessment Program (NNAAP)examination. *Pass/No Pass Only.*

HOC 019F HOME HEALTH AIDE FUNDAMENTALS 1.5 UNITS
HOC 019F (replaces AHL 020F)
Total Lecture: 27 hours
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: HOC 019G
Acceptable for Credit: California State University
This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with HO 019G provides eligibility for a California Home Health Aide (HHA) certificate. *Grade Only.*

HOC 019G · HOME HEALTH AIDE CLINICAL 0.5 UNIT

HOC 019G (replaces AHL 020G)
Total Arranged Lab: 24 hours
Prerequisite: Current CNA or eligibility for CNA examination
Corequisite: HOC 019F
Advisory: MAT 900
This clinical practicum provides the student with experience in basic nursing skills in a skilled nursing facility/home setting. Students who successfully complete this course along with HO 019F are eligible to apply for the California Home Health Aide Certificate. *Pass/No Pass Only.*

HOC 020 INTRODUCTION TO PROFESSIONAL HEALTH CARE 0.5 UNIT

HOC 020 (replaces PT 067 / VN 050)
Total Lecture: 9 hours
Advisory: MAT 903 or AHL 914 and AHL 001A, AHL 003 and HED 002
Prerequisite: Acceptance into the Vocational Nursing or Psychiatric Technician career track, Possess current California Nurse Assistant Certificate (CNA), BIO 022, or BIO 047 and BIO 048.
This course helps acquaint incoming vocational nursing and psychiatric technician students with Mission College, available student services, and the Health Occupations career tracks. It covers college orientation and information regarding Health Occupations policies and procedures, study skills, assignments, time management, and career opportunities. *Pass/No Pass Only.*

HOC 022 PATIENT NURSING CARE FUNDAMENTALS 1.5 UNITS

HOC 022 (replaces PT 069 / VN 055A1)
Total Lecture: 27 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002.
Prerequisite: Current California Nurse Assistant certification (CNA), and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; BIO 022; or BIO 047 and BIO 048; AHL 011 Students must have current Am. Heart Assoc., Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; HOC 020;
Corequisite: HOC 023A; HOC 023B; HOC 024; HOC 027 Students must pass the course with 75% or higher. HOC 025A VN students only or HOC 025B PT students only; HOC 026A VN students or HOC 026B PT students; PSY 001 (for VN only; may be taken as a Prerequisite:) or PSY 012 (for PT only; may be taken as a Prerequisite:); HOC 023C (PT students only; students must pass the course with 75% or higher);
Acceptable for credit: California State University
This is a foundation course in which beginning Health Occupations students gain knowledge of fundamental principles and techniques necessary to provide basic nursing care to patients. Ethical and legal responsibilities of the vocational nurse and psychiatric technician are explored. Students utilize the nursing process and therapeutic communication while gaining competence in performing basic nursing procedures and skills, including administration of medications and enemas; performing physical assessments of body systems; collecting and ensuring integrity of diagnostic specimens; insertion of nasogastric tube; enteral feedings; airway suctioning; tracheostomy care; wound assessment and care, including application of dressings; as well as documentation of assessment findings, care provided and patient's responses. *Grade only.*

HOC 023A BEG. MEDICAL-SURGICAL NURSING THEORY 2.5 UNITS

(replaces PT 068 / VN 055A2)
Total Lecture: 45 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA and Acceptance into Health occupations Vocational Nursing or Psychiatric Technician career track; AHL 011 Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification; BIO 022, or BIO 047 and BIO 048; HOC 020.
Corequisite: HOC 022, HOC 023B and HOC 024, HOC 027 Students must pass the course with 75% or higher; HOC 025A (For VN students) or HOC 025B (for PT students); HOC 026A (for VN students) or HOC 026B (for PT students); PSY 001 (For VN students) or PSY 012 (For PT students); HOC 023C (For PT students only). Students must pass the course with 75% or higher.
Acceptable for credit: California State University
This course focuses on beginning level nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the musculoskeletal, neurological, neurosensory and reproductive systems. Includes six hours of related pharmacology content. *Grade only.*

HOC 023B BEG. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 1.0 UNIT

(replaces PT 017A / PT 017B / PT 017C / VN 055B2)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess Current California Nurse Assistant certification (CNA and Acceptance into Health occupations Vocational Nursing or Psychiatric Technician career track; BIO 022, or BIO 047 and BIO 048, AHL 011 Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 024, HOC 027 Students must pass the course with 75% or higher; HOC 025A VN students only or, HOC 025B PT students only, HOC 026A VN students only, or HOC 026B PT students only, PSY 001 VN students or PSY 012 PT students; HOC 023C PT students only. Students must pass the course with 75% or higher.
Acceptable for credit: California State University
This beginning course is designed to present theoretical concepts of mental health disorders, legal and ethical principles, and approaches to assist the vocational nursing and psychiatric technician students to identify and understand therapeutic communication skills, psycho-pharmacological concepts and assessment skills in caring for persons with psychiatric disorders. Among these skills are objective and subjective observations and data collection through assessment of strengths and abnormalities in function and behavior across the lifespan. Includes two hours of related pharmacology content. *Grade only.*

HOC 023C BEG. COGNITIVE DISABILITIES - DEVELOPMENTAL DISABILITY THEORY 1.0 UNIT

HOC 023C (replaces PT 013A / PT 013B)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003 and HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA)., and Acceptance into Health Occupations Psychiatric Technician career track, BIO 022, or BIO 047 and BIO 048, AHL 011 Must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification and HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024 and HOC 027 Students

must pass the course with 75% or higher, HOC 025B and HOC 026B, PSY 012 Can be taken prior to entering the program.
Acceptable for credit: California State University
This is a beginning course in which the causes of intellectual and development disorders are explored. Psychiatric Technician students learn to perform focused behavioral and functional assessments and plan behavioral modification interventions for enhancing quality of life within areas of interpersonal relations, social inclusion, physical well-being and personal development for clients with intelligence and developmental disorders. Includes two hours of related pharmacology content. *Grade only.*

HOC 024 PHARMACOLOGY A 1.0 UNIT
HOC 024 (replaces PT 060A / VN 060A)
Total Lecture: 18 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA)., and Acceptance into Health Occupations Vocational Nursing or Psychiatric Technician career track; BIO 022, or BIO 047 and BIO 048, AHL 011 - must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B - Students must pass the course with 75% or higher, HOC 025A - VN students only, or HOC 025B - PT students only, HOC 026A - VN students only or HOC 026B - PT students only, HOC 027 - Students must pass the course with 75% or higher, PSY 001 - VN students, or PSY 012 - PT students, HOC 023C - PT students only; students must pass the course with 75% or higher.
Acceptable for credit: California State University
This beginning course in pharmacology presents the vocational nursing and psychiatric technician student with the basic principles of pharmacology. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agent use for patients with disorders of the musculoskeletal, neurological, neurosensory, and reproductive systems. *Grade only.*

HOC 025A FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT
HOC 025A (replaces VN 055A1)
Total Lab: 54 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, PSY 001.
Acceptable for credit: California State University
This course allows the beginning vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. *Pass/No Pass Only.*

HOC 025B FUNDAMENTALS SKILLS/ SIMULATION LAB 1.0 UNIT
HOC 025B (replaces PT 069)
Total Lab: 54 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020. Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 026B, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the beginning psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings. *Pass/No Pass Only.*

HOC 026A BEG. CLINICAL PRACTICUM 5.0 UNITS
HOC 026A (replaces VN 055A1 / VN 055B1)
Total Lab: 270 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 025A, PSY 001 Can be taken prior to entering the program.
Acceptable for credit: California State University
This is a foundation course which provides the Vocational Nursing student clinical experiences during which they integrate standards of professional practice, theoretic principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to patients with acute or chronic medical-surgical concerns and mental illnesses. Students spend approximately seventeen hours each week in community agencies. *Pass/No Pass Only.*

HOC 026B BEG. CLINICAL PRACTICUM 5.0 UNITS
HOC 026B (replaces PT 069/PT 019A/PT 019B)
Total Lab: 270 hours
Advisory: MAT 903 or AHL 914, AHL 003, HED 002, AHL 001A
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Students must pass the course with 75% or higher, HOC 025B, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is a foundation course which provides the beginning psychiatric technician student clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, intellectual, developmental and mental health disabilities and disorders throughout the lifespan. Students spend approximately seventeen hours each week in community health care agencies. *Pass/No Pass Only.*

HOC 027 NURSING PROCESS AND COMMUNICATION 2.0 UNITS
HOC 027 (replaces PT 017C / VN 055A3 / VN 055A4)
Total Lecture: 36 hours
Advisory: MAT 903 or AHL 914, AHL 001A, AHL 003, HED 002
Prerequisite: Possess current California Nurse Assistant certification (CNA), and acceptance into Health Occupations Vocational Nursing career track, BIO 022, or BIO 047 and BIO 048, AHL 011 or must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 020.
Corequisite: HOC 022, HOC 023A, HOC 023B, HOC 024 Students must pass the course with 75% or higher, HOC 023C (For PT students only) Students must pass the course with 75% or higher, HOC 025A (For VN students only) or HOC 025B (For PT students only), `HOC 026A (For VN students only) or HOC 026B (For PT students only), PSY 001 (For VN students only) or PSY 012 (For PT students only).

Acceptable for credit: California State University
This course is designed to provide the beginning health care practitioner with an introduction to the framework of nursing process and basic communication concepts. Both are essential to development of problem-solving and critical thinking abilities as well as the formation of trusting interpersonal relationships necessary to meet individualized needs of the client, family, and community. Vocational nursing and psychiatric technician students participate in activities designed to integrate therapeutic communication through each step of the nursing process that facilitates active engagement of the patient and family in health care management while supporting effective, collaborative teamwork among interdisciplinary healthcare members. *Grade only.*

HOC 028 CARE OF THE GERIATRIC PATIENT 1.0 UNIT
HOC 028 (replaces VN 057)
Total Lecture: 18 hours
Acceptable for credit: California State University
This course is designed to give the vocational nursing student an introduction to the care of the elderly client in both an institutional and a community setting. The focus is on viewing the last developmental stage of the adult as a normal progression of life, including the basic hierarchy of human needs. This stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. This course is a required course that must be completed prior to students beginning the Health Occupations VN career track second semester. Non-Health Occupations students may enroll in this course as well. *Grade only.*

HOC 032 CARE OF OBSTETRICAL AND NEONATAL PATIENTS 2.0 UNITS
Total Lecture: 36 hours
Advisory: Students must have a current, valid cardiorespiratory resuscitation (CPR) license.
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027, HOC 028 Students must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, Students must pass the course to continue to the next semester, PSY 001.
Corequisite: HOC 033A, HOC 033B, HOC 034, HOC 035A Students must pass the course with a grade of 75% or higher, HOC 036A Students must pass the course to continue to the next semester, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to educate the vocational nursing student about their role in providing care as a member of the healthcare team in meeting the needs of patients during pregnancy, in labor and delivery, and during the postpartum periods. This course focuses on the intermediate level concepts of the nursing process as it relates to the child-bearing family, including the care of neonates. This course includes assessing, developing, implementing and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing beliefs that have an impact on the mother and family. The course includes 3.5 hours of relevant pharmacology content. *Grade only.*

HOC 033A INT. MEDICAL/SURGICAL NURSING THEORY 2.0 UNITS
HOC 033A (replaces PT 068 / VN 055B2)
Total Lecture: 36 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A (For VN students) or HOC 025B, HOC 026B (For PT students), HOC 023C (PT students only) Must pass course with 75% to move on to next semester, HOC 028 (For VN students only). Must pass the course with a grade of 75% or higher. PSY 001 (VN students only) or PSY 012 (for PT students only.)
Corequisite: HOC 032 and HOC 033B (VN students only) Must pass the course with a grade of 75% or higher or HOC 033C, HOC 033D (PT students only) Student must pass the course with a grade of 75% or higher, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A (VN students only), HOC 035B or HOC 036B (PT students), NTR 015 (VN students; may be taken as a Prerequisite:), PSY 001 (PT students only; may be taken as a Prerequisite)
Acceptable for credit: California State University
This course focuses on nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the respiratory, cardiac, vascular, and urinary systems. Includes six hours of related pharmacology content. *Grade only.*

HOC 033B INT. PROJECT-BASED MEDICAL/ SURGICAL REASONING 1.5 UNITS
HOC 033B (replaces VN 055B2)
Total Lecture: 27 hours
Prerequisite: HOC 022, HOC 023A, HOC 024 , HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A Students must pass the course to continue on to the next semester, HOC 028 Must pass the course with a "C" to move to second semester and PSY 001 May be taken before entering the program. Must pass with a "C" to move to the next semester.
Corequisite: HOC 032, HOC 033A, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A Must pass the course to move to the next semester and NTR 015 Must pass the course with a "C" to move to the next semester. Course may be taken prior to first semester of the program.
Acceptable for credit: California State University
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning while practicing their professional roles as members of the health care team caring for patients with cardiac, vascular, respiratory, and urinary disorders. This is achieved through a variety of group activities and projects such as reviewing, analyzing, and formulating plans of care, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content. *Grade only.*

HOC 033C INT. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS
HOC 033C (replaces PT 017A/017B/017C)
Total Lecture: 45 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, , HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B, PSY 012.
Corequisite: HOC 033A, HOC 033D Must pass the course with a grade of 75% or higher, HOC 034 - students must pass all PT courses with grade of 75% or higher, HOC 035B, HOC 036B, PSY 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course which is designed for psychiatric technician students to integrate previously learned theoretical mental health concepts with critical thinking as utilized in clinical practice. Students plan and evaluate therapeutic patient-centered goals and interventions considering cultural differences and the use of oral and written communication. These skills contribute to the establishment of the group process. Includes two hours of related pharmacology content. *Grade only.*

HOC 033D INT. COGNITIVE DISABILITIES – DEVEL. DISABILITY THEORY 2.5 UNITS
HOC 033D (replaces PT 013A/013B)
Total Lecture: 45 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Students must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B Must pass the course to move to the next semester, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B,PSY 001 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate continuation course in which psychiatric technician students explore genetic causes of intellectual and developmental disorders and integrate previously learned principles of cognitive and behavioral theory. They will explore planning and implementation interventions for enhancing quality of life through education and work by addressing social inclusion, interpersonal relations, personal development, self-determination and material well-being for the intellectually and developmentally disabled client. Includes two hours of related pharmacology content. *Grade only.*

HOC 034 PHARMACOLOGY B 1.0 UNIT

HOC 034 (replaces PT 060B / VN 060B)
Total Lecture: 18 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, HOC 028 (VN students only) or HOC 025B, HOC 026B (PT students only), PSY 001 (For VN students) or PSY 012 (For PT students)
Corequisite: HOC 033A Must pass the course with a grade of 75% or higher, HOC 032, HOC 033B (For VN students only) Must pass the course with a grade of 75% or higher and HOC 033C, HOC 033D (For PT students only) Must pass the course with a grade of 75% or higher and HOC 035A, HOC 036A (For VN students only) or HOC 035B, HOC 036B (For PT students), NTR 015 (May be taken as a prerequisite)., PSY 001 (For PT students; may be taken as a Prerequisite:)
Acceptable for credit: California State University
This is an intermediate continuation course in pharmacology that presents the basic principles of pharmacology to the vocational nursing and psychiatric technician student. The emphasis is on defining pharmacological agents and analyzing the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents use for patients with disorders of the cardiac, vascular, respiratory and urinary systems. *Grade only.*

HOC 035A INT. NURSING SKILLS/ SIMULATION LAB 1.0 UNIT

HOC 035A (replaces VN 055B1)
Total Lab: 54 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A Must pass the course to move to the next semester, HOC 028 May take prior to the beginning of the VN program. Must pass the course to move to second semester of the program, PSY 001 May take prior to the beginning of the program. Must complete before second semester of the VN program.
Corequisite: HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 036A Must pass the course to move to the next semester, NTR 015 May take the course prior to beginning the program. Must pass with a "C" before moving to the next semester.
Acceptable for credit: California State University
This course allows the intermediate vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills, and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary disorders, and obstetrical and neonatal patients in inpatient and outpatient settings. *Pass/No Pass Only.*

HOC 035B INT. SKILLS/SIMULATION LAB 1.0 UNIT

HOC 035B (replaces PT 019A/019B/069)
Total Lab: 54 hours
Prerequisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B Must pass the course to move to the next semester, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, Must pass the course with a grade of 75% or higher, HOC 036B Must pass the course to move to the next semester, PSY 001 (May take the class as a Prerequisite:)
Acceptable for credit: California State University
This course allows the intermediate psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on mannikins and providing return demonstration of skills and participation in simulated clinical scenarios. These scenarios are aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, urinary, and mental health disorders and developmental disabilities in inpatient and outpatient settings. *Pass/No Pass Only.*

HOC 036A INT. CLINICAL PRACTICUM 5.0 UNITS

HOC 036A (replaces VN 055B1)
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025A, HOC 026A, HOC 028, PSY 001.
Corequisite: HOC 032, HOC 033A, HOC 033B, HOC 034, Must pass the course with a grade of 75% or higher, HOC 035A Must pass the course to move to the next semester, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an intermediate level experiential course which provides the vocational nursing student with clinical experiences during which they integrate standards of professional practice, theoretical principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to adult and neonatal clients with acute or chronic medical-surgical/obstetrical concerns. Students spend approximately fifteen hours each week in inpatient and/or community health facilities. *Pass/No Pass Only.*

HOC 036B INT. CLINICAL PRACTICUM 5.0 UNITS

HOC 036B (replaces PT 019A/019B/069)
Total Lab: 270 hours
Prerequisite: Must have a current, valid CPR license card, HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 027 Must pass the course with a grade of 75% or higher, HOC 025B, HOC 026B, PSY 012.
Corequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, Must pass the course with a grade of 75% or higher, HOC 035B, PSY 001.
Acceptable for credit: California State University
This is a continuation course which provides the intermediate psychiatric technician student with supervised clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, mental illnesses and developmental disabilities. The focus is on application of theoretical principles utilized to increase individual levels of functioning; observation, management, and documentation of behavioral problems; and utilizing interpersonal skills and therapeutic strategies for communication. The emphasis throughout is on the practical application of theoretical principles for clients with cognitive disabilities and acute or chronic medical-surgical disorders throughout the lifespan. Students spend approximately fifteen hours each week in community agencies. *Pass/No Pass Only.*

HOC 042 CARE OF THE PEDIATRIC PATIENT 2.0 UNITS

HOC 042 (replaces VN 058)
Total Lecture: 36 hours
Prerequisite: NTR 015, HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A.
Corequisite: HOC 043A, HOC 043B, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher. HOC 045A, HOC 046A, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to give the vocational nursing student a working knowledge of the principles and skills necessary in the care of pediatric clients. The course focuses on advanced level concepts of the nursing process as it relates to the child and family, and includes client/family education, discharge planning, home care, and adaptations of nursing care to both hospital and home, including 3.5 hours of relevant pharmacology content. *Grade only.*

HOC 043A ADVANCED MEDICAL/ SURGICAL THEORY 2.0 UNITS

HOC 043A (replaces PT 068 / VN 055C2)
Total Lecture: 36 hours
Prerequisite: HOC 033A, HOC 034 Must pass the course with a grade of 75% or higher, HOC 032, HOC 033B (VN students only) Must pass the course with a grade of 75% or higher or HOC 033C, HOC 033D (PT students only) - Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A, or HOC 035B, HOC 036B (PT Students only); NTR 015 (VN Students only), PSY 001

Corequisite: HOC 044 Must pass the course with a grade of 75% or higher, HOC 042, HOC 043B For VN students - Must pass the course with a grade of 75% or higher or HOC 043C, HOC 043D For PT students - Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A (VN Students only) or HOC 045B, HOC 046B (PT Students only), HOC 047 For VN and PT students - Must pass the course with a grade of 75% or higher, NTR 015 (for PT students; may be taken as a Prerequisite:), PSY 012 (VN students only; may be taken as a Prerequisite:)
Acceptable for credit: California State University
This course focuses on advanced level nursing care and interventions for clients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the gastrointestinal, integumentary, endocrine, and hematological systems. Includes six hours of related pharmacology content. *Grade only.*

HOC 043B ADVANCED PROJECT-BASED MEDICAL SURGICAL REASONING 1.5 UNITS

Total Lecture: 27 hours
Prerequisite: HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A, NTR 015
Corequisite: HOC 042, HOC 043A, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A, PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning skills while practicing their professional roles as members of the health care team caring for patients with gastrointestinal, integumentary, endocrine, and hematological disorders. This is achieved through a variety of group activities and projects such as care planning, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content. *Grade only.*

HOC 043C ADV. COGNITIVE DISABILITIES – MENTAL HEALTH THEORY 2.5 UNITS

HOC 043C (replaces PT 017A/017B/017C)
Total Lecture: 45 hours
Prerequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B, PSY 001
Corequisite: HOC 043A, HOC 043D, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045B, HOC 046B, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an advanced continuation course designed for psychiatric technician students to focus on previously learned mental health concepts and skills which constitute critical thinking as utilized in clinical practice. Students develop, analyze and evaluate principles of mental health, therapeutic, patient-centered, comprehensive plans of care for vulnerable and diverse populations in community and acute care settings. Includes two hours of related pharmacology content. *Grade only.*

HOC 043D ADV COGNITIVE DISAB – DEVELOPMENTAL DISAB. THEORY 2.5 UNITS

HOC 043D (replaces PT 013A/013B)
Total Lecture: 45 hours
Prerequisite: HOC 033A, HOC 033C, HOC 033D, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035B, HOC 036B, PSY 001
Corequisite: HOC 043A, HOC 043C, HOC 044, HOC 047 Must pass the course with a grade of 75% or higher, HOC 045B, HOC 046B, NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This is an advanced course which focuses on integration of previous learning and skills which constitute critical thinking. It is designed to provide the psychiatric technician student with an understanding of the principles needed for the provision of comprehensive care for quality of life enhancement with a focus on self-determination, emotional well-being, social inclusion, rights, personal development, and physical well-being for mental healthcare and health promotion for the developmentally and intellectually disabled client. Students integrate their nursing knowledge with the principles of behavioral therapy and group communication process to plan care to a unique population of individuals with a multitude of physical and intellectual challenges. Includes two hours of related pharmacology content. *Grade only.*

HOC 044 PHARMACOLOGY C 1.0 UNIT

HOC 044 (replaces PT 060C / VN 060C)
Total Lecture: 18 hours
Prerequisite: HOC 034 - Must pass the course with a grade of 75% or higher, HOC 033A, HOC 032, HOC 033B (VN students only) Must pass the course with a grade of 75% or higher and or HOC 033C, HOC 033D (PT Students only) - Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A (VN students only) or HOC 035B, HOC 036B (PT students only) and NTR 015 (VN students only) PSY 001.
Corequisite: HOC 043A Must pass the course with a grade of 75% or higher, HOC 042, HOC 043B (VN students only) - Must pass the course with a grade of 75% or higher or HOC 043C, HOC 043D (PT students only) - Must pass the course with a grade of 75% or higher, HOC 045A, HOC 046A (VN students only) or HOC 045B, HOC 046B (PT students only), HOC 047 For VN and PT students Must pass the course with a grade of 75% or higher, and NTR 015 (PT students only; may be taken as a Prerequisite:), PSY 012 (VN students only; may be taken as a Prerequisite:)
Acceptable for credit: California State University
This is a continuation course in pharmacology designed to assist the psychiatric technician and vocational nursing student with the principles of pharmacology. Emphasis is on defining pharmacological agents, classes, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents used for patients with disorders of the endocrine, hematologic, integumentary, and gastrointestinal systems and for pediatric clients. *Grade only.*

HOC 045A ADVANCED SKILLS/SIMULATION LAB 1.0 UNIT

Total Lab: 54 hours
HOC 045A (replaces VN 055C2)
Prerequisite: HOC 032 Must pass the course with a grade of 75% or higher; HOC 033A Must pass the course with a grade of 75% or higher; HOC 033B Must pass the course with a grade of 75% or higher; HOC 034 Must pass the course with a grade of 75% or higher; HOC 035A ; HOC 036A ; NTR 015.
Corequisite: HOC 042 Must pass the course with a grade of 75% or higher; HOC 043A Must pass the course with a grade of 75% or higher; HOC 043B Must pass the course with a grade of 75% or higher; HOC 044 Must pass the course with a grade of 75% or higher; HOC 046A ; HOC 047 Must pass the course with a grade of 75% or higher; PSY 012 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the advanced vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and pediatric patients and their families in inpatient and outpatient settings. *Pass/No Pass Option.*

HOC 045B ADVANCED SKILLS/SIMULATION LAB 1.0 UNIT

HOC 045B (replaces PT 019A/019B/069)
Total Lab: 54 hours
Prerequisite: HOC 033A, HOC 033C, HOC 033D and HOC 034 Must pass the course with a grade of 75% or higher; HOC 035B; HOC 036B; PSY 001.Corequisite: HOC 043A, HOC 043C, HOC 043D, HOC 044, HOC 046B, HOC 047 Must pass the course with a grade of 75% or higher; NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This course allows the advanced psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus

is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and mental health and developmental disability disorder patients and their families in inpatient and outpatient settings. *Pass/No Pass Only.*

HOC 046A ADVANCED CLINICAL PRACTICUM 5.0 UNITS

HOC 046A (replaces VN 055C1)
Total Lab: 270 hours
Prerequisite: Students must have current Am. Heart Assoc. Healthcare Provider or Am. Red Cross Professional Rescuer CPR/AED certification, HOC 032, HOC 033A, HOC 033B, HOC 034 Must pass the course with a grade of 75% or higher, HOC 035A, HOC 036A, NTR 015.
Corequisite: HOC 042, HOC 043A, HOC 043B, HOC 044 Must pass the course with a grade of 75% or higher, HOC 047 Must pass the course with a grade of 75% or higher, and PSY 012 (May be taken as a prerequisite)., HOC 045A.
Acceptable for credit: California State University
This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric clients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice. *Pass/No Pass Only.*

HOC 046B ADVANCED CLINICAL PRACTICUM 5.0 UNITS

HOC 046B (replaces PT 019A/019B/069)
Total Lab: 270 hours
Prerequisite: Must hold a current, valid health professionals CPR card or Am. Red Cross Professional Rescuer CPR/AED certification; HOC 033A Must pass the course with a grade of 75% or higher; HOC 033C Must pass the course with a grade of 75% or higher; HOC 033D Must pass the course with a grade of 75% or higher; HOC 034 Must pass the course with a grade of 75% or higher; HOC 035B ; HOC 036B; PSY 001.
Corequisite: HOC 043A Must pass the course with a grade of 75% or higher; HOC 043C Must pass the course with a grade of 75% or higher; HOC 043D Must pass the course with a grade of 75% or higher; HOC 044 Must pass the course with a grade of 75% or higher; HOC 045B; HOC 047 Must pass the course with a grade of 75% or higher; NTR 015 (May be taken as a prerequisite).
Acceptable for credit: California State University
This continuation course provides the advanced psychiatric technician student with supervised clinical experiences with clients with developmental disabilities, psychiatric and medical-surgical disorders in a variety of community agencies. Emphasis is on the use of the nursing process and therapeutic communication techniques to identify and address the needs of fragile and vulnerable clients. Students plan and provide direct resident/client care, facilitate a variety of group activities, administer medications, and participate as collaborative members of the health care team. *Pass/No Pass Only.*

HOC 047 LEADERSHIP AND PROFESSIONAL PRACTICE 1.5 UNITS

HOC 047 (replaces PT 018 / VN 055C3)
Total Lecture: 27 hours
Prerequisite: HOC 032, HOC 033B (VN only) Must have 75% or better to pass the course, HOC 033A, HOC 034 Must have 75% or better to pass the course, HOC 033C, HOC 033D (PT students only) - Must have 75% or better to complete the course, HOC 035A, HOC 036A (VN students only) or HOC 035B, HOC 036B (PT students only), NTR 015 (VN students only), PSY 001 (PT students only).
Corequisite: HOC 043A, HOC 044 Must have 75% or better to pass the course, HOC 042, HOC 043B (VN students only) - Must have 75% or better to pass the course or HOC 043C, HOC 043D (PT students only) - Must have a 75% or better to pass the course, HOC 045A, HOC 046A (VN students only) or HOC 045B, HOC 046B (PT students only), NTR 015 (PT students only; may be taken as a Prerequisite:), PSY 012 (VN students only; May be taken as a prerequisite)
Acceptable for credit: California State University
The focus of this course is to prepare the vocational nursing and psychiatric technician student for application for the licensure/NCLEX examination and the transition to entry level professional practice. Course content includes: securing and maintaining licensure; exploration of employment opportunities; interviewing techniques/strategies, legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles. *Grade only.*

HOC 050 ROLE TRANSITION LVN TO RN 2.0 UNITS

Total Lecture: 36 hours
Prerequisite: Acceptance into LVN to RN Program
Corequisite: HOC 050A
Acceptable for credit: California State University
This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course content focuses on competencies expected of the graduate ADN (critical thinking skills, review of medical-surgical nursing concepts, role change, research skills, teaching-learning principles, development of the nursing teaching role, pharmacology principles, medication calculation) to prepare the student for success in an AND program. *Grade Only.*

HOC 050A ROLE TRANSITION CLINICAL 1.0 UNIT

Total Lab: 54 hours
Corequisite: HOC 050
Acceptable for credit: California State University
This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems. *Pass/No Pass Option.*

HOC 051 COMMUNITY MENTAL HEALTH NURSING 2.0 UNITS

Total Lecture: 36 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better.
Corequisite: HOC 052, HOC 053, HOC 054. Students must pass with 75% or better.
Acceptable for credit: California State University
This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. *Grade Only.*

HOC 052 INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better.
Corequisite: HOC 051, HOC 053, HOC 054. Students must pass with 75% or better.
Acceptable for credit: California State University
This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills. *Grade Only.*

HOC 053 INTRODUCTION TO CLINICAL JUDGMENT 1.0 UNIT

Total Lab: 54 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better.
Corequisite: HOC 051, HOC 052, HOC 054. Students must pass with 75% or better.
Acceptable for credit: California State University
This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student's nursing theory course classroom learning. The emphasis is on the role of the registered nurse caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is on developing competence in critical thinking and in leadership skills. *Pass/No Pass Option.*

HOC 054 INTERMEDIATE CLINICAL PRACTICUM 4.0 UNITS

Total Lab: 216 hours
Prerequisite: HOC 050, HOC 050A. Students must pass with 75% or better.
Corequisite: HOC 051, HOC 052, HOC 053. Students must pass with 75% or better.
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. *Pass/No Pass Only.*

HOC 060 ADVANCED MATERNAL-CHILD NURSING 2.0 UNITS

Total Lecture: 36 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with grade of 75% or higher to continue to the next semester.
Corequisite: HOC 061, HOC 062, HOC 064. Students must pass the course with a grade of 75% or higher to continue to the next semester.
Acceptable for credit: California State University
This course focuses on the nursing process as it relates to the child-bearing and child-rearing family. The nurse's roles of provider, manager of care, and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby, and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. *Grade Only.*

HOC 061 ADVANCED MEDICAL-SURGICAL/ LEADERSHIP NURSING 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HOC 060, HOC 062, HOC 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Acceptable for credit: California State University
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. *Grade Only.*

HOC 062 LEADERSHIP AND ETHICS 1.0 UNIT

Total Lecture: 18 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Corequisite: HOC 060, HOC 061, HOC 064. Students must pass the course with a grade of 75% or higher to continue on to the next semester.
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. *Grade Only.*

HOC 064 ADVANCED CLINICAL PRACTICUM 5.0 UNITS

Total Lab: 270 hours
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 053, HOC 054. Students must pass the course with a grade of 75% or higher.
Corequisite: HOC 053, HOC 060, HOC 061, HOC 062. Students must pass the course with a grade of 75% or higher.
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. *Pass/No Pass Only.*

HOC 905 MATH FOR HEALTH OCCUPATIONS 1.0 UNIT

Total Lecture: 18 hours
Advisory: MAT 903
This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications. *Pass/No Pass Option.*

HISTORY (HIS)

HIS 004A HISTORY OF WESTERN CIVILIZATION 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western society. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 170. CSUGE: D; IGETC: 3B, 4, CSUGE C2.*

HIS 004AH HISTORY OF WESTERN CIVILIZATION – HONORS 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course is a survey of Western Civilization from prehistoric times to 1600. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded Western society. Students cannot get credit for both HIS 004A and HIS 004AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 170. CSUGE: C2, D; IGETC: 3B, 4, CSUGE C2*

HIS 004B HISTORY OF WESTERN CIVILIZATION 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 180. CSUGE: D; IGETC: 3B, 4, CSUGE C2.*

HIS 004BH HISTORY OF WESTERN CIVILIZATION - HONORS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This honors course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. Students cannot get credit for both HIS 004B and HIS 004BH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 180. CSUGE: C2, D, IGETC: 3B, 4.*

HIS 015 WORLD HISTORY TO 1500 3.0 UNITS

Total Lecture: 54 Hours

Acceptable for credit: University of California, California State University

This course is a survey of World Civilization from prehistoric times to 1500. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded world societies. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4, CSUGE C2, IGETC 3B.*

HIS 015H WORLD HISTORY TO 1500 - HONORS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This honors course is a survey of World Civilization from prehistoric times to 1500. Emphasis is on the major political, economic, social, cultural and intellectual movements that have molded world societies. Students cannot get credit for both HIS 015 and HIS 015H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 150. CSUGE: D; IGETC: 4, CSUGE C2, IGETC 3B.*

HIS 016 WORLD HISTORY SINCE 1500 3.0 UNITS

Total Lecture: 54 Hours

Acceptable for credit: University of California, California State University

This course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 160. CSUGE: D; IGETC: 4, CSUGE C2, IGETC 3B.*

HIS 016H WORLD HISTORY SINCE 1500 - HONORS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This honors course is a survey of world civilizations from 1500 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded world civilizations. Students cannot get credit for both HIS 016 and HIS 016H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 160. CSUGE: D; IGETC: 4, CSUGE C2, IGETC 3B.*

HIS 017A HISTORY OF THE UNITED STATES TO 1877 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

History 017A is a survey of the political, economic, social, and cultural development of the United States from native American settlement in America through Reconstruction. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 130. CSUGE: D: IGETC: 4, CSUGE C2, IGETC 3B, CSUGE C2, US-1, IGETC 3B.*

HIS 017AH HISTORY OF THE UNITED STATES TO 1877 - HONORS 3.0 UNITS

Total Lecture: 54 Hours

Acceptable for credit: University of California, California State University

History 017AH is a survey of the political, economic, social, and cultural development of the United States from Native American settlement in America through Reconstruction. More rigorous assignments and research are expected in this course than in HIS 017A. Topics covered include the interaction between the indigenous peoples and European settlers in the development of the colonies, origins and consequences of the American Revolution, the development of democracy and constitutional government in America, westward expansion, the early factory system, isolationism and American foreign policy, slavery and its impact on race relations, antebellum reforms, abolitionism and sectional conflict, causes and consequences of the Civil War and Reconstruction. Students cannot get credit for both HIS 017A and HIS 017AH. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # HIST 130. CSUGE: D; IGETC: 4, CSUGE C2, US-1, IGETC 3B.*

HIS 017B HISTORY OF THE UNITED STATES SINCE 1877 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is a survey of the political, economic, social and cultural history of the United States from 1877 to the present. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt's New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. (History 017A is not a Prerequisite: to History 017B.) This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4, CSUGE C2, US-1, IGETC 3B.*

HIS 017BH HISTORY OF THE UNITED STATES SINCE 1877 - HONORS 3.0 UNITS

Total Lecture: 54 Hours

Acceptable for credit: University of California, California State University

This honors course is a survey of the political, economic, social and cultural history of the United States from 1877 to the present with more rigorous assignments and research than HIS 017B. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt's New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. Students cannot get credit for both HIS 017B and HIS 017BH. Enrollment in the Honors Transfer Project is required. (History 017AH is not a Prerequisite: to History 017BH.) This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4, CSUGE C2, US-1, IGETC 3B.*

HIS 020 HISTORY AND GEOGRAPHY OF CALIFORNIA 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course examines California's geographic regions, Native Americans of California, institutions of Spanish California, developments during Mexican and early American period, economic foundations of the state, political growth and institutions of American California, diversity in California history through the 20th Century, and state and local government. This course may be offered via distance learning. Pass/No Pass Option. CSUGE: D; IGETC: 4, CSUGE US-3.

HIS 031 HISTORY OF EAST ASIA 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is a survey of the history of China, Japan, Korea, Vietnam and related countries and regions in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region.This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

HIS 033 WOMEN'S ISSUES PAST AND PRESENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course examines the social, economic, cultural and political history of women in the U.S., from colonial times to the modern era. An emphasis is placed on movements which enhanced women's political and economic rights, the social roles which defined women primarily by their gender, and the legal realities that women faced. Significant moral, political, and economic issues are assessed. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4, CSUGE C2, IGETC 3B.*

HIS 033H WOMEN'S ISSUES PAST AND PRESENT - HONORS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This honors course examines the social, economic, cultural and political history of women in the U.S. from colonial times to the modern era. An emphasis is placed on movements which enhanced women's political and economic rights, the social roles which defined women primarily by their gender and the legal realities that women faced. Significant moral, political and economic issues are assessed. Students cannot get credit for both HIS 033 and HIS 033H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: C2, D; IGETC: 3B, 4, CSUGE C2, IGETC 3B.*

HOTEL AND MOTEL MANAGEMENT (HMT)

HMT 075 HOUSEKEEPING IN HOTELS, MOTELS AND INSTITUTIONS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is an introduction to the principles of effective housekeeping management in hotels, motels, and institutions, such as hospitals and nursing homes. Topics include the role of housekeeping, planning and organizing the department, environmental and energy management, sustainability and green lodging facilities, interactions between housekeeping and other departments. Students examine safety and security, the cleaning function, budgeting labor, equipment and supplies, managing inventories, and effective diversity management. This course may be offered via distance learning. *Pass/No Pass Option.*

HMT 076 HOTEL AND MOTEL FRONT OFFICE MANAGEMENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: California State University

This course is an introduction to the principles of effective front office management. Topics include hotel organization, forecasting, revenue management, budgeting, front office interaction with sales, housekeeping, and human resources. Students examine the guest services role, reservations, registration, account settlement, the audit process, and evaluate a hotel operation. This course may be offered via distance learning. *Pass/No Pass Option.*

HUMANITIES (HUM)

HUM 001A HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussions. A field trip to a museum, theater performance or concert is required. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

HUM 001B HUMAN VALUES IN AND FROM THE ARTS 3.0 UNITS

Total Lecture: 54 hours

Advisory: Eligibility for ENG 001A and REA 054

Acceptable for credit: University of California, California State University

This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from Renaissance to modern times. The course consists of illustrated lectures and discussions. A field trip to a museum, theater performance, or concert is required. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

HUM 007 INTERNATIONAL FILMS 3.0 UNITS

Total Lecture: 54 hours

Advisory: Eligibility for ENG 001A and REA 054

Acceptable for credit: University of California, California State University

This course provides a critical look at the world and its problems through some of the finest international films. Films from Asia, Africa, Europe, and the Americas are viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Political Science 007 (POL 007). *Pass/No Pass Option. CSUGE: C2, D; IGETC: 3B.*

HUM 015 INTRODUCTION TO FILM ANALYSIS 3.0 UNITS

Total Lecture: 54 hours

Advisory: Eligibility for ENG 001A and REA 054

Acceptable for credit: University of California, California State University

Critical analysis of film as a literary art form is covered in this course. Exemplary motion pictures are viewed and examined with special attention to film technique, thematic content, and aesthetic values. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B*

HUM 016A HISPANIC ROOTS AND CULTURE 3.0 UNITS

Total Lecture: 54 hours

Advisory: Eligibilty for ENG 001A and REA 054

Acceptable for credit: University of California, California State University

This course undertakes a chronological study of Hispanic culture beginning with the Pre-Colombian civilizations and continuing to the present. Emphasis is placed on understanding today's Hispanic world view which has resulted from the unique cultural and historical heritage of indigenous and Spanish, as well as Northern American cultures. Aspects of culture and values reflected in art, literature, and music are examined. *Pass/No Pass Option. CSUGE: C2, D; IGETC: 3B, 4C.*

HUM 018 AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 UNITS

Total Lecture: 54 hours

Advisory: Eligible for ENG 001A and REA 054

Acceptable for credit: University of California, California State University

This course is designed to provide the student with an overview of the humanities through the culture and life experiences of African-Americans. Content focuses on significant themes such as literary expressions, folklore, visual arts, music, dance, theater, religion, and philosophical thought. The course provides an examination of the historic, economic, and social forces that have inspired creativity among African-Americans. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, CSUGE D, IGETC 4.

HUM 018H AFRICAN-AMERICAN CULTURE AND HUMANITIES – HONORS 3.00 UNITS

Total Lecture: 54 hours
Acceptable for Credit: University of California , California State University
This honors course is designed to provide the student with an overview of the humanities through the culture and life experiences of African-Americans. Content focuses on significant themes such as literary expressions, folklore, visual arts, music, dance, theater, religion, and philosophical thought. The course provides an examination of the historic, economic, and social forces that have inspired creativity among African-Americans. Students may not receive credit for both HUM 018 and HUM 018H. Enrollment in the Honors Transfer Project is required. *Pass/No Pass Option.*

HUM 020 ASIAN ROOTS AND CULTURE 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligible for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides an introduction and overview to the lands, peoples, languages and cultures of Asia beginning with the prehistoric times and continuing to the present. Emphasis is placed on understanding the Asian world view. Aspects of culture and values reflected in art, literature, philosophy/religion, and music are examined. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

HUM 022 INTRODUCTION TO ISLAM 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligible for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides an introduction to Islam as a religious system focusing on its origins, basic sources, history, culture and values. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

HUM 024 THE ASIAN-AMERICAN EXPERIENCE 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: California State University
The Asian-American Experience is a multi-disciplinary survey course that introduces students to the historical and contemporary experiences of different groups of Asian-Americans including the Chinese, Japanese, Korean, Vietnamese, Indian, Filipino, and Pacific Islander communities. Students will read, view, and discuss materials related to topics such as immigration, exclusion, imperialism, race, class, gender, sexuality, language, social identity and other issues related to Asian-American life including cultural expression through various art forms. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

HUM 030 CULTURAL STUDIES 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligible for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course exposes students to the cultures and civilizations of people around the world. Through field trips students learn about the art, music, language, customs, food, and daily life of people in other countries. Students have the opportunity to practice language skills acquired in foreign language courses, and look at art/architecture learned about in art history and humanities classes. Music concert attendance is also encouraged in order for students to have a multi-cultural, multi-disciplinary foreign travel experience. *Pass/No Pass Option.*

INSTITUTIONAL FOODS (INF)

INF 050 SANITATION AND SAFETY 2.0 UNITS

Total Lecture: 36 hours
Acceptable for credit: California State University
This class uses the National Restaurant Association Education Foundation's ServSafe materials to certify students as food service safety managers. This course includes personal hygiene, types of hazards in food service, prevention and control of pathogens and other contaminants in food. Proper storage and cleaning and sanitizing are also covered. Systems for tracking food safety including HACCP and responding to outbreaks and inspections are taught. Students completing the final exam with 75% correct will be certified food safety managers in all 50 states for 5 years. *Pass/No Pass Option.*

INTERDISCIPLINARY STUDIES (INS)

INS 010 PEER TUTOR AND MENTOR TRAINING 1.5 UNITS

Total Lecture: 27 hours
Acceptable for Credit: California State University
This course provides students with effective learning strategies and academic assistance techniques for peer tutoring and mentoring in a community college setting. This course also emphasizes skills in communication, problem solving, critical thinking, structuring learning experience and handling challenging situations. This course may also be offered via distance learning. *Pass/No Pass Only.*

INS 015 ADVANCED TRAINING FOR PEER TUTORS AND MENTORS 1.5 UNITS

Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054, INS 010
Acceptable for Credit, California State University
This is a second level peer tutor and mentor training course. Topics include use of probing questions, cultural awareness, strategies for working with adult students, identifying and using campus services and other resources to assist students, assessing or changing study behaviors, communication strategies, group facilitation strategies, and assisting students with disabilities. *Pass/No Pass Option.*

INS 030 DIGITAL STUDY STRATEGIES FOR ONLINE AND ON SCREEN MATERIALS 2.0 UNITS

Total Lecture: 36 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for Credit, California State University
This course teaches study strategies for digital materials and online course assignments. Topics include: reading and studying online textbooks, taking and organizing digital notes, communication strategies for blogs, wikis and discussion board posts, techniques for successful online group work, scheduling yourself to do online course homework, using virtual calendars to manage your time, and using electronic resources such as phone/tablet apps and Web 2.0 tools to personalize your learning. This course may be offered via distance learning. *Pass/No Pass Option.*

INS 947 SUPERVISED TUTORING NONCREDIT

Total Maximum: 54 hours
Corequisite: Enrollment in the course for which a student receives tutoring
This non-credit, open entry/open exit course provides learning assistance in the form of tutoring. Students are assigned to tutoring by an instructor or a counselor based on an identified learning need, followed by registration in the tutoring course. Under direction of a faculty coordinator in the tutoring center, students receive assistance from tutors in areas of identified academic need and in appropriate study skills to develop their ability to learn independently and become more successful students. This course may also be offered via distance learning.

INS 949 COLLEGE STUDY SKILLS 1.0 UNIT
Total Lecture: 18 hours
Advisory: Eligibility for English 905.
Prerequisite: ESL 960RW
This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored may include time management, note taking, preparation for and taking of examinations, textbook study strategies, and using campus support systems effectively. The emphasis is on metacognition and mastering and applying the skills needed in order to facilitate successful studying and independent learning. This course may be offered via distance learning. *Pass/ No Pass Option.*

INS 990 CONVERSATION SKILLS DEVELOPMENT FOR NON-NATIVE ENGLISH SPEAKERS NONCREDIT
Total: 30 hours
Students participate in extended conversations on a variety of topics. This non-credit course is designed for non-native English speakers at the intermediate to advanced levels of ESL (ESL 940-970) It is also appropriate for students who have already completed the ESL program or lower level students and who want more advanced conversation practice.

KINESIOLOGY (KIN)

KIN 001A ADAPTED WEIGHT TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed for students with verifiable disabilities. A personalized exercise plan (PEP) is developed to meet each student's needs. Focus is on increasing overall muscular strength and endurance based on each individual's ability. *Pass/No Pass Option. CSUGE: E.*

KIN 001B ADAPTED PHYSICAL EDUCATION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed for students with verifiable disabilities. A personalized exercise plan (PEP) is developed to meet each student's needs. Emphasis will be on flexibility and general conditioning based on each individual's ability. *Pass/No Pass Option. CSUGE: E.*

KIN 001C ADAPTED AEROBICS 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to introduce skills needed for daily cardiovascular activity for students with verifiable disabilities through the use of aerobic exercise. Exercises performed develop the cardiovascular system and enable students to function more efficiently and effectively within their own abilities. Appropriate low and mid impact aerobics are developed collaboratively with the instructor to meet each students needs. *Pass/No Pass Option. CSUGE: E.*

KIN 001D ADAPTED TENNIS 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to teach the basic fundamentals of tennis to students with verifiable disabilities. A personalized exercise program (PEP) is developed to identify each student's adaptation needs to be successful in tennis. *Pass/No Pass Option. CSUGE: E.*

KIN 001E ADAPTED YOGA 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce basic yoga poses to students with verifiable disabilities. Emphasis is placed on asanas (poses), breath awareness, and postural alignment in order to develop strength, endurance, flexibility and balance. Relaxation techniques are introduced to reduce stress and develop the mind/body connection. A personalized exercise plan (PEP) is developed to meet each student's needs. *Pass/No Pass Option. CSUGE: E.*

KIN 001G ADAPTED BADMINTON 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the basic fundamentals of badminton to students with verifiable disabilities. A personalized exercise plan (PEP) is developed to address adaptations needed by each student to be successful in badminton. *Pass/ No Pass Option. CSUGE: E.*

KIN 001J ADAPTED BALANCE AND STABILITY 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach basic balance activities, core stability and flexibility. Activities focus on enhancing energy levels and increasing confidence to perform daily activities. *Pass/No Pass Option. CSUGE: E.*

KIN 014A VOLLEYBALL – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce students to the fundamental skills of volleyball. Players learn to serve, pass, set, and employ the basic strategies of the game. *Pass/No Pass Option. CSUGE: E.*

KIN 014B VOLLEYBALL – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 014A or demonstrated ability to pass, set and serve.
Acceptable for credit: California State University, University of California
This course is designed to review the fundamental skills of volleyball and add spiking, blocking and the dink to the players' repertoire. Players work on improving the depth and accuracy of their shots while employing the strategies of the game. *Pass/No Pass Option. CSUGE: E.*

KIN 015A BASKETBALL– INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to teach the basic rules, skills, techniques and history of basketball. Drills are included to develop or enhance shooting, passing, rebounding, and defensive footwork. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 015B BASKETBALL– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 015A
Acceptable for credit: California State University, University of California
This course is designed to teach the basic skills and techniques of basketball. Building upon skills learned in KIN 015A, drills are used to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 015C BASKETBALL: INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 015B
Acceptable for credit: University of California, California State University
This course is designed to teach the intermediate skills and techniques of basketball. Building upon skills learned in KIN 015B, drills are used to develop and enhance shooting, passing, rebounding, and defensive skills. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 015D BASKETBALL - ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the advanced skills and techniques of basketball. Building upon skills learned in KIN 015C, drills are used to develop and enhance shooting, passing, rebounding, advanced footwork, and ball-handling skills. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 019A SOCCER – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the basic rules, skills, techniques and history of soccer. Drills are included to introduce the student to shooting, passing, trapping, and dribbling. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 019B SOCCER – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 019A
Acceptable for credit: California State University, University of California
This course is designed to review the basic rules, skills, and techniques of soccer, as well as develop players' execution of the fundamental strategies of the game. Drills are included to enhance shooting, passing, heading and dribbling. Scrimmages are utilized to develop team play concepts. *Pass/No Pass Option. CSUGE: E.*

KIN 020A BADMINTON- INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054,
Acceptable for credit: California State University, University of California
This course introduces the student to the fundamentals and strategies of the game of badminton. The main emphasis of this course is on basic skills, drills and the rules of badminton. *Pass/No Pass Option. CSUGE: E.*

KIN 020B BADMINTON – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 020A
Acceptable for credit: California State University, University of California
This course continues the development of the fundamental skills and strategies of the game of badminton. The main emphasis of this course is to refine the technique and improve the proficiency of the basic skills of the game. *Pass/No Pass Option. CSUGE: E.*

KIN 020C BADMINTON –INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 020B
Acceptable for credit: California State University, University of California
This course introduces the student to the intermediate skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement. *Pass/No Pass Option. CSUGE: E.*

KIN 020D BADMINTON – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 020C
Acceptable for credit: University of California, California State University
This course introduces the student to the advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. *Pass/No Pass Option. CSUGE: E.*

KIN 021A TENNIS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054,
Acceptable for credit: California State University, University of California
This course is designed to teach the fundamentals of tennis to students. Mastery of these skills enables students to progress to the next level of tennis. *Pass/ No Pass Option. CSUGE: E.*

KIN 021B TENNIS – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 021A
Acceptable for credit: California State University, University of California
This course is designed to teach the basic fundamentals of tennis. Mastery of these skills enables the student to progress to the next level of tennis. *Pass/No Pass Option. CSUGE: E.*

KIN 021C TENNIS – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 021B
Acceptable for credit: California State University, University of California
This course is designed to develop skill and knowledge of the game of tennis at an intermediate level. *Pass/No Pass Option. CSUGE: E.*

KIN 021D TENNIS – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 021C
Acceptable for credit: California State University, University of California
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level. *Pass/No Pass Option. CSUGE: E.*

KIN 021E TENNIS – TOURNAMENT 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 021D
Acceptable for credit: California State University, University of California
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy are reviewed and practiced to increase mastery for tournament play. *Pass/No Pass Option. CSUGE: E.*

KIN 021F TENNIS – DOUBLES STRATEGIES AND PLAY 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 021C
Acceptable for credit: California State University, University of California
Students are instructed in the basic skills of doubles for the sport of tennis. Rules of play, strategies, and skill development for doubles are emphasized. *Pass/No Pass Option. CSUGE: E.*

KIN 023A ARCHERY: INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to introduce students to the sport of archery. Students learn about safety guidelines, choosing proper equipment, target shooting, scoring, etiquette, and the rules of archery. *Pass/No Pass Option. CSUGE: E.*

KIN 023B ARCHERY: BEGINNING 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Advisory: Eligibility for ENG 001A and REA 054, KIN 023A
This course is designed to refine the shooting skills of the beginning archery student. Emphasis is placed on shooting technique, form, and concentration. Safety guidelines, etiquette, and rules of archery are reviewed. *Pass/No Pass Option. CSUGE: E.*

KIN 024A BOWLING INTRODUCTION 1.5 UNITS
Total Lecture: 18 hours, Total Lab: 27 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the theory and application of bowling. The course covers the theoretical application and proper mechanics to develop the fundamental skills of bowling. Students compare and contrast basic skills of the 3-step, 4-step, and 5-step delivery. Additionally, students recognize and demonstrate proper alignment and geometry when shooting spares. Rules, scoring, historical overview, and theoretical case analysis are examined in this course. *Pass/No Pass Option. CSUGE: E.*

KIN 030A PILATES MATWORK – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is an introduction to Joseph Pilates' Physicalmind Conditioning Method. The matwork provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates improves flexibility, strength, and breathing techniques. *Pass/No Pass Option. CSUGE: E.*

KIN 030B PILATES MATWORK –BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 030A
Acceptable for credit: California State University, University of California
This course is the study and practice of Joseph Pilates' Physicalmind Conditioning Method at a beginning level. Through the study of matwork, the student improves physical well-being including flexibility, strength, and breathing techniques. *Pass/No Pass Option. CSUGE: E.*

KIN 030C PILATES MATWORK – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of Joseph Pilates' Physicalmind Conditioning Method at an intermediate level. Through the study of matwork, the student improves physical well-being including flexibility, strength and breathing techniques. *Pass/No Pass Option. CSUGE: E.*

KIN 030D PILATES MATWORK – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
Advisory: KIN 030B
This course is the study and practice of Joseph Pilates' Physicalmind Conditioning Method at an advanced level. Prior Pilates practice is strongly recommended. *Pass/No Pass Option. CSUGE: E.*

KIN 031A STEP AEROBICS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to utilize the step as a means for improving cardiovascular fitness. A thorough warm-up and cool-down is included in each class. Knowledge of proper step technique as well as an understanding of ways to improve all aspects of fitness is also covered in this course. *Pass/No Pass Option. CSUGE: E.*

KIN 031B STEP AEROBICS – BEGINNING 1.0 UNIT
Advisory: KIN 031A
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to build upon the skills learned in KIN 031A. Proper step technique, body alignment and basic choreography are taught. *Pass/No Pass Option. CSUGE: E.*

KIN 032A AEROBICS - INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercise. *Pass/No Pass Option. CSUGE: E.*

KIN 032B AEROBICS - BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 032A
Acceptable for credit: California State University, University of California
This is a beginning level course designed to satisfy the needs for cardiovascular activity for individuals who are developing a fitness routine. Students maintain cardiovascular fitness through the use of continuous rhythmic movements, weights, and various forms of stretching to complete their workouts. *Pass/No Pass Option. CSUGE: E.*

KIN 032C AEROBICS – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 032B
Acceptable for credit: University of California, California State University
This is an intermediate level course designed to help students maintain cardiovascular fitness through the use of continuous rhythmic movements, weights, and various forms of stretching to complete their workouts. *Pass/No Pass Option. CSUGE: E.*

KIN 033A KICKBOXING FITNESS - INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course introduces the student to kickboxing for aerobic fitness. Basic punches, kicks and stances are taught. Techniques are taken from karate, tai chi, and boxing as ways to improve cardiovascular fitness. *Pass/No Pass Option. CSUGE: E.*

KIN 033B KICKBOXING FITNESS - BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 033A
Acceptable for credit: California State University, University of California
Students build upon the kickboxing movements learned in KIN 033A, with an emphasis on proper body alignment and a more advanced level of cardiovascular fitness. Techniques are from karate, tai chi and boxing as ways to improve overall fitness. *Pass/No Pass Option. CSUGE: E.*

KIN 035A WEIGHT TRAINING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular fitness and overall body tone. Information is presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. *Pass/No Pass Option. CSUGE: E.*

KIN 035B WEIGHT TRAINING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 035A
Acceptable for credit: California State University, University of California
This course is designed to enhance the development of muscular strength, muscular endurance and overall body tone. Information is presented to increase the student's understanding of various aspects of weight training including safety, proper lifting techniques, and beginning training protocols. *Pass/No Pass Option. CSUGE: E.*

KIN 035C WEIGHT TRAINING – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed for intermediate level students who want to continue their development of muscular strength and muscular endurance at a more advanced level. Training protocols such as pyramid and super set training are taught. Additional information is presented to increase student's understanding of various aspects of weight training. *Pass/No Pass Option. CSUGE: E.*

KIN 037A CARDIO-CROSS TRAINING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended to have passed KIN 38A or KIN 35A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student's cardiovascular condition at the introductory level by providing a variety of methods of training on equipment such as the treadmill, stair-stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. *Pass/No Pass Option. CSUGE: E.*

KIN 037B CARDIO-CROSS TRAINING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 037A
Acceptable for credit: California State University, University of California
This course is designed to enhance the student's cardiovascular conditioning at the beginning level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. *Pass/No Pass Option. CSUGE: E.*

KIN 037C CARDIO-CROSS TRAINING - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 037B
Acceptable for credit: California State University, University of California
This course is designed to enhance the student's cardiovascular condition at the intermediate level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and more. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. *Pass/No Pass Option. CSUGE: E.*

KIN 037D CARDIO-CROSS TRAINING – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 037C
Acceptable for credit: California State University, University of California
This course is designed to enhance the student's cardiovascular condition at the advanced level by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information is provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. *Pass/No Pass Option. CSUGE: E.*

KIN 038A LOWER BODY CONDITIONING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, Familiar with variety of Conditioning
Skills Develop proper footwork Experience in speed and endurance training
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the introductory level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. *Pass/No Pass Option. CSUGE: E.*

KIN 038B LOWER BODY CONDITIONING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 035A
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape for the beginning level of lower body conditioning. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. *Pass/No Pass Option. CSUGE: E.*

KIN 038C LOWER BODY CONDITIONING – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape at the intermediate level. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. *Pass/No Pass Option. CSUGE: E.*

KIN 038D LOWER BODY CONDITIONING– ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 035B
Acceptable for credit: California State University, University of California
This course is designed to improve middle and lower extremity muscular strength, condition, and shape for the advanced level of lower body conditioning. The student participates in a program with specialized exercises that are designed to only work the legs, gluteal, and abdominal areas. Information is presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues are also addressed. Strength testing and body composition measurements are performed to monitor progress. *Pass/No Pass Option. CSUGE: E.*

KIN 038E LOWER BODY CONDITIONING– ENDURANCE TRAINING 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is designed for the introductory, intercollegiate level of lower body conditioning. Students improve middle and lower extremity training through muscular strength and endurance training and cardio conditioning. *Pass/No Pass Option. CSUGE: E.*

KIN 038F LOWER BODY CONDITIONING - SPEED TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038E
Acceptable for credit: University of California, California State University
This course is designed to improve middle and lower extremity through speed training for the beginning intercollegiate level of lower body conditioning. *Pass/No Pass Option. CSUGE: E.*

KIN 038G LOWER BODY CONDITIONING - AGILITY TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038F
Acceptable for credit: University of California, California State University
This course is designed to improve core strength and lower extremity agility for lower body conditioning at the intermediate collegiate level. *Pass/No Pass Option.*

KIN 038J LOWER BODY CONDITIONING - PLYOMETRIC TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 038G
Acceptable for credit: University of California, California State University
This course is designed to improve core and lower extremity strength through plyometric training and conditioning for the advanced intercollegiate level. *Pass/No Pass Option. CSUGE: E.*

KIN 039A FIRE AGILITY– INTRODUCTION 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology student and introduce them to specific skills required to successfully complete Fire Department physical agility tests. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. *Pass/No Pass Option. CSUGE: E.*

KIN 039B FIRE AGILITY– BEGINNING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 039A
Acceptable for credit: California State University, University of California
This course is designed to enhance the overall fitness level of the Fire Technology students to prepare them to successfully complete Fire Department physical agility tests. Building upon the skills learned in KIN 039A, the emphasis is on improving cardiovascular endurance, muscle strength, and endurance. Intense resistance training, plyometric training, anaerobic, and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. *Pass/No Pass Option. CSUGE: E.*

KIN 039C FIRE AGILITY– INTERMEDIATE 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 039B
Acceptable for credit: California State University, University of California
This course covers the intermediate skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A and KIN 039B, the emphasis is on intermediate and advanced training methodologies. Intense resistance training techniques, plyometric training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. *Pass/No Pass Option. CSUGE: E.*

KIN 039D FIRE AGILITY: ADVANCED 2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 039C
Acceptable for credit: University of California, California State University
This course covers the advanced skills and techniques designed to enhance the overall fitness level of the Fire Technology student in order to prepare them to successfully complete the CPAT and other fire agencies physical agility tests. Building upon the skills learned in KIN 039A, 039B and KIN 039C, the emphasis is on advanced training methodologies. Advanced resistance training techniques, plyometric speed and agility training and cardiovascular workouts are utilized. Non-Fire Technology students are also welcome. *Pass/No Pass Option. CSUGE: E.*

KIN 040A MODERN DANCE – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is an introduction to the varied theories, styles, and techniques of the modern dance idiom. Pass/No Pass Option. CSUGE: E.

KIN 040B MODERN DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 040A
Acceptable for credit: University of California, California State University
This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at a beginning level. *Pass/No Pass Option. CSUGE: E.*

KIN 040C MODERN DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at an intermediate level. *Pass/No Pass Option. CSUGE: E.*

KIN 041A BALLET– INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the discipline, aesthetics, traditions, and historical background of classical ballet. *Pass/No Pass Option. CSUGE: E.*

KIN 041B BALLET– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 041A
Acceptable for credit: California State University, University of California
This course is designed for beginning level dancers to practice the discipline of ballet including improving technique and performance skills. Historical background, traditions, and etiquette are also covered. *Pass/No Pass Option. CSUGE: E.*

KIN 041C BALLET– INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054 KIN 041B
Acceptable for credit: California State University, University of California
This course is designed for intermediate level dancers to practice the discipline of ballet including improving technique, building strength, and developing higher level performance skills. *Pass/No Pass Option. CSUGE: E.*

KIN 041D BALLET– ADVANCED 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 041C
Acceptable for credit: California State University, University of California
This course is designed for advanced level dancers to practice the discipline of ballet including perfecting technique and developing advanced level performance skills. *Pass/No Pass Option. CSUGE: E.*

KIN 042A JAZZ DANCE– INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the varied theories, styles and techniques of the jazz dance idiom. *Pass/No Pass Option. CSUGE: E.*

KIN 042B JAZZ DANCE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 042A
Acceptable for credit: California State University, University of California
This course is designed for the beginning level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at a beginning level. *Pass/No Pass Option. CSUGE: E.*

KIN 042C JAZZ DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 042B
Acceptable for credit: University of California, California State University
This course is designed for the intermediate level student. Emphasis is placed on the varied theories, styles and techniques of the jazz dance idiom. Practice and performance opportunities are available at an intermediate level. *Pass/No Pass Option. CSUGE: E.*

KIN 046A BALLROOM DANCING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course introduces students to various ballroom dances. Alignment and posture, etiquette, and spontaneous leading and following are emphasized. *Pass/No Pass Option. CSUGE: E.*

KIN 046B BALLROOM DANCING– BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 046A
Acceptable for credit: California State University, University of California
This course covers the foundations of ballroom dance, including beginning level steps, positions of the body, and basics of styling for the various dances. *Pass/No Pass Option. CSUGE: E.*

KIN 046C BALLROOM DANCE – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This intermediate ballroom dance course covers various ballroom dances with an emphasis on technique, styling and performance skills that are specific to each dance. *Pass/No Pass Option. CSUGE: E.*

KIN 046D BALLROOM DANCE – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This is an advanced level course covering various ballroom dances. Advanced techniques for styling and performance are emphasized. *Pass/No Pass Option. CSUGE: E.*

KIN 047A HIP HOP – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course introduces students to the fundamentals of hip hop. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. *Pass/No Pass Option. CSUGE: E.*

KIN 047B HIP HOP – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 047A
Acceptable for credit: California State University, University of California
This course is the study and practice of hip hop at a beginning level. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form. *Pass/No Pass Option. CSUGE: E.*

KIN 047C HIP HOP – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of hip hop at an intermediate level. Students learn choreography as well as create their own style and routines. *Pass/No Pass Option. CSUGE: E.*

KIN 047D HIP HOP – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is the study and practice of hip hop at an advanced level. Students learn choreography as well as create their own style and routines. *Pass/No Pass Option. CSUGE: E.*

KIN 048A LATIN DANCE/SALSA – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. *Pass/No Pass Option. CSUGE: E.*

KIN 048B LATIN DANCE/SALSA – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 048A
Acceptable for credit: California State University, University of California
This is a beginning level course designed to practice selected Latin and rhythm dances. There is an emphasis on alignment and posture, etiquette, and leading and following. *Pass/No Pass Option. CSUGE: E.*

KIN 050A TAI CHI – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course introduces the student to the fundamentals and health enhancing aspects of Tai Chi. Instruction covers the history and philosophy and emphasizes Tai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. *Pass/No Pass Option. CSUGE: E.*

KIN 050B TAI CHI – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 050A
Acceptable for credit: California State University, University of California
This course reviews the fundamentals and health enhancing aspects of Tai Chi. There is an introduction to Pushing Hands exercises and various Qi Gong exercises are included. *Pass/No Pass Option. CSUGE: E.*

KIN 051A AIKIDO – INTRODUCTION 1.0 UNIT
T*otal Lab: 54 hours*
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course introduces the student to the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. *Pass/No Pass Option. CSUGE: E.*

KIN 051B AIKIDO – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 051A
Acceptable for credit: California State University, University of California
This course reviews the philosophy, principles, and physical techniques of Aikido. The course emphasizes harmony and natural movements to resolve conflicts and integrate mind-body awareness. The principles of contraction and expansion and circular movement are explored in more detail. *Pass/No Pass Option. CSUGE: E.*

KIN 051C AIKIDO - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 051B
Acceptable for credit: University of California, California State University
This course reviews the philosophy, principles and physical techniques of Aikido. Aikido is a non-violent martial art that emphasizes harmony and natural movements to resolve conflicts. *Pass/No Pass Option. CSUGE: E.*

KIN 053A KARATE – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This class introduces students to the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on blocks, strikes, kicking movements, traditional forms from the Taikyoko and Pinan series, and self-defense. *Pass/No Pass Option. CSUGE: E.*

KIN 053B KARATE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 053A
Acceptable for credit: California State University, University of California
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on refinement of the student's blocks, strikes, kicking movements, the traditional forms from the Taikyoko and Pinan series, and self-defense. *Pass/No Pass Option. CSUGE: E.*

KIN 053C KARATE - INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 053B
Acceptable for credit: University of California, California State University
This class reviews the fundamentals of the Okinawan/Japanese martial art of Wado Ki Kai Karate. Emphasis is on the refinement of the student's skills and the combining of techniques at an intermediate level. *Pass/No Pass Option. CSUGE: E.*

KIN 055A SELF - DEFENSE - INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: California State University, University of California
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which may help the individual to recognize, avoid, and respond to dangerous situations. *Pass/No Pass Option. CSUGE E*

KIN 055B SELF DEFENSE – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 055A
Acceptable for credit: University of California, California State University
This course reviews the fundamental skills, strategy, and tactics of self-defense. Emphasis is on refinement of skills and incorporates additional take downs and ground fighting tactics. *Pass/No Pass Option. CSUGE: E.*

KIN 061A HATHA YOGA – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance are emphasized in the yoga poses. Relaxation and meditation techniques are also introduced. *Pass/No Pass Option. CSUGE: E.*

KIN 061B HATHA YOGA – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 061A
Acceptable for credit: California State University, University of California
This class provides instruction and practice of yoga poses with an emphasis on form and body alignment. Strength, flexibility and balance are emphasized. Relaxation and meditation techniques are also incorporated into the practice of poses. *Pass/No Pass Option. CSUGE: E.*

KIN 061C HATHA YOGA – INTERMEDIATE 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 061B
Acceptable for credit: California State University, University of California
This class provides instruction in the physical practice of yoga at an intermediate level. Strength, flexibility and balance are emphasized within the physical practice. Breath control and meditation techniques are also incorporated. *Pass/No Pass Option. CSUGE: E.*

KIN 061D HATHA YOGA – ADVANCED 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This class emphasizes the physical practice of yoga at an advanced level. A prior yoga practice is strongly encouraged. Relaxation and meditation techniques are also incorporated. *Pass/No Pass Option. CSUGE: E.*

KIN 063A HIKING – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course introduces the student to basic hiking techniques as well as various hiking facilities in the local community. Proper warm-up and cool-down specifically for hiking is introduced. Students experience improved fitness levels through hiking. *Pass/No Pass Option. CSUGE: E.*

KIN 063B HIKING – BEGINNING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 063A
Acceptable for credit: California State University, University of California
This course reviews basic hiking techniques and safety precautions, and introduces students to the challenges of moderate level hiking facilities in the local community. Proper warm-up and cool-down specifically related to hiking are covered. *Pass/No Pass Option. CSUGE: E.*

KIN 063C WALK/JOG FOR FITNESS – INTRODUCTION 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to elementary walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. *Pass/No Pass Option. CSUGE: E.*

KIN 063D WALKING / JOGGING FOR FITNESS – BEGINNER 1.0 UNIT
Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course introduces the student to beginning walking and jogging. Students improve aerobic and muscular fitness. Proper warm-up, stretching, and cool down are introduced. Fitness goals are established and monitored throughout the course. *Pass/No Pass Option. CSUGE: E.*

KIN 069 STRESS MANAGEMENT THROUGH EXERCISE 2.0 UNITS
Total Lecture: 18 hours Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
Students learn to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise is discussed. Exercise routines and intervention strategies and techniques are developed and practiced during this course to help students effectively deal with stress. *Pass/No Pass Option. CSUGE: E.*

KIN 070 WEIGHT TRAINING PRACTICUM I 1.0 UNIT
Total Lab: 54 hours
Advisory: KIN 076
Acceptable for credit: California State University
This course is one of the requirements for the fitness specialist certificate program and provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern serves as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. *Pass/No Pass Option.*

KIN 071 SPORTS INJURIES 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of the prevention and care of athletic injuries. Emphasis is on fitness related injuries as well as preventative steps recommended to avoid injuries. Basic awareness of the needs of special populations is also discussed. *Pass/No Pass Option.*

KIN 072 SPORTS NUTRITION 1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 077
Acceptable for credit: California State University
This course is design specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis is placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids are also discussed. *Pass/No Pass Option.*

KIN 073 FITNESS TESTING 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used to evaluate an individual's strength, flexibility, cardiovascular endurance, body composition and posture. The standards for evaluating these tests are discussed as well as principles used in designing an exercise prescription. *Pass/No Pass Option.*

KIN 074 ANATOMY AND KINESIOLOGY 1.5 UNITS
Total Lecture: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist who needs a basic understanding of exercise physiology, anatomy, and kinesiology. The information discussed within the course is relevant for use in the teaching of fitness and aerobic dance classes as well as for the personal trainer. *Pass/No Pass Option.*

KIN 075 BODY ALIGNMENT AND STRETCHING TECHNIQUES 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis is placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment, and designing programs that enhance correct body alignment. Proper stretching techniques and various stretching styles are also covered. *Pass/No Pass Option.*

KIN 076 WEIGHT TRAINING PRINCIPLES AND ROUTINES 1.5 UNITS
Total Lecture: 9 hours, Total Lab: 54 hours
Advisory: KIN 074

This course is designed specifically for those students interested in pursuing the fitness specialist certificate specialty in personal training or anyone interested in learning about strength development and specific routines. Emphasis is on strength routines that develop various body parts as well as programs that enhance muscle strength, size, tone/ definition and cardiovascular condition. A thorough knowledge of the weight training facilities including equipment, as well as physiology, kinesiology, and anatomy is covered. *Pass/No Pass Option.*

KIN 077 EXERCISE PHYSIOLOGY 1.5 UNITS
Total Lecture: 27 hours
Advisory: KIN 074
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn how the body responds physiologically to exercise. Topics covered include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. *Pass/No Pass Option.*

KIN 078 INTRODUCTION TO KINESIOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology (motor learning/control, motor development, biomechanics, exercise physiology, social psychological foundations, and sport nutrition) will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. *Pass/No Pass Option. C-ID # KIN 100. CSUGE: E.*

KIN 080 DANCE APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California
This course is a study of the function of dance as art and ritual, social activity, spectacle, and entertainment through a survey of major dance works and artists from 19th century to present. It includes cultural contexts as well as styles and forms used in dance such as folk, ethnic, social, square, tap, jazz, modern and ballet. *Pass/No Pass Option. CSUGE: C1.*

KIN 083 VOLLEYBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: KIN 014A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing Women's varsity volleyball player. *CSUGE: E.*

KIN 084 INTERCOLLEGIATE VOLLEYBALL 3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their volleyball skills at a competitive, intercollegiate level. *Pass/No Pass Option. CSUGE: E.*

KIN 085 INTERCOLLEGIATE BADMINTON 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, Completion of 098 is recommended
Acceptable for credit: California State University, University of California
This course is designed for students with previous badminton experience who have aspirations of playing intercollegiate badminton. The history, rules, intermediate techniques and strategies, as well as conditioning for badminton, are addressed. *Pass/No Pass Option. CSUGE: E.*

KIN 086 INTERCOLLEGIATE BASKETBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 096
Acceptable for credit: University of California, California State University
This course is designed for women students interested in competing for an intercollegiate basketball team. This course is designed to allow the student the opportunity to play intercollegiate basketball. Basketball skills and conditioning are emphasized. Practice consists of both mental and physical training. *Pass/No Pass Option. CSUGE: E.*

KIN 087 INTERCOLLEGIATE SOCCER 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 095 or Prior participation in high school soccer athletics.
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. This course may be repeated 3 times. *Pass/No Pass Option. CSUGE: E.*

KIN 088 INTERCOLLEGIATE SOFTBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 093
Acceptable for credit: University of California, California State University
This course is designed to allow the student the opportunity to further their softball skills at a competitive, intercollegiate level. *Pass/No Pass Option. CSUGE: E.*

KIN 089 INTERCOLLEGIATE TENNIS – WOMEN 3.0 UNITS
Total Lab: 162 hours
Acceptable for credit: California State University, University of California
This course is designed for women students interested in intercollegiate tennis competition. Practice consists of both mental and physical training. This course may be repeated three times. *Pass/No Pass Option. CSUGE: E.*

KIN 090 INTERCOLLEGIATE BASEBALL 3.0 UNITS
Total Lab: 162 hours
Advisory: Eligibility for ENG 001A and REA 054, KIN 097, High school or higher baseball experience is recommended.
Acceptable for credit: California State University, University of California
This course is intercollegiate baseball competition for men. This course is designed to allow the student the opportunity to further their baseball skills at a competitive, intercollegiate level. *Pass/No Pass Option. CSUGE: E.*

KIN 091 INTERCOLLEGIATE SOCCER 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, Completion of KIN 095 is recommended
Acceptable for credit: California State University, University of California
This course is designed to allow the student the opportunity to further their soccer skills at a competitive, intercollegiate level. *Pass/No Pass Option. CSUGE: E.*

KIN 092 INTERCOLLEGIATE TENNIS -MEN 3.0 UNITS
Total Lab: 162 hours
Advisory: KIN 094
Acceptable for credit: University of California, California State University
This course is designed for male students interested in competing for an intercollegiate tennis team. *Pass/No Pass Option. CSUGE: E.*

KIN 093 SOFTBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Recommended High School or travel softball experience
Acceptable for credit: California State University, University of California
This course provides the student with the opportunity to master the specific individual skills, team techniques, and strategies of softball. *Pass/No Pass Option. CSUGE: E.*

KIN 094 TENNIS - INTERCOLLEGIATE TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended High School or Tournament experience
Acceptable for credit: California State University, University of California
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity tennis player. *Pass/No Pass Option. CSUGE: E.*

KIN 095 SOCCER - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended High School or soccer travel ball experience
Acceptable for credit: California State University, University of California
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is covered in class. *Pass/No Pass Option. CSUGE: E.*

KIN 096 BASKETBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended High School or travel ball experience
Acceptable for credit: California State University, University of California
This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes, and player, to player and zone offenses are covered. *Pass/No Pass Option. CSUGE: E.*

KIN 097 BASEBALL - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, High school varsity or college baseball experience.
Acceptable for credit: California State University, University of California
This course is designed for students with previous baseball experience, who have aspirations of playing intercollegiate baseball. The history, rules, intermediate techniques and strategies, as well as conditioning for baseball are addressed. *Pass/No Pass Option. CSUGE: E.*

KIN 098 BADMINTON - INTERCOLLEGIATE TRAINING 2.0 UNITS
Total Lab: 108 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended High School or tournament experience
Acceptable for credit: California State University, University of California
This course introduces the student to the more advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy. *Pass/No Pass Option. CSUGE: E.*

KIN 099 ATHLETIC TRAINING 1.0 UNIT
Total Lab: 54 hours
Advisory: Eligibility for ENG 001A and REA 054, Recommended (one) KIN 35A, KIN 37A, KIN 38A
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. *Pass/No Pass Option. CSUGE: E.*

LEARNING SERVICES (LSR)

LSR 900 STRATEGIES FOR BASIC SKILLS MATH 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course is an introduction to basic skills math to assist in the completion of certificated programs. *Pass/No Pass Option.*

LSR 940 LEARNING STRATEGIES FOR BASIC WRITING SKILLS 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, essay development, and grammar using multi-sensory techniques. *Pass/No Pass Option.*

LSR 941 LEARNING STRATEGIES 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This is an introductory course designed to accommodate the educational needs of students with disabilities. It stresses the practical application of learning strategies. Topics include auditory, visual, kinesthetic, and memory processing. The practical application of strategies within each modality is examined. This course may be offered via distance learning. *Pass/No Pass Option.*

LSR 942A LEARNING SERVICES MATH STRATEGIES 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, variables, and simple equations. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, web sites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. *Pass/No Pass Option.*

LSR 942B LEARNING SERVICES MATH STRATEGIES 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This course is the second of a two-course sequence covering mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of decimals, ratios/proportions, percents, and other pre-algebraic concepts. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, websites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts. *Pass/No Pass Option.*

LSR 943 NEGOTIATING THE COLLEGE WEB AND TECHNOLOGY ENVIRONMENT 3.0 UNITS
(NON-ASSOCIATE DEGREE COURSE)
Total Lecture: 54 hours
This class is designed to introduce students with perceptual, physical, communication, or learning challenges to concepts and terminology relevant to navigating the course management system and using assistive technology suited to their specific challenges. Students successfully completing the objectives of this course will possess basic skills necessary for negotiating the college course management system, and obtain functional knowledge of keyboarding and assistive technology options. *Pass/No Pass Option.*

LSR 950 ASSISTIVE TECHNOLOGY LAB 1.0 UNIT
(NON-ASSOCIATE DEGREE COURSE)
Total Lab: 54 hours
The course is designed to give students with varied physical abilities and challenges an opportunity to practice basic skills and strategy techniques presented in special or mainstream classes. Emphasis will be on using assistive technology, software programs in the areas of reading, spelling, writing, mathematics and cognitive memory to overcome or compensate for the students' areas of weakness. *Pass/No Pass Option.*

LIBRARY SKILLS (LIB)

LIB 010 INFORMATION COMPETENCY 1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 070A, REA 961 or Qualifying score for REA 054 on the Reading Assessment Test.
Acceptable for credit: California State University; University of California
This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE E.*

LIB 010H INFORMATION COMPETENCY – HONORS 1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University; University of California
This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students are introduced to a variety of information resources including print, media, electronic formats and the World Wide Web. Students cannot get credit for both LIB 010 and LIB 010H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option*. CSUGE E.

MATHEMATICS (MAT)

MAT 000C INTERMEDIATE ALGEBRA 5.0 UNITS

Total Lecture: 90 hours
Advisory: Eligibility for ENG 001A and REA 054, MAT 000B
Prerequisite: MAT 903 or MAT 903M or successful placement into the course based on the Mission College Mathematics Placement Exam.
The student studies and demonstrates knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems.This course may also be offered via distance learning. *Pass/No Pass Option.*

MAT 000CG MATHEMATICS FOR THE ASSOCIATE DEGREE STUDENT 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 903 or MAT 903M or successful placement into the course based on the Mission College Mathematics Placement Exam.
This course is designed to satisfy the graduation competency requirement in mathematics for the associate degree. Student follow the history of mathematics and look at landmarks in history and the mathematics of the time. Topics include the history of number systems and associated calculating algorithms, rational and irrational numbers from development to the present, number theory, two and three dimensional geometric shapes and their connectedness. The course stresses both historical development and critical thinking trying to explain the history of mathematics. This course does not substitute for Math C prerequisite for transfer level math classes. *Pass/No Pass Option.*

MAT 000CM INTERMEDIATE ALGEBRA (MAPS) 5.0 UNITS

Total Lecture: 90 hours
Advisory: MAT 000B, Eligibility for ENG 001A and REA 054
Prerequisite: MAT 903M or MAT 903 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor.
Corequisite: MAT 00CMX
The students study and demonstrate knowledge of complex fractions, rational equations, quadratic equations, rational exponents and radicals, complex numbers, functions and relations, exponential and logarithmic functions, conic sections, linear systems and inequalities, sequences and series, and applied problems. MAT 000CM is the second course in the MAPS Algebra sequence that will prepare students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this sequence allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is paid to presenting the material in various modalities to meet the needs of the students. *Pass/No Pass Option.*

MAT 00CMX INTERMEDIATE ALGEBRA MAPS EXTRA 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Prerequisite: MAT 903 and/or MAT 903M or satisfactory score on an appropriate Mathematics Placement Test.
Corequisite: MAT 000CM
This is a lecture course that is a co-requisite for MAT 000CM. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities used by the MAPS program. Pass/No Pass Only.

MAT 000D TRIGONOMETRY 3.0 UNITS

Total Lecture: 54 hours
Advisory: MAT 000B
Prerequisite:MATH 000C or MAT 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam.
Acceptable for credit: California State University
Students will study and demonstrate knowledge and understanding of trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. *Pass/No Pass Option. C-ID # MATH 955. CSUGE: B4.*

MAT 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 UNITS

Total Lecture: 72 hours
Advisory: MAT 000B , Eligibility for ENG 001A and REA 054
Prerequisite: MAT 000CM or MAT 000C
Acceptable for credit: University of California, California State University
This course fulfills the graduation competency requirement for Associate degree and the general education requirement in mathematics for the CSU system. It introduces critical thinking techniques in areas of mathematics that include, but not limited to sequences and series, probability and statistics, countable and uncountable sets, cryptography and number theory, history of mathematics, mathematics in art and nature, the Pythagorean Theorem, and methods of proof, and game theory. There is an emphasis on general problem solving techniques as the class explores mathematics that may will be unfamiliar to most students, and communicate mathematics through class activities and write-ups. *Pass/No Pass Option. CSUGE: B4; IGETC: 2A.*

MAT 001 COLLEGE ALGEBRA 4.0 UNITS

Total Lecture: 72 hours
Prerequisite: MAT 000C or satisfactory score on an appropriate Mathematics Placement Exam or MAT 000CM.
Acceptable for credit: University of California, California State University
This is a college-level course in preparation for the Calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, inequalities, functions, theory of equations, exponential and logarithmic equations, sequence and series, induction and the binomial theorem. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # MATH 955. CSUGE: B4; IGETC: A.*

MAT 002 PRECALCULUS AND TRIGONOMETRY 6.0 UNITS

Total Lecture: 108 hours
Advisory: MAT 000B
Prerequisite: MAT 000C or MAT 000CM or Satisfactory score on an appropriate Mathematics Placement Exam.
Acceptable for credit: University of California (4 units only), California State University. NOTE: UC credit may be limited. See a counselor.
This is an intensive course covering those topics traditionally found in the separate courses of college algebra (MAT 001) and trigonometry (MAT 000D). This course is designed for the highly motivated and very well prepared student who desires to fulfill the requirements of MAT 000D and MAT 001 in one semester. It prepares the student for the Calculus 003A/B sequence. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: B4; IGETC: A.*

MAT 003A ANALYTIC GEOMETRY AND CALCULUS I 5.0 UNITS

Total Lecture: 90 hours
Prerequisite MAT 002 or placement into the course by the Mission College Mathematics Placement Exam or MAT 000D or higher or satisfactory score on an appropriate Mathematics Placement Exam and MAT 001 or placement into the course by the Mission College Mathematics Placement Exam.
Acceptable for credit: California State University; University of California
This is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation

and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # MATH 210. CSUGE: B4; IGETC: A.*

MAT 003AH ANALYTIC GEOMETRY AND CALCULUS I HONORS 5.0 UNITS

Total Lecture: 90 hours
Prerequisite MAT 002 or placement into the course by the Mission College Mathematics Placement Exam or MAT 000D or placement into the course by the Mission College Mathematics Placement Exam and MAT 001 or placement into the course by the Mission College Mathematics Placement Exam.
Acceptable for credit: California State University; University of California
This course is the honors version of the Calculus I course and is the first part of the three-semester calculus sequence for math, physics and engineering majors. Course topics include functions, limits, continuity, differentiation and integration, maxima, minima, and other applications, and the relationship between calculus and analytic geometry for polynomial and transcendental functions. Students may not receive credit for both MAT 003A and MAT 003AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Grade only. C-ID # MATH 210. CSUGE: B4; IGETC: A.*

MAT 003B ANALYTIC GEOMETRY AND CALCULUS II 5.0 UNITS

Total Lecture: 90 hours
Prerequisite MAT 003A or MAT 003AH
Acceptable for credit: University of California, California State University
This course is the second part of the three-semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of infinite series, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work.This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # MATH 220. CSUGE: B4; IGETC: A.*

MAT 004A MULTIVARIABLE CALCULUS 4.0 UNITS

Total Lecture: 72 hours
Prerequisite: MAT 003B
Acceptable for credit: University of California, California State University
This course is the third part of the three semester calculus sequence for math, physics and engineering majors. Students study and demonstrate knowledge and understanding of vectors in two and three dimensional space, vector-valued functions, calculus of functions for several variables, differentials, gradients, Lagrange Multipliers, multiple integrals, line integrals, and an introduction to Green's Theorem, Divergence Theorem, and Stokes' Theorem. *Pass/No Pass Option. C-ID # MATH 230. CSUGE: B4; IGETC: A.*

MAT 004B DIFFERENTIAL EQUATIONS 4.0 UNITS

Total Lecture: 72 hours
Prerequisite: MAT 003B
Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of ordinary differential equations, with emphasis on linear equations, and partial differential equations. Many standard methods are examined including Laplace Transforms, Fourier Series, power series and numerical solutions. Emphasis is placed on applications. *Pass/No Pass Option. C-ID # MATH 240 CSUGE: B4; IGETC: A.*

MAT 004C LINEAR ALGEBRA 4.0 UNITS

Total Lecture: 72 hours
Advisory: MAT 004A
Prerequisite: MAT 003B
Acceptable for credit: University of California, California State University
The student studies and demonstrates knowledge and understanding of basic linear algebra and its applications. Topics include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. *Pass/No Pass Option. C-ID # MATH 250. CSUGE: B4; IGETC: A.*

MAT 005 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB 3.0 UNITS

Total Lecture: 36 hours, Total Lab: 54 hours
Prerequisite: MAT 003A or MAT 003AH or higher
Acceptable for credit: University of California, California State University
This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to mathematics, science and engineering. Topics include procedural and object-oriented programming, two- and three-dimensional graphing, data import and export, curve fitting, recursion and applications in engineering, physics, and mathematics. *Pass/No Pass Option. C-ID ENGR 220.*

MAT 008 FINITE MATHEMATICS 3.0 UNITS

Total Lecture: 54 hours
Prerequisite MAT 000C or placement into the course by the Mission College Placement Exam or MAT 000CM or placement into the course by the Mission College Mathematics Placement Exam and MAT 000CMX or placement into the course by the Mission College Mathematics Placement Exam.
Acceptable for credit: University of California, California State University
Course topics include linear equations, matrix systems of equations and inequalities, linear programming, set theory and mathematics of finance. Probability and statistics are introduced. Particular emphasis is placed on applications.This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: B4; IGETC: A.*

MAT 009 INTEGRATED STATISTICS II 5.0 UNITS

Total Lecture: 90 hours
Prerequisite MAT 909
Acceptable for credit: University of California, California State University
This is the second of two courses in the Statway sequence. Students study and demonstrate concepts and methods of statistics with an emphasis on data analysis. Topics include methods for collecting data, descriptive statistics, correlation and simple linear regression, basic concepts of probability, confidence intervals and hypothesis tests, chi-square tests, and ANOVA. Particular emphasis is placed on applications. Current statistical technology packages are used. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Successful completion of both Math 909 and Math 009 is required to satisfy CSU and UC transferability. *Pass/No Pass Option. CSUGE: B4; IGETC: A.*

MAT 010 ELEMENTARY STATISTICS 4.0 UNITS

Total Lecture: 72 hours
Prerequisite MAT 000C or MAT 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam and MAT 008.
Acceptable for credit: University of California, California State University
Students study and demonstrate knowledge and understanding of descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications. Current statistical computer packages are used. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # MATH 110. CSUGE: B4; IGETC: A.*

MAT 010H ELEMENTARY STATISTICS HONORS 4.0 UNITS

Total Lecture: 72 hours
Prerequisite: MAT 000C or MAT 000CM or successful placement into the course based on the Mission College Mathematics Placement Exam.
Acceptable for credit: University of California, California State University
This course is the honors version of the Elementary Statistics course. The course provides students with a comprehensive introduction to statistical methods and research. Topics include descriptive and inferential statistics, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis is placed on applications and data analysis. Current statistical computer packages are used. Students may not receive credit for both MAT 010 and MAT 010H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. C-ID # MATH 110. *Pass/No Pass Option. CSUGE: B4; IGETC: A.*

MAT 012 CALCULUS FOR BUSINESS 4.0 UNITS

Total Lecture: 72 hours

Prerequisite MAT 000C or placement into the course by the Mission College Mathematics Placement Exam or MAT 000CM or placement into the course by the Mission College Mathematics Placement Exam and MATH 000CMX or placement into the course by the Mission College Mathematics Placement Exam and MAT 008.

Acceptable for credit: University of California, California State University

Course topics include the intuitive concept of a limit, and simple techniques of differential and integral calculus and their most common applications in business, social science and biology. This course is suitable for business, biology, or social science majors. This course is not equivalent to MAT 003A. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # MATH 140. CSUGE: B4; IGETC: A.*

MAT 019 DISCRETE MATHEMATICS 4.0 UNITS

Total Lecture: 72 hours

Prerequisite: MAT 001 or successful placement into the course based on the Mission College Mathematics Placement Exam or MAT 002.

Acceptable for credit: University of California, California State University

The student studies and demonstrates knowledge and understanding of the discrete mathematics appropriate for computer applications. Topics may include graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra and algebraic structures such as groups, rings and fields. Computer implementations of these mathematical techniques are incorporated throughout the course. *Pass/No Pass Option. C-ID # MATH 160. CSUGE: B4; IGETC: A.*

MAT 081H HONORS SEMINAR IN MATHEMATICS 1.0 UNIT

Total Lecture: 18 hours

Advisory: Eligibility for ENG 001A and REA 054

Prerequisite: MAT 000C

Acceptable for credit: California State University,

University of California (CONTINGENT UPON UC REVIEW)

This course is an honors course involving discussion and analysis of various topics in mathematics. It introduces the student to creative mathematical thinking using fascinating examples, topics, and problem-solving. The range of topics may include: applications of set theory, functions and graphs, linear programming, infinity, different geometries and topology, symmetry, calculus, logic, probability and statistics, the history of math, and math in other cultures. There is an emphasis on in-depth understanding of mathematical theorems, general problem-solving techniques, and how to communicate mathematics. The course includes presentations by students. *Pass/No Pass Option.*

MAT 900 ARITHMETIC FUNCTIONS 3.0 UNITS

Total Lecture: 54 hours

This is a course in basic computational skills and is a Prerequisite: for all other math courses. The course includes review and practice in fundamental arithmetic skills including whole numbers, fractions and decimals, ratio, proportion and percent, simple equations, problem analysis, and practical applications. This course provides a good background for students who wish to take pre-algebra. This course may be offered via distance learning. *Pass/No Pass Option.*

MAT 902 PRE-ALGEBRA 4.0 UNITS

Total Lecture: 72 hours

This course is designed for students who have a solid foundation in arithmetic skills but need to develop those skills further before taking Algebra. Topics include a review and practice in fundamental arithmetic operations involving integers, fractions, decimals and percent, some basic operations involving polynomials, solving and graphing linear equations, and some practical applications. This course may also be offered via distance learning. *Pass/No Pass Option.*

MAT 903 ELEMENTARY ALGEBRA 5.0 UNITS

Total Lecture: 90 hours

Prerequisite MAT 902 or placement into the course by the Mission College Mathematics Placement Exam.

Course topics include operations with real numbers; properties of real numbers and signed exponents; solving and graphing linear equations; solving linear inequalities; functions; factoring polynomials; solving quadratic equations by factoring; simplifying rational expressions; solving rational equations; applications of linear, quadratic, and rational equations; and working with scientific notation. The course is designed for the student who has had no previous instruction in algebra, or for the student who needs a review of elementary algebra.This course may also be offered via distance learning. *Pass/No Pass Option.*

MAT 903M ELEMENTARY ALGEBRA (MAPS) 5.0 UNITS

Total Lecture: 90 hours

Prerequisite MAT 902 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor. Corequisite MAT 903MX Math 903MX must be taken concurrently with Math 903M.

MAT 903M is the first course in the MAPS Algebra; it prepares students to meet the math requirement for the associate degree. The MAPS program is designed for the student who has had difficulty in mathematics. Extended classroom hours in this sequence allow students to participate in various conceptual activities to build a stronger foundation in the fundamental concepts. Special attention is taken to present the material in various modalities to meet the needs of the students. Course topics include operations with real numbers; properties of real numbers and signed exponents; solving and graphing linear equations; solving linear inequalities; functions; factoring polynomials; solving quadratic equations by factoring; simplifying rational expressions; solving rational equations; applications of linear, quadratic, and rational equations; and working with scientific notation. Concurrent enrollment in MAT 903MX is mandatory. *Pass/No Pass Option.*

MAT 903MX ELEMENTARY ALGEBRA MAPS EXTRA 3.0 UNITS

Total Lecture: 54 hours

Prerequisite MAT 902 or successful placement into the course based on the Mission College Mathematics Placement Exam and an interview with the MAPS counselor. Corequisite MAT 903M Math 903M must be taken concurrently with Math 903MX.

This lecture course is a co-requisite for MAT 903M. This course provides students with additional lecture time, and consequently additional required homework assignments, in order for them to fully engage and succeed in the enhanced and innovative learning strategies and activities employed by the MAPS program. *Pass/No Pass Only.*

MAT 909 INTEGRATED STATISTICS I 5.0 UNIT

Total Lecture: 90 hours

Prerequisite: MATH 902 or higher or satisfactory score on an appropriate Mathematics Placement Test.

This is the first of two courses in the Statway sequence. Students study probability, descriptive statistics, linear regression and applications. Current statistical technology packages are used. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Successful completion of both Math 909 and Math 009 is required to satisfy CSU and UC transferability. *Pass/No Pass Option.*

MAT 910X MATH SKILLS FOR SUCCESS IN STATISTICS 2.0 UNIT

Total Lecture: 36 hours

Corequisite: MAT 010

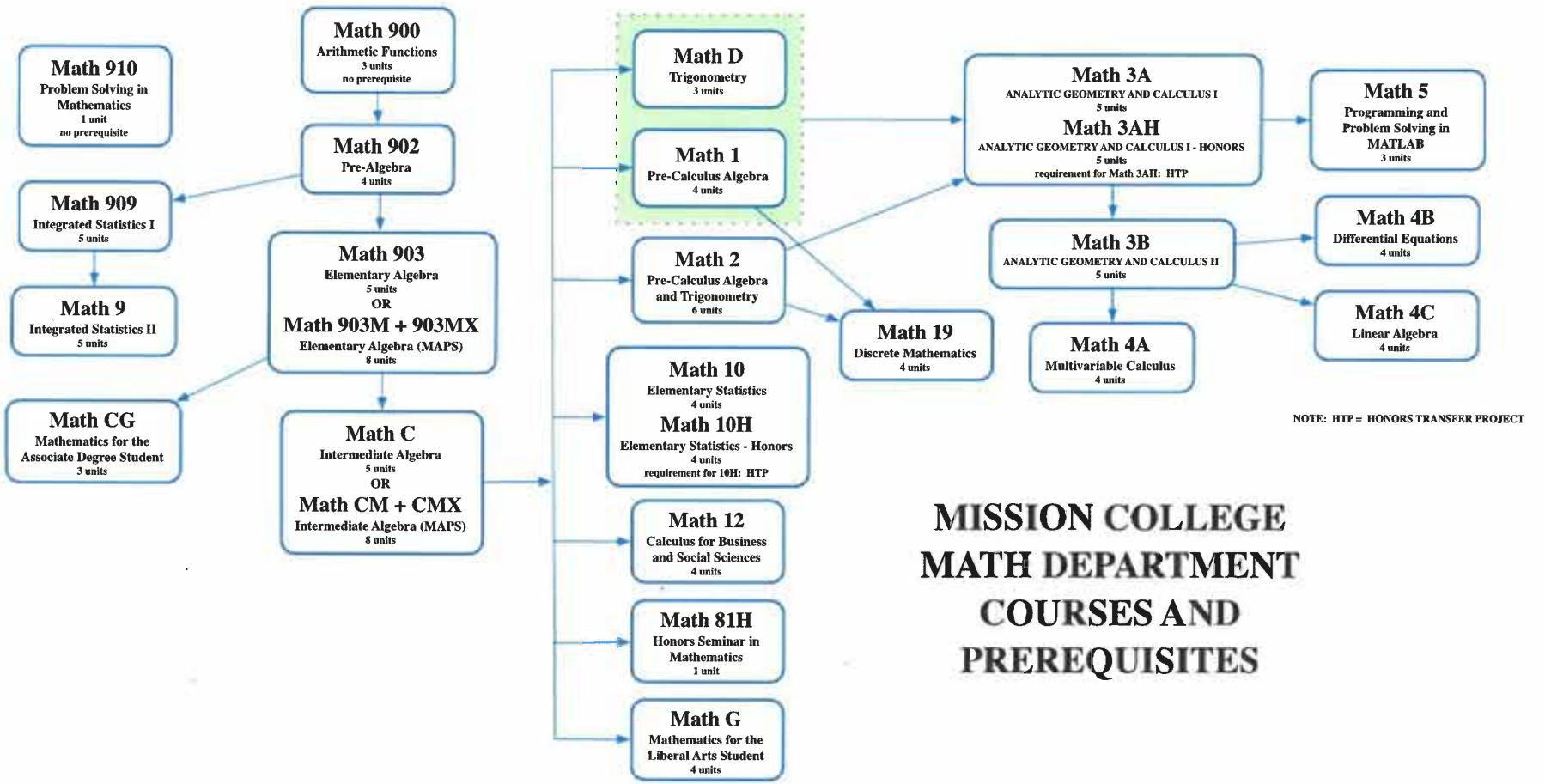
Math Skills for Success in Statistics is for students concurrently enrolled in MAT 010. In this course students will review arithmetic and algebraic topics that underlie statistical procedures and concepts, do hands-on activities that promote a deeper understanding of statistical ideas, and practice reading skills and other study skills that promote success in MAT 010. Concurrent enrollment in MAT 010 is required. *Pass/No Pass Only.*

MAT 970 PROBLEM SOLVING IN MATHEMATICS 1.0 UNIT

Total Lecture: 18 hours

(Replaces MAT 910)

This course introduces the student to various problem solving techniques, and develops mathematical and critical thinking skills. *Pass/No Pass Option.*



MISSION COLLEGE MATH DEPARTMENT COURSES AND PREREQUISITES

MUSIC (MUS)

NOTE: Maximum UC credit allowed for MUS 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

MUS 005 FUNDAMENTALS OF MUSIC THEORY I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This is a course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in rhythm performance, sight singing, and techniques of listening to music. *Pass/ No Pass Option. CSUGE C1; IGETC: 3A.*

MUS 006 COMMERCIAL MUSIC THEORY I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 005
Acceptable for credit: University of California, California State University
This is a beginning-level course in commercial music theory intended for students pursuing a certificate in music. Topics include: basic song construction, use of diatonic harmony, analysis of popular song form and harmonic progressions, and the use of music notation software to create lead sheets. *Pass/No Pass Option.*

MUS 007 COMMERCIAL MUSIC THEORY II 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 006
Acceptable for credit: California State University, California State University
This is an intermediate-level course in music theory intended for students pursuing a certificate in music. Topics include: advanced song construction, use of chord extensions, chord substitutions, analysis of scores for film and video games, basic orchestration and the use of music notation software to create multi-part scores. *Pass/No Pass Option.*

MUS 008 COMMERCIAL MUSIC THEORY III 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 007
Acceptable for credit: California State University, California State University
This is an advanced-level course in harmony and musicianship intended for students pursuing a certificate in music. Topics include arranging, orchestration and the use of music notation software to create finished scores for publication. *Pass/No Pass Option.*

MUS 010 MUSIC APPRECIATION 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music. Students develop an appreciation and enjoyment of music through active listening and guided discussion on related topics including: symphony movements, opera, tone poems, sonata form, and the classical concerto. Style periods are discussed including the Middle Ages, Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present). This course may be offered via distance learning. *Pass/No Pass Option. C-ID # MUS 100. CSUGE: C1; IGETC: 3A.*

MUS 015A SONGWRITING AND MUSIC BUSINESS I 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This introductory course is intended for all students interested in learning about the art, craft, and business of popular songwriting and the music industry. Topics of study include introductions to creative strategies, lyric writing and prosody, melody and harmony, musical rhythm and style, song form, audience considerations, media, digital recording, and the music industry, including copyrights, contracts, and a survey of careers. *Pass/No Pass Option.*

MUS 015B SONGWRITING AND MUSIC BUSINESS II 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This is an intermediate level course in songwriting intended for students who have successfully completed MUS 015A Songwriting I. Topics of study include lyric writing and prosody, melody and harmony, musical rhythm and style, song form, audience considerations, media, digital recording, and the music industry. Students will be expected to write, arrange, produce and record a complete song during the semester. *Pass/ No Pass Option.*

MUS 016 SURVEY OF ROCK AND POPULAR MUSIC 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course examines the History of Rock and Roll Music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

MUS 017 MUSIC OF THE WORLD 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
The course is a multimedia, multicultural humanities course which introduces students to music from a world music perspective. Course content is centered on videos, a supplemental textbook, and an extensive collection of recorded examples. Topics include the transformative power of music, music and memory, musical style, musical performance and improvisation, music as ritual, and music technology. This course may also be taught via distance learning. *Pass/No Pass Option. CSUGE: C1; IGETC: 3A.*

MUS 030A BEGINNING PIANO I 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
This course is for students with no previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. *Pass/No Pass Option.*

MUS 030B BEGINNING PIANO II 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Prerequisite: MUS 030A
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
This course is for students with some previous training in piano. Topics include note reading, rhythmic notation, interpretive symbols, proper posture, hand position and fingering. The course also covers a brief history of the piano and piano music, including famous composers and performers. Students learn to perform simple piano pieces. *Pass/No Pass Option.*

MUS 031A INTERMEDIATE PIANO I 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUS 030B or demonstrate proficiency skill
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
A continuation of MUS 30A,B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. *Pass/No Pass Option.*

MUS 031B INTERMEDIATE PIANO II 1.0 UNIT
Total Lecture: 9 hours, Total Lab: 27 hours
Advisory: MUS 031A or demonstrate proficiency skill
Corequisite: MUS 090
Acceptable for credit: University of California, California State University
A continuation of MUS 30A,B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. *Pass/No Pass Option.*

MUS 032A BEGINNING VOICE I 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in MUS 090
Acceptable for credit: University of California, California State University
This is a Beginning I level course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. *Pass/No Pass Option.*

MUS 032B BEGINNING VOICE II 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: Recommend concurrent enrollment in MUS 090
Acceptable for credit: University of California, California State University
This is a Beginning II level course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertory is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. *Pass/No Pass Option.*

MUS 036A BEGINNING GUITAR I 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054, MUS 090
Acceptable for credit: University of California, California State University
This is a beginning course in guitar. Emphasis is on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. *Pass/No Pass Option.*

MUS 036B BEGINNING GUITAR II 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054, MUS 090
Prerequisite: MUS 036A
Acceptable for credit: California State University, University of California
This beginning/intermediate level course in guitar is for students who have successfully completed MUS 036A. Emphasis is on music reading, playing in advanced basic positions, scales, chords, and major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Simple and more complex pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. *Pass/No Pass Option.*

MUS 036C INTERMEDIATE GUITAR I 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054, MUS 090
Prerequisite: MUS 036B
Acceptable for credit: California State University, University of California
An intermediate level course in guitar for students who have successfully completed MUS 036B. Students will learn intermediate techniques for playing guitar both as a soloist and as part of an ensemble. Students also learn how to perform in a variety of musical styles from classical to popular, country, folk and blues. Students perform intermediate level guitar music in a final recital performance. *Pass/No Pass Option.*

MUS 036D INTERMEDIATE GUITAR II 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054, MUS 090
Prerequisite: MUS 036C
Acceptable for credit: California State University, University of California
This is an advanced-intermediate course in guitar. Emphasis is on music reading, playing in advanced intermediate positions, scales, chords, major and minor keys. The student studies the history of the guitar and guitar music, including famous composers and composers of guitar music. Advanced-intermediate pieces are learned from various stylistic periods and cultures, and skills in critical thinking are developed as related to guitar performance. *Pass/No Pass Option.*

MUS 039A ADVANCED PIANO MASTERCLASS I 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano and other keyboard instruments from the Baroque Period to 20th Century musical styles. Assignments include preparation and performances of different piano repertoire each semester. Students participate in discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Students are assigned new musical works each semester from the vast amount of piano repertoire that is available allowing the student to continue development of his/her technical abilities. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 039B ADVANCED PIANO MASTERCLASS II 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is designed for advanced piano students previously enrolled in MUS 039A. MUS 039B is a survey of advanced music for the piano and other keyboard instruments that focuses on solo piano repertoire. Assignments include preparation and performances of different piano repertoire each semester. Students participate in discussions and projects related to solo piano repertoire, literature and appropriate performance practices. Students are assigned new musical works each semester from the vast amount of piano repertoire that is available allowing the student to continue development of his/her technical abilities. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 039C ADVANCED PIANO MASTERCLASS III 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Prerequisite: MUS 039B
Advisory: MUS 090
Acceptable for credit: University of California, California State University
This course is a survey of advanced music for the piano with emphasis on chamber ensembles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects are related to piano chamber repertoire, literature and appropriate performance practices. Students participate in a live chamber music performance. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 039D ADVANCED PIANO MASTERCLASS IV 1.0 UNIT
Total Lecture: 9 hours , Total Lab: 27 hours
Advisory: MUS 090
Prerequisite: MUS 039C
Acceptable for credit: University of California, California State University
This is a piano performance course for advanced piano students. Emphasis is placed on developing repertoire and performance skills to prepare for a final piano concerto performance. Assignments include preparation and performances of different piano repertoire, discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Students also study piano pedagogy. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 041A MISSION CHORUS I 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Mission Chorus is open to those with and without previous experience in group singing. Placement auditions are held before the first day of class. Music reading may be covered as well as the basic elements of music. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 041B MISSION CHORUS II 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus II is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUS 041B must have previous experience in group singing at the beginning level. Placement auditions are held before the first day of class. Course activities include group singing, identification of diatonic intervals and proper breath support. Pass/No Pass Option. *C-ID # MUS 180.*

MUS 041C MISSION CHORUS III 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus III is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUS 041C must have previous experience in group singing at the intermediate level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of chromatic intervals and dominant chords. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 041D MISSION CHORUS IV 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Acceptable for credit: University of California, California State University
Mission Chorus IV is an ensemble of mixed voices that performs a wide variety of choral repertoire from classical to contemporary styles. Students participate in public performances. Students who wish to enroll in MUS 041D must have previous experience in group singing at the intermediate to advanced level. Placement auditions are held before the first day of class. Course activities will include group singing, identification of non-diatonic intervals and analysis and interpretation advanced level choral music. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 048A SYMPHONY ORCHESTRA I 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: Audition for demonstration of skill.
Acceptable for credit: University of California, California State University
This is a beginning level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances required. New works of orchestral music are performed each semester. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 048B SYMPHONY ORCHESTRA II 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048A
Acceptable for credit: University of California, California State University
This is an intermediate level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances required. New works of orchestral music are performed each semester. *Pass/No Pass Option.*

MUS 048C SYMPHONY ORCHESTRA III 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048B
Acceptable for credit: University of California, California State University
This is an intermediate/advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances required. New works of orchestral music are performed each semester. *Pass/No Pass Option.*

MUS 048D SYMPHONY ORCHESTRA IV 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090
Prerequisite: MUS 048C
Acceptable for credit: University of California, California State University
This is an advanced level course for the study and performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all schedule performances required. New works of orchestral music are performed each semester. *Pass/No Pass Option. C-ID # MUS 180.*

MUS 050 MISSION STEELBAND 1.0 UNIT
Total Lab: 54 hours
Advisory: MUS 090, Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This performance ensemble focuses on the study and performance of music from Trinidad, South America and the Caribbean musical tradition. Ensemble members learn how to play Caribbean steel drums. Emphasis is placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. *Pass/No Pass Option*.

MUS 080 MIDI AND MUSIC PRODUCTION I 3.0 UNITS
Total Lecture: 54 hours
Advisory: MUS 005
Acceptable for credit: California State University
This course is a practical introduction to the Musical Instrument Digital Interface (MIDI) music system and provides students the skills necessary to create their own music using Pro Tools software. Through a series of hands-on projects students develop basic musicianship skills including: music theory, composition and arranging as it applies to popular music. Students also use the recording studio to complete a final project that incorporates the use of MIDI and audio tracks. *Pass/No Pass Option.*

MUS 081 AUDIO PRODUCTION I 3.0 UNITS
Total Lecture: 54 hours
Total Lecture: 54 hours
Advisory: MUS 080 or equivalent, Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is a hands-on survey of audio recording techniques using ProTools software and hardware. Specific subject areas include microphones, mic pre-amps, multi-track recording, vocal overdubs, and basic mixing. Students complete a series of projects designed to develop recording, editing and mixing skills. *Pass/No Pass Option.*

MUS 082 MIDI AND MUSIC PRODUCTION II 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MUS 080
Acceptable for credit: California State University
This is an advanced level, music production course that provides students the skills necessary to create their own compositions for film, TV and video games using Pro Tools software. Through a series of hands-on projects students develop advanced composition skills including: score analysis, orchestration and original music composition as it applies to commercial music. Students also use the recording studio to complete a final project that combines an original MIDI music composition with video. *Pass/No Pass Option.*

MUS 083 AUDIO PRODUCTION II 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This is an advanced audio recording, mixing and MIDI production course using ProTools software and hardware. Students learn how to produce voice-overs, sound effects, multi-track recordings and MIDI sequences to be used in films, television, radio, web applications and the music and gaming industries. Participation in at least one on-campus music event and a final portfolio of work is required. *Pass/No Pass Option.*

MUS 087 CAREERS IN MUSIC ENTREPRENEURSHIP 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to music business and the music industry. Topics include music publishing, copyright, and licensing; professional organizations; artist management; music product merchandizing; the recording industry, markets, record contracts, record production, distribution, and promotion; music in radio, television, advertising, and the Internet; and career options and development. Classes include guest speakers from the music industry, field trips, video and audio presentations, as well as active student participation in class discussions, the preparation of legal documents, and in situational role playing activities. *Pass/No Pass Option.*

MUS 090 MUSIC LABORATORY 0.5 UNIT
Total Lab: 27 hours
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student's other music course(s). *Pass/No Pass Option.*

MUS 095A APPLIED MUSIC I 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: MUS 041A or MUS 048A or MUS 039A
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

MUS 095B APPLIED MUSIC II 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: MUS 039B or MUS 041B or MUS 048B
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

MUS 095C APPLIED MUSIC III 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: MUS 039C or MUS 041C or MUS 048C
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

MUS 095D APPLIED MUSIC IV 1.0 UNIT
Total Lecture: 9 hours Total Lab: 27 hours
Advisory: Eligibility for ENG 001A and REA 054
Corequisite: MUS 039D or MUS 041D or MUS 048D
Acceptable for credit: University of California, California State University
This course is for declared Music Majors only and is intended to give individual instruction for students on their respective instrument or voice. Students fill out a contract with the instructor, and are expected to pass a music jury exam and perform in student recitals. *Pass/No Pass Option.*

NONCREDIT BASIC SKILLS (NCB)

Noncredit instruction provides students with access to a variety of free, open-entry/open exit courses to assist them in reaching their personal, academic and professional goals. Noncredit courses do not have credit or unit values associated with them, vary in the number of hours of instruction and do not have Prerequisites or repeatability restrictions.

NCB 002 GED SKILLS DEVELOPMENT LAB NONCREDIT
Total: 54 hours
This lab course is designed to prepare students for the General Educational Development Tests (GED) for high school equivalency. Students learn and practice skills needed to pass the GED exams, as well as the computer skills needed to take a computer-based GED exam. This course may also be offered via distance learning.

NCB 003 GED PREPARATION: READING & CRITICAL THINKING NONCREDIT
Total: 30 hours
This course focuses on the development of basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on reading skills such as main idea, supporting details, point of view, meaning of words and phrases, inferences, and validity of claims.These skills will enable readers to understand complex texts. This course may also be offered via distance learning.

NCB 004 GED PREPARATION: WRITING & REASONING NONCREDIT
Total: 30 hours
This course focuses on the basic skills needed to prepare for the General Educational Development Tests (GED) for high school equivalency. Emphasis is placed on the development of writing skills including grammar, editing, development, organization, analyzing arguments and using evidence to support a claim. This course may also be offered via distance learning.

NCB 005 GED PREPARATION: MATH SKILLS NONCREDIT
Total: 30 hours
This course focuses on the basic skills needed to prepare for the math portion of the General Education Development Tests (GED) for high school equivalency. Emphasis is placed on developing math and calculator skills. This course may also be offered via distance learning.

NCB 901 STRATEGIES TO IMPROVE WRITING NONCREDIT
Total: 54 Hours
Prerequisite: ESL 960RW or equivalent
Prerequisite: ESL 960LS or equivalent
Prerequisite: ESL 960G or equivalent
Advisory: ENG 905
This course gives basic skills students practice using various writing techniques that prepares them for transfer-level courses. Sentence-level strategies are the focus of this class.

NCB 902 STRATEGIES TO IMPROVE WRITING NONCREDIT
Total: 54 Hours
Prerequisite: ESL 970RW
Advisory: ENG 905; ESL 970LS; ESL 970G
This course gives basic skills students practice using various writing techniques that prepare them for their transfer-level courses. Essay level strategies are the focus of this class.

NONCREDIT ENGLISH AS A SECOND LANGUAGE (NCE)

NCE 910A FOUNDATIONS IN ESL I NONCREDIT
Total: 64 Hours
This noncredit course develops very basic level oral and written communication skills of standard written English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for very low beginning level ESL students. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologues, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises and in-class writing assignments of 50 words or less.

NCE 910B FOUNDATIONS IN ESL II NONCREDIT
Total: 64 Hours
This course is a continuation of NCE 910A. This course continues to develop very low beginning students' skills in basic reading, writing, listening, speaking, and grammar. In 910B, students further develop the grammar of present tense and begin to learn present continuous and simple past.

NCE 910L FOUNDATIONS IN ESL LAB NONCREDIT
Total: 54 Hours
This lab course is designed for students at the NCE 910 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCE courses and in the workplace. This course may also be offered via distance learning.

NCE 920A BEGINNING ESL I NONCREDIT
Total: 64 Hours
This noncredit course provides basic functional practice in reading, writing, listening, speaking, and grammar for beginning ESL students.

NCE 920B BEGINNING ESL II NONCREDIT
Total: 64 Hours
This course is a continuation of NCE 920A. It builds on the topics learned in 920A, but also introduces more complex structures and provides more practice in reading, writing, listening, speaking, and grammar for beginning ESL students. It also provides preparation for placement in Level 930 ESL classes.

NCE 920L BEGINNING ESL LAB NONCREDIT
Total: 54 Hours
This lab course is designed for students at the NCE 920 skill level. In the lab, students practice listening, speaking, writing, grammar, reading, and vocabulary skills in order to help them succeed in NCE courses and in the workplace. This course may also be offered via distance learning.

NCE 925 PREPARATION FOR ACADEMIC ESL NONCREDIT
Total: 32 Hours
This course is designed for beginning ESL students who wish to improve their academic preparation and study skills for greater success in ESL courses.

OLDER ADULT - NONCREDIT (NCO)

1611 OLDER ADULT ART NONCREDIT
Total: 32 hours
This noncredit course explores art, crafts and creative artistic expression. Practical skills using a variety of artistic techniques are highlighted. Cultural, seasonal and holiday themes are emphasized in the production of arts and crafts items for personal use, sale or gifts.

3900 SENIOR PREPAREDNESS NONCREDIT
Total: 32 hours
This noncredit course expands the student's knowledge of economic, social, governmental, historic, geographic, and cultural issues. Students also expand communication skills as they expand knowledge of world, national and local issues and become better informed community members. .

IMMIGRATION EDUCATION (NCI)

NCI 010 U.S CITIZENSHIP PREPARATION NONCREDIT
Total: 48 Hours
In this course students learn the basics involved in American citizenship. Through lectures, and individual and pair/group participation, students develop the skills needed to prepare them for the naturalization interview. Topics include a general survey of U.S. history, government, and civics, including culture, institutions, and ideals. The course also includes practice of the English oral/aural/literacy skills necessary to pass an oral and written citizenship exam. This course may also be offered via distance learning.

NURSING LVN TO RN PROGRAM (LVN)

For Vocational Nursing and Psychiatric Technician courses, see HEALTH OCCUPATIONS

LVN 021 ROLE TRANSITION LVN TO RN 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A, Acceptance into LVN to RN Program
Corequisite: LVN 021A
Acceptable for credit: California State University
This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program. *Grade only.*

LVN 021A ROLE TRANSITION CLINICAL 1.0 UNIT
Total Lab: 54 hours
Prerequisite: ENG 001A
Corequisite: LVN 021
Acceptable for credit: California State University
This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems. Materials Fee. *Pass/No Pass Option.*

LVN 031 COMMUNITY MENTAL HEALTH NURSING 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A LVN 021, LVN 021A
Corequisite: LVN 032, LVN 033, LVN 034 (Students must attain the minimum grade of 75% average.)
Acceptable for credit: California State University
This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. *Grade only.*

LVN 032 INTERMEDIATE MEDICAL-SURGICAL NURSING THEORY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: LVN 021A
Corequisite: LVN 031, LVN 033 ,LVN 034
(Students will be required to maintain a 75% average)
Acceptable for credit: California State University
This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills. *Grade only.*

LVN 033 INTRODUCTION TO CLINICAL JUDGMENT 1.0 UNIT
Total Lab: 54 hours
Prerequisite: LVN 021 and Completion of ENG 001A, LVN 021A
Corequisite: LVN 032A, LVN 032, LVN 031A, LVN 031
Acceptable for credit: California State University
This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student's nursing theory course classroom learning. The emphasis is on the role of the registered nurse in caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is placed on developing competence in critical thinking and in leadership skills. *Pass/No Pass Option.*

LVN 034 INTERMEDIATE CLINICAL PRACTICUM 4.0 UNITS
Total Lab: 216 hours
Prerequisite: ENG 001A; LVN 021 and LVN 021A Students must complete all nursing course with 75% score or higher
Corequisite: LVN 031; LVN 032 and LVN 033 Students must complete all nursing course with 75% score or Higher
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student learns to provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings in order to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. *Pass/No Pass Option.*

LVN 041 ADVANCED MATERNAL-CHILD NURSING 2.0 UNITS
Total Lecture: 36 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 042; LVN 044, LVN 050 Students must pass with a grade of 75% or higher
Acceptable for credit: California State University
This course focuses on the nursing process as it relates to the child-bearing and child-rearing family. The nurse's roles of provider, manager of care, and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby, and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required. *Grade only.*

LVN 042 ADVANCED MEDICAL- SURGICAL/ LEADERSHIP NURSING 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 044; LVN 041, LVN 050 Students must pass with a grade of 75% or higher.
Acceptable for credit: California State University
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management. *Grade only.*

LVN 044 ADVANCED CLINICAL PRACTICUM 5.0 UNITS
Total Lab: 270 hours
Prerequisite: LVN 021, LVN 021A, LVN 032, LVN 033, LVN 034
Corequisite: LVN 041, LVN 042 and LVN 050
Acceptable for credit: California State University
This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies. The nursing student will provide comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model. *Pass/No Pass Only.*

LVN 050 LEADERSHIP AND ETHICS 1.0 UNIT
Total Lecture: 18 hours
Prerequisite: ENG 001A; LVN 031, LVN 032, LVN 033 Students must pass with a grade of 75% or higher; LVN 034
Corequisite: LVN 041, LVN 042 Students must pass with a grade of 75% or higher; LVN 044
Acceptable for credit: California State University
This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations. *Grade only.*

NUTRITIONAL SCIENCE (NTR)

NTR 015 HUMAN NUTRITION 3.0 UNITS
Total Lecture: 54 hours
Advisory: MAT 900
Acceptable for credit: University of California, California State University
This course is designed to teach basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and inter-relationships between nutrients in the body are examined. Current nutritional controversies are evaluated. Students develop and increase their analytical and evaluative skills by completing a nutritional self-study during the course. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # NUTR 110. CSUGE: E.*

NTR 040 NUTRITION AND DISEASE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed to teach basic scientific principles of human nutrition as they relate to disease treatment. Biochemical functions and interrelationships between nutrients and the body are examined. Theories related to medical nutrition therapy are discussed. The course is designed for individuals entering the healthcare field or for those with an interest in diet and disease. This course may also be offered via distance learning. *Pass/No Pass Option.*

NTR 052 NUTRITION FOR CHILDREN 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course provides students with a basic understanding of scientific principles as they apply to nutrition for children. Emphasis is placed on the prenatal through school aged child. Nutrients and their affect on a child's physical and mental development are discussed. This course analyzes cultural, environmental, physical and economic factors affecting nutritional status. Federal and State regulations for child feeding programs are included. This course may also be offered via distance learning. *Grade only. CSUGE: E.*

PHILOSOPHY (PHI)

PHI 001 INTRODUCTION TO PHILOSOPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to some philosophical problems and the various approaches to their solutions. The student is exposed to selected traditional philosophical systems with emphasis upon how these systems are relevant to solving the problems of contemporary existence. Among the questions explored in the course are: What is reality? What is the nature of human beings? What makes an act right or wrong? Are human actions free or determined? What is knowledge? This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B.*

PHI 002 INTRODUCTION TO LOGIC 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is an introduction to the techniques of traditional and modern logic comprising both deductive and inductive inference. Students are introduced to techniques for evaluating the quality and correctness of a chain of thought. The aim is to improve one's ability to read critically and to recognize and avoid logical errors. This class demonstrates that there are right and wrong ways to reason, and that good reasoning is a skill that can be developed and improved. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # PHIL 110. CSUGE: A3.*

PHI 003 INTRODUCTION TO ETHICS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: ENG 001A
Acceptable for credit: University of California, California State University
This course critically examines questions of value and obligation. Students explore prominent ethical theories, including Kantianism, the Utilitarians and virtue ethics. The student then applies these ethical theories to case studies, such as bioethics and environmental ethics. Much of the course is devoted to critical thinking and writing skills. *Pass/No Pass Option. C-ID # PHIL 120. CSUGE: A3, C2; IGETC: 1B.*

PHI 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces students to a critical study of some major social and political problems. What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? This course is cross-listed as POL 003. This course may be offered via distance learning. *Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 4.*

PHYSICAL EDUCATION

See Kinesiology for program and course information.

PHYSICS (PHY)

PHY 002A GENERAL PHYSICS - MECHANICS AND THERMODYNAMICS 5.0 UNITS

Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: Prerequisite MAT 000D and MAT 002 or higher.
Acceptable for credit: University of California, California State University
This is the first lecture/lab course in physics for majors in subjects other than engineering or the physical sciences. Topics covered include Newton's laws of force, dynamics of rigid bodies, the concepts of potential and kinetic energy, momentum, thermodynamics, hydrodynamics, and wave motion. Analytical solutions of numerical problems at the trigonometric and algebraic level are emphasized. NOTE: UC credit may be limited. See a counselor. Materials Fee. *Grade only. C-ID # PHYS 100S. CSUGE: B1; IGETC: 5A, CSUGE B3, IGETC 5C.*

PHY 002B GENERAL PHYSICS - ELECTRICITY, MAGNETISM AND OPTICS 5.0 UNITS

Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: PHY 002A
Acceptable for credit: University of California, California State University
This lecture/lab course is a continuation of PHY 002A as a lecture/lab course with the study of electricity, magnetism, geometrical and wave optics and atomic physics. NOTE: UC credit may be limited.See a counselor. Materials Fee. *Grade only. C-ID # PHYS 100S. CSUGE: B1; IGETC: 5A, CSUGE B3, IGETC 5C.*

PHY 004A ENGINEERING PHYSICS-MECHANICS 5.0 UNITS

Total Lecture: 72 hours, Total Lab: 54 hours
Prerequisite: MAT 003A
Acceptable for credit: University of California, California State University
This course in mechanics, the first in a series of engineering physics courses, is a calculus-based study of forces, energy and momentum. Kinematic problems are solved using position, velocity and acceleration. Conservation of momentum and energy is applied to moving and interacting systems, rotational mechanics, simple harmonic motion, gravity, mechanical properties of matter, fluid statics and dynamics. Materials Fee. *Grade only. C-ID # PHYS 205. CSUGE: B1; IGETC: 5A, CSUGE B3, IGETC 5C.*

PHY 004B ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM 4.0 UNITS

Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: PHY 004A and MAT 003B
Acceptable for credit: California State University, University of California
This lecture/laboratory course is the second in the calculus-based engineering physics series. The course continues the concept of field theory and develops the concepts of Maxwell's equations. Topics include: Coulomb's Law, Gauss' Law, Electric Potential, Biot-Savart Law, Ampere's Law, and Faraday's Law. Kirchhoff's Laws and AC circuits are introduced. Solutions to numerical and theoretical problems are emphasized at the calculus level. *Grade only. C-ID # PHYS 210. CSUGE: B1; IGETC: 5A, CSUGE B3, IGETC 5C.*

PHY 004C ENGINEERING PHYSICS-LIGHT AND HEAT 4.0 UNITS

Total Lecture: 54 hours Total Lab: 54 hours
Prerequisite: MAT 003B PHY 004A
Acceptable for credit: California State University, University of California
This lecture/laboratory course is the third semester in the engineering physics series. The course content includes thermodynamics, geometrical and wave optics, atomic and modern physics. The dual nature of light is investigated in lecture and laboratory by the use of interference and diffraction effects. The laws of heat transfer, thermodynamics, and the Carnot cycle are covered. Numerical and theoretical solutions to problems are emphasized. Materials Fee. Grade only. C-ID # PHYS 215. CSUGE: B1; CSUGE B3, ADD IGETC 5A, 5C.

PHY 004D ENGINEERING PHYSICS-ATOMIC 2.0 UNITS

Total Lecture: 36 hours
Prerequisite: PHY 004B
Acceptable for credit: University of California, California State University
This course is an introduction to quantum physics with an emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity. *Grade only. CSUGE: B1.*

PHY 010 INTRODUCTION TO PHYSICS 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: MAT 903
Acceptable for credit: University of California, California State University
This is a conceptual course in physics, including the development of fundamental concepts as applied to everyday phenomena, from a limited mathematical perspective, emphasizing verbal logic, critical analysis, and rational thought. The topics included in this course are mechanics, thermodynamics, electricity and magnetism, optics, and modern physics. *Grade only. CSUGE: B1; IGETC: 5A, CSUGE B3, IGETC 5C.*

PLUMBING AND HVAC (PLM & HVC)

PLM 101 PLUMBING APPRENTICESHIP: SAFETY/ OSHA/TOOLS/HERITAGE/SERVICE 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.
First-year course of the Plumber & Pipefitter Apprenticeship program. Provides students with a working knowledge of plumbing industry materials and standards. Learn use and care of pipe trade tools, practice safety and heritage of the United Association. Also provides OSHA 30 certification. *Grade only.*

PLM 102 PLUMBING APPRENTICESHIP: MATHEMATICS/ SCIENCE FOR THE PLUMBING TRADE 3.0 UNITS

Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.
First year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of mathematics and science as it applies to the plumbing industry. Grade only.

PLM 103 PLUMBING APPRENTICESHIP: PLUMBING CODE/WATER SUPPLY SYSTEMS 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.
Second year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Plumbing Code I and Water Supply Systems. *Grade only.*

PLM 104 PLUMBING APPRENTICESHIP: DRAWING I FOR THE PLUMBING TRADE 3.0 UNITS

Total Lecture: 27 hours, Total Lab: 75 hours
Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.
Second year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of plumbing and piping layouts, drainage systems, piping and fixture supports as it applies to mechanical drawings. *Grade only.*

PLM 105 PLUMBING APPRENTICESHIP: DRAWING II / DRAINAGE 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Third year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Technical Drawings, Isometric Drawings and the creation of Building Plans as it applies to the Plumbing trade. *Grade only.*

PLM 106 PLUMBING APPRENTICESHIP: WELDING/OXY-ACETYLENE TRAINING 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Third year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of welding principles, as it relates to Metal ARC welding, Gas AtRC welding, TIG Welding, MIG Welding and Oxygen/ Acetylene burning and welding. *Grade only.*

PLM 107 PLUMBING APPRENTICESHIP: HYDRONIC & STEAM SYSTEMS/PIPE FITTING & SERVICE 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Fourth year of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Layout, Cut, and Fit for Hydronic Water Piping and Steam fitting systems. *Grade only.*

PLM 108 PLUMBING APPRENTICESHIP: MEDICAL GAS/RIGGING/SIGNAL PERSON 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Fourth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Medical Gas, Brazing, Rigging and Crane Signaling. *Grade only.*

PLM 109 PLUMBING APPRENTICESHIP: ADV. DRAWING/LAYOUT FOR PLUMB. TRADES/UA FOREMAN 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Fifth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Advanced Drawing, Plumbing Layout and Building Detailing. Practical field knowledge of plumbing duties, processes, objectives and code callouts is covered in-depth. *Grade only.*

PLM 110 PLUMBING APPRENTICESHIP: CODE II/ JUNIOR MECHANICS REVIEW & EXAM 3.0 UNITS

Total Lecture: 27 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Plumbing & Pipefitting Apprenticeship Program.

Fifth year course of the Plumber & Pipefitter Apprenticeship program. This course provides students with a working knowledge of Plumbing Codes and review of how changes affect the Plumbing Codes. *Grade only.*

HVC 111 HVAC APPRENTICESHIP: BASIC REFRIGERATION/ HERITAGE/CFC/OSHA 10 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

First year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Thermodynamics, Chloro-Fluoro Carbons (CFC), and basic Refrigeration, as it pertains to the Air Conditioning Service industry. Also provides OSHA 10 certification. *Grade only.*

HVC 112 HVAC APPRENTICESHIP: REFRIGERATION SCIENCE 3.0 UNITS

Total Lecture: 27 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

First year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Basic Refrigeration, Refrigeration Equipment, and Equipment Maintenance. *Grade only.*

HVC 113 HVAC APPRENTICESHIP: BASIC ELECTRICITY FOR THE HVAC SERVICE TRADE 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Second year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of basic electricity, including AC/DC theory and Ohm's Law. Students will be expected to apply these theories in the laboratory using electronic and testing instruments. *Grade only. .*

HVC 114 HVAC APPRENTICESHIP: ADVANCED ELECTRICITY/ PNEUMATIC DDC INTRODUCTION 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Second year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Advanced Electricity, Motors, Starter, Circuitry, and Variable Drives. *Grade only.*

HVC 115 HVAC APPRENTICESHIP: CONTROLS I/ELECTRO PNEUMATICS 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Third year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Controls, Control Theory, Timing Circuits, Computerized Control, and Energy Management Systems. *Grade only.*

HVC 116 HVAC APPRENTICESHIP: CONTROLS II/ADV. PNEUMATICS CALIB./HYDRONICS 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Third year of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of advanced control systems, including the uses of 2-Position, Floating and Modulating Controls. Fiber Optics and Direct Digital Controls are introduced. *Grade only.*

HVC 117 HVAC APPRENTICESHIP: START, TEST & BALANCE I 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Fourth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with an introduction to Start, Test and Balance for fluid distribution. Ducting, Cooling, Fans, and Air Distribution is covered in the laboratory exercises. *Grade only.*

HVC 118 HVAC APPRENTICESHIP: START, TEST & BALANCE II/ ENERGY AUDITING PRACTICES 3.0 UNITS

Total Lecture: 27 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Fourth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Start, Test and Balance for Piping Systems, Pumps, Chillers, Boilers, and Condensers. Students will learn how to audit mechanical equipment to ensure proper energy efficiency techniques are applied. *Grade only.*

HVC 119 HVAC APPRENTICESHIP: CHILLERS/SPECIAL SYSTEMS/HVACR STAR REVIEW 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 75 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Fifth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of pipe drafting and blueprint reading for Heating, Ventilation and Air Conditioning (HVAC) Systems. Hands-on activities include applying airside, waterside and pressure testing systems. *Grade only.*

HVC 120 HVAC APPRENTICESHIP: HVACR JUNIOR MECHANICS REVIEW & EXAM 3.0 UNITS

Total Lecture: 24 hours, Total Lab: 78 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Refrigeration & Air Conditioning Mechanical Service Apprenticeship Program.

Fifth year course of the Refrigeration & Air Conditioning Apprenticeship program. This course provides students with a working knowledge of Troubleshooting, Test and Repair of Refrigeration and Air-Conditioning systems. Grade only.

POLITICAL SCIENCE (POL)

POL 001 AMERICAN GOVERNMENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the structure and functions of the governments at the Federal and California levels. Topics covered include Civil Rights and Liberties, Institutional development, and non-governmental actors in politics. This course helps satisfy the U.S. History, Constitution, and state and local government requirements for transfer to the UC/CSU systems, as well as for the Associate of Arts degree. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # POLS 110. CSUGE: D4; IGETC: 4H.*

POL 001H AMERICAN GOVERNMENT – HONORS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California ,California State University

Honors American Government involves interdisciplinary, writing- intensive, collaborative, and experiential instruction. The course covers the structure and functions of the American national government, as well as those of state and local governments. Emphasis is placed on the development of a deep understanding of historical and societal influences on the modern American political institutions. Students cannot get credit for both POL 001 and POL 001H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Grade Only. C-ID # POLS 110. CSUGE: D4; IGETC: 4H.*

POL 002 COMPARATIVE GOVERNMENT 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course explores the government and politics of some of the major nations in the world as well as developing nations. Political structures, functions, processes and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems with an emphasis on developing comparative analytical skills and abilities. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # POLS 130. CSUGE: D4; IGETC: 4H.*

POL 003 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course introduces students to a critical study of some major social and political problems. What is society? What is a state? What is freedom? What is authority? What is the nature of political obligation? What constitutes justice? What constitutes a right? What are the relationships, if any, between the individual and society? This course is cross-listed as PHI 005. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 4.

POL 004 INTERNATIONAL RELATIONS 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course introduces the beginning student to world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis is placed on theories of international relations, state and non-state players, the historical struggle for power between countries, international organizations, international economics, and the foreign policy process both in the United States and abroad. *Pass/No Pass Option. C-ID # POLS 140. CSUGE: D4; IGETC: 4H.*

POL 005 POLITICAL SCIENCE RESEARCH METHODOLOGY 3.0 UNITS

Total Lecture: 54 hours

Advisory: POL 001 or a college level course in any political or social science field.

Acceptable for credit: University of California, California State University

The purpose of the course is to give Political Science majors the necessary tools to understand and critique the methodology and research designs of the scholars in the fields contributing to the discipline. While there is some discussion of statistics, the emphasis is on the Why of research rather than merely the How. The basics of Measurement -- validity, reliability, instrumentation, and the collection and interpretation of data -- are introduced. Students explore the strengths and weaknesses of the various forms of analyses of the Qualitative and Quantitative methods of research. The ethical issues of political research and the importance of IRB review are discussed. *Pass/No Pass Option. CSUGE: D4; IGETC: 4H.*

POL 006 POLITICS OF RACE, CLASS AND GENDER 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the role race, economic class, and gender, have and currently play in global politics. The class surveys the political history, goals, strategies, perspectives, barriers and successes of women, the poor, and selected minorities within the context of politics around the world. Various ethnic, religious, socio-economic, and gender groups are considered. *Pass/No Pass Option. CSUGE: D4; IGETC: 4H.*

POL 007 INTERNATIONAL FILMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course provides a critical look at the world and its problems through some of the finest international films. Films from Asia, Africa, Europe, and the Americas are viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Humanities 007 (HUM 007). *Pass/No Pass Option. CSUGE: C2, D7; IGETC: 3B.*

POL 020 CONTROVERSIAL LEGAL ISSUES 3.0 UNITS
Total Lecture: 54 hours
Advisory: POL 001
Acceptable for credit: University of California, California State University
This course develops critical thinking skills as applied to contemporary legal and political issues that stem from controversies over civil rights and liberties. Topics such as drug decriminalization, offensive speech, affirmative action, discrimination against gender and sexual orientation, school prayer, the right to die, and pornography are explored. Students engage in debates on the issues, applying skills that allow them to distinguish between fact and judgment. Completion of Political Science 001 is recommended. *Pass/No Pass Option. CSUGE: A3, D4; IGETC: 4H.*

PSYCHOLOGY (PSY)

PSY 001 GENERAL PSYCHOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course introduces major concepts, problems and methods that psychologists use to investigate and understand the human mind. Major topics of study include the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. This course may also be offered by via distance learning. *Pass/No Pass Option. C-ID # PSY 110. CSUGE: D4; IGETC: 4I.*

PSY 001H GENERAL PSYCHOLOGY - HONORS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This honors course provides students with a basic understanding of major concepts, problems and methods that psychologists use to investigate and understand the human mind. Major topics of study include the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental factors in behavior, psychological tests and measurements, and learning and personality theory. The honors component involves an in-depth analysis of specific topics, using current information from research journals. Students cannot get credit for both PSY 001 and PSY 001H. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # PSY 110. CSUGE: D4; IGETC: 4I.*

PSY 007 BIOLOGICAL PSYCHOLOGY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSY 001
Acceptable for credit: University of California, California State University
This course is an introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous system, senses, emotion, motivation, and learning. The course has value for behavioral science, paramedical, and pre-medical majors. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # PSY 150. CSUGE: D4; IGETC: 4I.*

PSY 010 SOCIAL PSYCHOLOGY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course studies psychological and sociological influences on an individual while functioning in social contexts, including the development of self-image, patterns of social behavior, attraction /repulsion, conformity /rebellion, formation of attitudes, and problems during social change. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # PSY 170. CSUGE: D4; IGETC: 4I.*

PSY 012 HUMAN GROWTH AND DEVELOPMENT 3.0 UNITS
Total Lecture: 54 hours
Advisory: PSY 001
Acceptable for credit: University of California, California State University
This course blends psychological, physiological, cultural and other environmental forces that affect human growth and development. Additionally, theoretical models and research into the development of cognitive, perceptional, physical, personality and emotional abilities are presented. This course may also be offered by via distance learning. *Grade only. CSUGE: D4; IGETC: 4I.*

PSY 015 INTRODUCTION TO RESEARCH METHODS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 010, PSY 001
Acceptable for credit: University of California, California State University
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 are examined through a review of research in a variety of sub-disciplines of psychology. *Pass/No Pass Option. C-ID # PSY 200. CSUGE: D4; IGETC: 4I.*

PSY 015H INTRODUCTION TO RESEARCH METHODS - HONORS 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 010 and PSY 001
Acceptable for credit: University of California, California State University
This honors 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 are examined through a review of research in a variety of sub-disciplines of psychology. Students cannot get credit for both PSY 015 and PSY 015H. Enrollment in the Honors Transfer Project is required. *Pass/No Pass Option. C-ID # PSY 200. CSUGE: D4; IGETC: 4I.*

PSY 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: PSY 001
Acceptable for credit: University of California, California State University
This course focuses upon various mental disorders, categories and treatments. Disorders and treatments studied include depressive disorders, anxiety disorders, substance abuse disorders, schizophrenia, sexual disorders, developmental disorders, and personality disorders. This course may also be offered by via distance learning. *Pass/No Pass Option. CSUGE: D4; IGETC: 4I.*

PSY 030 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is an introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D.*

PSY 045 INTRODUCTION TO HUMAN SEXUALITY 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course is an up-to-date and comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # PSY 130. CSUGE: D4, E; IGETC: 4J, CSUGE E.*

PSY 081H HONORS SEMINAR IN GENERAL PSYCHOLOGY 1.0 UNIT

Total Lecture: 18 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University, University of California (CONTINGENT UPON UC REVIEW)
This honors course offers students the opportunity to investigate, in- depth, a comprehensive range of theories and perspectives of psychology, biological foundations of behavior, research methodology, memory, cognition and intelligence, personality, stress and health, abnormal psychology and therapeutic approaches, life span development, and social psychology. Honors coursework challenges students to be more systematic through expanded assignments, applied applications, and enriched opportunities. *Pass/No Pass Option.*

READING (REA)

REA 054 CRITICAL COLLEGE READING AND THINKING 3.0 UNITS

Total Lecture: 54 hours
Prerequisite: REA 961 or qualifying score on placement test
Acceptable for credit: California State University
This course enables students to examine, develop and apply the concepts of critical reading, critical thinking, analysis, and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis is on critical reading, logical reasoning/ thinking, reflective judgment, and problem-solving skills that lead to the ability to interpret, analyze, and critically evaluate college text, and advocate ideas. This course may also be offered via distance learning. *Grade only. CSUGE: A3.*

REA 960 READING FUNDAMENTALS 3.0 UNITS

Total Lecture: 45.0 hours, Total Lab: 27.0 hours
Advisory: A qualifying score on the Reading Placement Test, Concurrent enrollment in REA 975S or REA 947 is recommended for students who need additional time to work on their skills.
This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component. *Pass/No Pass Only.*

REA 961 BUILDING COLLEGE READING STRATEGIES 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours
Prerequisite: REA 960 , or ESL 970RW, ESL 970G and ESL 970 LS or qualifying score on placement test.
This course is designed to develop and improve students' pre-collegiate reading skills and strategies including: expanding vocabulary, improving reading comprehension, and building effective study habits. Pass/No Pass Only.

REA 983 READING CLASSROOM TEXTS 1.0 UNIT

Total Lecture: 18 hours
This course is designed to assist students who are concurrently enrolled in another specified college-level course. Students read texts from the specific college-level course they are concurrently enrolled in. Emphasis is on reading comprehension and retention, vocabulary development, and integration of reading skills in reading discipline-specific texts. *Pass/No Pass Option.*

REGISTERED NURSING

See Nursing for program and course information.

SOCIOLOGY (SOC)

SOC 001 INTRODUCTION TO SOCIOLOGY 3.0 UNITS

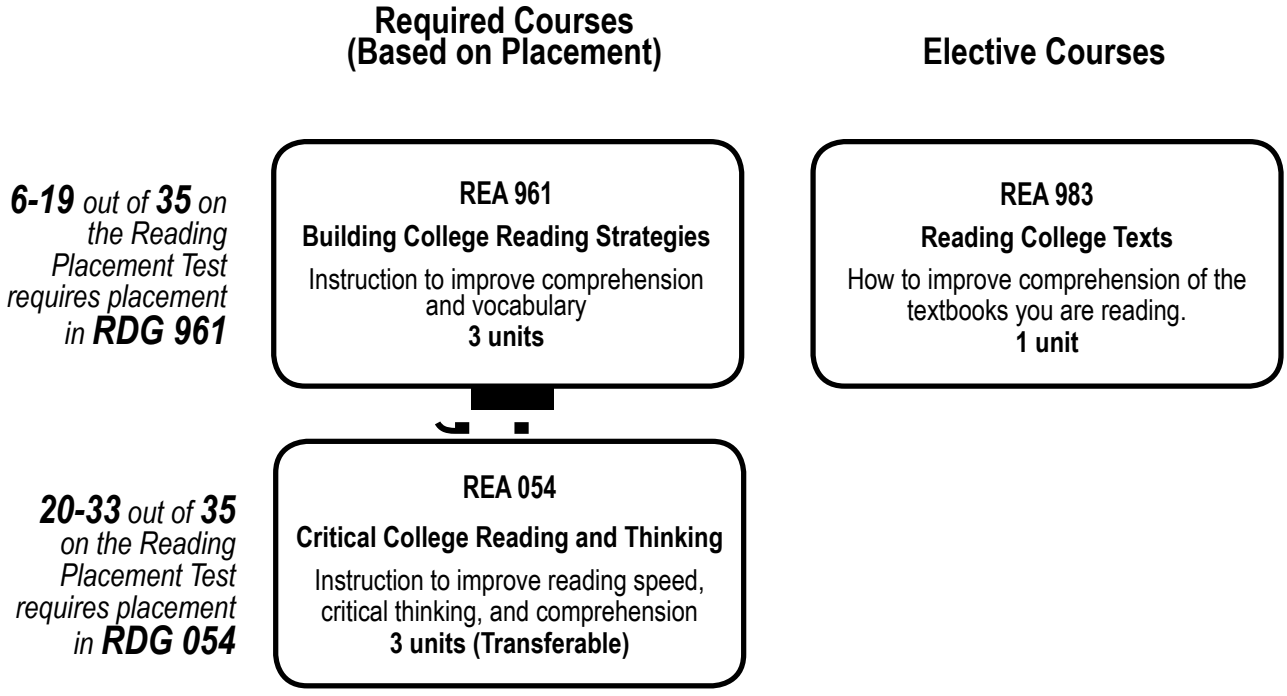
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. This course may also be offered via distance learning. *Pass/ No Pass Option. C-ID # SOCI 110. CSUGE: D; IGETC: 4.*

SOC 001H INTRODUCTION TO SOCIOLOGY - HONORS 3.0 UNITS

Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives, an analysis of the relationship between personality development and the socio-cultural environment, the presentation of social institutions, and the possible influences of these on behavior. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 001. Students cannot get credit for both SOC 001 and SOC 001H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # SOCI 110. CSUGE: D; IGETC: 4.*

READING DEPARTMENT CLASS SEQUENCE

Which classes to take and in what order



A reading placement test is given as part of the academic skills assessment. This test will indicate to students whether course work in reading is recommended. Students who do not meet proficiency are encouraged to take a reading class early in their college career so that skills learned here can help with study in other courses. Mission College has a reading requirement for graduation. **Students who graduate from Mission must demonstrate reading proficiency or successfully complete Reading 054.**

SOC 002 SOCIAL PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # SOCI 115. CSUGE: D; IGETC: 4.*

SOC 002H SOCIAL PROBLEMS - HONORS 3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001 or SOC 001H
Acceptable for credit: University of California, California State University
This course investigates the sociological perspective on social problems. Drug addiction, crime, poverty, violence, mental illness, prejudice, and other issues are discussed. Causes of problems and possible remedies are explored, including available resources in the local community. The honors component involves an in-depth analysis of specific topics, using current information from research journals and is more rigorous than SOC 002. Students cannot get credit for both SOC 002 and SOC 002H. Enrollment in the Honors Transfer Project is required. This course may be offered via distance learning. *Pass/No Pass Option. C-ID # SOCI 115. CSUGE: D; IGETC 4.*

SOC 016 INTRODUCTION TO STATISTICS IN SOCIAL AND BEHAVIORAL SCIENCES 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: MAT 000C or any higher math course; and
Prerequisite: PSY 001 or PSY 001H or SOC 001 or SOC 001H
Acceptable for credit: University of California, California State University
For students majoring in psychology, sociology, and other behavioral sciences. Introduces students to the basic statistical techniques and design methodologies used in behavioral sciences. Topics include descriptive statistics; probability and sampling distributions; statistical inference and power; linear correlation and regression; chi-square; t-tests, and ANOVA. Computations will be completed by hand and with the use of statistical software. An emphasis will be placed on the interpretation and relevance of statistical findings and the application of statistical concepts to real-world problems in the behavioral and social sciences. This course is not equivalent to MAT 010. *Pass/No Pass Option. C-ID # SOCI 125. CSUGE: B4; IGETC: 2A.*

SOC 021 INTRODUCTION TO RACE AND ETHNICITY 3.0 UNITS
Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This courses introduces the student to the sociological analysis of race, ethnicity, and racism. Topics include the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D; IGETC: 4.*

SOC 040 INTRODUCTION TO MARRIAGE AND FAMILY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
An analysis of marriage and the family in contemporary American society including assessments of problems of mate choice, courtship and dating practices; adjustments to marriage and divorce; some aspects of parenthood and child training, and an investigation of dysfunctional familial relationships. This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # SOCI 130. CSUGE: D; IGETC: 4.*

SOC 045 INTRODUCTION TO HUMAN SEXUALITY 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course is an up-to-date and comprehensive introduction to the topic of human sexuality, including information and perspectives from sociology, health science, psychology, and anthropology. Topics include sexual anatomy and physiology, sexual expression, sexual orientation, sexually transmitted diseases, safe sexual practices, and sexual problems. The emphasis of this course is the history, attitudes, medical aspects, and current practices of sexuality in the United States, including a special emphasis on urban and suburban areas of California. This course may also be offered via distance learning. *Pass/No Pass Option. CSUGE: D, E; IGETC: 4 .*

SOC 047 SOCIOLOGY OF CRIMINOLOGY 3.0 UNITS
Total Lecture: 54 hours
Advisory: SOC 001, Eligibility for ENG 001A and REA 054
Acceptable for credit: University of California, California State University
This course covers the sociological analysis of crime, criminal behavior, and the criminal justice system. It explores the history and social construction of crime and criminality and examines the definition of crime and its violations, as well as the laws and methods used to control criminal behavior. Also, measurement of crime and basic theoretical explanations of criminal behavior are discussed.This course may also be offered via distance learning. *Pass/No Pass Option. C-ID # SOCI 160. CSUGE: D; IGETC: 4.*

SOC 050 INTRODUCTION TO CRIMINAL JUSTICE 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University, University of California
This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. *Pass/No Pass Option. CSUGE: D, IGETC 4.*

SOC 054 CONCEPTS OF CRIMINAL LAW 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: SOC 050
Acceptable for credit: University of California, California State University
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 course will build. The course also includes some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. *Pass/No Pass Option.*

SOC 058 INTRODUCTION TO CORRECTIONS 3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course provides 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. *Pass/No Pass Option.*

SOC 060 COMMUNITY AND JUSTICE SYSTEM 3.0 UNITS

Total Lecture: 54 hours

Acceptable for credit: University of California, California State University

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. *Pass/No Pass Option. IGETC 4, CSUGE D.*

TRANSPORTATION (TRN)

TRN 010 INTRODUCTION TO TRANSIT INDUSTRY CAREERS 1.00 UNIT

Total Lecture: 18 hours

Introduction to the wide variety of professions available in the public transit industry. Gain an understanding of the various departments and career pathways within the public transit industry and determine whether public transit is a potential career path to pursue. *Pass/No Pass Option.*

TRN 101 FOUNDATIONS OF PUBLIC SERVICE FOR TRANSIT WORKERS 2.0 UNITS

Total Lecture: 18 hours, Total Lab: 54 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator Apprenticeship Program or the Public Transit Leadership Certificate program.

Students are introduced to public transit agencies and the personal and interpersonal skills needed in serving the public. This course prepares students for entry-level positions in transportation operations. Topics include communication, customer service, and promotional opportunities. *Pass/No Pass Option.*

TRN 102 PUBLIC SERVICE AND STRESS MANAGEMENT FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate of Achievement Program.

Students are introduced to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students acquire fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations. *Pass/No Pass Option.*

TRN 103 COMMUNITY HEALTH ISSUES FOR PUBLIC TRANSIT EMPLOYEES 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to common community health problems and issues they are likely to encounter on the job in the public transit industry. Topics include biohazards, communicable disease, and occupational safety. Additionally, students are taught a framework for understanding and handling interactions with members of the community suffering from difficult health issues, such as substance abuse or mental illness. *Pass/No Pass Option.*

TRN 104 PEER MENTORING FOR PUBLIC TRANSIT WORKERS: ONE-ON-ONE SKILLS 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to the basic elements of one-on-one peer mentoring in a transit industry environment. Students acquire fundamental knowledge of the personal and interpersonal skills needed to be an effective peer mentor in entry-level transit operations. *Pass/No Pass Option.*

TRN 105 GROUP FACILITATION AND TRAINING SKILLS FOR PEER MENTORS 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

This course focuses on the theory and practice of facilitating effective meetings in a public transit environment. Topics include the differences between leading and facilitating, fundamental facilitation techniques, and personal strategies for facilitators to maintain neutrality while guiding meeting participants to successful outcomes. *Pass/No Pass Option.*

TRN 106 INTERPERSONAL COMMUNICATION FOR TRANSIT WORKERS 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to the principles of effective interpersonal communication in public transit professions. Topics include verbal and non-verbal communication, active listening, and accountability in communication. *Pass/No Pass Option.*

TRN 107 LABOR/MANAGEMENT PROBLEM SOLVING IN PUBLIC TRANSIT 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to the principles of effective labor/management problem solving in public transit professions. Topics include an overview of labor and management, trust building, and developing problem solving strategies. *Pass/No Pass Option.*

TRN 108 PERFORMANCE COACHING FOR PUBLIC TRANSIT LEADERS 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to the principles of effective performance coaching in unionized public transit professions. Topics include leadership roles, management styles, and positive performance coaching. *Pass/No Pass Option.*

TRN 109 TRANSIT BUSINESS TECHNOLOGY AND PRACTICES FOR TRANSIT EMPLOYEES 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students acquire fundamental technology skills necessary in today's public transit agencies, including computer basics, simple usage of Microsoft Office applications, and accessing the Internet. *Pass/No Pass Option.*

TRN 110 TRANSIT OPERATIONS FOR NEW LEADERS 2.0 UNITS

Total Lecture: 36 hours

Prerequisite: This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Students are introduced to major support departments in public transit bus (coach) operations: coach maintenance, transit planning and scheduling, transit radio dispatching, and field supervision. Students learn the major functions, relationships, and overall impact of these departments on delivering safe and reliable public bus service on the street. *Pass/No Pass Option.*

TRN 121 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING I 1.0 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Students are introduced to the Way, Power, and Signal shop floor and basic safety protocols. This course prepares students for positions in light rail maintenance. *Pass/No Pass Option.*

TRN 122 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING II 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Students are introduced to ladder safety, basic Traffic Control, electrical safety, and lockout/tag out security. This course prepares students for positions in light rail maintenance. *Pass/No Pass Option.*

TRN 123 WAY, POWER, & SIGNAL MAINTENANCE CORE TRAINING III 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Students are introduced to rail certification (rules and regulations) and roadway worker protection (safety in the railroad environment). This course prepares students for positions in light rail maintenance. *Pass/No Pass Option.*

TRN 131 BASIC PRINCIPLES OF TRACK MAINTENANCE I 2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Students are introduced to track structure, safety and use of track, track tools, roadbed, crossties, and ballast. This course prepares students for entry-level positions in railway track work. *Pass/No Pass Option.*

TRN 132 BASIC PRINCIPLES OF TRACK MAINTENANCE II 2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Students are introduced to rail maintenance, rail joint maintenance, track alignment and gage, track surface, turnouts, and roadway maintenance. This course prepares students for entry-level positions in railway track work. *Pass/No Pass Option.*

TRN 133 ADVANCED PRINCIPLES OF TRACK MAINTENANCE I 2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Students are introduced to rail replacement, cutting and welding, turnouts and trackwork, track construction, railroad grade crossing, and management and security. This course prepares students for entry-level positions in railway track work. *Pass/No Pass Option.*

TRN 134 ADVANCED PRINCIPLES OF TRACK MAINTENANCE II 2.5 UNITS

Total Lecture: 27 hours, Total Lab: 54 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Students are introduced to operation work equipment, vegetation control, rail defects, track inspection, Federal Railroad Administration (FRA) track standards, and derailment work. This course prepares students for entry-level positions in railway track work. *Pass/No Pass Option.*

TRN 141 PRINCIPLES OF ELECTRICITY AND TEST EQUIPMENT 3.00 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers the basic principles of electricity needed to safely and efficiently perform overhead line work, including proper use of electrical test equipment. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 142 ELECTRICAL SAFETY FOR THE TRADES 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers basic principles of electricity and the potential dangers it can pose to humans. Safety topics include electrical hazards, use of electrical protective devices, and safe work practices around electricity. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 143 DC THEORY AND POWER COMPONENTS 2.00 UNITS

Total Lecture: 36 hours

Advisory: MAT 903

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers DC (Direct Current) theory and various power components used in overhead line work. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 144 TRACTION POWER SAFETY PRACTICES 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers safe practices for the use of traction power systems. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Core apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 151 OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS I 2.5 UNITS

Total Lecture: 36 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers high voltage, NFPA 70E, red tag power outage procedures, print reading and documentation, and hand and power tools. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 152 OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS II 2.5 UNITS

Total Lecture: 27 hours, Total Lab: 54 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers traction power tools and test equipment, traction power substations, power distribution and control, and overhead contact systems. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 153 OVERHEAD LINE WORKER APPRENTICESHIP FUNDAMENTALS III 2.5 UNITS

Total Lecture: 36 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers fall protection, rigging and hoisting, hi-rail vehicles, bucket truck and bucket rescue, grounding, and confined space entry. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 154 CATENARY SAFE WORK PRACTICES 5.00 UNITS

Total Lecture: 72 hours, Total Lab: 54 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers the hazards of working on overhead catenary lines, and how to effectively protect against them. Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 155 MOBILE CRANE - BOOM TRUCK 2.00 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority.

This course covers safe use of the mobile crane (boom truck). Per California Code of Regulations, this course is limited to students admitted to the Overhead Line Worker apprenticeship program at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 201 SERVICE MECHANIC: ORIENTATION & SAFETY 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course covers an orientation to VTA, the mechanic helper program, the shop floor, familiarization with the fleet, and electrical safety. *Pass/No Pass Option.*

TRN 202 SERVICE MECHANIC: TOOLS & FASTENERS 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on tools and fasteners: correct work methods, care and selection of tools, common tools and uses, and common fasteners and uses. *Pass/No Pass Option.*

TRN 203A SERVICE MECHANIC: ELECTRICAL/ELECTRONICS 1 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course covers direct current, circuits, Ohm's Law, and Watt's Law. *Pass/No Pass Option.*

TRN 203B SERVICE MECHANIC: ELECTRICAL/ELECTRONICS 2 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course covers batteries, starters, and the ATEC course on wiring, circuits, and schematics. *Pass/No Pass Option.*

TRN 204 SERVICE MECHANIC: AIR BRAKES 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course introduces students to the air brake system used on VTA buses. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) will be emphasized. Topics include: air foundation brakes, air supply system, air service circuits, special circuits, and mechanical components. *Pass/No Pass Option.*

TRN 205 SERVICE MECHANIC: TRANSMISSION 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course covers transmission, including safety, driveline checks, hydraulics, and other related topics. *Pass/No Pass Option.*

TRN 206 SERVICE MECHANIC: DIESEL ENGINE 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on diesel engine theory and components. *Pass/No Pass Option.*

TRN 207 SERVICE MECHANIC: HYBRID FAMILIARIZATION 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on hybrid engine systems and the different ways to work with them vs. traditional diesel engines. *Pass/No Pass Option.*

TRN 208 SERVICE MECHANIC: I/O CONTROLS 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on Input/Output controls found on hybrid vehicles (onboard computer). Pass/No Pass Option.

TRN 209 SERVICE MECHANIC: PREVENTATIVE MAINTENANCE - PMI 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on preventative maintenance practices, such as routine inspections. *Pass/No Pass Option.*

TRN 210 SERVICE MECHANIC: OVERHAUL & REPAIR ORIENTATION 2.5 UNITS

Total Lecture: 45 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

This course focuses on an overview of the Overhaul and Repair Department at public transit agencies. *Pass/No Pass Option.*

TRN 401 COACH OPERATOR: NEW OPERATOR TRAINING I 2.0 UNITS

Total Lecture: 27 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

This classroom/lab instruction course for Coach Operator Apprentices focuses on DMV legal regulations as they apply to the mass transit industry. *Pass/No Pass Option.*

TRN 402 COACH OPERATOR: NEW OPERATOR TRAINING II 5.0 UNITS

Total Lecture: 45 hours, Total Lab: 135 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

This classroom/lab instruction course for Coach Operator apprentices focuses on transit operations - rules and regulations, and processes. Apprentices also complete training in the field. *Pass/No Pass Option.*

TRN 403 COACH OPERATOR: NEW OPERATOR TRAINING III 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

This classroom instruction course for Coach Operator apprentices focuses on customer service, internal relationships between departments, and personal well-being. *Pass/No Pass Option.*

TRN 404 COACH OPERATOR: NEW OPERATOR TRAINING IV 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

This classroom instruction course for Coach Operator Apprentices focuses on safety and security while driving. *Pass/No Pass Option.*

TRN 405 COACH OPERATOR: NEW OPERATOR TRAINING V 1.0 UNIT

Total Lecture: 18 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

This classroom instruction course for Coach Operator Apprentices focuses on technical proficiency with coach equipment, troubleshooting, and vehicle inspection. *Pass/No Pass Option.*

TRN 421 TRANSIT DISPATCHING AND RADIO COMMUNICATIONS 8.00 UNITS

Total Lecture: 72 hours, Total Lab: 216 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Transit Radio Dispatching apprenticeship programs at Santa Clara Valley Transportation Authority.

This intensive course covers the combined classroom and field training sections of Transit Radio Dispatcher (TRD) training. Per California Code of Regulations, this course is limited to students admitted to the Transit Radio Dispatcher apprenticeship programs at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

TRN 441 BUSINESS TECHNOLOGY AND WRITING FOR SUPERVISORS 1.00 UNIT

Total Lecture: 9 hours, Total Lab: 27 hours

Prerequisite: Per California Code of Regulations, this course is limited to students admitted to the Transit Supervisor apprenticeship programs at Santa Clara Valley Transportation Authority.

This course covers fundamental technology skills necessary for supervisory roles in today's public transit agencies, including the use of Microsoft Office applications and e-mail systems. Other topics include the basics of professional written communications in a business environment. Per California Code of Regulations, this course is limited to students admitted to the Transit Supervisor apprenticeship programs at Santa Clara Valley Transportation Authority. *Pass/No Pass Option.*

WELLNESS AND HUMAN PERFORMANCE (WHP)

WHP 004S WEIGHT TRAINING INTERNSHIP 0.5 UNIT

Total Lab: 27 hours

Acceptable for credit: California State University

This course provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern will serve as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. This course is one of the requirements of the Fitness Specialist Certificate program. *Pass/No Pass Option.*

Mission College is a member of the Coast Conference of the California Community and Junior College Association. The College competes in conference competition for both men and women. Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

WHP 023 FITNESS TESTING 1.5 UNITS

Total Lecture: 27 hours

Acceptable for credit: California State University

This course is designed specifically for the fitness specialist or enthusiast who is interested in learning to administer basic fitness tests that can be used evaluate an individual's strength, flexibilty, cardiovascular endurance, body composition and posture. The standards for evaluating these tests will be discussed as well as principles used in designing an exercise prescription. *Pass/No Pass Option.*

WHP 031 INTRODUCTION TO SPORTS MANAGEMENT 3.0 UNITS

Total Lecture: 54 hours
Advisory: Eligibility for ENG 001A and REA 054
Acceptable for credit: California State University
This course is designed to introduce the student to managerial and administrative components of the sports industry. Students learn the basic fundamental skills required to plan, organize, supervise, and evaluate a sporting event. Class discussion and analysis includes the principles of budgeting, marketing, strategic planning, legal aspects and ethics, and procedures of personnel, facility and sports event management. Industry trends and job opportunities and the requirements to achieve those positions are explored. Pass/No Pass Option.

All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: Cardiovascular endurance, muscular strength and endurance and flexibility.

WORK EXPERIENCE (WRK)

PROGRAM: Business and Technology Experience Education and Internship

Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort.

Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals.

LEARNING OUTCOMES:

Students who complete Work Experience will:

Identify learning objectives to be achieved on the job

- Identify job skills required for their job placement and demonstrate those skills to their employer
- Define aspects of employability
- Delineate a plan to increase personal employability.

Students will complete the required hours of work and demonstrate progress on their learning objectives in order to receive Work Experience credit.

The learning outcomes are assessed through a combination of the employer evaluation and a meeting between the Work Experience Instructor, student and employer.

Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

UNITS	AVERAGE HOURS WORK PER WEEK	TOTAL HOURS
1	5 - 9	75
2	10 -14	150
3	15 -19	225
4	20+	300

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

Work Experience classes are repeatable. A student may earn a total of 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply. Student can enroll in only one class and be concurrently enrolled in Work Experience.

COOPERATIVE WORK EXPERIENCE (WRK)

301-304 OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION 1.0-4.0UNITS

Hours varies depending on units (see above)
Prerequisite: Must have a declared major and corresponding job and coursework. Enrollment in a minimum of 7 units which can include Work Experience.
Acceptable for credit: California State University
Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 16 units. *Pass/No Pass Option.*

WRK 300CD OCCUPATIONAL WORK EXPERIENCE FOR CHILD DEVELOPMENT 3.0 UNITS

180 hours of unpaid or 216 hours of paid work experience, per semester.
Acceptable for credit: California State University
This course is designed for students working in the early childhood special education field (birth-age 5). The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the early childhood special education. *Grade Only.*

WRK 300HM OCCUPATIONAL WORK EXPERIENCE FOR HOSPITALITY MANAGEMENT 1.0-8.0UNITS

60-480 hours of unpaid work experience, or 72-576 hours of paid work experience, per semester.
According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom - based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job in the food service, hospitality and restaurant industries. The course provides students with a structured program designed to teach them new soft and employability skills that assist them in advancing in their current position or securing

a job in the future. The student is required to attend an orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Only one Work Experience course may be taken per semester. Students can earn a maximum of 8 units of Work Experience per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a paid or volunteer position related to their major. *Pass/No Pass Option.*

WRK 300PP PAID OCCUPATIONAL WORK EXPERIENCE FOR PLUMBING APPRENTICESHIP 1.0-8.0UNITS

75-576 hours of paid work experience, per semester.

Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the Plumbing Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 75 hours of paid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a paid position related to plumbing construction. *Pass/No Pass Option.*

WRK 300PU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR PLUMBING APPRENTICESHIP 1.0-8.0UNITS

60-480 hours of unpaid work experience per semester.

Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the Plumbing Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in an unpaid job or volunteer position related to plumbing construction. Pass/No Pass Option.

WRK 300TN OCCUPATIONAL WORK EXPERIENCE FOR THE TRANSPORTATION INDUSTRY 1.0-8.0UNITS

60-480 hours of unpaid work experience, or 72-576 hours of paid work experience, per semester.

According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom - based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in the mass transit industry. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid, or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the mass transit industry. *Pass/No Pass Option.*

WRK 300TU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR TRANSPORTATION APPRENTICESHIP 1.0-8.0UNITS

60-480 hours of unpaid work experience per semester.

According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom - based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in the mass transit industry. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid, or 75 hours of paid work. Students can earn a maximum number of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the mass transit industry. *Pass/No Pass Option.*

WRK 300VP PAID OCCUPATIONAL WORK EXPERIENCE FOR HVAC APPRENTICESHIP 1.0-8.0UNITS

72-576 hours of paid work experience, per semester.

Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the HVAC Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 75 hours of paid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a paid position related to HVAC construction. *Pass/No Pass Option.*

WRK 300VU UNPAID OCCUPATIONAL WORK EXPERIENCE FOR HVAC APPRENTICESHIP 1.0-8.0UNITS

60-480 hours of paid work experience, per semester.

Occupational Work Experience Education is supervised employment that extends occupational learning to on-the-job training related to the student's educational or occupational goal. This course is designed for students in the HVAC Apprenticeship Program. The student is required to attend an orientation at the beginning of the course. Students earn 1.0 unit of credit for every 60 hours of unpaid work. Students may take only one Work Experience course per term, for a maximum of 8 units. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in an unpaid job or volunteer position related to HVAC construction. *Pass/No Pass Option.*

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Kinesiology, Brenna Wundram
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Nutritional Science, Kelly Neary
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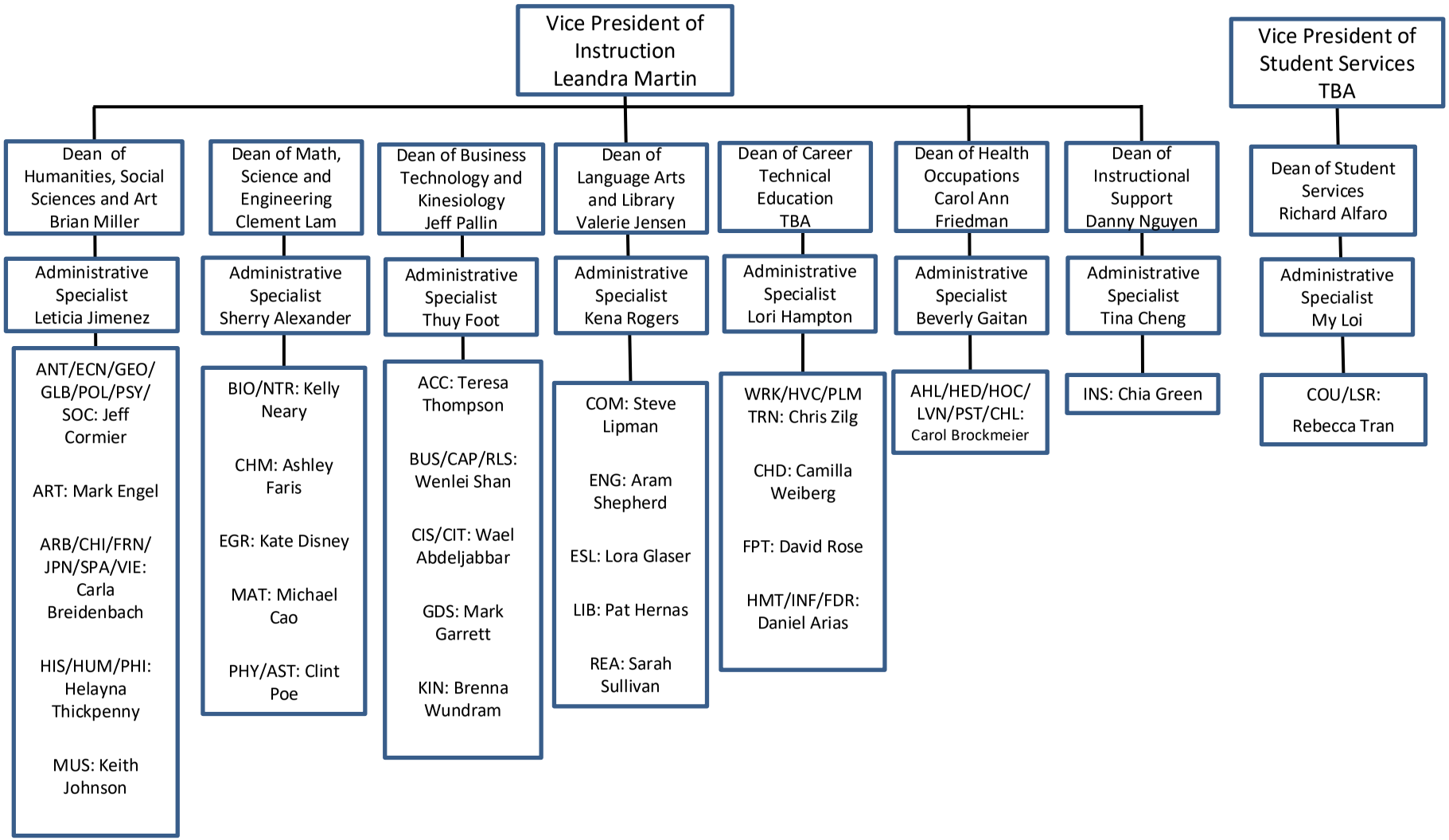
Psychology, Jeff Cormier
Reading, Sarah Sullivan
Real Estate, Wenlei Shan
Sociology, Jeff Cormier

The Department Chair positions change periodically, therefore listed individuals may not be accurate. Please contact the appropriate Division/Department for updates to this list.

Mission College Instructional Divisions
Fall 2018



Classified Staff

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Administrative Specialist, Math, Science and Engineering Division

BAUTISTA, JONNA
Duplicating Services Assistant, Administrative Services

BIALOGLOVSKI, BERNADETTE
Office Coordinator,Student Health Services

BIBAT, CHRISTOPHER
Financial Analyst, Administrative Services

BILTZ, NAN
Instructional Technology Technician, DSPS

BUNCH, JEFF
Instructional Technician, Tutoring Center

BUSTAMANTE, ELVITA
Student Records Advisor, Student Enrollment Services

CHAN, QUEENIE
Financial Analyst, Administrative Services

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Administrative Specialist, Instructional Support Division

CHONG, JOUNEY
Program Specialist, International Student Center

CURIEL, LISA
Sr. Child Development Specialist, Child Development Center

DARREL, TRICIA
Program Specialist, Child Development Center

DASALLA, ANALIZA
Program Specialist, Business & Community Engagement

DELACRUZ, KRISTAL
Management Assistant, Administrative Services

DE LOS REYES, MELISSA
Student Records Advisor, Student Enrollment Services

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InformationTechnology Analyst, Office of Student Equity and Success

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Management Assistant, Instruction Office

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ESPINOZA, DIEGO
Program Analyst, AANAPISI

FITZGERALD, KATY
Student Enrollment & Financial Services Recruitment Supervisor, Student Enrollment and Financial Services

FLORES, MARIO
Program Specialist, HSI-STEM Program

FOOT, THUY
Administrative Specialist, Business, Technology and Kinesiology Division

GAITAN, BEVERLY
Administrative Specialist, Health Occupations Division

GALANG, ROEHL
Financial Aid Advisor, Financial Services

GOMEZ, DELIA
Office Coordinator, Child Development Center

GOO, BRIAN
Research Analyst, HSI-STEM Grant

GUANZON-RINGOR, HOZI
Duplicating Services Assistant, Administrative Services

GUEST, ROBERT
Information Technology Technician, Educational Technology Services

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HARRISON, KENDALL
Office Coordinator, CTE Program

HOU, ERIK
Research Analyst, Research, Planning and Institutional Effectiveness

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Sr. Child Development Specialist, Child Development Center

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Administrative Specialist, Humanities, Social Sciences and Art Division

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Instructional Technology Technician, Educational Technology Services

KAST, DENISE
Library Media Technician, Library

KEESE, CONNOR
Student Outreach Supervisor, Student Services

KEH, JENNIFER
Program Specialist, EOPS/CARE

KEITH, MARIE
Supervisor, Catering Services, Hospitality Management

LARSEN, CHARLES
Program Specialist, International Programs

LE, DIEMANH
Enrollment & Financial Services Advisor, Financial Services

LEE, CHARLENE
Registered Nurse, Student Health Services

LOI, MY
Administrative Specialist, Student Support Services

LU, XUAN
Program Assistant, DSPS

LY, PATRICK
Information Technology Analyst, Educational Technology Services

LYO, NANG
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MALTBIE, SPENCER
Athletic Operations Technician, Athletics

MARSHALL, AMANDA
Program Assistant, TRIO/ACCESS

MARTINEZ, YARELI
Child Development Specialist, Child Development Center

MCGANN, ALISON
Research Analyst, Research Planning and Institutional Effectiveness

McMAHON, BARBARA
Instructional Technician - Biology, Math and Science Division

MEDRANO, MARY ANN
Career Transfer Advisor, Student Services

MELTON, ZITA
Management Assistant, Office of Vice President, Student Services

MELTZER-BURRELL, POLINA
Instructional Technician – Physical Science, Math, Science and Engineering Division

MEYERS, LISA
Sr. Child Development Specialist, Child Development Center

MORENO, LUCIA
Student Enrollment & Financial Services Supervisor, Student Enrollment Services

NAGARAJAN, UMA
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NGUYEN, DAT T.
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NGUYEN, DEWEY
Program Assistant, VALOR Center

NGUYEN, LAN
Child Development Specialist, Child Development Center

NGUYEN, NGOC LIEN
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Information Technology Analyst, Marketing

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RICE, SANDRA
Program Specialist, Hospitality Management

RIGGS, PHYLLIS
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ROMAN, ANITA
Administrative Assistant, Workforce & Adult Education-HWI Grant

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Library Media Technician, Library

SAIN, MONICA
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SHAW, GREGORY
Senior Instructional Technology Analyst, Educational Technology Services

SHIVERS, LISA
Nursing Program Technician - Health Occupations

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Library Media Technician, Library

SIMPSON, GLADYS
Office Coordinator, DSPS

SINGH, SHOBA
Administrative Specialist, Marketing

SMITH, THIEN
Food Services Technician, Child Development Center

SOLIZ, ANDREW
Program Specialist, Job Placement and Internship

SPENCER, JOHN
Instructional Technology Analyst, Instruction Office

STEWART, MELISSA
Management Analyst, Instruction Office

STRICKLAND, WILLETTE
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TADESSE, ASMARE
Assistant Director, Student Enrollment Services

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VAN, LINDA
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VUONG, HA
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WAHLSTROM, FARAH
Sr. Child Development Specialist, Child Development Center

WARD, TRACEY
Program Supervisor, International Student Center

WILLETT, LISA
Enrollment & Financial Services Advisor, Student Enrollment Services

YADEGARI, JENNIFER
Instructional Technician – Chemistry, Math, Science and Engineering Division

YU, LINPING
Administrative Specialist, Instruction Office

ZAMZOW, MARK
Program Specialist, Health Occupations

ZENDEJAS, SAUL
Athletic Trainer, Athletics

ZEPEDA, MILANI
Sr. Executive Assistant, President's Office

District Classified Staff at Mission College

CAMPI, JEFF
Sr. Maintenance Mechanic, Maintenance Department

CAMPOS, FERNANDO
Electrician, Facilities

CERVANTES, ARTURO
Custodian, Custodial Department

CRUZ, FIDELINA
Custodian, Custodial Department

FLORES, ROBERTO
Custodian, Custodial Department

GUTIERREZ, LUIS
Senior Desktop Support, IS Department

HALL, MICHAEL
Custodian, Custodial Department

INGRAM, BERNARD
Custodian, Custodial Department

LAO, RYAN
Maintenance Mechanic, Maintenance Department

LOBACH, GARY
Custodian, Custodial Department

MAGANA, SR., EDWARD
Groundskeeper, Grounds Department

MOLINA, JR., LLOYD
Groundskeeper, Grounds Department

NG CHIU, MIU PING
Custodian, Custodial Department

NGUYEN, HAI
Supervisor, Custodial Department

OCHOA, MARIA
Custodian, Custodial Department

OCHOA, RAYMOND
Custodian, Custodial Department

PEREZ, ABEL
Plumber, Facilities

PHAM, THU
Groundskeeper, Grounds Department

PHAM, THUY
Parking Services Specialist, District Police

QUAN, ALLAN
Senior Desktop Support, IS Department

RECHENMACHER, NATHAN
Locksmith, Facilities

REYES-BOLLINGER, NINI
Administrative Specialist, Facilitites

SALCEDO, PABLO
Custodian, Custodial Department

SALINAS, RICKY
HVAC Mechanic, Facilities

SORIA, RAFAEL
Groundskeeper, Grounds Department

SOTELO, JOSE G.
Custodian, Custodial Department

TIERNAN, BRUCE
Custodian, Custodial Department

TREJO, REYNALDO
Custodian, Custodial Department

TRIAS, LUVINIO
Custodian,Custodial Department

URBINA, JORGE
Custodian, Custodial Department

WU, RANDY
Facilities Project Coordinator, Facilities

Faculty and Administrative Staff

ABDELJABBAR, WAEL 2005
Instructor in CSIT
Ed.D Educational Leadership, Fielding Graduate University; M.S. Management Information Systems (MIS); B.S. Computer Science, emphasis in Management Information Systems, ACEI; B.S. Information Technology, University of the Pacific; AS Applied Science of Network Administrators, Silicon Valley College; AS, Tele-communications Switching, Telecommunications College–Jordan; CISCO Certified Academy Instructor (CCAI).

AKERS-MARTIN, AMELIA 1997
Instructor in English as a Second Language
Lab Faculty Specialist, ASC
M.A. in English (TESL/Applied Linguistics), Iowa State University; M.S. in Education, Online Teaching and Learning, California State University East Bay; B.S. in Anthropology and B.A. in Spanish, Iowa State University.

AL BAKER, SALAAM 2005
Instructor in Chemistry
Ph.D. in Inorganic Chemistry, Auburn University, Auburn, Alabama; B.S. in Chemistry, minor in Biology, Basra University, Iraq.

ALFARO, RICHARD 2013
Dean, Student Support Services Division, A.A. Modesto Junior College; B.A. in Organizational Communications, California State University, Stanislaus; M.A. in Educational Administration, Santa Clara University.

ARIAS, DANIEL 2014
Instructor in Hospitality Management
A.S. in Food and Restaurant Management at Mission College; Associate of Occupational Science in Culinary Arts from Culinary Institute of America; A.A. in Biological Science from Fullerton College; B.S. in Hospitality and Management from San Jose State University in May 2017.

BARRAGAN, INEZ 2017
Director of HSI-STEM Program
AA. in General Education, Social Sciences, Santa Rosa Junior College; B.S. in Applied Behavioral Science, University of California, Davis; M.A. in Higher Education and Student Affairs, California State University, Sacramento.

BECK, JOHN G. 2016
Instructor in Astronomy and Physics
PhD. in Astronomy, University of California, Los Angeles; M.S. in Physics, California State University, Northridge; B.S. in Physics, University of California, Los Angeles.

BELL, ELIZABETH 2005
Instructor in Biological Science
Ph.D. in Biological Science, University of California, Santa Cruz; B.S. in Biological Science, University of California, Santa Cruz.

BERKLEY, JUDITH, 2007
Instructor in Health Occupations
Post master's Certificate in Nursing Education, San Jose State University, M.S. Family Nurse Practitioner, San Jose State University, B.S. in Nursing, San Jose State University, A.S. in Sciences, West Valley College, Saratoga, CA.

BOGHOZIAN, TINA 2016
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Library Science, Isfahan University of Medical Sciences.

BOND, INGE 2014
Director of Research, Planning and Institutional Effectiveness
M.A. in Administration and Policy Analysis from Stanford University; B.A. in Sociology from University of California, Santa Cruz.

BREIDENBACH, CARLA 2013
Instructor in Spanish
PhD in Linguistics/Hispanic Linguistics, University of South Carolina; M.A. in Spanish, Middlebury College; B.A. in Spanish Art History, St. Olaf College.

BRENNAN, JONATHAN B. 1998
Instructor in English
M.A. in English, University of California Berkeley, Ph.D. in Comparative Ethnic Studies/Literature, University of California, Berkeley; B.A. in English, University of California, Berkeley.

BROCKMEIER, CAROL 2003
Instructor in Health Occupations
A.S. in Nursing, Columbia Basin College, Pasco WA; B.S. in Nursing at University of Phoenix.

BROEDER, MARINA 2017
Instructor in ESL
B.A. in Linguistics, Intercultural Communications, and Teaching English to Speakers of Other Languages, Moscow State Linguistic University. Diploma in Linguistics, Intercultural Communication, and Teaching English to Speakers of Other Languages (TESOL); Graduated with High Honors, Moscow State Linguistic University.

BRUNSON, SCOTT M. 2000
Chef/Instructor in Hospitality Management
Highest Honor Graduate, California Culinary Academy, San Francisco; Previous Director, Culinary Arts Department at OICW in Menlo Park, CA; B.A. Environmental Biology, University of Colorado, Boulder.

BURRELL, JAMES F. 1984
Instructor in Astronomy and Physics
Ph.D. in Astronomy, Australian National University, Australia; A.B. in Astronomy, University of California, Berkeley.

BURTON, BRITTA 2004
Instructor in English as a Second Language
M.A. in TESOL, Arizona State University;
B.A. in Translating and Interpreting English and Spanish, University of Mainz, Germany.

BUSS, SCOTT 2000
Instructor in Kinesiology Men's Tennis Coach
M.A. in Physical Education with emphasis in Sports Psychology, San Jose State University, San Jose, California; B.A.in Psychology, University of California, Santa Cruz; A.A. in Natural Science, Napa Community College, Napa, California.

BYRD, AJANI 2018
Director of EOPS/CARE
Ph.D. in Higher Education, Loyola University;
M.A. in Sports Management, University of San Francisco; B.A. in Liberal Studies, San Francisco State University.

CABANILLA, JOANNE 2015
Instructor in Biological Sciences
Ph.D. in Medicine, University of the Philippines;
B.S. in Zoology, University of the Philippines.

CAMERON, MELODIE 2015
DSPS Counselor/Veterans Counselor
M.A. in Education/Counseling and Student Personnel, San Jose State University; B.A. in Psychology, San Jose State University.

CAO, MICHAEL 2014
Instructor in Mathematics
M.A. in Applied Mathematics, University of California, San Diego; B.S. in Mathematics of Computation, University of California, Los Angeles.

CARR, MINDY 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California, Berkeley.

CHAMBERS, KARA 2001
Instructor in English as a Second Language
M.A. in TESOL, San Francisco State University;
B.A. In Comparative Literature and English, San Francisco State University.

CHAN, POOI-SEE 2018
Instructor in Biological Sciences
Ph.D. in Animal Science, Michigan State University;
M.S. in Animal Science, The University of Georgia;
B.S. in Biology and Chemistry, Campbell University.

CHAVEZ, NOHEMY Z. 2015
Counselor/Puente Project Co-Coordinator
M.S. in Counseling, Sacramento State University;
B.S. in Community & Regional Development, University of California, Davis.

CHRISTOPHER, BETTY PAINE 1986
Instructor in Accounting
M.B.A. in Accounting and Finance, University of California, Los Angeles; B.A. in German, Stanford University; Certificate in Online Teaching, Cerro Coso Community College; graduate work in Adult Education, University of California, Santa Cruz. Certified Management Accountant (C.M.A.), Enrolled Agent (E.A.), Certified Financial Planner (C.F.P.). 1999-2017

COLEMAN, YOLANDA 1999
Articulation Officer/Counselor
M.S. in Counseling/Career Development, California State University, Sacramento; B.A. in Sociology/ Organizational Studies, University of California, Davis.

CORMIER, JEFF 2004
Instructor in Psychology
M.A. in Sociology, San Jose State University, California; additional graduate study in Psychology, Northcentral University, Arizona; B.A. Clinical Psychology, San Jose State University, California.

CONSTANTIN, ELLI 2013
Counselor
B.S. in Business Administration, M.ED. in Education Mild to Moderate Disabilities

COSTANZA, JENNIFER 1990
Instructor in English as a Second Language
M.A.in Education with a Specialization in TESOL, Monterey Institute of International Studies;
Advanced coursework in the Arabic Language, University of California, Berkeley; B.A. in Sociology and Cultural Anthropology (Specializing in the Middle East), University of California, Santa Barbara.

COUCH, PAMELA 2004
Instructor in English as a Second Language
Ed.D. in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota;
B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN 1996
Instructor in Health Occupations
M.S. in Community Health & Nursing Administration, University of California, San Francisco, CA; additional study, University of California, Berkeley, CA; A.A. Pre-Nursing, Foothill College, Los Altos Hills, CA; B.S. in Nursing, San Jose State University, CA.

DASALLA, ANALIZA
Program Specialist, Business & Community Engagement

DEDINSKY, JOHN 1982
Instructor in Mathematics
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.

DEL FRATE GOLDEN, JUDIE 1995
Instructor in Computer Applications
Ph.D. in Education, Ohio State University; M.A. in Education, Ohio State University; B.S. in Education, Ohio State University; B.B.A. in Marketing, University of Massachusetts.

DELLAPORTA, LYNN 1999
Instructor in Health Occupations
M.S. in Nursing, California State University, San Francisco; B.S. in Health Education, California State University, Chico.

DENNIS, HAZE 1996
Instructor in Hospitality Management/ Work Experience
M.S. in Recreation and Tourism, Cal State University East Bay; B.S. in Hotel/ Restaurant Administration, University of Nevada, Las Vegas; A.S. in Hotel/ Restaurant Management, St. Louis Community College.

DEWIS, ROBERT 2002
Instructor in Communication Studies
M.A. in Speech Communication, San Jose State University; B.S. in Broadcasting and Film, Boston University.

DINESH, PRIYANKA 2017
Counselor
M.A. in Education and Psychology, University of Cambridge; M.Sc in Counseling Psychology, Bangalore University; B.A. in Psychology, Bangalore University.

DISNEY, KATE 1990
Instructor in Engineering
M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California,Davis.

ELLIS, DAVID 2016
Program Manager, Silicon Valley High Tech Apprenticeship,
M.A. in Instructional Design Technology, San Jose State University; B.S. in Industrial Technology, San Jose State University.

ENGEL, MARK 2004
Instructor in Art
MFA, San Jose State University; BFA, Bachelor Fine Arts, San Jose State University; both with Pictorial Art major.

ESCOBAR, MARIA 2017
Director of Enrollment and Financial Services
D.Ed. and M.Ed. in Counselor Education, Penn State University; B.A. in Psychology, University of San Francisco.

ESPARZA, NITA 2013
Instructor in Communication Studies
M.A. in Communication Studies, San Jose State University; B.A. in Communication Studies, Humboldt State University; A.A. in Liberal Arts, West Valley College.

FARIS, ASHLEY 2011
Instructor in Chemistry
Ph.D. in Chemistry, University of California, Santa Barbara; B.S. in Chemistry, minor in Mathematics, Trinity University, San Antonio, TX.

FERGUSON, KAITLIN 2018
Instructor in Kinesiology
M.A. in Coaching and Athletic Administration, Concordia University; M.A. in Kinesiology, Fresno Pacific University; B.A. in Communication and Sport Management, UC Santa Barbara; A.A. in Fitness, Nutrition, Health and Kinesiology, Santa Rosa Junior College; Personal Training Certification through the National Academy of Sports Medicine, as well as a TRX®, Suspension and Rip Training certifications, and the Madd Dog Spinning® certification.

FINEMAN, BENJAMIN 2015
Instructor in Mathematics
Ph.D. in Mathematics, University of California, Davis; B.A. in Mathematics, Haverford College, Haverford, PA

FLORES, JEANINE 2018
Instructor in Graphic Design
B.A. in Industrial Design, University of Illinois at Champaign-Urbana, Urbana, IL.

FRIEDMAN, CAROL ANN 2017
Educational Dean of Instruction, Nursing and Health Occupations Division
MSN in Nursing Education, Chamberlain University; DNP in Nursing Leadership, Walden University.

GAMBLE, ROB 2013
Director Business/Community Engagement and Workforce Development
B.A.in Psychology, California State University, Chico.

GARCIA, URIAS 2017
Counselor
M.S. in Counseling (Student Development in Higher Education), California State University, Long Beach; B.A. in Anthropology, California State University, Los Angeles.

GARRETT, MARK 2000
Instructor in Graphic Design
M.F.A. in Fine Art, University of California, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GEE, KAREN 2012
Instructor in Psychology
M.A. in Education, Stanford University; M.A. in Experimental Psychology, San Jose State University; B.A. in Psychology, Minor in Human Biology, Stanford University.

GLASER, LORA 2006
Instructor in English as a Second Language
M.A. in Linguistics/ TESOL, San Jose State University; B.A. in German Literature and Language, State University of New York, College at Oneonta, New York. Two years of advanced coursework in the German language and German literature at the University of Wurzburg, Germany.

GOLDBERG, RACHAEL 2013
Administration: Director of Student Development
Master of Public Administration from California State University, San Bernardino; B.A. Psychology from California State University, San Marcos.

GREEN, CHIA 2002
Lab Faculty Specialist, Academic Support Center
M.Ed. in Instructional Technology, Arkansas Tech University; Graduate Certificate in TESOL, Penn State University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.

GUARDINO, BIANKA 2000
Counselor
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A. in Psychology, Stanislaus State University, Turlock. A.A. in Psychology, Modesto Junior College, Modesto.

HALE, DONNA 1999
Program Director, CalWORKS & EDD
M.A. in Counseling, Santa Clara University; B.A. in Health Science: School and Community Health, California State University, Fresno.

HAND, VERONICA 2016
Counselor
M.A. in Education-Counseling and Student Personnel, San Jose State University; M.A. in Social Sciences in Education with a focus in Higher Education, Stanford University; B.A. in Journalism, San Jose State University.

HARDINGE, TARA 2012
Instructor in Sociology
Ph.D. in Sociology, University of California, Irvine; M.A. in Sociology, University of California, Irvine; B.A. in Sociology, University of California, Irvine; B.A. in Psychology and Social Behavior, University of California, Irvine.

HARRISON, CYNTHIA 2002
Health Workforce Initiative Regional Director, Instructor in Health Occupations
M.S. in Nursing with special emphasis in Nursing Education, San Jose State University; B.S. in Nursing (Public Health Nurse), San Jose State University.

HAWKINS, PHILLIP 2004
Instructor in Music
M.M. in Music with emphasis in Percussion Performance, Wichita State University, Kansas; B.M. in Music Education with emphasis in Instrumental Music, Wichita State University, Kansas; additional course work at Bethal College, Kansas.

HERNAS, PATRICIA 2005
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.S. in Elementary Education and Library Science, Washington State University, Pullman, Washington.

HITTLEMAN, MICHELE 2017
Counselor
M.Ed. in Education, University of California, Los Angeles; B.A. in History, Brandeis University.

HOUSTON, DON 2010
Facilities Manager
B.A. and M.A. in Architecture from University of California, Berkeley.

HOUSTON, QIANA 2011
Instructor in Sociology
M.A. in Sociology, San Jose State University; B.A. in Sociology, San Jose State University.

HUDAK, PATRICK 1995
Instructor in Computer Applications
M.A. Educational Technology, San Diego State University; M.A. in Linguistics/ TESOL, San Jose State University; B.A. in Psychology, University of California, Davis; additional graduate work in Project Management/Technology at Capella University.

JAVIER-TOLENTINO, LAUREN 2017
Instructor in Biological Science
Ph.D. in Biological Sciences, University of California at Irvine; M.S. in Biological Sciences, University of California, Irvine; B.A. in Biology, University of Hawaii at Manoa, Hawaii.

JENSEN, VALERIE 2018
Educational Dean of Instruction, Language Arts and Library Division
M.A. in Speech Communication, California State University, Hayward; B.A. in Speech Communication: Organizational Communication/ Public Relations, California State University, Hayward; Graduate Certificate in Community College Leadership, University of Nebraska, Lincoln.

JOHNSON, KEITH 1999
Instructor in Music Technology
Ph.D. in Music Composition, University of California, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, California State University, Long Beach.

JOHNSTON, MATTHEW 2010
Instructor in Philosophy
M.A. in Philosophy, University of Illinois, Champaign- Urbana; B.A. in Philosophy, University of California, Santa Cruz; A.A. Humanities/Social Science, Gavilan Community College.

KAUR, SUPNEET 2018
Instructor in Health Occupations
M.S. in Nursing (Concentration-Family Nurse Practitioner), Holy Names University, Oakland, CA; B.S. in Nursing, San Francisco State University, San Francisco, CA; A.A. in Liberal Studies, College of San Mateo, San Mateo, CA.

KATOKU, CHIGUSA 2015
Interim, Program Manager, International Student Center
M.A. in Teaching English to Speakers of Other Languages (TESOL), Middlebury Institute of International Studies, Monterey Institute of International Studies; B.A. in English and American Literature, Sagami, Women's University, Japan.

KAWAMOTO, JAMES D. 2001
Instructor in Engineering
Ph.D. in Civil Engineering Massachusetts Institute of Technology, Cambridge, Massachusetts; B.S. in Civil Engineering, University of California, Berkeley.

KERBEY, JAMES 1997
Manager, Parking and Traffic Operations
B.S. in Management and Organizational Behavior, University of San Francisco
A.A. in Social Science, Mission Community College

KIM, MICHELLE 2012
Instructor in Economics
M.A. in Economics, University of California, Irvine; B.A. in Political Economy of Industrial Societies, University of California, Berkeley; B.A. in Economics, University of California, Berkeley.

KRAVETS, ZOYA 2005
Instructor in Mathematics
M.S. in Mathematics, California State University, Hayward; M.S. in Statistics, California State University East Bay; BS in Mathematics, Leningrad Institute of Education, Russia.

LAM, CLEMENT 1997
Educational Dean of Instruction, Math, Science and Engineering Division
Ph.D in Mathematics, University of Iowa; M.S. in Mathematics, University of Iowa; B.S. in Mathematics, University of Iowa.

LANG, DAVID 2001
Instructor in English
M.A. in English, California State University, Hayward; M.A. and B.A. in English Language and Literature, Oxford University.

LAVALLO, PATRICK 2001
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Barbara; B.A. in Mathematics and minor in Physics, University of California, San Diego.

LAWHEAD, THERESA 2006
Counselor
M.S. in Counseling, Cal State University, Hayward; B.A. in Psychology, San Jose State University.

LIPMAN, STEVE 2004
Instructor in Communication Studies
M.A. in Speech Communication, San Francisco State University; B.A. in Speech Communication, San Francisco State University.

LOJO, MATTHEW 2018
Instructor in Health Occupations
M.S. in Nursing, University of San Francisco, 2013; B.S. in Health Sciences, California State University, East Bay, 2008; A.S. in Nursing, Mission College, 2011.

LOVERN, LETISHA 2012
Instructor in Math
M.A. in Mathematics, Minor in Applied Mathematics, California State University, East Bay; B.S. in Mathematics, Sonoma State University.

MALCHOW, AARON 2004
Instructor in Reading
M.A. in English Composition; San Francisco State University, CA; B.A. in English; San Jose State University, CA.

MARTIN, LEANDRA POWELL 2013
Vice President of Instruction
Ed.D. in Organization and Leadership, University of San Francisco, M.S.E. Chemical Engineering, Iowa State University, B.S.E. in Chemical Engineering, Arizona State University.

MARTINEZ, ALICIA 2002
Counselor
M.A. in Counseling Psychology with emphasis in Marriage, Family and Child Counseling, University of San Francisco; B.A. in Psychology, University of California, San Diego.

MCGEE, DONNELLE C. 1998
Instructor in English
M.A. in Counselor Education, San Jose State University; B.A. in Sociology, California State University, Stanislaus; M.F.A. in Creative Writing, Goddard College.

MENDOZA, STEPHANIE 1997
Instructor in Kinesiology
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. Chabot College; continuing educational units at Loyola Maramount University.

MILLER, BRIAN 2016
Educational Dean of Instruction, Humanities, Social Sciences and Art Division
Ph.D. in History, University of Mississippi; M.A. in History, University of Mississippi; B.A. in History, The Pennsylvania State University

MORGAN, JANICE 2004
Instructor in Kinesiology
M.A. in Kinesiology, San Jose State University; B.A. in Human Performance, San Jose State University.

MORTON-STARNER, ERICA 2017
Instructor in English
Ph.D. in English, University of Oregon; M.A. in English, Western Washington University; B. A. in English, Northern Arizona University.

MORTEZAIE, FARAMARZ 2015
Instructor in Computer Science and Information Technology
Ph.D. in Electrical and Computer Engineering, University of California, Irvine; M.S. in Electrical and Computer Engineering, University of California, Santa Barbara; B.S. in Electrical and Computer Engineering, University of California, Santa Barbara.

MURILLO, OMAR 2016
Director of Federal Student Services Grants (AANAPISI)
Ed.D., Educational Leadership, SFSU; M.Ed., Education, Counseling and Student Services with PPS Credential, SJSU; B.A., Liberal Studies, Minor in Spanish Literature and Culture, CSU Monterey Bay.

MUSAT, CARMEN 1999
Instructor in Mathematics
M.A. in Mathematics, University of Bucharest; M.A. in Finance, Golden Gate University; B.A. in Mathematics, University of Bucharest.

MYINT, MYO 1999
Instructor in English as a Second Language
M.A. in Linguistics and TEFL, Institute of Education, Myanmar; B.A.in English, Institute of Education, Myanmar.

NAKAHAMA, JOHN 2002
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University.

NAVARRO, KARIN 2015
Director of Child Development Center Lab
Ed.D in Leadership for Educational Equity, University of California, Berkeley.
M.A. in International Policy Studies and International Development Policy, Stanford University; B.A. in Political Science, University of California, San Diego.

NEARY, KELLY 2006
Instructor in Biological Sciences
M.S. in Biological Sciences with concentration in Physiology, San Jose State University; B.S. in Physiology, University of California, Davis.

NGUYEN, CHAU 2006
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Child Development, California State University, Hayward.

NGUYEN, DANNY 2006
Educational Dean of Instruction, Instructional Support Division
Pharm.D. in Pharmacy Science, University of Southern California; additional course work, San Jose State University.

NGUYEN - VU, MYTRA 2001
Instructor in Child Development
Ed.D. in Early Childhood Education, Walden University; M.A. in Child Development, San Jose State University; B.A. in Psychology, San Jose State University.

OLIVER, MARSHA 2001
Instructor in Health Occupations
M.S. in Nursing Education, Walden University, Minneapolis, MN; B.S. in Nursing, University of Phoenix; A.S. in Nursing, Oregon Institute of Technology, Klamath Falls, Oregon; additional graduate studies at University of Phoenix.

O'NEAL, MEDEINA 2018
Director, Student Health Services
MSN in Nursing emphasis in Clinical Nurse Leadership, University of San Francisco; BSN in Nursing, Felician College; ASN in Nursing, Felician College.

O'NEILL, JOHN 2005
Instructor in English as a Second Language
M.A.in International Affairs (African Studies), Ohio University; B.A.in History, Jersey City State College, New Jersey; ESL Teacher Training Course, School for International Training.

ORDAZ, JOSEPH 1997
Instructor in Music
M.M. in Music, San Francisco Conservatory of Music, 1992; additional study at Hartt School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.

PALLIN, JEFFREY J. 2018
Educational Dean of Instruction, Business, Technology & Kinesiology Division
Ph.D. (ABD) in Mathematical Logic and Recursion Theory, University of Wisconsin; MBA in Operations and Control, Boston University; BSBA in Philosophy and Logic, Boston University.

PARK, GAOZONG 2013
International Student Counselor
M.A. in Education-Counseling and Student Personnel, San Jose State University; B.A. in Psychology, California State University, Fresno.

PAVAO, ROD L. 2000
Instructor in Fire Protection Technology
Fire Instructor II, Fire Service Training and Education Program, State of California;
A.S. in Fire Technology, Mission College. Additional course work at University of California, Santa Cruz; Human Resources.

PECK, DANIEL 2005
President
M.A. in Sociology, Indiana University; B.A. in Sociology and English (Double Major), Indiana University.

PEMBROOK, CURTIS 2001
Instructor in Computer Applications, and Graphic Design and Multimedia
Ed.D. (candidate), Fielding Graduate University; M.A. in Instructional Technology, San Jose State University, San Jose, California; FAA Certified Flight Instructor and Advanced Ground Instructor; B.S. in Aeronautics, minor in Business Management, San Jose State University, San Jose, California.

POE, CLINT H. 1995
Instructor in Physics and Astronomy
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.S. in Physics, University of North Carolina, Chapel Hill.

PORRATA VALLEJO, GABRIEL JOSE 2017
Instructor in Mathematics
M.S. in Mathematics, The University of Iowa, Iowa City, IA; B.S. in Mathematics, University of Puerto Rico at Cayey, Cayey, PR.

PRESCOTT, RACHEL 1997
Instructor in English as a Second Language
M.A. English with Concentration in English as a Second Language, San Francisco State University. Additional graduate study at University of Illinois, Champaign- Urbana; B.A. in Literature and Linguistics, San Francisco State University.

PURDUM, KRISTEN 2017
Instructor in Mathematics
M.S. in Applied Mathematics, Santa Clara University, Santa Clara, CA; B.S. with Honors in Mathematics, Minors in Physics and Secondary Education, Mount Union College, Alliance, OH.

RAMSEY, RAEANN 2013
Instructor in History
M.A. in Humanities/History, California State University, Dominguez Hills; B.A. in English and Philosophy, University of the Pacific

RASHIDI, EDRINA 2017
Program Director, Student Programs
M.A. in History, University of Illinois, Urbana-Champaign; B.A. in Humanities, emphasis in European Studies, San Jose State University.

REED, ROBERT 2012
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California, Santa Cruz.

REPLICON, JEAN 1995
Instructor in Biological Sciences
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

RETTERATH, LINDA 1990
Instructor in Mathematics
M.A. in Mathematics, University of California, Los Angeles; M.A. in Counselor Education, San Jose State University; Masters of Christian Studies, New College, Berkeley; B.A. in Mathematics, University of California, Los Angeles.

RITZ, CHRISTINE 2002
Instructor in English
M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at University of California, Santa Cruz Extension.

RIVAS, MONICA 1999
Instructor in Foreign Language (Spanish and Italian)
Ph.D. in Romance Languages, University of Oregon; M.A. in Spanish Literature, University of Oregon; graduate study, Universita per Stranieri, Perugia, Italy and L'Instituto Linguistico Bertrand Russell, Padova, Italy; Universidad de Madrid (la Complutense) Spain; B.A. in Journalism; B.A. in Spanish, California State University, Chico.

RIVAS, RICK 2004
Instructor in Graphic Design and Multimedia Design
M.S. in Multimedia Design and Marketing, California State University, Chico; B.A. in Philosophy, University of California, Los Angeles; additional course work and Certified at Butte College and Mission College.

ROSE, DAVID 2008
EMT Program Director
Instructor in Fire Protection Technology Pre-Hospital Care Education Program, Stanford University. Master Fire Instructor, Fire Service Training and Education System, State of California. A.S. in Fire Protection Technology, Mission College; A.S. in Social Sciences, Mission College; A.S. in General Education, Mission College. Additional coursework at George Washington University.

ROSNER, JULAINE 2000
Instructor in English as a Second Language
M.A. in English with an Emphasis in Teaching English as a Second Language; B.A. in Spanish with an emphasis in Linguistics and a minor in French from the University of Ma. at Amherst; Studies abroad in Spain.

ROTHENBERG, HEATHER 2000
Instructor in Nutritional Science
M.S. in Nutritional Science, New York University; B.S. in Dietetics & Food Administration and B.A. in Physical Education-Exercise Physiology, California State University, Chico; R.D. from Bronx VA Medical Center, New York.

SALAZAR, MANUEL 2016
Director of ACCESS/TRIO
M.A. Degree Counselor Education, SJSU; B.A. in Sociology and Minor in Mexican American Studies, SJSU

SCHWEPPE, JAMES 2013
Instructor in Chemistry
Ph.D. in Chemistry, Bryn Mawr College; M.A. in Chemistry, Bryn Mawr College; B.S. in Biochemistry, Marlboro College.

SEER, NATALIE 2018
Instructor in Child Development
Ph.D. in Educational Leadership, Mills College, Oakland, CA; M.A. in Leadership Program in Early Childhood, Mills College, Oakland, CA; B.A. in Human Biology, Stanford University, Stanford, CA.

SHAN, WENLEI 2014
Instructor in Business
MBA, Arizona State University; M.S. in Electrical Engineering from Purdue University.

SHANI, GUY 2018
Instructor in Biological Sciences
Ph.D. in Microbiology, University of Davis, Davis, California; B.S. in Biological Science, California Polytechnic State University, San Luis Obispo, California.

SHANK, TED 2015
Instructor in English
M.A. in English, San Jose State University; B.A. in English, San Jose State University; CA Single Subject Teaching Credential, English; Crosscultural, Language, and Academic Development (CLAD) Certified.

SHEA, CATHERINE 1984
Instructor in Chemistry
M.S. in Education, M.S. in Chemistry, California State University, Hayward; Certified Hazardous Materials Manager, University of California, Santa Cruz; B.A. in Chemistry, Marywood College, Scranton, PA.

SHEPHERD, ARAM 2013
Instructor in English
PH.D. in English, University of North Carolina; B.A. in English, University of California, Berkeley.

SKLAR, MAX 2015
Instructor in Mathematics
M.S. in Mathematics, University of Massachusetts; B.A. in Mathematics with Physics Minor, University of California, Santa Cruz.

SOBALA, JOANNA 2013
Instructor in Economics
M.A. in Economics, San Jose State University; M.A. in English Literature, University of Toronto; Certificate in Teaching English as a Second Language, University of Toronto; Hon. B.A. in English and Philosophy, University of Toronto.

SONGCO, KEN 2012
Director, Student Equity and Success
M.P.A in Public Administration, San Francisco State University; B.A. in Psychology University of California, Santa Cruz.

SPECK, MICHELE 2004
Librarian
M.L.I.S. in Library and Information Studies, University of Hawaii; M.A. in Instructional Technology, San Jose State University; B.S. in Business Administration, University of Nevada, Reno.

SULLIVAN, SARAH 2010
Instructor in Reading
M.S. Ed in Language/Literacy, Simmons College; SECE, (Secondary Ed. Cert.) Mass College of Liberal Arts; B.A. in English, Colgate University.

SUN, HELEN 2004
Instructor in CSIT
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

THICKPENNY, HELAYNA 1990
Instructor in Art History and Humanities
M.A. and B.A. in Art History, The Ohio State University; Additional graduate study, University of Chicago; The American School of Classical Studies in Athens, Greece.

THOMPSON, TERESA 2013
Instructor in Accounting
M.B.A. in Entrepreneurship, University of California, Irvine; Certified Public Accountant; B.S. in Business Administration Accounting, University of California, Riverside.

TODARO, LYNNETTE 2002
Instructor in Art
M.F.A. from San Francisco Art Institute; B.S. from Southwest Missouri State University.

TRAN, REBECCA 2004
Counselor
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies and minor in Mathematics for Elementary School Teachers, San Jose State University.

TRAN, THERESA 2002
Counselor
M.A. in Counseling Psychology, Institute of Transpersonal Psychology, Palo Alto; B.A. in Psychology and Sociology, University of California, Santa Cruz.

TRANG, THUY 2005
Counselor
M.S. in Counseling with emphasis in College and Career Counseling, San Francisco State University; B.A. in Communications, University of California, Berkeley.

TSENG, JENNIFER 2017
Instructor in Accounting
M.B.A., University of California at Riverside; B.A. in Finance, University of Illinois at Urbana-Champaign; Certified Public Accountant.

VARBEL, ANDY 2004
Instructor in English
M.A. in English Literature, San Francisco State University; B.A. in Literature University of California, Santa Cruz.

VIERNES, NEIL O. 2016
Instructor in Chemistry
M.S. in Chemistry, University of Illinois at Urbana-Champaign; B.S. in Chemistry, University of California, Berkeley.

WANG, JAN 2013
Instructor in Health Occupations
M.S. in Science in Nursing, University of California, San Francisco; B.S. in Nursing, Arkansas State University; Licensures; CA RN (Registered Nurse); CA PHN.

WEIBERG, CAMILLA 2005
Instructor in Child Development
B.A.in Child Development, California State University, Northridge; AA in Child Development, Los Angeles Valley College, CA.

WILLIAMS, DEBRA 2012
Director of DSPS and Veteran Programs
M.S. in Education, Chaminade University, Honolulu; B.S., Business Administration, John F Kennedy University.

WINSOME, THAIS 2005
Instructor in Biological Sciences
Ph.D. in Ecology (Soil Biology), Institute of Ecology, University of Georgia; M.S. in Soil Science, University of California, Berkeley; B.S. in Conservation & Resource Studies, University of California, Berkeley.

WONG, ELAINE 2004
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; TEFL/TESL Certificate University of California, San Diego; B.A. in Graphic Communications, San Diego State University; A.A. in Art, Mira Costa College.

WOOD, KATHRYN 2012
Instructor in Political Science
M.A. in Political Science, International Relations emphasis, from University of California at Santa Barbara; B.A. in Political Science from San Jose State University; A.A. in Social Sciences from San Jose City College.

WYLDE, NANETTE T. 2008
Instructor in Child Development
M.A. in Human Development with a specialization in Leadership in Education and Human Services from Pacific Oaks College.

WUNDRAM, BRENNA 2001
Instructor in Kinesiology (Dance)
M.F.A. in Dance Performance and Choreography, New York University; B.S. in Business Administration and minor in Dance, California Polytechnic State University, San Luis Obispo.

XU, WENXIAN 1989
Instructor in History
M.A. in History, University of Montana, Missoula; M.A. in History, University of California, Davis; B.A. in Western Literature, Beijing Foreign Languages Institute, Beijing, China.

YANG, DAVID 2016
Counselor
M.S. in Counselor Education, Sacramento State University; B.A. in History, Asian American Studies, University of California, Santa Barbara.

YODER, KAREN
Athletics Director
M.S. in Kinesiology, California State University, Hayward; B.S. in Physical Education, California State University, Hayward

ZAVALA, ALEJANDRO 2016
Counselor, EOPS
M.A. in Counselor Education, SJSU; B.A. in Psychology, CSU Monterey Bay; A.A. in Behavioral Sciences, Hartnell College.

ZEISLER, SUSAN 2001
Instructor in English
M.A. in English Literature, San Jose State University; additional graduate study, University of Wisconsin, Madison, and University of Vienna, Austria; B.A. in English, University of Wisconsin, Oshkosh

ZILG, CHRISTOPHER 2015
Instructor in Business
M.S. in Finance, Golden Gate University, San Francisco; B.S. in Business Administration/ Economics, High Point University, High Point, NC; Supply Chain Manager Certification, Institute of

Supply Management, Arizona State University.

Associate Faculty

ABOHATAB, CAROL Kinesiology
ABU-ZAINA, HASAN Computer Information
AKHOIRSHIDA, MOHAMMED Computer Information
ALLEN, FRED, English as a Second Language
ALLEN, GEORGE Reading
ALVAREZ, PATRICIA English
ANGULO, JESUS Humanities
ANSARI, UNBAREEN Biological Science
ANTONELLIS, VIVIAN Communications
ARDIZZONE, ART Accounting
AVERA, JOSHUA Psychology
BABU, PRIYA Mathematics
BALUTA, JOLANTA Health Occupations
BALLESTEROS, DIANNA Child Development
BECKUM, CALVIN Sociology
BERTOLA, MARIE French
BLANKENSHIP, AIMEE DSPS
BOLOURCHIAN, FARZIN Chemistry
BOWLEY, SUSAN Engineering
BOWMAN, WILLIAM Library
BRAUTIGAM, MARK Computer Information
BRATTON, GLORY DSPS
BROWN, KAREN Health Occupations
BROUSSARD, ANDREA Counseling
BUGG, JASON Kinesiology
BUTEAU, KAYLENE Kinesiology
CAFFERATA, COREY Kinesiology - Head Basketball Coach
CAMPBELL, HUSAYN Computer Information
CASSELL, CAROL, Mathematics
CASTELLO, KATHLEEN English as a Second Language
CHAN, AJ Computer Information
CHANG, BING RU Mathematics
CHEN, LILLY English
CHEW, JOHN Fire Technology
CHIN, JAMES Health Occupations
CLEARY, DANIEL Anthropology
COBB, JEANNIE English
COON, CHERYL Art
CONSTANTIN, JENNIFER Psychology
CONTENTO, VIRGINIA Reading
CORDY, LINDA J. Retail Floristry
CUDAHY, MARY English
DAVIS, GEOFFREY Mathematics
DECKERT, ANNIE Child Development
DELLONA, NINA MARIA English as a Second Language
DEMIRAY, DENIZ Economics
DIAZ, FRANK Real Estate
DINH, HUNG Mathematics
DINH, STEVEN Vietnamese
DO, KHOI Biological Sciences
DRAZKIEWICZ, ANETA Biological Science
DRION, YOKA Music
ECABANDE, JUDITH F. Health Occupations
ECTOR, JOHN Music
EL KAISSI, ROUBA Computer Information
ENSMINGER, BETTY Communications
EVANS, ANNE Mathematics
FETTGATHER, BOB Psychology
FICHMANN, JENNY Biological Sciences
FIECHTER, VALERIE English as a Second Language
FLORES, CAROL Health Occupations
FLORES, GUSTAVO Anthropology
FLORES, JEANINE Graphic Design & Multimedia
FRANComputer Information, MICHELLE Reading
FRANKEL, VALERIE Reading/English
GARCIA, ALMA Counseling
GARD, INA J. English
GATT, LARRY Fire Technology
GEE, JOHN Mathematics
GHEBREAB, MICHAEL Chemistry
GHEORGHIU, DORIN Computer Information
GIBBS STAYTE, PATRICIA Sociology
GILL, HERMAN Psychology
GIRARDI, JUDITH Library
GHOFRANIHA, JAHAN Computer Information
GOMEZ, JOHN Sociology
GONZALES, ADRIAN Women's Tennis Coach
GONZALES, SHELLEY Child Development
GOODWIN, WILLIAM F. Computer Information
GREWAL, AMAN Accounting
GRZYMALA, KEVIN History
HALL, GUY Fire Technology
HALPERN, RENE J. Child Development
HAMADEH, MOHAMMAD Computer Information
HANLE, GREG Economics
HARRIS, ELIZABETH Communication Studies
HARRIS, MELANIE R. Health Occupations
HASAN, ZAKI Communication Studies
HAVEN, KATHLEEN English as a Second Language
HEIZER, (SIZEMORE), RACHNA Political Science
HIGGInterdisciplinary Studies, PHILLIP Biological Science
HILL, BOBBY Kinesiology – Head Baseball Coach
HOLLAND, KRISTY History
HUANG, ELLEN Y. Health Occupations
HUI, JOHNNIE Accounting
HUNSAKER, MARCI Library
HUSEMAN, DAVID Fire Technology
HWANG, CLIFFORD Mathematics
IVERSON, CHARLES Mathematics
JACKSON, RASHEEDAH Health Occupations
JAVIER, LAUREN Biological Sciences
JAMELLO, CATRINA Counselor
JOHNSEN, MARITES, Health Occupations
JOSEPHINE, HELEN Library
KASIKCI-ATA, GOKCE, Graphic Design & Multimedia
KAYE, MELANIE Graphic Design & Multimedia
KERBEY, NICOLE Child Development
KNITTEL, GREG History
KIRKPATRICK, KERI Library
KRISHNAMURHY LATHITA, Computer Information
LANE, ANN Library
LANE, DUNCAN Graphic Design & Multimedia
LANG, GHISLAINE Economics
LATTA, MARY Child Development
LEADBEATER, WARRELL F. Business
LESNEWSKY, SANDY Retail Floristry
LINDSETH-RIVERA, KRISTIN Art
LIRENSO, ALEMAYEHU Global Studies and Geography
LOTHIAN, THOMAS Graphic Design & Multimedia
LOUDEN, LEnglish as a Second LanguageEY Graphic Design & Multimedia
LOW, SUSAN Mathematics
MA, SUSAN Library
MADDEN, BARBARA Accounting
MAGID, SAMIR Computer Information
MAHONY, Marlene English
MANSKE, STEVE Accounting
MAO, YEN - PING Chinese
MANOUKIAN, KARINE English as a Second Language
MARIANETTI, NOEL English as a Second Language
MARTIN, NITA L. Reading
MASSALSKI, ANDREA Graphic Design & Multimedia
McCORMICK, DREW C. Business
McCREADY, LEIGHANN Library
McDONALD, JOHN English as a Second Language
McDONNELL, SUSAN M. Hospitality Management
METCALF, PRESTON Art
MINEIMNEH, MAHER Computer Information
MOOSSAVI, MEHDI Biological Science
MOSQUEIRA, IGNACIO, Astronomy/Physics
MORGAN-HICKEY, DIANA Health Occupations
MORKNER, KATRINA Hospitality Management
MOSTYN, GREG Accounting
MOURAD, NIHAD Mathematics
MOUSAVI SHAFAEL, PARISA Biological Science
NAKAMURA, RODNEY Kinesiology
NATH, KASHI, Physics
NAVA, JOSE Accounting
NEKREP, NADA Biological Sciences
NG, KEN Kinesiology - Head Badminton Coach
NGUYEN, MINH TUAN Counseling
NGUYEN, NGOC HUYEN, Mathematics
NIELSEN, LAURIE, Child Development
NOLAN, PAUL B. Management
OBEID, KHALID Arabic
O'CONNER, PATRICIA Health Occupations
O'KLOCK-STEIN, PAMELA English
OMIDI, PEJMAN Reading
OSTRANDER, HELEN DSPS
PANDIT, MANDAR K. Computer Information
PASION, MARK Sociology
PESSO, KENNETH Psychology
PETERS, CHRISTINA Engineering
PETROSYAN, ALLA English, Humanities
PETERS, CHRISTINA Engineering
PHAM, LY Business
PIERRE, ADRIENNE Counseling
PINKUS-RESNIK, RUTH GABRIELA Child Development
PINNELL, SABRINA Political Science
PIPER, DAVID Humanities/Psychology/Counseling
PITTMAN, JANET DSPS
POTTS, CASEY Fire Technology
POUNCE, LUCINDA Kinesiology Head Softball Coach
QUINTANA, MANUEL Spanish
QUIROS, MERCEDITA English as a Second Language
RAFIZADEH, ELBINA Health Occupations
RAMAMURTHY, MAHA Accounting
RANDALL, HOWARD Accounting
REES, LURRAINE Hospitality Management
RETTUS, SARA Philosophy
RIVERA, GEORGE Art
RUSH, ANDREW Biological Sciences
RUSSAKOVSKII, YEUGENIY Mathematics
RUSSELL, RICHARD English
SABHERWAL, SAROJ Computer Information
SANCHEZ, CLAUDIO English as a Second Language
SANDHU, MALKIAT Economics
SANTOS, JOHN Kinesiology/Psychology
SARGENT, ALOHA Library
SCEARCE, TAZUMI OTSUKA Japanese
SCHMITZ, SUSAN Health Occupations
SCHWAB, JEANIE Library
SEIDEL, MARLO English as a Second Language
SHISHANI, ABDALLA Computer Information
SHIVERS, LISA Health Occupations
SHMAKOVA, MARINA Astronomy, Physics
SIDDIQI, HAFIZ Humanities
SINHA, ASHOK Chemistry
SLOBODOVA, IRINA Chemistry
SMILEY, JAMES Biological Science
SMITH, JAMIE Child Development
SMITH, KIMBERLY Nutritional Sciences
SODT, CHRISTINE RUTH Child Development

SOFLA, SAEED Mathematics
SRINIVAS, NEELA Biological Science
STURGESS, ANAN Accounting
SUDARSANA, MADHAVI Child Development
SUNDARESAN, REVATHI Mathematics
SWANSON, ANTHONY R. History
TANNIRU, PADMAVATI Mathematics
TAYLOR, JOSI Biological Science
TENG, TERESA Communication
THOMAS, BILL Graphic Design & Multimedia
THOMPSON, LORIN Computer Information
TOMLINON, SARAH English as a Second Language
TOMASSO, RAY Art
TRAN, ANH-TUYET Chemistry
TRAN, ANH Chemistry
TSAI, MEI Mathematics
TU, LYNNA Hospitality Management
VALTER, MICHAEL English
UY-BARRETA, DON Economics
VENKATA, LAKSHMAMMA Accounting
VON PLOENNIES, MARY Nutritional Science
VU, TRACY Mathematics
WANG, JIAYING Mathematics, Interdisciplinary Studies
WHITE, SUSAN Biological Sciences
WILEY, JOHN English as a Second Language
WILLIAMS, LANIA Health Occupations
WILSON, CHRISTINE Health Occupations
WINIECKI, CECILY English as a Second Language
WONG, ALBERT Engineering
WYATT, JIM Fire Technology
YBARRA, CAROLYN Anthropology
YEN-PING, MAO (MARIAN) Chinese
YU, ALBERT Food Service & Restaurant Management
YUHARA, PAULA Health Occupations
YURTSEVEN, LALE Marketing
ZHANG, HOLLY Library
ZENDEJAS, SAUL Kinesiology
ZHENG, MICHELLE, Kinesiology and Engineering
ZHOU, KALA JINGZI Mathematics

Emeriti Administration and Faculty

(DATES INDICATE START OF EMPLOYMENT YEAR AND RETIREMENT YEAR)

ALAMEDA, CORA A. 1977-1993
Instructor in Business Office Technology

AMARELL, DIETRICH 1979-1998
Instructor in Hospitality Management

ANNING, PETER 1980-2013
Director, Marketing, Public Relations and Graphic Design Services

BECK, CAROL 1980-2017
Counselor

BEGGS, CATHY 2003-2017
Instructor in Health Occupations

BENNETT, RICK 2012-2018
Vice President of Student Services

BICOCCA, DIANNA DEE 1973-2003
Instructor in Health Occupations

BOEGEHOLZ, MANFRED 1968 -1994
Instructor in Hospitality Management

BROWN, CHRISTY 1999-2017
Instructor in English

CALLAWAY, LEE W. 1970-2003
Vice President, Instruction

CHAN, MARSHA J. 1986-2015
Instructor in English as a Second Language

CHAN, ROSALYN 1978-2016
Coordinator of Student Health Services

CHANDLER, ALAN 1990-2014
Instructor in Political Science

CHARLAND, RAY 1999 -2009
Counselor

CHIANG, YUN-HWA (TERI) 1975 -2004
Instructor in Mathematics

CLAUDIO, CESARE S. 1964-1986
Instructor in Music

COGSWELL, ELIZABETH 2000-2008
Instructor in Health Occupations

CORDERO, DON 1974-2004
Counselor

COX, CATHERINE 1999-2015
Librarian

CREED, KATHLEEN 1998-2004
Instructor in Health Occupations

CROSS, SUE 1986-2007
Instructor in English

DAVIS, MOIRA 1992 -2014
Instructor in Mathematics

DELONGCHAMP, JIM 1981-2009
Instructor Cultural and Technical Arts, Graphic Arts

DEMARCO, PHILIP 1972-2002
Instructor in Business

DINGER, STEVE 1978-2008
Instructor in Business

DOOLEY, EDITH 1993-2009
Instructor in Health Occupations

DORIAN (MCKAY), DIANNE 1989-2015
Instructor in Reading

ENSMINGER, BETTY 1979-2012
Instructor in Communication Studies

ESTRADA, ERLINDA 1999-2005
Librarian

EVERETT, THELMA LEE 2005-2017
Instructor in Health Occupations

FISHER, CAROLYN 1977-2004
Instructor in Health Occupations

FLETCHER, MARY 1970-1996
Instructor in Sociology

FLOLO, HELENE 1966-2003
Instructor in Health Occupations

FONG, TAT 2004-2012
Instructor in Economics

FORD, JONEL 1968-1996
Instructor in English

FRANCO, DANIEL 1996- 2010
Counselor

GARD, INA 1977-2003
Instructor in English

GOODY, ROY W 1979-2006
Instructor in Computer Networking Electronic Technology

GRAYSON, BETTY 1975-2004
Instructor in Health Occupations

GREENWOOD, GAIL 1987-2005
Instructor in History

GROGAN, RITA 2008-2015
Director of Student Enrollment and Financial Services

GUICH, DANIEL 1990-2016
Instructor in Psychology

HACKER, JO ANN 1986-2003
Instructor in English As a Second Language

HALL, MICHAEL, 2001-2015
Program Manager, Environmental Training Center

HANSEN, GERALD 1980-1991
Instructor in Drafting

HARRIS, LYDIA 1976-2000
Instructor in Child Development and Reading

HAWKS, DORIS B. 1967-1979
Instructor in Vocational Nursing

HAYDEN, RICHARD 1964-1991
Instructor in Political Science

HENDERSON, KATHY, 2004-2016
Interim Educational Dean of Instruction, Liberal Studies and Language Arts, Instructor in English as a Second Language

HIROSE, STEVE 1988-2012
Instructor in Foreign Language

HOBBS, RICHARD 1985-2017
Instructor in Mathematics

HOM, GLORIA 1971-2003
Instructor in Economics

HOOPER, JUDITH E. 1990-2003
Counselor

HULBERT, ROBIN 2012-2018
Instructor in Biology

HULL, AL 1979-1988
Instructor in Graphic Technology

HUSTON, VIVIAN L. 1966-1979
Counselor

INOUE, BETTY, 2004-2016
Counselor

JACKINS, QUINLYANN C. 1988-2007
Instructor in Mathematics

JACKINS, TIMOTHY 1976-2004
Instructor in Mathematics

JAHAN, MINA 1993 - 2018
Educational Dean of Instruction, Applied Science and Business and Technology Divisions; Interim Dean of CTE

JIMENEZ, CHRIS 1979-2002
Counselor

JOHNSON, JONI 1987-2004
Counselor

JOHNSON, PENNY 2007-2014
Vice President, Student Support Services

JONES, PRISCILLA 2005-2016
Counseling

KARAS, TIMOTHY 2005-2014
Dean, Language Arts and Liberal Studies

KLEPPINGER, ED 1977-2009
Instructor in History, Humanities and Sociology

KNOWLES, MARJORIE 1990 -2007
Instructor in English as a Second Language

KURI, CAROLYN 1977-2013
Director of Student Activities

LADEN, BERTHA 1981-1992
Counselor

LAIRD, RUTH M., 2001-2015
Instructor in Anthropology and Sociology

LAMKIN, DIANE 1990-2017
Instructor in Biological Science

LE, SON 1975-2009
Department Chair Instructor in Philosophy

LEFALLE, DEBORAH 1991-2011
Director, Extended Opportunity Programs & Services

LORIE, ILEANA 1988-2002
Instructor in Mathematics

MADALENA, RUTH 1974-1997
Dean Vocational Education and Matriculation

MAGALLON, MANUEL 1971-2003
Instructor in Art

MANSKE, STEVE 1990-2013
Instructor in Accounting

MARELICK, LIN 1989-2007
Instructor in Graphic Design

MATARANGAS, DAN 1969-2003
Vice President, Student Services

MCALISTER, ELLEN 1999-2010
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Ctr Specialist

MC CLELLAN, JOYCE 1975-2001
Counselor

MCKENNA, MICHAEL 1979-2001
Instructor in Fire Technology

MEYER, MELANIE 2002-2014
Instructor in Business

MICHELOZZI, BETTY N. 1968-1986
Counselor

MILLER, BOB 2001-2017
Counselor

MONROE, CLIFF 1991-2007
Instructor in Design Drafting Technology

MOORE, MARY 1980-2002
Instructor in in Health Education Counselor

MORALES, TAB 1987-2001
Counselor

MOSBY, JOHN, 2015-2018
Vice President of Student Services

MOSTYN, GREG 1978-2015
Instructor in Accounting

NAUGLE, ELIZABETH J. 1970 -1993
Instructor in Nursing Education

NELSON, JEFFREY, 1988-2017
Instructor in Kinesiology

NGUYEN, PHUONG 1996-2010
Counselor

NGUYEN, THANH, 2001-2017
Instructor in Vietnamese

NGUYEN, THOI 1990-2014
Instructor in Mathematics

OSTRANDER, HELEN 2001-2012
Coordinator, Disability Instructional Support Center, Instructor/DISC

PABICH, PHILIP 1987-2006
Dean of Workforce and Continuing Education

PANCELLA, SUSANNA 1997-2009
Instructor in Computer Applications

PEREZ, MICHAEL, 1990-2015
Athletic Director, Instructor in Kinesiology Baseball Coach

PERLAS, CHAR 2001-2013
Counselor, MESA Program Director

PETTE, DIANE 1987-2003
Counselor

PINTO, JOSEPH 1981-2000
Instructor in Chemistry

POWERS, JOAN T. 1989-2017
Instructor in English as a Second Language

PRZYBYLSKI, RICHARD 1977-2005
Instructor in Real Estate

QAZI, CAROL, 1999-2015
Director, International Student Center

RIEGERT, EVELYN 1967-2001
Instructor in Health Occupations Counselor

RINGEL, KAY 1977-2002
Instructor in Computer Applications

ROBERTS, ANN 1986-2003
Instructor in Reading

ROBLES, HARRIETT 1981-2010
Vice President, Instruction President

SABHERWAL, SAROJ 1986-2015
Instructor in CSIT

SANCHEZ, REBECA, 1990-2015
Counselor

SANIDAD, DANIEL 2001-2015
Dean of Student Services

SIENNA, PHILLIP, 1979-2015
Instructor in Kinesiology

SMEBYE, RON 1995-2009
Instructor in Computer Applications

SMITH, JUDIE 1987-2005
Librarian

SMITH, RJ 1968-1993
Counselor

STEPHENS, HYACINTH 1988-2009
Instructor in Children Development

SZABADOS, ANNA 1991-2010
Instructor in Graphic and Multimedia Design

TANABE, SUMI 1973-2002
Manager, Instruction

TAYLOR, JAMES R. 1967-2001
Instructor in English

TAYLOR, LOUIS JR. 1969-1987
Instructor in Psychology

THODE, THOMAS A.1964-1993
Instructor in Physical Science

TING, KARL, 1992-2016
Instructor in Mathematics

TOPPEL, CAROL 1982-2006
Instructor in Learning Services

TRASK, TOM 1975-2006
Instructor in Biological Science

VAN TASSEL, D., 1986-2016
Instructor in General Business

VERMA, KAMLESH 1987-2011
Instructor in Computer Information Systems

WALTON, IAN G. 1978-2011
Instructor in Mathematics

WILSON, CAROL 1988-2011
Instructor in English

WHEELER, REBECCA
Kinesiology

WISNER, SALLIE 2000-2004
Computer Lab Specialist/Webmaster

WONG, REYNOLD 1978-2011
Instructor in Computer Networking Electronics Technology

XIQUES, PETER 1977-2002
Instructor in Drafting

ZERBONI, CAROLYN 1969-2003
Instructor in English

MISSION COLLEGE CAMPUS MAP

Building	Grid	Room	Building	Grid	Room
Art Annex	D4	GC- A106-111	Police Station	F6	
Admission Office	H4	SEC-118	President's Office	H4	SEC-34V1
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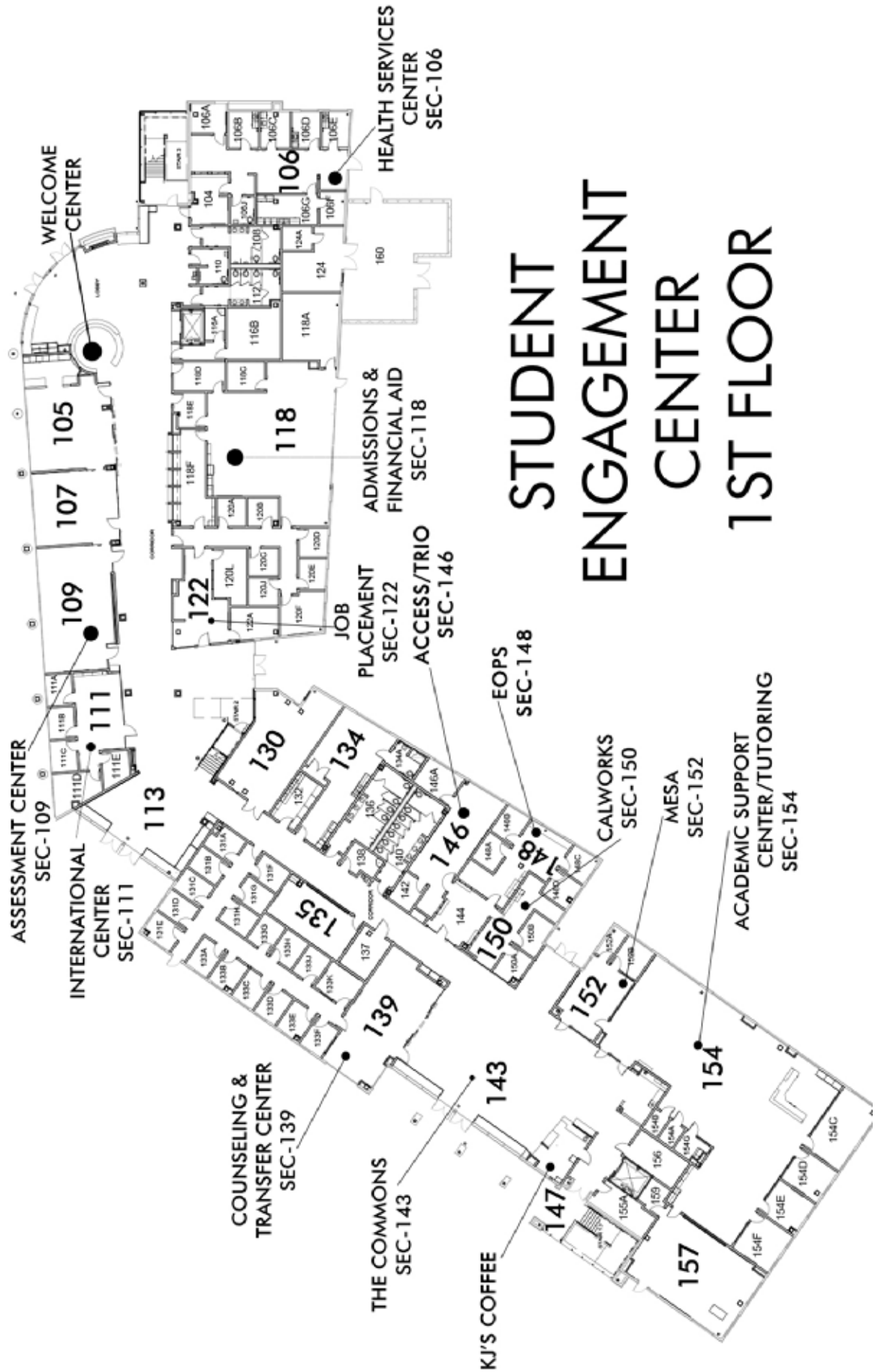
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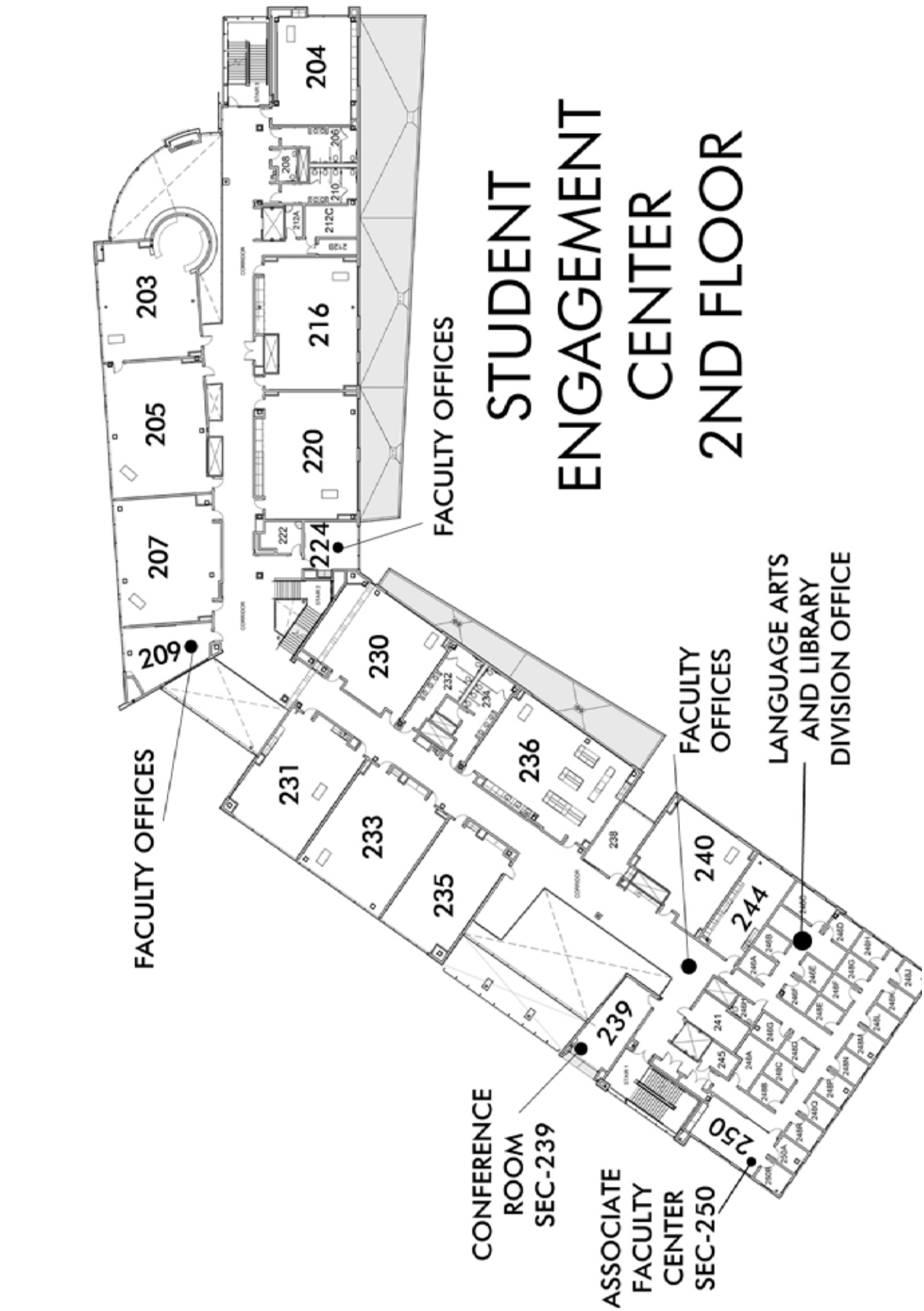
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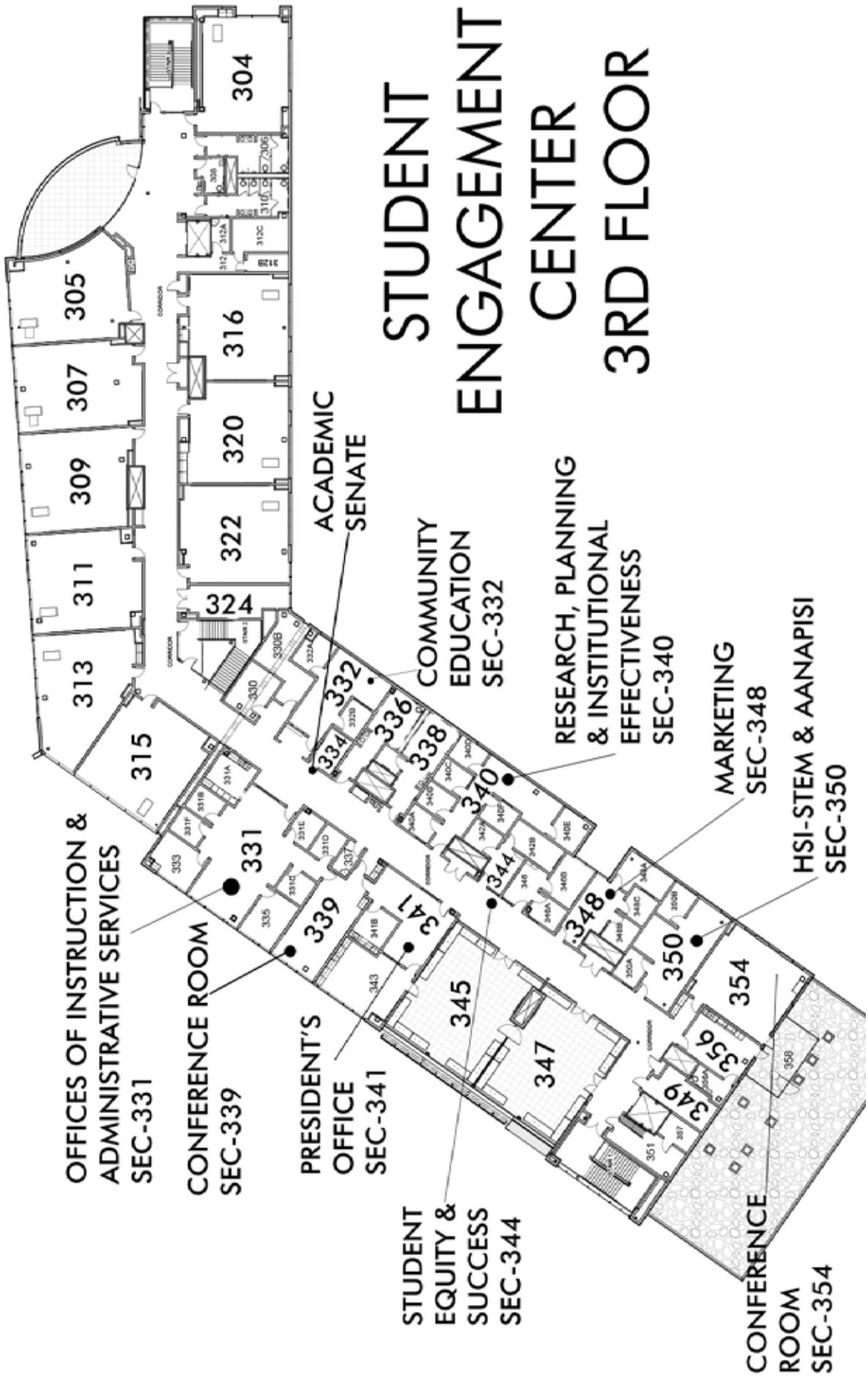
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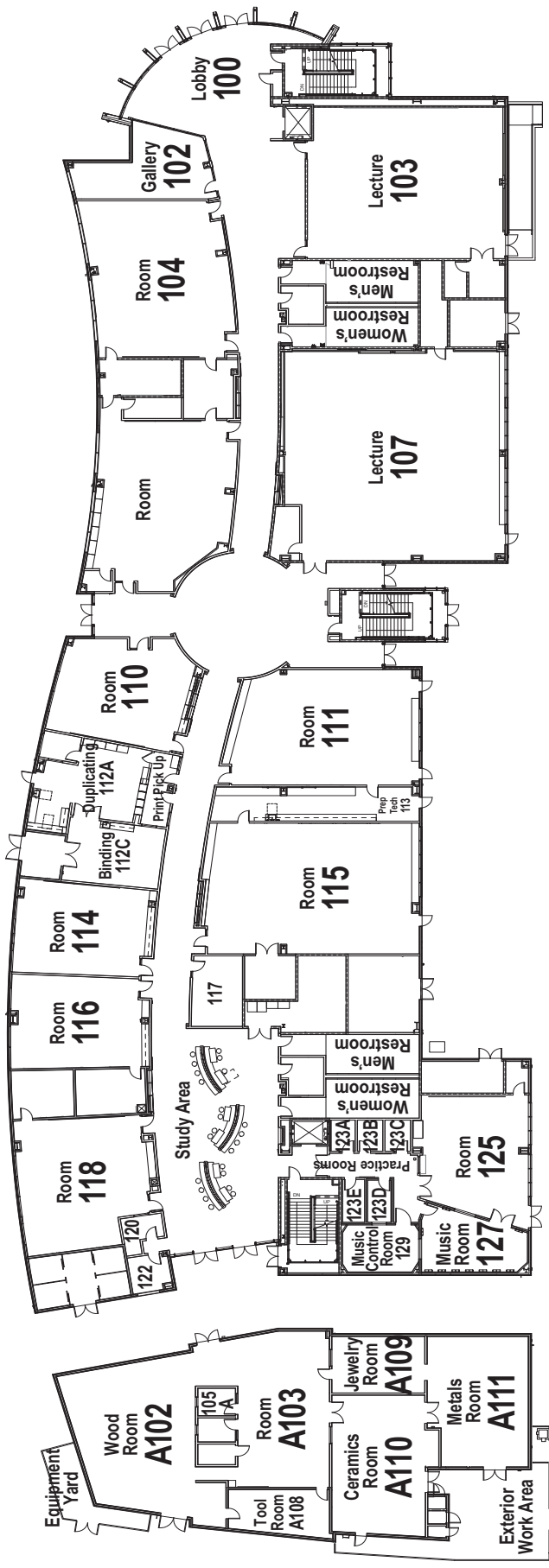
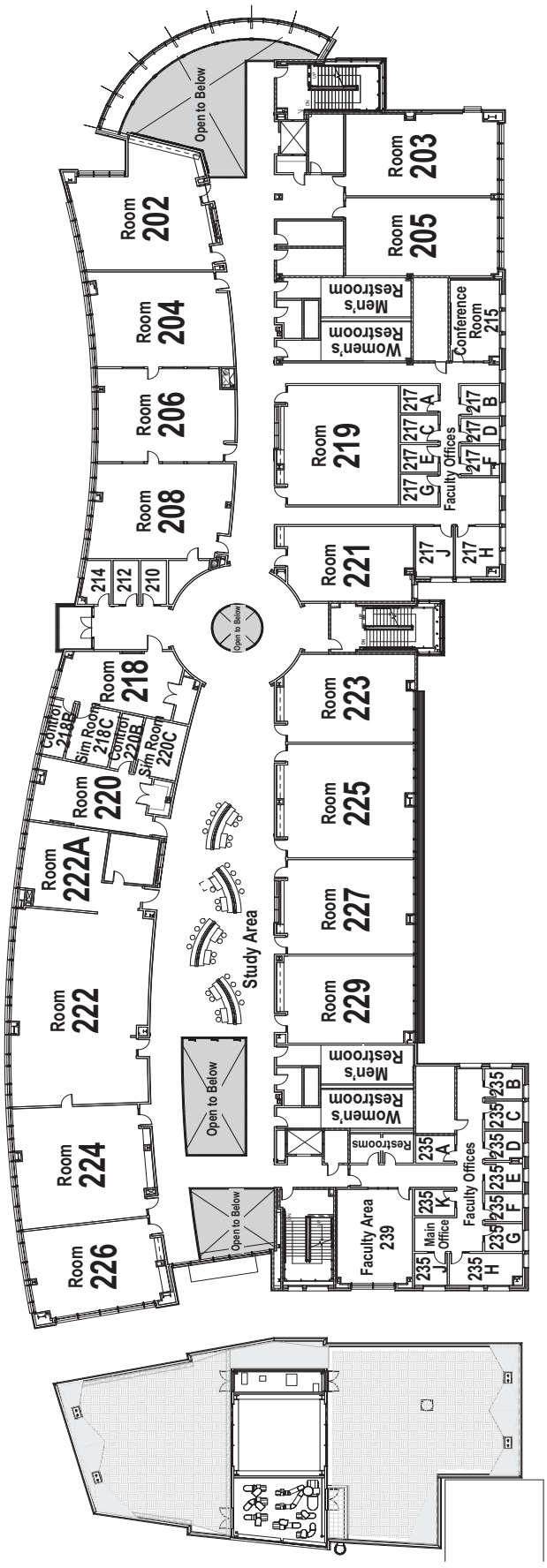


Gillmor Building—Floor 1



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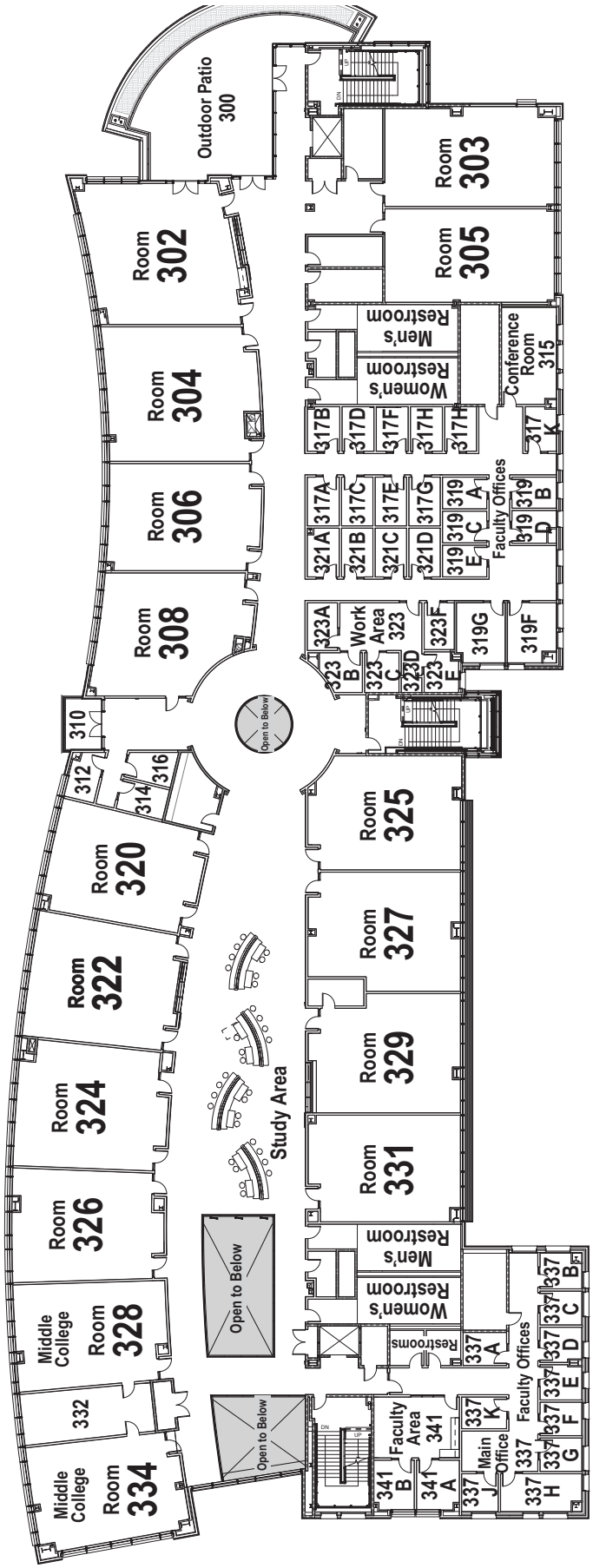

Gillmor Building—Floor 3

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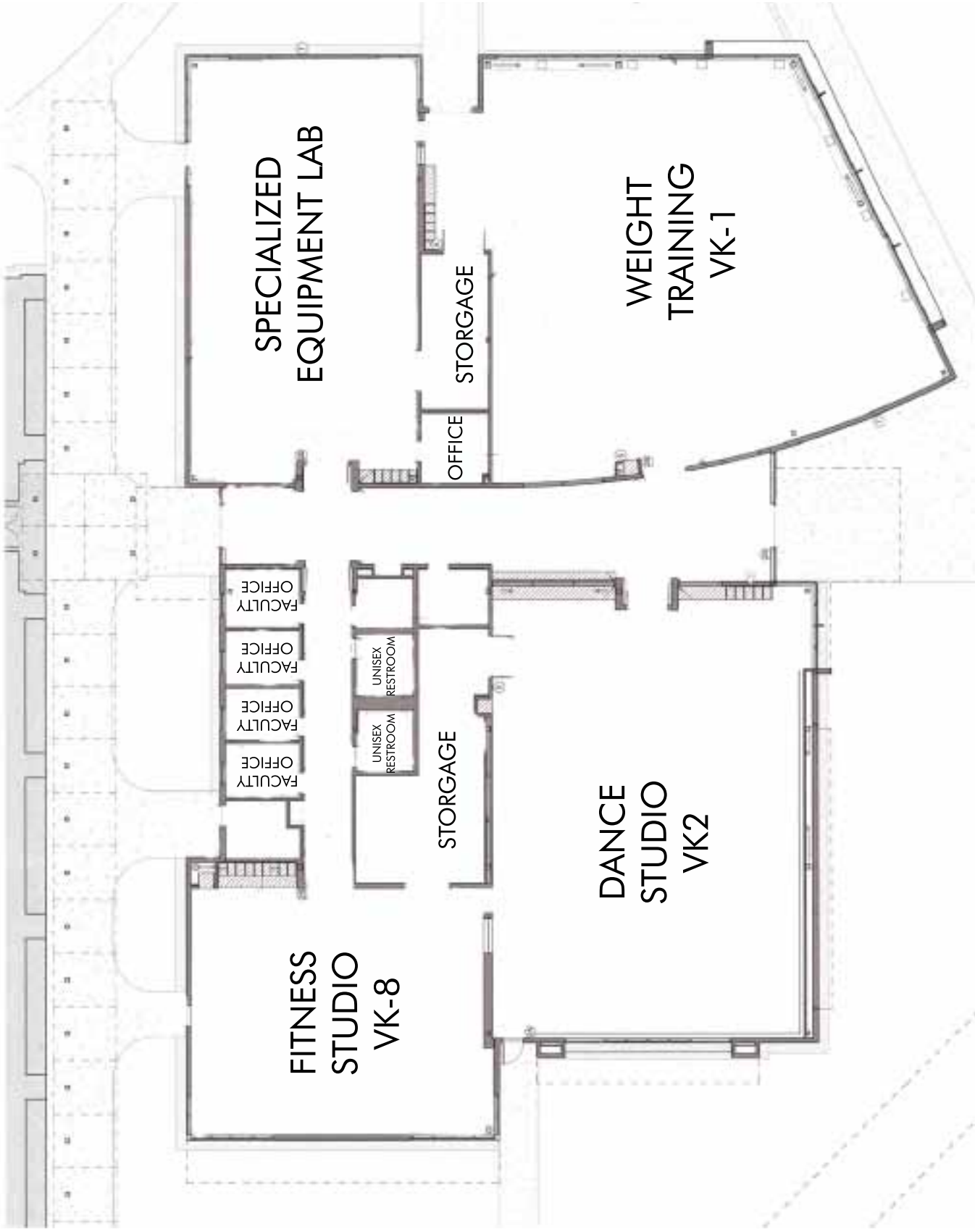

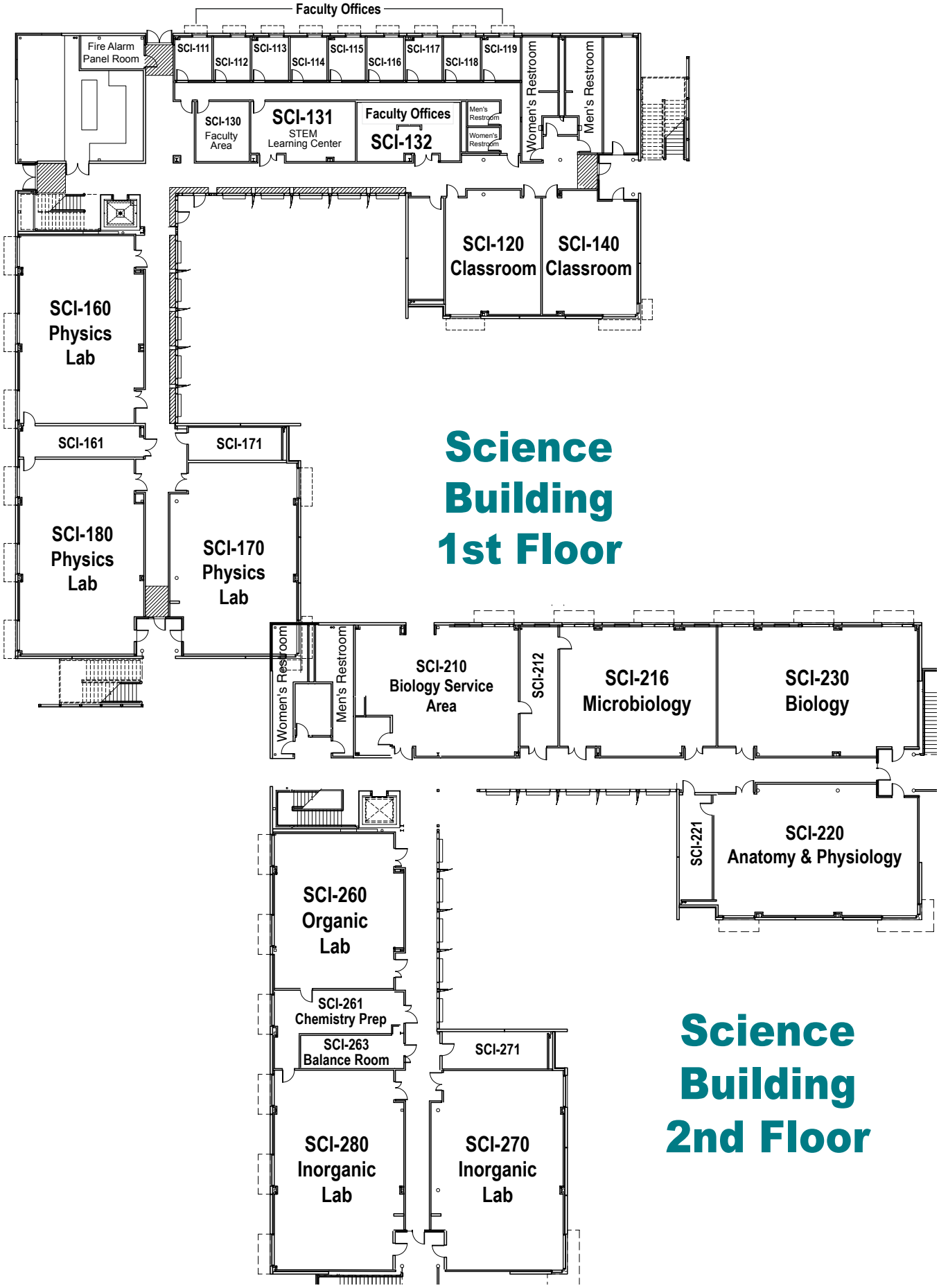
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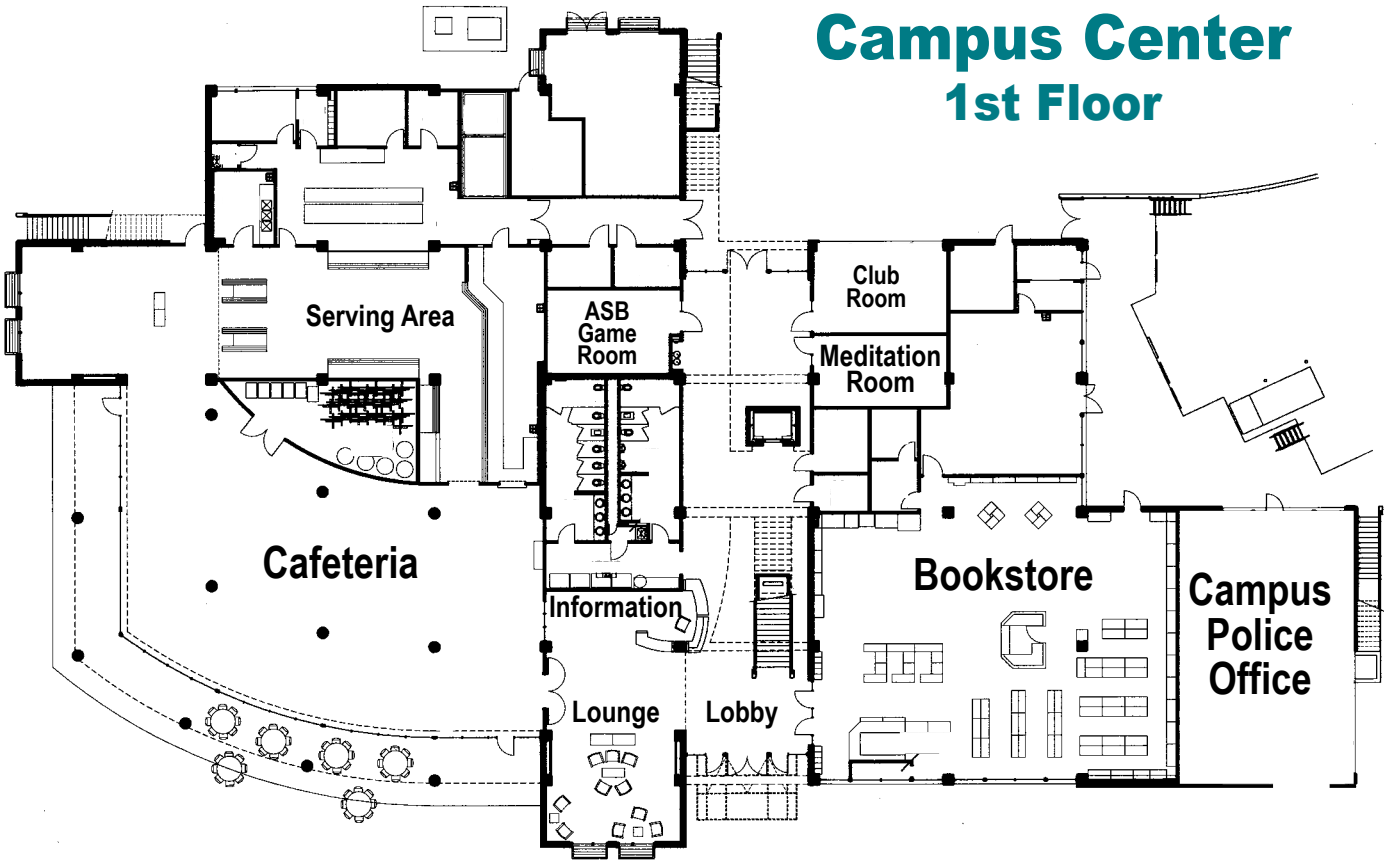

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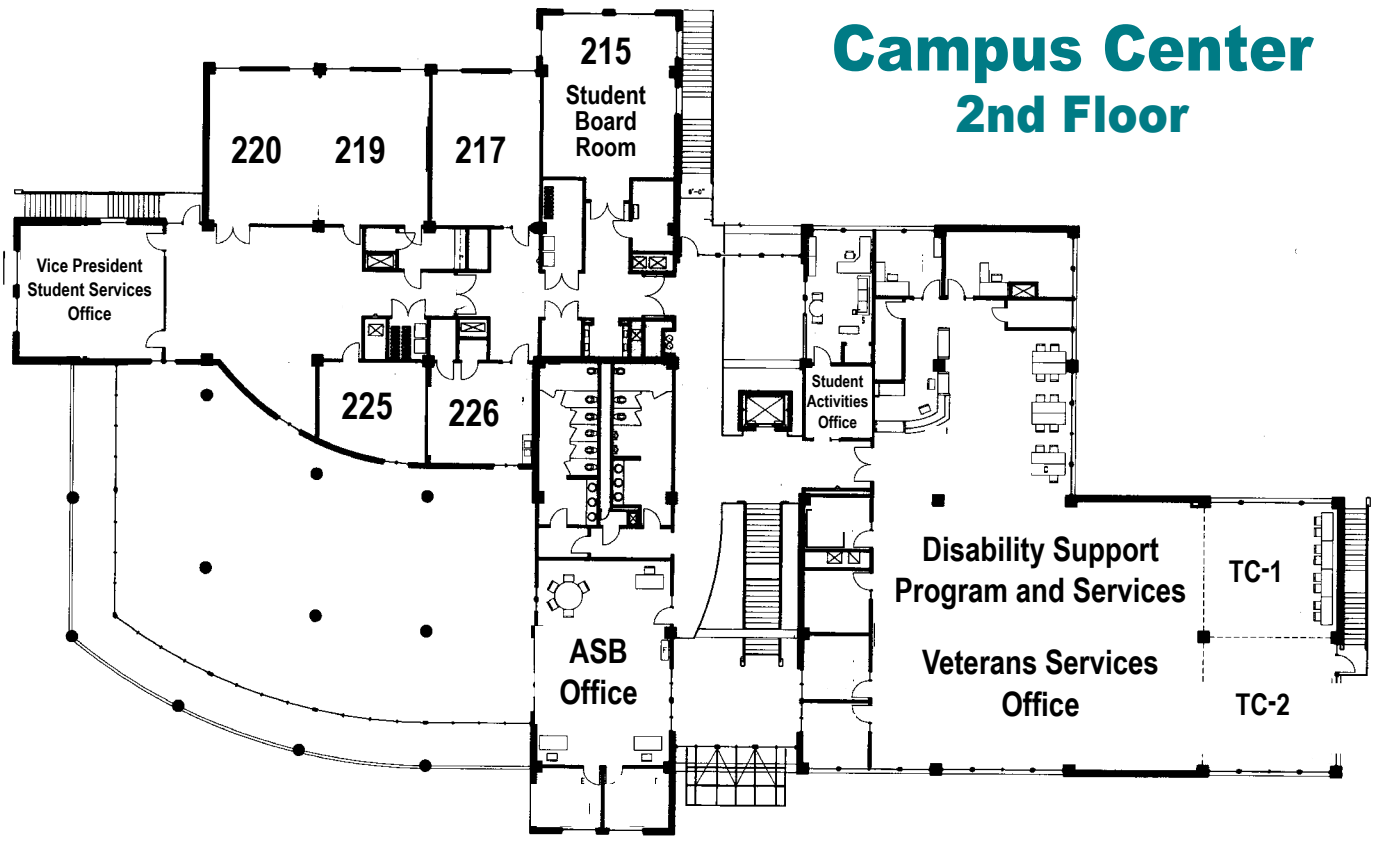
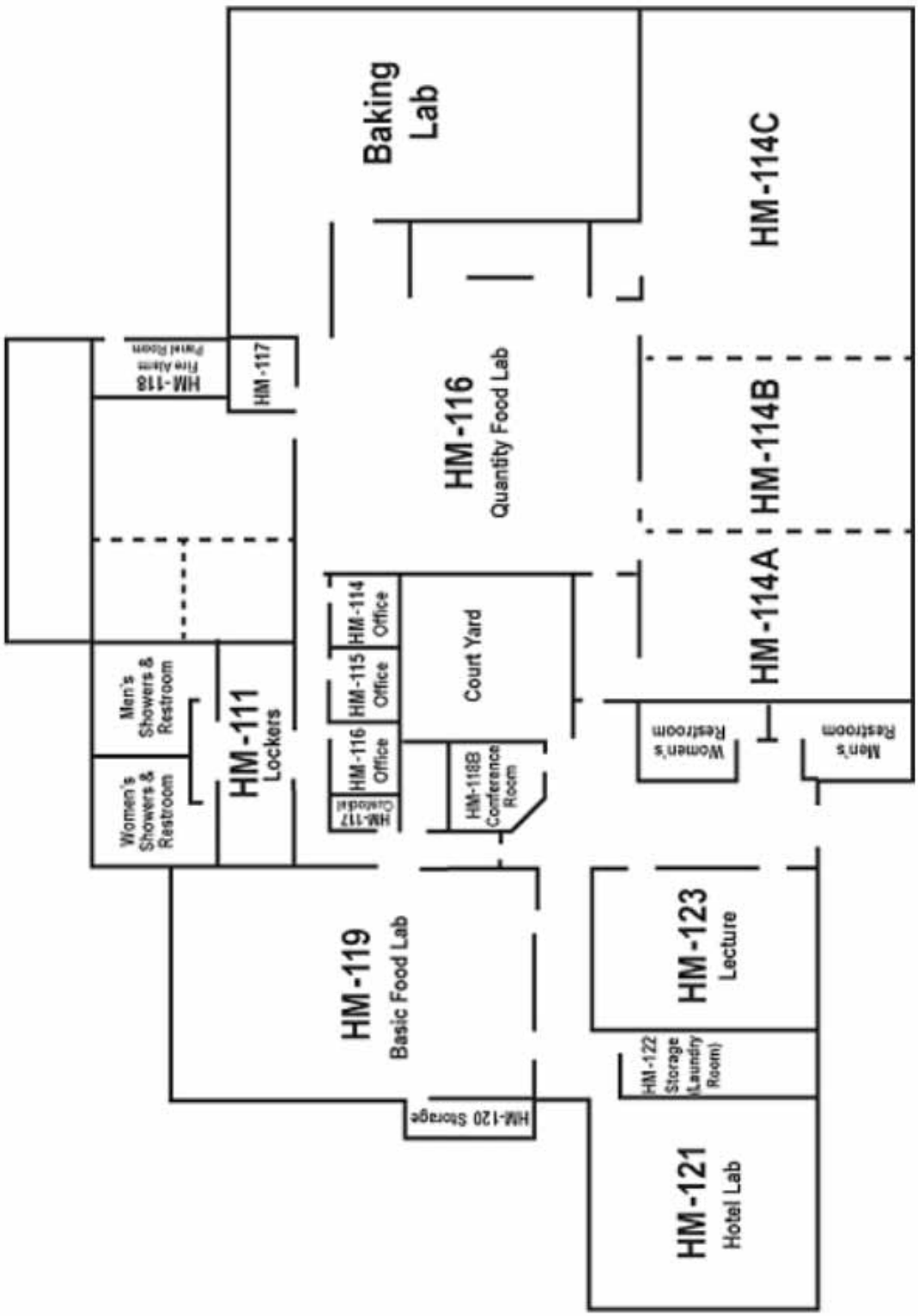


HOSPITALITY MANAGEMENT BUILDING



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CAMPUS PHONE DIRECTORY

Mission College has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 9 a.m. - 4 p.m., Monday through Friday. It is recommended that you make an appointment in advance or call for specific hours of operation: (408) 988.2200.

Mission College Main Menu 408.988.2200
Mission College Welcome Center 408.855.5083
Academic Senate Office 408.855.5413
Academic Support Center/Tutoring Center .. 408.855.5095
ACCESS Program 408.855.5192
Admissions 408.855.5000

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Evening/Weekend Administrator (Cell)..... 408.590.2657
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President's Office 408.855.5123
VP Administrative Services Office 408.855.5230
VP Instruction Office 408.855.5180
VP Student Services Office 408.855.5197
Articulation Office 408.855.5045
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Assessment Testing (Direct) 408.855.5099
Associated Student Government 408.855.5401
Athletics 408.855.5540
Bookstore 408.855.5080
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Services Center (DSPS) 408.855.5085
TTY 408.727.9243
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(ETS) Help Desk (Message) 408.855.5359
ETS Audio Visual Services 408.855.5135
ETS Instructional Classroom
Computer Services 408.855.5359
ETS Instructional Media Services 408.855.5132
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Effectiveness 408.855.5204

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Student Health Services 408.855.5140
Student Services Division Office 408.855.5196
Transfer Center 408.855.5115
Transcripts 408.855.5020
TRIO/SSS/ACCESS Program 408.855.5192
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Veteran Certification Services 408.855.5011
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