CHANGES IN RULES AND POLICIES

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COLLEGE CALENDAR

Instruction begins .......................................................................................................................... June 7
Legal holiday, Independence Day ............................................................................................. July 5
End of summer session .................................................................................. ................................... July 29

FALL SEMESTER 2004 (September 1, 2004 – December 21, 2004)
Instruction begins .................................................................................................................... September 1
Last day to register and add classes ....................................................................................... September 11
Legal holiday, Veterans' Day ..................................................................................................... November 12
Last day to drop semester-length classes with a "W" ............................................................. November 19
Thanksgiving Holiday ............................................................................................................ November 25-28
Fall semester final examinations ............................................................................................. December 15-21
Last day for Saturday classes ................................................................................................... December 18
Semester Break .................................................................................................................. December 22–January 30

Instruction begins ...................................................................................................................... January 31
Last day to register and add classes ....................................................................................... February 11
Lincoln’s Day Holiday ............................................................................................................. February 18
Washington’s Day Holiday ....................................................................................................... February 21
Non-Instructional days ............................................................................................................ February 18-21
Spring Break ............................................................................................................................. March 27-April 2
Last day to drop semester-length classes with a "W" ............................................................. April 22
Last day for Saturday classes .................................................................................................. May 28
Spring semester final examinations ......................................................................................... May 22-28
Commencement ....................................................................................................................... May 27
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**CAMPUS TELEPHONE 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 8 a.m. to 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.

<table>
<thead>
<tr>
<th>General Mission College number is (408) 988-2200</th>
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<td>Academic Senate Office 855-5413</td>
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<td>Veteran Services 855-5010</td>
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<tr>
<td>Vice President, Instruction: Harriett Robles 855-5182</td>
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<tr>
<td>Vice President, Student Services: Sam Bersola (interim) 855-5195</td>
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<td>Vocational Nursing 855-5375</td>
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Message from Mission College President

Many continuing and new students tell me that one of the reasons they chose Mission College is because we’re more personal, and I certainly agree. After having served as Mission College’s President for more than a year now, I am more energized and enthusiastic than ever. We are expanding to serve our ever-growing community, but Mission College’s administration, faculty and staff know the importance of providing the personalized services students depend on for success.

Exciting things are happening at our college that add to the richness of our student-centered environment. We have seasoned faculty who know their subject inside and out and can motivate students to high levels of achievement. At the same time, we are adding more and more new faculty who bring fresh ideas and enthusiasm to their job of teaching our students! Whether newly hired or seasoned professionals, I know you will find our faculty to be excellent teachers and leaders in their fields.

If you are looking to further your education by:
- Gaining the basic skills needed for a career
- Developing more advanced skills for your job
- Completing general education classes to transfer to a four-year university
- Pursuing personal growth and enrichment

Mission College is for you!

Mission College provides an affordable, convenient and accessible schedule of classes that can work into your schedule. You’ll find learning communities, student clubs and other support programs to offer assistance and a sense of belonging, too.

I am sure you will find enrolling at Mission College one of the smartest decisions you will ever make. After you’ve been here a while, stop by to see me and let me know what you think!

Sincerely,

Frank Chong, Ed.D.
President

Building Silicon Valley—One Student at a Time
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

Ang pamantasan ng Mission ay Affirmative Action, Equal Opportunity Employer na sumusunod sa patakarang 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 nagdisfarma na sa kanilang uri, kuly, pinagmulang bayan, edad, kasarian o kapansanan sa alinmang parte ng patakarang nito. Ang kakayahang na pag Ingles ay hindi pagsalak sa mga palatuntunan ng Vocational Education. Ang mga taong naghahanap ng impormasyon o kalutasan sa inaakalang kilos na nakadiskriminasyon ay magtungo sa nararapat na opisina na nakatala sa ibaba.

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

IGUAL OPORTUNIDAD SIN DESCRIMINACION

El Colegio Comunitario Mission 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 la oficina anotada abajo.

El 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”).

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MATERIAL FEES

1. Students are REQUIRED to provide certain instructional materials:
   REQUIRED INSTRUCTIONAL MATERIALS OF CONTINUING VALUE OUTSIDE THE CLASSROOM must be paid for by the student. These are tangible materials that are essential to satisfaction of course requirements, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer disks, tools, uniforms, and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.
   NOTE: Instructional Material Fees: Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at District costs and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

2. Students are ADVISED to provide certain instructional materials:

NO SMOKING POLICY

Mission College is a No Smoking Campus. Effective January 1, 2004 and in accordance with AB 846, Chapter 342, Statutes 2003, State of California, smoking is prohibited within 20 feet of all entrances, exits, and operable windows. This new law does not prevent government entities from adopting and enforcing future no smoking laws that go beyond 20 feet. The Mission College Smoking Policy is subject to change.
MISSION COLLEGE 2004-2005

GENERAL INFORMATION

MISSION COLLEGE

MISSION STATEMENT

Mission College is an open access community college serving the ever-changing educational and economic development needs of Santa Clara, Silicon Valley, and the larger community. Seeking to develop community leaders and global stewards in a competitive world economy, the college provides transfer, degree, and certificate programs in lower division arts and sciences; community, career, and vocational education; and educational opportunities in basic skills and English as a Second Language. To accomplish its mission, the college provides the most advanced academic and technological resources, comprehensive student services, and enriching aesthetic experiences to help students succeed and to participate responsibly in a democratic society.

PHILOSOPHY

We believe in meeting the lifelong educational needs of Mission College’s students by encouraging cross-cultural learning and understanding.

We believe in providing a place for every student who can benefit from programs and services offered.

We believe in fostering excellence in education so that students may reach their fullest intellectual potential.

We believe in meeting student needs by creating a supportive environment which facilitates learning and builds confidence and self-esteem.

We believe in working in partnership with the community in a spirit of cooperation.

We believe in promoting teaching excellence and professional faculty and staff development.

We believe that a variety of instructional approaches must be provided to enhance the learning of students who have diverse academic and cultural backgrounds, different learning styles and who have demanding schedules, with work and family responsibilities.

COMMITMENTS

Mission College is committed to:

1. Providing an open door institution where students are assessed, counseled and placed in courses commensurate with their knowledge, skills, abilities and interests.

2. Heightening student participation in the learning process through a variety of learning opportunities.

3. Extending the opportunity of higher education to those in the community who ordinarily would not or could not participate.

4. Educating students to think creatively and critically, communicate effectively, gather and evaluate information, and perform quantitative and qualitative analysis.

5. Involving the community as an active participant and resource to learning and the expansion of knowledge.

6. Making the College an active part of the community and the community an active part of the College.

7. Providing necessary services and resources to assist students in achieving their educational goals.

8. Fostering a spirit of cooperation and team work in carrying out the educational program, including needs assessment, planning, budgeting and evaluation.

9. Providing a process of improvement and renewal for all staff, programs and services through evaluation, research and development.

CULTURAL PLURALISM

Cultural Pluralism is defined as a cultural condition of society in which numerous cultural groups coexist within one nation. In a world made up of many groups and individuals, it is important to consider the viewpoints and contributions of the variety of cultures as well as of the dominant culture, of men and women, of minority groups and their members, as well as the majority group and its members.

The approach taken at Mission College is to integrate Cultural Pluralism across the curriculum. The college strives to recognize the many diverse cultural backgrounds of the community by addressing the following goals:

1. Addressing the needs of the culturally diverse student population at Mission College.

2. Exposing all Mission College students to ideas and experiences originating from a variety of cultures.

3. Reducing prejudice, racism, and all types of oppressive social, political, and economic discrimination of minority groups.

4. Addressing gender inequity by increasing awareness of women’s achievements, past and present.

5. Increasing students’ and staff’s awareness, understanding, and appreciation of the diverse ethnic and cultural groups that comprise our society through comparison of attitudes and philosophies that are Western and non-Western.

6. Assisting students and staff in examining the reasons behind thinking that is limited by stereotypic, ethnocentric, chauvinistic, or monolithic views.

7. Facilitating student and staff understanding of cultural perspectives of others, as well as their own.

The Cultural Pluralism Committee at Mission College is made up of faculty, classified staff, students and administrators, and sponsors speakers and events to promote better intercultural understanding.

ACREDITATION

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

ACADEMIC ORGANIZATION

The instructional areas of the college are organized into ten divisions most of which contain a number of departments. The divisions are administered by Division Chairs and may include both vocational and transfer programs. The entire instructional program is administered by the Vice President of Instruction. The divisions and departments are listed below.

1. Applied Sciences
   • Fire Technology
   • Health Occupations:
     • Allied Health
     • Childbirth Trainer
     • Community Health
     • Health Education
     • Psychiatric Technician
     • Vocational Nursing

2. Commercial Services
   • Accounting
   • Computer Applications
   • Hospitality Management
   • Instructional Technology
   • Management & Supervision
   • Marketing
   • Nutrition
   • Library
   • Retail Floristry
   • Work Experience

3. Communications
   • English
   • Communication Studies
   • Reading
   • Learning Assistance & Tutorial Center

4. Cultural and Technical Arts
   • Art
   • Foreign Languages
   • Global Studies
   • Graphic Arts
   • Graphic & Multimedia Design
   • Humanities
   • Music
   • Physical Education

5. English as a Second Language

6. Mathematics

7. Natural Sciences
   • Biological Sciences
   • Chemistry
   • Engineering
   • Physics and Astronomy

8. Social Sciences
   • Anthropology
   • Child Development
   • Economics
   • Geography
   • History
   • Philosophy
   • Political Science
   • Psychology
   • Sociology

9. Student Development
   • Counseling
   • Disability Instructional Support Center
   • Equal Opportunity Program and Services
   • Health Services

10. Technology
    • Computer Information Systems
    • Computer Information Technology
    • Computer Networking Electronics Technology
    • Design Drafting
    • General Business
    • Manufacturing
    • Real Estate

    ————

    1
WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

The District is located in Santa Clara Valley, 50 miles south of San Francisco and 20 miles north of Santa Cruz, in the heart of Silicon Valley. The area contains a diverse mixture of social, cultural, religious, and ethnic heritages. Its close proximity to San Jose State University, Stanford University, Santa Clara University, and the University of California, Santa Cruz, provides students with access to major educational resources.

DISTRICT

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 District’s first college, West Valley Junior College, became operational in September, 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year.

In 1964, the 143-acre Fruitvale-Allendale site was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year.

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. Between 1975 and 1979, a Mission College Interim Campus was located at the Jefferson Intermediate School, Santa Clara. 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.

Each College has its own character, style, programs and atmosphere. Mission College prides itself in providing an environment conducive to diverse learning approaches. The faculty and staff are committed to assisting students pursuing avocational/technical or baccalaureate goals, and those having a vocational interest or special needs. The campus’ unique architecture fosters interaction among students, faculty and staff, thus enhancing the learning environment.

On November 7, 1985, the Governing Board adopted the following Mission Statement for the District:

The mission of the West Valley-Mission Community College District is to be responsive to the educational needs of an ever-changing community and to provide higher education to all persons who can benefit from such activity. The District recognized its responsibility to maintain academic excellence, nurture individual development and enrich the community. In keeping with this mission, the District will be sensitive to the needs of people and committed to action focused on the future.
ACADEMIC PROGRAMS

Mission College offers three types of curricular patterns for the student: (1) the transfer program to a four-year college or university, (2) Associate degree programs and (3) the occupational programs.

The purpose of the transfer program is to prepare the student for junior standing at a college or university which grants a bachelor's degree (B.A., B.S.). The purpose of the occupational program is to prepare the student for immediate employment after leaving Mission College.

The College grants an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree to students who complete a major and a minimum of 60 units of academic credit. A “Major” is required for either the A.A. or A.S. degree and is comprised of a cluster of courses (of varying unit totals) designed to provide a depth of study appropriate to a two-year degree. Required courses for various majors are listed alphabetically under each discipline throughout the catalog.

The courses in transfer majors are designed as a college/university-parallel program for the first two years of a four-year bachelor’s program. The major for this degree is usually comprised largely of general and introductory or basic courses which will be followed by advanced courses in the upper division level. Students following a transfer program are advised to consult a counselor available in the Counseling Center, and the catalog of the institution to which they intend to apply. In occupational programs students may earn Associate degrees as well as certificates.

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

In order to guarantee, as far as possible, that all graduates are trained in certain basic skills and are exposed to sufficient breadth of learning, the faculty of Mission College has established the following general education requirements. The major areas of knowledge and skills that these requirements seek to address include:

I. Process Areas
A. Communicating: The student will be able to send and receive information in a variety of modes, within a variety of settings, and for a variety of purposes.
B. Solving Problems: The student will be able to analyze a variety of problems, select or create solutions to the problems and implement these solutions. In addition, the student will demonstrate an understanding of the methods by which problems may be investigated.
C. Clarifying Values: The student will be able to identify his or her personal values and the personal values of others; the student will understand how personal values develop and will be able to analyze the implications of decisions made on the basis of these values.

II. Content Areas
A. Language and Rationality
Students study the human as a maker of meaning through symbolic processes. This requirement is based on the premise that effective use of language whether natural, mathematical, or computer, results from and enhances logical thought, clear expression, and critical evaluation. Courses which satisfy the requirement for a degree intentionally teach skills in the following areas:

1. English Composition
   Courses teach skills necessary to:
   • Write an essay of several paragraphs developing a central idea.
   • Use written and spoken language to communicate effectively according to the standards of the occasion.
   • Apply principles of critical thinking to reading and writing, both in the student's own writing and in examples of manipulative propaganda selected from the mass media.
   • Identify the primary elements of an argument and determine its validity.
   • Discuss how symbols are used in thought and language.
   • Illustrate how language is a product of and a creator of culture.

2. Communication and Analytical Thinking
   Courses teach:
   • Principles and application of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
   • Use of mathematical symbols or computer logic structures to express relationships.
   • Use of abstract language to evaluate problems and communicate solutions.

B. Natural Sciences
In the natural sciences, students study the human as a seeker of fact and the maker of meaning through abstraction and generalization. They seek those principles and concepts which continue to help explain their physical and biological environments, but primarily they seek to refine their use of those thought processes basic to science. A course in the natural sciences should include the following:
   • The formulation of hypotheses and the testing of these hypotheses through investigation and measurement.
   • Demonstrations contrasting opinion based on preconception and opinion based on controlled scientific experiment.
   • The employment of scientific principles to a related application used either in a laboratory setting or in society.
   • Explanation of scientific phenomenon through the use of models.

C. Humanities
Students study the aesthetic nature of the human. Courses in this area seek to:
   • Develop aesthetic appreciation
   • Explore humanness within the world
   • Discover inter-relationships between emotional and intellectual responses
   • Cultivate the affective domain
   • Encourage participation in individual aesthetic, creative experiences
   • Show relationships between the purposes for which people live or have lived and the art forms they create and support
   • Develop better appreciation of self as a result of the understanding of different language, thought, and cultures.

D. Social and Behavioral Sciences
This category consists of two series:
Series 1 is concerned only with American Government and Institutions. Courses in this area need to meet broad social sciences criteria as described below. These courses will specifically deal with the study of the history of the United States and its government and/or specifically deal with the structure of American and California government, as well as teach citizenship responsibilities in a democratic society.
Series 2 courses include American Government and Institutions. Students study the human as a social being in order to understand and explain human and institutional behavior. These courses will enable the student to:
   • Appreciate the complexity of individual and group human behavior and the variety of approaches necessary to explain this complexity.
   • Become sensitive to the process and rate of social change and the historical back grounds of current social behaviors.
   • Understand the cultural tradition of our society and the multicultural influences in our world.
   • Discuss the scope, functions and variety of global, national, state, and local institutions, including the family.
   • Identify problems of our society and develop skills in generating solutions to these problems.
   • Recognize a point of view as being that, and search for the assumptions on which it is based.
   • Criticize generalizations with respect to their basis in scientific observations and procedures.

E. Life Long Learning
Students take courses in this area to enhance lifelong understanding and self-development. Students engage in the study of humans as integrated physiological, social and psychological beings in relation to society and the environment. This category includes elements of human behavior, health, physical education, interpersonal relationships, intellectual curiosity, learning to learn, expansion of one's perspective, development of a multicultural perspective, and environmental studies.
ASSOCIATE IN ARTS (A.A.) AND
ASSOCIATE IN SCIENCE (A.S.) DEGREES

Mission College will confer the ASSOCIATE IN ARTS (A.A.) or ASSOCIATE IN SCIENCE (A.S.) degree upon a student who successfully completes the requirements listed below. Graduation requirements (Major and General Education) are listed in the College Catalog at the time studies are commenced. Those requirements may be followed throughout the course of study as long as the student remains in continuous enrollment.

Continuous enrollment is defined as enrollment in the West Valley-Mission Community College District for at least one semester each calendar 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.

Graduation from Mission College with the A.A. Degree or A.S. Degree is based upon the completion of 60 units including the requirements discussed below.

A. Residence:
A minimum of 12 degree applicable units must be completed in residence at Mission College.

B. Scholarship Requirements:
Achieve an overall grade point average of 2.0 in 60 units of work reflected on all college transcripts submitted for graduation.

C. Major Requirement:
Fulfill either a General Studies Associate in Arts major or other specialized major as listed in the college catalog.

D. Basic Competency Requirements:
Proficiency in reading, writing, oral communication and mathematics is required for graduation with an Associate degree.

Reading:
1. Successful completion of the proficiency exam, or
2. Completion of Reading 53, Speed and Critical Reading, with a grade of C or better.

Writing:
1. Completion of English 001A (English Composition I) with a grade of C or better.

Oral Communication:
1. Successful completion of the proficiency exam, or
2. A grade of C or better in:
   for the A.A. degree, COMM 001; for the A.S. degree, COMM 001, COMM 004 or COMM 015.

Mathematics:
1. Successful completion of the proficiency exam or
2. A grade of C or better in CET 53, Math B, C, G or a higher mathematics course.

E. Area Requirements (General Education)
Complete a minimum of Twenty Four (24) units which include at least one course of 2 or more units in each Area, plus additional courses to meet the 24 unit requirement. The Areas are the following:

A. Language and Rationality (6 units)
B. Natural Sciences (3 units)
C. Humanities (3 units)
D. Social and Behavioral Sciences (6 units)
E. Lifelong Learning (0-3 units)

Area A – Language and Rationality – 6.0 units minimum
1. English Composition course – 3.0 units
   Course Course Title Units
   ENGL 001A English Composition I 3.0
   ENGL 001B English Composition II 3.0

2. A minimum of three (3.0) units in an additional course or courses which may include:

Course Course Title Units
CNET 053 Electronics Calculations 3.0
COMM 001 Public Speaking 3.0
COMM 004 Small Group Communications 3.0
COMM 010 Persuasive Speaking 3.0
COMM 015 Career Communication 3.0
COMM 020 Argumentation and Debate 3.0
COMM 022 Voice and Articulation 2.0
ENGL 001B English Composition II 3.0
ENGL 001C Clear Thinking in Writing 3.0
ESL 125 Composition in ESL 4.0
ESL 135 Reading Comprehension & Vocabulary 3.0
FRNCH/SPAN 003, 004, 005, 006 Intermediate/Advanced Language 5.0
MATH 000B Plane Geometry or a more advanced Mathematics course 4.0
PHIL 002 Logic 3.0
PHIL 003 Introduction to Problems in Ethics 3.0
PHIL 009 Symbolic Logic 3.0
PHIL 017 Logic and Critical Thinking 3.0
READ 053 Speed and Critical Reading 3.0

Area B – Natural Sciences – 3.0 units minimum
These courses examine the physical universe, its life forms and its natural phenomena. Courses with a lab are underlined.

Course Course Title Units
ANTHR 001 Physical Anthropology 3.0
ANTHR 001L Anthropology Lab 1.0
ASTRO 001 Astronomy 3.0
ASTRO 002 Astronomy Lab 1.0
BIOSC 001A General Biology – Cells 5.0
BIOSC 001B General Biology – Organisms 5.0
BIOSC 004 Microbiology 5.0
BIOSC 005 Anatomy and Physiology 5.0
BIOSC 007 Field Methods for Nature Study 4.0
BIOSC 008 Exploring Biology 3.0
BIOSC 009 Human Physiology 5.0
BIOSC 010 Introduction to Biology 4.0
BIOSC 015 Human Heredity and Disease 3.0
BIOSC 016 Marine Biology 3.0
BIOSC 025 Anatomy & Physiology for Allied Health Workers 4.0
BIOSC 025 Environmental Biology 3.0
BIOSC 030 Tropical Ecology 3.0
CNET 006 How It Has Changed Our World 3.0
CHEM 001A,B General Chemistry 5.0 each
CHEM 002 Introductory Chemistry 4.0
CHEM 005 Analytical Chemistry 4.0
CHEM 030A,B Fundamentals of Chemistry 3.0 each
ENGR 003 How Everyday Technology Works 4.0
ENGG 001 Introduction to Physical Geography 3.0
NS 015 Human Nutrition 3.0
PHYS 002A,B General Physics 5.0 each
PHYS 010 Introduction to Physics 4.0
PHYS 004A, B, C Engineering Physics 5.0 each
PHYS 004D Atomic Physics 2.0
PHYS 0045 and 045L Technical Physics 4.0

Area C – Humanities – 3.0 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-unit classes alone may not be used to satisfy this category.

Course Course Title Units
ART 001A Survey of Western Art I 3.0
ART 001B Survey of Western Art II 3.0
ART 001C Survey of Non-Western Art 3.0
ART 001D Art of the 20th Century 3.0
ART 004 Art Appreciation 3.0
ART 007 Survey of Asian Art 3.0
ART 010 Art of the United States 3.0
ART 011 The History of Modern Design (Also listed as GDES 011) 3.0
ART 031A,B Drawing 3.0 each
ART 033A Basic Design: Two-Dimensional 3.0
ART 033B Basic Design: Three-Dimensional 3.0
ART 034A,B Computer-Aided Art 3.0 each
ART 035A,B Life Drawing 3.0 each
ART 037A,B Intro/Adv Computer Animation 3.0 each
ART 039A Survey of Printmaking 3.0
ART 043A Digital Character Animation 3.0
ART 045A,B Animation 3.0 each
ART 047A,B Watercolor 3.0 each
ART 048A,B Airbrush Painting 3.0 each
ART 049A,B Painting 3.0 each
ART 065A,B Ceramics-Handbuilding 3.0 each
ART 067A,B Ceramics-Potter’s Wheel 3.0 each
ART 071A,B Environmental Design Glass 3.0 each
ART 075A,B Metalsmithing 3.0 each
ART 078A,B Furniture Design and Construction 3.0 each
ART 085A,B Sculpture 3.0 each
ART 088A,B Metal Sculpture Casting 3.0 each
ART 190A,B Cultural Events 0.5/1.0
ART 190C Basic Conversational Chinese 3.0 each
CHIN 050A,B Intercultural Communication 3.0
ENGL 005A,B Survey of English Literature 3.0 each
ENGL 006A,B World Literature 3.0 each
ENGL 007B American Literature 3.0 each
ENGL 012 African American Literature 3.0
ENGL 014 Native American Literature 3.0

Area D – Mathematics – 6.0 units minimum
These courses provide the student with the advanced analytic and problem-solving skills necessary for further study and/or professional employment.

Course Course Title Units
ENGL 001A English Composition I 3.0
ENGL 001B English Composition II 3.0
PHYS 001A Mathematics I 4.0
PHYS 001B Mathematics II 4.0
PHYS 001C Mathematics III 4.0
PHYS 001D Mathematics IV 4.0
PHYS 002A,B General Physics 5.0 each
PHYS 010 Introduction to Physics 4.0
PHYS 011 How Everyday Technology Works 4.0
PHYS 025 Environmental Biology 3.0
PHYS 030 Tropical Ecology 3.0
CHEM 001A,B General Chemistry 5.0 each
CHEM 002 Introductory Chemistry 4.0
CHEM 005 Analytical Chemistry 4.0
CHEM 030A,B Fundamentals of Chemistry 3.0 each
ENGR 003 How Everyday Technology Works 4.0
ENGG 001 Introduction to Physical Geography 3.0
NS 015 Human Nutrition 3.0
PHYS 002A,B General Physics 5.0 each
PHYS 010 Introduction to Physics 4.0
PHYS 004A, B, C Engineering Physics 5.0 each
PHYS 004D Atomic Physics 2.0
PHYS 0045 and 045L Technical Physics 4.0
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<th>Course Code</th>
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<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis</td>
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<td>ENGL 018</td>
<td>Asian American Literature</td>
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<td>ENGL 043</td>
<td>Classical Mythology</td>
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<td>ENGL 044</td>
<td>The Bible as Literature</td>
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<td>ENGL 045</td>
<td>Popular Fiction in America</td>
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<tr>
<td>ENGL 047</td>
<td>Introduction to Poetry</td>
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<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
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<td>ENGL 049</td>
<td>Modern Fiction</td>
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<td>ENGL 070</td>
<td>Creative Writing</td>
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<td>FRNCH 001,002</td>
<td>First/Second Semester French (Elem)</td>
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<td>FRNCH 003,004</td>
<td>Third/Fourth Semester French (Intermediate)</td>
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<td>FRNCH 005,006</td>
<td>Fifth/Sixth Semester French (Adva)</td>
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<td>FRNCH 001L,002L</td>
<td>French Lab</td>
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<td>FRNCH 050A,B</td>
<td>Basic Conversational French</td>
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<tr>
<td>FRNCH 051A,B</td>
<td>Intermediate Conversational French</td>
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<tr>
<td>FRNCH 058A</td>
<td>Immersion French</td>
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<tr>
<td>FRNCH 062</td>
<td>Intro. to Culture of France</td>
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<td>GDES 011</td>
<td>The History of Modern Design</td>
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<td>HUMAN 001A,B</td>
<td>Human Values in and from the Arts (Also listed as ART 011)</td>
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<td>HUMAN 007</td>
<td>International Films (Also listed as POLIT 007)</td>
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<td>HUMAN 015</td>
<td>Introduction to Film Analysis (Also listed as ENGL 015)</td>
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<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
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<td>HUMAN 018</td>
<td>African American Culture/Humanities</td>
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<td>Asian Roots and Culture</td>
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<td>HUMAN 022</td>
<td>Introduction to Islam</td>
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<td>ITAL 050A,B</td>
<td>Beginning Conversational Italian</td>
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<tr>
<td>ITAL 051A,B</td>
<td>Intermediate Conversational Italian</td>
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<td>JPNS 001,002</td>
<td>First/Second Semester Japanese (Elem)</td>
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<td>JPNS 050A,B</td>
<td>Beginning Conversational Japanese</td>
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<td>MUSIC 001</td>
<td>Music History and Literature</td>
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<td>Music History and Literature</td>
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<td>Fundamentals of Music</td>
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<td>Fundamentals of Music Lecture</td>
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<td>Music Appreciation</td>
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<td>Song Writing</td>
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<td>MUSIC 016</td>
<td>History of Rock Music</td>
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<td>MUSIC 017</td>
<td>Musics of the World</td>
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<td>MUSIC 030A,B</td>
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<td>MUSIC 031A,B</td>
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<tr>
<td>MUSIC 032A,B</td>
<td>Beginning Voice</td>
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<td>MUSIC 033A,B</td>
<td>Intermediate Voice</td>
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<td>MUSIC 036A,B,C,D</td>
<td>Beginning Guitar</td>
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<td>MUSIC 041A,B,C,D</td>
<td>Mixed Chorus</td>
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<tr>
<td>PE 003B</td>
<td>Ballet - Beginning</td>
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<td>PE 003C</td>
<td>Ballet - Intermediate</td>
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<tr>
<td>PE 003F</td>
<td>Dance: Hip Hop - Funk Styles</td>
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<tr>
<td>PE 003J</td>
<td>Jazz Dance - Beginning</td>
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<tr>
<td>PE 003K</td>
<td>Jazz Dance - Intermediate</td>
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<tr>
<td>PE 003L</td>
<td>Modern Dance - Beginning</td>
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<tr>
<td>PE 003M</td>
<td>Modern Dance - Intermediate</td>
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<tr>
<td>PE 003N</td>
<td>Choreography for Modern and Jazz Dance</td>
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<tr>
<td>PE 003P</td>
<td>Rehearsal and Performance in Dance</td>
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<tr>
<td>PE 003R</td>
<td>Beginning Musical Theater Dance</td>
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<tr>
<td>PE 003S</td>
<td>Beginning Social Dance</td>
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<tr>
<td>PE 003T</td>
<td>Beg. Country Western Line Dance</td>
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<tr>
<td>PE 003U</td>
<td>Beginning Tap Dance</td>
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<td>PE 003V</td>
<td>Social Dance: Intermediate</td>
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<tr>
<td>PE 003W</td>
<td>Dance: Beginning Hip Hop</td>
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<tr>
<td>PE 003X</td>
<td>Dance: Intermediate Hip Hop</td>
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<td>PE 003Y</td>
<td>Social Dance: Salsa/Latin</td>
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<td>PE 003Z</td>
<td>Social Dance: Swing</td>
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<td>PE 040</td>
<td>Dance Appreciation</td>
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<tr>
<td>PHIL 001</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 002</td>
<td>Logic</td>
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<tr>
<td>PHIL 003</td>
<td>Introduction to Ethics</td>
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<td>PHIL 004</td>
<td>Patterns in Comparative Religions</td>
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<tr>
<td>PHIL 005</td>
<td>Introduction to Social and Political Philosophy</td>
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<td>PHIL 007</td>
<td>Introduction to Philosophy of Science</td>
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<td>PHIL 008</td>
<td>Introduction to Asian Philosophy</td>
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<tr>
<td>PORTG 049A,B</td>
<td>Portuguese for the Portuguese Speaking</td>
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<tr>
<td>PORTG 050A,B</td>
<td>Basic Conversational Portuguese</td>
<td>3.0 each</td>
</tr>
<tr>
<td>PORTG 051A,B</td>
<td>Intermediate Conversational Portuguese</td>
<td>3.0 each</td>
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</tbody>
</table>
One unit from the physical education area in Area E will be included as General Education.

### Area E – Lifelong Learning – 3.0 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.  
**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 in acquiring the skills necessary to adapt to change, gain self-understanding, and set achievable goals, 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<td>BIOSC 025</td>
<td>Environmental Biology</td>
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<tr>
<td>CIS 002</td>
<td>Intro. to Computers</td>
<td>3.0</td>
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<tr>
<td>COMHL 010</td>
<td>Community Health Problems</td>
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<td>COMM 004</td>
<td>Small Group Communication</td>
<td>3.0</td>
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<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COMM 012</td>
<td>Intro to Intercultural Communication</td>
<td>3.0</td>
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<tr>
<td>COMM 019A,B,C</td>
<td>Communication Activities</td>
<td>1.0 each</td>
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<tr>
<td>COUNS 001</td>
<td>College Survival</td>
<td>2.0</td>
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<tr>
<td>COUNS 003</td>
<td>Strategies For Academic Excellence</td>
<td>3.0</td>
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<tr>
<td>COUNS 005</td>
<td>Strategies For Success</td>
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<tr>
<td>COUNS 012,</td>
<td>Careers and Life Styles</td>
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<tr>
<td>COUNS 012A,B,C</td>
<td>Careers and Life Styles</td>
<td>1.0 each</td>
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<tr>
<td>H ED 002</td>
<td>Health and Lifestyle</td>
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<tr>
<td>H ED 009</td>
<td>Health, Drug Abuse and Human Disease</td>
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<tr>
<td>LIB 010</td>
<td>Basic Information Competency</td>
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<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
<td>3.0</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSYCH 025</td>
<td>Intro. to Abnormal Psychology</td>
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<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
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</table>

### The Psychology of Personal Growth 3.0

### Psychological of Death & Dying 3.0

### Introduction to Sociology 3.0

### Sociology of Minorities in the U.S. 3.0

### Research Methods in Social Sciences 3.0

### Social Aspects of Aging 3.0

### Introduction to Community Service 3.0

### Intermediate Community Service 3.0

### Advanced Community Service 3.0

### Internship in Community Service 3.0

### American Culture Through Film 3.0

### American Cultures through Travel and Experience: Urban Cultures of San Francisco (Also listed as ANTHR 039A) 3.0

### Marriage and Family 3.0

### Family Issues 3.0

### Sociology of Religion 3.0

### Human Sexuality: A Global Perspective 3.0

### Sociology of Criminology 3.0

### Basics of Human Services 3.0

### Global Perspectives (Also listed as GLOBL 001) 3.0

### Global Issues (Also listed as GLOBL 002) 3.0

### Introduction to Peace Studies (Also listed as GLOBL 003) 3.0

### The Developing World (Also listed as GLOBL 004) 3.0

### Global Focus (Also listed as GLOBL 005) 3.0

### Introduction to Law and the Legal System 3.0

### General Psychology 3.0

### Physiological Psychology 3.0

### Human Growth and Development 3.0

### Introduction to Abnormal Psychology 3.0

### Psychology of Addiction and Substance Abuse 3.0

### The Psychology of Personal Growth 3.0

### Psychological of Death & Dying 3.0

### Introduction to Sociology 3.0

### Sociology of Minorities in the U.S. 3.0

### Research Methods in Social Sciences 3.0

### Social Aspects of Aging 3.0

### Introduction to Community Service 3.0

### Intermediate Community Service 3.0

### Advanced Community Service 3.0

### Internship in Community Service 3.0

### American Culture Through Film 3.0

### American Cultures through Travel and Experience: Native American Cultures of the Southwest (Also listed as ANTHR 039A) 3.0

### Marriage and Family 3.0

### Family Issues 3.0

### Sociology of Religion 3.0

### Human Sexuality: A Global Perspective 3.0

### Sociology of Criminology 3.0

### Basics of Human Services 3.0

### Global Perspectives (Also listed as GLOBL 001) 3.0

### Global Issues (Also listed as GLOBL 002) 3.0

### Introduction to Peace Studies (Also listed as GLOBL 003) 3.0

### The Developing World (Also listed as GLOBL 004) 3.0

### Global Focus (Also listed as GLOBL 005) 3.0

### Associate Degree requirements are not necessarily the same as general education needed to transfer nor is an Associate Degree needed in order to transfer. Note: Courses numbered in the 900’s do not count for an Associate Degree.
GENERAL EDUCATION RECIPROCITY
The West Valley Mission Community College District has entered into a mutual agreement with seven other Community Colleges to accept the General Education of these colleges “as completed.” The participating colleges are West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Evergreen Valley College (San Jose), De Anza College (Cupertino), Foothill College (Los Altos Hills) and Ohlone College (Fremont).

This means that students who obtain a certification of completion of Associate Degree General Education or complete an Associate Degree at any one of the participating colleges will have both their General Education coursework and graduation proficiencies 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 courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of Mission if a certification is presented to the member colleges. The agreement will be reviewed periodically.

The process 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 by the published deadline each semester. Forms can be obtained in Admissions 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.
4. Mission will honor the certification presented from the participating colleges only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that other community colleges do not participate in the agreement.

POLICY ON BACCALAUREATE DEGREE ASSOCIATE DEGREE

GENERAL EDUCATION
Mission College will accept “as completed” the required units and proficiencies of General Education needed for an 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.

PROCEDURES
1. It is the student’s responsibility to request that official transcripts be sent directly to the Records Office at Mission College.
2. It is the student’s responsibility to complete a “Transcript Evaluation Request/Document Service” form obtained from the Counseling Office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.
3. For 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 university work must be 2.00 level or better.
5. Courses required in respective majors pertinent to the desired Mission College degree must be completed.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at Mission College.

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 in the new major.
2. Courses used to fulfill general education requirements for the first degree will be applied toward fulfillment of general education requirements for the second associate degree.

ASSOCIATE DEGREE
Associate in Science and Associate in Arts Degrees are offered in the areas listed below. Information on specific course requirements for each Associate Degree can be found under individual disciplines.

Associate in Arts Degree
Page
Anthropology* 22
Art 24
Business (Transfer) 31
Creative Arts 24
Global Studies 90
General Studies 102
Mathematics 114
Social Science 140
Sociology 142

Associate in Science Degree
Page
Accounting 17
Biological Science 29
Business 31
Community Health Worker 40
Community Health Worker for the Develop. Disabled 41
Computer Networking Electronics Technology 61
Computer Networking Technology* 61
Computer Information Systems 49
Design Drafting - Options in: Electronic 66
Mechanical 66
Electro/Mechanical 66
Early Childhood Education 36
Engineering 70
Environmental Technology 80
Fire Protection Technology 80
Global Marketing Management & Business 111
Graphic Arts 91
Graphic Design 93
Hospitality Management 99
Management & Supervision 104
Marketing 111
Office Administration 42
Office Information Systems 43
Physical Science 28, 34, 128
Psychiatric Technician 131
Real Estate 136
Semiconductor Manufacturing Technician 109
Vocational Nursing 144

*Pending State approval

DIRECTED STUDIES
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. Consult your instructor or counselor for more information.

MILITARY SCIENCE (ARMY R.O.T.C.) AND AEROSPACE STUDIES (AIR FORCE R.O.T.C.)
Mission College students can enroll in lower division Army R.O.T.C. or Air Force R.O.T.C. courses taught at Santa Clara University or San Jose State University and receive credit toward an Associate Degree. See Military Science under Course Descriptions for further information.

OCCUPATIONAL PROGRAMS
Mission College offers two types of academic programs with occupational emphasis, both provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The Associate in Science Degree programs require completion of 60 units of credit and normally take four semesters to complete. Associate in Arts degrees are not offered in occupational programs. Consult page 6 of this catalog for the associate degree requirements. The second type of academic program with occupational emphasis is the certificate program. Each certificate program may vary in the number of units required. All certificate programs require a C grade or better in each course for the award to be made by the college, and most of the courses taken may be counted toward a degree program if the student elects to change to the associate degree program.

Certificate programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills. The advisory committees may recommend changes in the course content, course outlines, instrumentation, and technical equipment needed. The purpose of the recommendations is to make certain that students will be familiar with those facilities they may meet when they start their employment.
The Need for Specialized Occupational Training

The student may find it difficult to secure employment, or those students now employed may find advancement to better paying jobs difficult without some further specialized occupational training. The certificate or an associate degree will provide the employer with evidence that such training has been completed by the student. Increasing the skills of a student may aid in his/her conditions for employment or reclassification to better pay scales if employed.

It should be noted that a student may combine work on a certificate program with an associate degree program. He/she may also choose to go from an associate degree program to a transfer program. There is the reverse flexibility of going from transfer to A.A. or A.S. degree program to the certificate program. Students may also acquire saleable skills with which they can support themself and their family while continuing to work for an academic degree. The college recognizes the mobility within our society and the necessity of changing educational goals and needs in the industrial and college community.

CERTIFICATE OF PROFICIENCY FOR OCCUPATIONAL EDUCATION PROGRAMS

Mission College provides degree and/or Certificate of Proficiency options for students who undertake occupational educational programs. Certificates of proficiency are granted to students who complete all the occupational education courses constituting the major in their program. General Education courses which are required for the Associate in Science degree are not required for the certificate. The certificate is designed for students who wish to seek employment as quickly as possible after they have achieved an employable status.

The certificate is intended to serve as an evidence that the student can perform the duties and responsibilities of the job for which the certificate program has prepared him/her.

Certificates of Proficiency (18 or more units) are offered in areas listed below. These certificates are officially noted on the transcript. Information on specific course requirements for each certificate can be found under the individual disciplines. Please note that a certificate is awarded only upon completion of all courses with a grade of “C” or better.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>17</td>
</tr>
<tr>
<td>Allied Health - Community Health Worker</td>
<td>39</td>
</tr>
<tr>
<td>Allied Health - Comm Health Worker for the</td>
<td></td>
</tr>
<tr>
<td>Developmentally Disabled</td>
<td>40</td>
</tr>
<tr>
<td>Allied Health - Psychiatric Technician</td>
<td>131</td>
</tr>
<tr>
<td>Allied Health - Vocational Nursing</td>
<td>144</td>
</tr>
<tr>
<td>Child Development - Associate Teacher</td>
<td>35</td>
</tr>
<tr>
<td>Child Development - Early Intervention Assistant</td>
<td>37</td>
</tr>
<tr>
<td>Child Development - Family Child Care</td>
<td>36</td>
</tr>
<tr>
<td>Child Development - Instructional Aide in the Elem School</td>
<td>36</td>
</tr>
<tr>
<td>Child Development - Master Teacher</td>
<td>36</td>
</tr>
<tr>
<td>Child Development - Site Supervisor</td>
<td>36</td>
</tr>
<tr>
<td>Child Development - Teacher</td>
<td>36</td>
</tr>
<tr>
<td>CNET - Computer Networking Electronics Technology</td>
<td>61</td>
</tr>
<tr>
<td>CNET - Computer Networking Technology*</td>
<td>61</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>49</td>
</tr>
<tr>
<td>CIT - Cisco Certified Network Administration (CCNA)</td>
<td>56</td>
</tr>
<tr>
<td>CIT - Cisco Certified Network Professional (CCNP)</td>
<td>56</td>
</tr>
<tr>
<td>CIT - Certified Netware Engineer (CNE)</td>
<td>56</td>
</tr>
<tr>
<td>CIT - Microsoft Certified Systems Engineer (MCSE)</td>
<td>56</td>
</tr>
<tr>
<td>CIT - Microsoft Certified Database Admin (MCDBA)</td>
<td>56</td>
</tr>
<tr>
<td>CIT - Oracle Database Administration (DBA)</td>
<td>56</td>
</tr>
<tr>
<td>Design Drafting - Electronic</td>
<td>66</td>
</tr>
<tr>
<td>Design Drafting - Mechanical</td>
<td>66</td>
</tr>
<tr>
<td>Design Drafting - Electro/Mechanical</td>
<td>66</td>
</tr>
<tr>
<td>E-Commerce*</td>
<td>94</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>94-95</td>
</tr>
<tr>
<td>Food Services Restaurant Mgmt</td>
<td>99</td>
</tr>
<tr>
<td>Global Marketing, Management and Business</td>
<td>111</td>
</tr>
<tr>
<td>Global Studies</td>
<td>89</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>91</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>93</td>
</tr>
<tr>
<td>Marketing Communication</td>
<td>94</td>
</tr>
<tr>
<td>Multimedia</td>
<td>94</td>
</tr>
<tr>
<td>Office Administration</td>
<td>43</td>
</tr>
<tr>
<td>Office Information Systems</td>
<td>43</td>
</tr>
<tr>
<td>Real Estate Level II</td>
<td>136</td>
</tr>
<tr>
<td>Semiconductor Manufacturing Technician</td>
<td>109</td>
</tr>
<tr>
<td>Technical Communication</td>
<td>71</td>
</tr>
<tr>
<td>Web Graphic Design</td>
<td>93</td>
</tr>
<tr>
<td>Webmaster*</td>
<td>94</td>
</tr>
</tbody>
</table>

*Pending State approval

CERTIFICATE OF COMPLETION

Some departments offer students the option to receive a certificate of Completion which specifies a sequence of coursework. Although a certificate is issued it will be noted on the transcript. Information on specific course requirements for each certificate can be found under the individual disciplines.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health - Nursing Assistant/ Home Health Aide/</td>
<td></td>
</tr>
<tr>
<td>Acute Care Nursing Assistant</td>
<td>20</td>
</tr>
<tr>
<td>Allied Health - Childbirth Trainer Program</td>
<td>20</td>
</tr>
<tr>
<td>Archaeological Technology</td>
<td>22</td>
</tr>
<tr>
<td>Art - Foundation</td>
<td>24</td>
</tr>
<tr>
<td>Art - Two-Dimensional Arts</td>
<td>24</td>
</tr>
<tr>
<td>Art - Three-Dimensional Arts</td>
<td>24</td>
</tr>
<tr>
<td>Basic Human Services</td>
<td>22</td>
</tr>
<tr>
<td>Business - Level I &amp; II</td>
<td>32</td>
</tr>
<tr>
<td>Business Communications</td>
<td>32</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>42</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>39</td>
</tr>
<tr>
<td>Computer Applications- Level I &amp; II</td>
<td>42</td>
</tr>
<tr>
<td>C/C++/Unix Programming - Level I &amp; II</td>
<td>49</td>
</tr>
<tr>
<td>Unix Programming Systems Administration - Level I &amp; II</td>
<td>49</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>42</td>
</tr>
<tr>
<td>Dietary Service Supervisor</td>
<td>119</td>
</tr>
<tr>
<td>Digital Illustration</td>
<td>94</td>
</tr>
<tr>
<td>Digital Music</td>
<td>117</td>
</tr>
<tr>
<td>Family Services</td>
<td>142</td>
</tr>
<tr>
<td>Fire Technology - Firefighter I</td>
<td>80</td>
</tr>
<tr>
<td>Fire Technology - Emergency Medical Technician I</td>
<td>80</td>
</tr>
<tr>
<td>Fitness Specialist - Aerobics</td>
<td>122</td>
</tr>
<tr>
<td>Fitness Specialist - Personal Trainer</td>
<td>122</td>
</tr>
<tr>
<td>Fundamental Food Services Skills</td>
<td>99</td>
</tr>
<tr>
<td>Internet Application</td>
<td>42</td>
</tr>
<tr>
<td>Java Programming</td>
<td>50</td>
</tr>
<tr>
<td>Management &amp; Supervision - Level I &amp; II</td>
<td>106</td>
</tr>
<tr>
<td>Marketing - Level I &amp; II</td>
<td>111</td>
</tr>
<tr>
<td>Mecha-Tronic Training</td>
<td>109</td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>42</td>
</tr>
<tr>
<td>Nano-Technology Process</td>
<td>109</td>
</tr>
<tr>
<td>Network Associate</td>
<td>61</td>
</tr>
<tr>
<td>Oracle Developer</td>
<td>43</td>
</tr>
<tr>
<td>PC Systems Administration - Level I</td>
<td>50</td>
</tr>
<tr>
<td>Real Estate Level I</td>
<td>136</td>
</tr>
<tr>
<td>Receptionist</td>
<td>43</td>
</tr>
<tr>
<td>Retail Floristry</td>
<td>138</td>
</tr>
<tr>
<td>Small Business Start Up</td>
<td>32</td>
</tr>
</tbody>
</table>

All education programs at Mission College are designed to provide students with the opportunity to earn an associate degree. Consequently, students who elect to pursue the Certificate of Proficiency can also achieve the Associate in Arts or Science degree without the loss of credit or duplication of courses. The degree is granted on completion of the total program including general education requirements.
TRANSFER PROGRAMS
UNIVERSITY OF CALIFORNIA

Admission Requirements for California Residents *

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.

Freshman and Transfer Applicants - The university has defined freshman and transfer applicants as follows:

Freshman Applicant - A freshman applicant is a student who has graduated from high school and who 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 and who has been a registered 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.) A transfer applicant may not disregard his or her college record and apply for admission as a freshman.

For detailed information consult the publication "Answers for Transfers" from the University of California. A copy can be obtained for the Mission College Counseling Desk or the Mission College Career Center.

Intersegmental General Education Transfer Curriculum

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. It was developed to simplify the transfer process for students.

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. Certain students, however, will not be well served by following the IGETC. If you intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, you should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. Your counselor or a UC admissions representative can advise you on which path is best for you.

If you choose to follow the IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the UC college or school you attend.

The university system (UC and CSU) developed an agreement with each California community college that specifies which of its course may be applied to each category of the IGETC. You must complete all courses for the IGETC with a grade of C or better.

The California State University has a specific American Institutions requirement that is separate from the general education requirements. Completion of the Intersegmental General Education Transfer Curriculum will not satisfy this requirement for California State University.

For additional information see the booklet “Answers for Transfers 2003-2004,” available at the Mission College Counseling Information Center.

* An asterisk means that UC transfer credit may be limited. Please see a counselor for more information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 001</td>
<td>Logic and Critical Thinking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Group C: Oral Communication (1 course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020</td>
<td>Argumentation and Debate</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**(Students transferring to UC do not have to meet the Oral Communications requirement.)**

Area 2 - Mathematical Concepts & Quantitative Reasoning

(1 course required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 001*</td>
<td>Pre-Calculus Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 002*</td>
<td>Pre-Calculus Algebra and Trigonometry</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003AB*</td>
<td>Analytic Geometry and Calculus</td>
<td>5.0 each</td>
</tr>
<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004B</td>
<td>Differential Equations</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004C</td>
<td>Linear Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 019</td>
<td>Discrete Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 000G</td>
<td>Math for the Liberal Arts Student</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Area 3 - Arts and Humanities

Minimum 3 courses/9 semester/12-15 quarter units. One course must be selected from the “Arts” (art or music); another from the “Humanities” (English, Vietnamese, French, History, Humanities, Japanese, Philosophy, Spanish, Speech).

Art and Music Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001AB</td>
<td>Survey of Western Art</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 001C</td>
<td>Survey of Non-Western Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 007</td>
<td>Survey of Asian Art</td>
<td>3.0</td>
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<tr>
<td>ART 010</td>
<td>Art of the United States</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 011</td>
<td>The History of Modern Art</td>
<td>3.0</td>
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<tr>
<td>ART 015</td>
<td>(Also listed as DDES 011) The History of Modern Art</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 001</td>
<td>Music History and Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 002</td>
<td>Music History and Literature</td>
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</tr>
<tr>
<td>MUSIC 005</td>
<td>Fundamentals of Music</td>
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</tr>
<tr>
<td>MUSIC 005A</td>
<td>Fundamentals of Music Lecture</td>
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<tr>
<td>MUSIC 010</td>
<td>Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 016</td>
<td>History of Rock Music</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 017</td>
<td>Music of the World</td>
<td>3.0</td>
</tr>
<tr>
<td>PE 040</td>
<td>Dance Appreciation</td>
<td>3.0</td>
</tr>
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Letters Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 012</td>
<td>Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 005AB</td>
<td>Survey of English Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 006AB</td>
<td>World Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 007AB</td>
<td>American Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 012</td>
<td>African American Literature</td>
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</tr>
<tr>
<td>ENGL 014</td>
<td>Native American Literature</td>
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</tr>
<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis</td>
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<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 044</td>
<td>The Bible as Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 045*</td>
<td>Popular Fiction in America</td>
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</tr>
<tr>
<td>ENGL 047</td>
<td>Introduction to Poetry</td>
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**ACADEMIC PROGRAMS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 049</td>
<td>Modern Fiction</td>
<td>3.0</td>
</tr>
<tr>
<td>FRNC 002</td>
<td>Second Semester French (Elem)</td>
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</tr>
<tr>
<td>FRNC 003</td>
<td>Third/Fourth Semester French (Inter)</td>
<td>5.0 each</td>
</tr>
<tr>
<td>FRNC 005</td>
<td>Fifth/Sixth Semester French (Adv)</td>
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<tr>
<td>HIST 003</td>
<td>Intro to Asian American Experience: The Chinese</td>
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<tr>
<td>HIST 004</td>
<td>History of Western Civilization</td>
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<tr>
<td>HIST 006</td>
<td>The Middle East</td>
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<tr>
<td>HUMAN 001</td>
<td>Human Values in and from the Arts</td>
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<tr>
<td>HUMAN 007</td>
<td>International Films</td>
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<tr>
<td>HUMAN 015</td>
<td>Introduction to Film Analysis</td>
<td>3.0</td>
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<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
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<tr>
<td>HUMAN 018</td>
<td>African-American Culture and Humanities</td>
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<td>HUMAN 020</td>
<td>Asian Roots and Culture</td>
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<tr>
<td>HUMAN 022</td>
<td>Introduction to Islam</td>
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<tr>
<td>JINS 002</td>
<td>Second Semester Japanese (Elem)</td>
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<tr>
<td>PHIL 001</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 004</td>
<td>Patterns in Comparative Religions</td>
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<tr>
<td>PHIL 005</td>
<td>Introduction to Social and Political Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 007</td>
<td>Introduction to Philosophy of Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 008</td>
<td>Introduction to Asian Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 010</td>
<td>Introduction to the Philosophy of Art</td>
<td>3.0</td>
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<tr>
<td>PORTG 049A</td>
<td>Portuguese for Portuguese Speaking</td>
<td>3.0 each</td>
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<tr>
<td>SPAN 002</td>
<td>Second Semester Spanish (Elem)</td>
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<tr>
<td>SPAN 003</td>
<td>Third/Fourth Semester Spanish(Inter)</td>
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<td>Fifth/Sixth Semester Spanish (Adv)</td>
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<td>VIET 049A</td>
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**Area 4 - Social and Behavioral Sciences**

Minimum 3 courses/9 semester/12-15 quarter units. Courses from at least two disciplines or an interdisciplinary sequence.

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<tr>
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<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
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<td>ANTHR 003</td>
<td>Cultural Anthropology</td>
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<td>ANTHR 051</td>
<td>Culture and Food</td>
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<tr>
<td>ANTHR 055</td>
<td>Magic, Witchcraft, &amp; Religion</td>
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</tr>
<tr>
<td>ANTHR 057</td>
<td>Native People of North America</td>
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</tr>
<tr>
<td>COMM 025</td>
<td>Mass Communication and Society</td>
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</tr>
<tr>
<td>ECON 001</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
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<td>ECON 002</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Introduction to Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 001</td>
<td>Global Perspectives</td>
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<td>GLOBL 002</td>
<td>Global Issues</td>
<td>3.0</td>
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<tr>
<td>GLOBL 003</td>
<td>Introduction to Peace Studies</td>
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<td>GLOBL 004</td>
<td>The Developing World</td>
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<tr>
<td>HIST 004A</td>
<td>Western Civilization</td>
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<tr>
<td>HIST 017AB</td>
<td>United States History</td>
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<tr>
<td>HIST 018</td>
<td>Introduction to Latin American Hist</td>
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<td>HIST 020</td>
<td>History and Geography of California</td>
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<td>HIST 030</td>
<td>History of Southeast Asia</td>
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<tr>
<td>HIST 031</td>
<td>History East Asia</td>
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<tr>
<td>HIST 033</td>
<td>Women's Issues Past &amp; Present</td>
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<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
<td>3.0</td>
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<tr>
<td>PHIL 005</td>
<td>Introduction to Social and Political Philosophy</td>
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<td>POLIT 001</td>
<td>American Government</td>
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<td>POLIT 002</td>
<td>Comparative Government</td>
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<td>POLIT 004</td>
<td>International Relations</td>
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<td>POLIT 006</td>
<td>The Politics of Race, Class, and Gender</td>
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<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
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<td>PSYCH 007</td>
<td>Physiological Psychology</td>
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<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSYCH 025</td>
<td>Introduction to Abnormal</td>
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<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SOC 002</td>
<td>Social Problems</td>
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<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the U.S.</td>
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<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
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<td>SOC 038</td>
<td>American Culture through Film</td>
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<td>SOC 043</td>
<td>Sociology of Religion</td>
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<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
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<td>SOC 046</td>
<td>Behavior; A Global Perspective</td>
<td>3.0</td>
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<td>SOC 047</td>
<td>Sociology of Criminology</td>
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<tr>
<td>SOCS 001</td>
<td>Global Perspectives</td>
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</tr>
<tr>
<td>SOCS 002</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Area 5 - Physical and Biological Sciences**

Minimum 2 courses/7-9 semester/9-12 quarter units. One Physical Science course and one Biological Science course; at least one must include a laboratory. (Labs are underlined.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001L</td>
<td>Physical Anthropology Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BIOSC 001A</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 005</td>
<td>Anatomy and Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 008</td>
<td>Exploring Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 010*</td>
<td>Introduction to Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>Marine Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
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</table>

**Physical Science Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ASTR 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTR 002</td>
<td>Astronomy Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 001AB*</td>
<td>General Chemistry</td>
<td>5.0 each</td>
</tr>
<tr>
<td>CHEM 002*</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030AB*</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGR 003</td>
<td>Science at Work</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 001</td>
<td>Introduction to Physical Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004A*</td>
<td>Engineering Physics - Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B*</td>
<td>Engineering Physics - Electricity and Magnetism</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004C*</td>
<td>Engineering Physics - Light and Heat</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 010*</td>
<td>Introduction to Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

* An asterisk means that UC transfer credit may be limited. Please see a counselor for more information.

**Foreign Language**

(Students transferring to CSU do not have to meet the Foreign Language requirement)

Proficiency is demonstrated by completing the first level course of a foreign language or completion of two years of a foreign language in high school with a grade of “C” or better, or equivalent proficiency demonstrated by a minimum score of 550 on the appropriate CEEB Foreign Language Achievement Test.

**CSU Graduation Requirement:**

U.S. History, Constitution and American Ideals (6 semester units, 2 courses) (This will not count as part of the IGETC for CSU but should be completed prior to transfer.)

HIST 017A and POLIT 001 (or) HIST 017B and POLIT 001
ACADEMIC PROGRAMS

CALIFORNIA STATE UNIVERSITY

Admission to Advanced Standing

Transfer students who were eligible for admission to the CSU as freshmen may be admitted at any time to select universities with an overall grade point average of C (2.00) or better at an accredited community college, or university.

Students who were not eligible for admission to the CSU at freshmen standing may be admitted with a grade point average of C (2.00) in 56 (or more) semester units of college credit in courses acceptable in the CSU.

Prospective upper division transfer students must complete at least 56 transferable semester (84 quarter) units with a minimum GPA of 2.0. Within the 56 units, a minimum of 30 semester units that meet general education requirements must be completed with a grade of C or better in each course. The 30 semester (45 quarter) units must include the 12 semester units of "GE Skill Courses", (A-1) communication; (A-2) written communication; (A-3) critical thinking; and (B-4) mathematical concepts. These "skill courses" must be completed by Spring prior to Fall admission and Summer prior to Spring admission to the university.

GENERAL EDUCATION REQUIREMENTS FOR CALIFORNIA STATE UNIVERSITY TRANSFER STUDENTS

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. (At least 56 transferable units of Major and General Education courses are required for transfer - 60 is strongly recommended). 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. See a counselor.

Only courses with a "C" or better may be used for certification of General Education from Mission College.

* An asterisk means the course application is pending. Please see a counselor for more information.

Area A – Oral Communication – 9 units

Complete the following requirements: (one from each section must be completed).

A1 Oral Communication:
Course | Course Title | Units
--- | --- | ---
COMM 001 | Public Speaking | 3.0
COMM 010 | Persuasive Speaking | 3.0
COMM 020 | Argumentation and Debate | 3.0

A2 Written Communication:
Course | Course Title | Units
--- | --- | ---
ENGL 001A | English Composition (I) | 3.0

A3 Critical Thinking:
Course | Course Title | Units
--- | --- | ---
COMM 010 | Persuasive Speaking | 3.0
COMM 020 | Argumentation and Debate | 3.0
ENGL 001B | English Composition (II) | 3.0
ENGL 001C | Clear Thinking In Writing | 3.0
PHIL 003 | Intro to Problems in Ethics | 3.0
PHIL 017 | Logic and Critical Thinking | 3.0
PHIL 002 | Logic | 3.0
PHIL 009 | Symbolic Logic | 3.0
(PHIL 002, 009 and COMM 010, 020 are non-composition courses)

Area B – Natural Science & Mathematics – 9 units*

1. Natural Science

Complete at least two science courses (one from the Biological Science area and one from the Physical Science area). One of the courses selected must be a laboratory class. Lab courses are underlined.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
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</tr>
<tr>
<td>CHEM 001A,B</td>
<td>General Chemistry</td>
<td>5.0 each</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
<td>4.0</td>
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<tr>
<td>CHEM 030A,B</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGR 003</td>
<td>Science at Work: Technology in the Modern World</td>
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<tr>
<td>GEOG 001</td>
<td>Introduction to Physical Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 002A,B</td>
<td>General Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004A, B, C</td>
<td>Engineering Physics</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
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<td>PHYS 015 and (045L)</td>
<td>Technical Physics</td>
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<td>PHYS 010</td>
<td>Introduction to Physics</td>
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<table>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHR 001</td>
<td>Physical Anthropology</td>
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<tr>
<td>ANTHR 001L</td>
<td>Physical Anthropology Lab</td>
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<tr>
<td>BIOSC 001A</td>
<td>General Biology – Cells</td>
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<tr>
<td>BIOSC 001B</td>
<td>General Biology – Organisms</td>
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<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
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<tr>
<td>BIOSC 005</td>
<td>Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007</td>
<td>Field Methods for Nature Study</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 008*</td>
<td>Exploring Biology</td>
<td>3.0</td>
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<tr>
<td>BIOSC 010</td>
<td>Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
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<tr>
<td>BIOSC 016</td>
<td>Marine Biology</td>
<td>3.0</td>
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<tr>
<td>BIOSC 025*</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
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<td>Environmental Biology</td>
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<td>BIOSC 030</td>
<td>Rainforest Ecology</td>
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2. Mathematics

<table>
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<td>MATH 000D</td>
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<td>MATH 000G</td>
<td>Math for the Liberal Arts Student</td>
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<td>MATH 001</td>
<td>Pre-Calculus Algebra</td>
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<tr>
<td>MATH 002</td>
<td>Pre-Calculus Algebra and Trigonometry</td>
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<tr>
<td>MATH 003A,B</td>
<td>Analytic Geometry and Calculus</td>
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<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus</td>
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<tr>
<td>MATH 004B</td>
<td>Differential Equations</td>
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<td>Linear Algebra</td>
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<td>Elementary Statistics</td>
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<tr>
<td>MATH 019</td>
<td>Discrete Mathematics</td>
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Area C – Humanities – 9 units

Complete at least two courses to total nine units: one must be a course in Arts and one must be a course in Letters.

1. Arts

<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art</td>
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<tr>
<td>ART 001B</td>
<td>Survey of Western Art</td>
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</tr>
<tr>
<td>ART 001C</td>
<td>Survey of Non-Western Art</td>
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</tr>
<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
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<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 007*</td>
<td>Survey of Asian Art</td>
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<tr>
<td>ART 010</td>
<td>Art of the United States</td>
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<tr>
<td>ART 011</td>
<td>History of Modern Design (Also listed as GDES 011)</td>
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<td>ART 031A</td>
<td>Drawing</td>
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<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
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<td>ART 034A</td>
<td>Computer-Aided Art</td>
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<td>ART 035A</td>
<td>Life Drawing</td>
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<tr>
<td>ART 037A</td>
<td>Introduction to Computer Animation</td>
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<td>History of Modern Design (Also listed as ART 011)</td>
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### ACADEMIC PROGRAMS

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<td>Fundamentals of Music</td>
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<td>Fundamentals of Music Lecture</td>
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<td>Music Appreciation</td>
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<td>History of Rock Music</td>
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<td>Musics of the World</td>
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<tr>
<td>PE 040</td>
<td>Dance Appreciation</td>
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#### 2. Letters

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<td>COMM 012</td>
<td>Intercultural Communication</td>
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<tr>
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<td>Survey of English Literature</td>
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<td>ENGL 006A,B</td>
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<td>ENGL 007A,B</td>
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<td>ENGL 014</td>
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<td>Introduction to Film Analysis (Also listed as HUMAN 015)</td>
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<td>Third/Fourth Semester French (Inter)</td>
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<td>FRNCH 005,006</td>
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<td>FRNCH 001L,002L</td>
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<tr>
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<td>African American Culture/  Humanities</td>
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<td>Introduction to Social and Political Philosophy</td>
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<td>Introduction to Philosophy of Science</td>
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<td>Introduction to Asian Philosophy</td>
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<td>Introduction to thePhilosophy of Art</td>
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<td>Basic Conversational Portuguese</td>
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#### Area D – Social Science – 9 units

The **History and Institutions** requirement may be met by choosing an alternative from Section 1. Select an additional course or courses from Section 2 to total nine units. (All courses listed below are three units).

#### Section 1

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<td>US History</td>
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<td>POLIT 001</td>
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#### Section 2

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<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
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<td>ANTHR 003</td>
<td>Cultural Anthropology</td>
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<td>Native Amer. Cultures of the Southwest</td>
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<td>Urban Cultures of San Francisco</td>
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<td>Cultural Traditions in Health Care</td>
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<td>ANTHR 051</td>
<td>Culture &amp; Food: A Multi-cultural</td>
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<td>Magic, Witchcraft and Religion</td>
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<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
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#### D2: ECONOMICS

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<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
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<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
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#### D3: ETHNIC STUDIES

#### D4: GENDER STUDIES

#### D5: GEOGRAPHY

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<td>GEOG 002</td>
<td>Intro. to Cultural Geography</td>
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#### D6: HISTORY

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<td>HIST 004A,4B</td>
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<td>History of Western Civilization</td>
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<td>The Middle East</td>
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<td>Intro to Latin American History</td>
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<td>History and Geography of California</td>
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<td>History of Southeast Asia</td>
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<td>HIST 033</td>
<td>Women's Issues Past and Present</td>
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#### D7: INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCES

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<td>CHD 001</td>
<td>Child Growth &amp; Development</td>
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<td>COMM 025</td>
<td>Mass Communication and Society</td>
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<td>GLOBL 001</td>
<td>Global Perspectives</td>
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<tr>
<td>GLOBL 002</td>
<td>Global Issues</td>
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<tr>
<td>GLOBL 003</td>
<td>Global Issues</td>
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<td>GLOBL 004</td>
<td>The Developing World</td>
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<td>Introduction to Peace Studies</td>
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<td>The Developing World</td>
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12
**D8: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS**

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<tr>
<td>POLIT 001</td>
<td>American Government</td>
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<td>POLIT 002</td>
<td>Comparative Government</td>
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<td>POLIT 004</td>
<td>International Relations</td>
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<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
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<tr>
<td>POLIT 007</td>
<td>Film &amp; the International Community</td>
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<td>POLIT 010</td>
<td>Intro to Law and the Legal System</td>
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**D9: PSYCHOLOGY**

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<td>General Psychology</td>
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<tr>
<td>PSYCH 002A</td>
<td>Experimental Psychology</td>
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<td>PSYCH 007</td>
<td>Physiological Psychology</td>
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<td>Human Growth and Development</td>
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<td>PSYCH 025</td>
<td>Intro to Abnormal Psychology</td>
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<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
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<td>The Psychology of Personal Growth</td>
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<td>Environmental Psychology</td>
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**D10: SOCIOLOGY AND CRiminology**

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<td>Sociology of Minorities in the U.S.</td>
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<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
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<tr>
<td>SOC 027</td>
<td>Introduction to Community Service</td>
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<td>SOC 038</td>
<td>American Culture through Film</td>
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<td>SOC 039A</td>
<td>Native Amer. Cultures of the Southwest</td>
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<tr>
<td>SOC 039B</td>
<td>Urban Cultures of San Francisco</td>
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<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
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<td>SOC 041</td>
<td>Family Issues</td>
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<td>SOC 043</td>
<td>Sociology of Religion</td>
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<td>SOC 045</td>
<td>Human Sexuality</td>
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<td>SOC 046</td>
<td>Human Sexuality: A Global Perspect.</td>
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<tr>
<td>SOC 047</td>
<td>Sociology of Criminology</td>
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**Area E – Lifelong Learning – 3 units**

Choose a course or courses from the following to total at least 3 units. Only one unit from Physical Education will be counted for Area E.

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<tr>
<td>COMHLS 010</td>
<td>Community Health Problems</td>
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<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
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<td>COMM 012</td>
<td>Intro to Intercultural Communication</td>
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<tr>
<td>COUNS 005</td>
<td>Strategies for Success</td>
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<tr>
<td>COUNS 012</td>
<td>Careers and Life Styles</td>
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<tr>
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<td>Careers and Life Styles</td>
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<td>H ED 002</td>
<td>Health and Lifestyle</td>
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<tr>
<td>H ED 009</td>
<td>Health, Drug Abuse and Human Disease</td>
<td>2.0</td>
</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</td>
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<td>PSYCH 012</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSYCH 055</td>
<td>Psychology of Death and Dying</td>
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<td>SOC 002</td>
<td>Social Problems</td>
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<td>SOC 040</td>
<td>Marriage and Family</td>
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<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
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**Course Requirements**

Two units of Physical Education are now required at San Jose State University. Check the catalogs for other California State University campus requirements in Physical Education.

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<td>PE 001F</td>
<td>Adaptive PE: Rhythmic Aerobics</td>
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<tr>
<td>PE 003Y</td>
<td>Social Dance: Latin/Salsa</td>
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<tr>
<td>PE 003Z</td>
<td>Social Dance: Swing</td>
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<tr>
<td>PE 004A</td>
<td>Yoga</td>
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<td>PE 004B</td>
<td>Fitness: Stretch &amp; Flex</td>
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<td>PE 004D</td>
<td>Fitness: Fire Agility Training</td>
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<td>PE 004E</td>
<td>Physical Fitness: Aerobics</td>
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<td>PE 004G</td>
<td>Step Aerobics</td>
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<tr>
<td>PE 004H</td>
<td>Fitness, Emphasis:Aerobic Dance</td>
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<tr>
<td>PE 004J</td>
<td>Fitness: Competitive:Athletics</td>
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<tr>
<td>PE 004K</td>
<td>Fitness: Cardio Cross Training</td>
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<tr>
<td>PE 004L</td>
<td>Fitness: Aerobics</td>
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</table>

**SANTA CLARA UNIVERSITY**

Admission to Advanced Standing (Transfers)

The University accepts a number of transfer students, principally at the sophomore and junior levels.

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 transfer students 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.
COURSE REPETITION

It is the intent of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition furthers achievement of the student’s educational objectives and is in accordance with the provisions of the California Education Code. It is not, however, the intent of the Governing Board to allow students to repeat courses that have been successfully completed with a grade of A, B, C, or CR. Course repetition is permitted for substandard work, extenuating circumstances, a significant lapse of time as described below.

Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NC) was earned. If the course is offered at both colleges in the District, the student may repeat the course at either college. A course may be repeated only once under this policy. If a student fails the same course twice, he or she must obtain prior approval of the Academic Council in order to register for the course for a third time.

The student’s permanent academic record shall contain all work attempted and depict a legible, true and complete academic history. In course repetition for substandard work the grade earned in the last enrollment shall be used exclusively in determining the units attempted, completed and grade points earned. However, the original substandard grade will remain on official records, though annotated as a repeated course. No assurance can be provided that repeated courses will be treated in this manner by other institutions.

Extenuating Circumstances (for successfully completed courses)

Students who have completed a course successfully but wish to repeat it, must submit a petition to the Academic Council and provide substantial evidence of extenuating circumstances (i.e., verified cases of accident, illness, or other emergency situations) for granting such a repetition. Grades awarded for courses approved for such repetition shall not be included in calculating a student’s grade point average.

Significant Lapse of Time since Passing

Students may repeat a successfully completed course if a significant lapse of time (3 or more years) has occurred since the student completed the course and the student’s petition for repetition has prior approval of the Academic Council.

The following groups of courses have a maximum combined limit of 4 units for each group:
- CA 038A Word Processing Internship
- PE 003B Ballet - Beginning
- PE 003C Ballet - Intermediate
- PE 003J Jazz Dance - Beginning
- PE 003K Jazz Dance - Intermediate
- PE 003L Modern Dance - Beginning
- PE 003M Modern Dance - Intermediate
- PE 006DE Laboratory Experience In Exercise Physiology Assessment & Evaluation
- PE 007E Bowling - Beginning
- PE 007K Golf - Intermediate
- PE 007S Tennis - Beginning
- PE 007T Tennis - Advanced Beginning
- PE 007U Tennis - Intermediate
- PE 007V Tennis - Advanced
- PE 007W Tennis - Tournament Tennis
- PE 008H Soccer - Beginning
- PE 008I Soccer - Advanced - Men
- PE 008K Softball - Beginning
- PE 008L Softball - Intermediate

The following courses have a maximum combined limit of 3 units:
- ENGL 940ABCDEF English Lab
- ESL 901, 902, 903, 904, 905, 906 ESL Skills Development Lab
- READ 975, 976, 977, 978 Reading Skills

The following courses have a maximum combined limit of 6 units:
- All Directed Studies 091, 092, 093
- All Selected Topics 099 (if each course is different in title and content)
- ART 190AB Cultural Events
- COUNS 040AB Leadership Training
- PE 004V Laboratory Experience in Exercise Physiology Assessment and Evaluation
- PE 004W Laboratory Experience in Exercise Physiology Assessment and Evaluation

The following courses have a maximum combined limit of 12 units:
- WRKEX 301 General Work Experience
- WRKEX 302 General Work Experience
- WRKEX 303 General Work Experience

The following courses have a maximum combined limit of 16 units:
- WRKEX 301 Occupational Work Experience
- WRKEX 302 Occupational Work Experience
- WRKEX 303 Occupational Work Experience
- WRKEX 304 Occupational Work Experience
DESCRIPTION OF COURSES
AND PROGRAMS

NOTES ON COURSE DESCRIPTIONS
The offering of any course is subject to adequate enrollment. Courses are offered as frequently as needed and as financial resources are available.

California Articulation Number (CAN)
The California Articulation Number (CAN) System provides a cross reference number of courses which have been evaluated by faculty and determined to be acceptable “in lieu of” each other. Only lower division, transferable, introductory courses commonly taught on two- and four-year college and university campuses are included in the CAN System.

The CAN System is not a common numbering system. Each campus retains its own course numbers, prefixes, and titles. The CAN (e.g. CAN ENGL2) is listed parenthetically in catalog descriptions, class schedules, and other publications as appropriate.

The CAN designation is assurance that the course or sequence of courses will be accepted in lieu of an identically designated CAN course or sequence at all participating campuses in California. Information regarding the CAN System is available in the Transfer Center.

Course Numbering and Transfer
Each college or university has its own numbering system. Mission College’s catalog indicates courses which are acceptable for at least elective credit at the University of California and California State University. All courses are lower-division credit courses. The student should see the course descriptions for acceptability of credit.

The description, Acceptable for Credit: California State University, indicates that the course has been designated by Mission College as a baccalaureate level class, and as such will be accepted for at least elective credit at the campuses of the California State University system.

The description, Acceptable for Credit: University of California, indicates that the class will also be accepted for at least elective credit at the campuses of the University of California.

The descriptions, Credit/No Credit and Credit/No Credit Only, are explained on page 153.

For more specific information about the transfer of credit for courses, students are encouraged to consult with a counselor.

COURSE PREREQUISITES
Some courses have prerequisites which must be met before students can enroll in the course. Course prerequisites exist because students need the knowledge and skills gained from passing the prerequisites to succeed in the course. A few prerequisites—an audition or try out—are used to demonstrate that students have the necessary skills for the course. In most cases, students must complete a prerequisite with a "C" grade or better. Prerequisites must be taken in advance of the course or, if so identified, may be taken concurrently with the course.

Prerequisite: A course or skill that is required before you can enroll in a particular course.

Corequisite: A course that you must take at the same time as another course as a condition of enrollment.

Advisory: A course or skill that is recommended before you enroll in a particular course.

To enroll in a course with a prerequisite:
• If students have successfully completed the prerequisite course at MC, the student will be able to enroll to the class.
• If the student is currently enrolled in the prerequisite, then the student will be allowed to register for the class the following term, but the student must complete the prerequisite satisfactorily or will be subsequently dropped.
• If students have not completed the prerequisite at MC, then the student must bring an official college transcript, verifying that the prerequisite requirement was met at another college, to the Mission College Admissions and Records Office at least two weeks before the student registers.

To challenge a prerequisite:
Students who are denied enrollment in a course because they do not meet the prerequisite requirement may challenge the prerequisite. It is the responsibility of the student to demonstrate with supporting documentation that he/she should be allowed to enroll in the course. Challenge petitions are available in the Mission College Counseling office.

How to file a prerequisite challenge:
Students must file their challenge before the first meeting of the class at the MC Admissions and Records Office. If space is available, the student will be enrolled into the class.
• If the challenge is approved, then the student will remain in the class.
• If the challenge is denied, then the student will be notified that he/she will be removed from the class.

Advisories are put into place for the purpose of informing students that they will be more successful in a class if they have completed the course's advisory. In short, an advisory is a recommendation.

For example, students are advised that eligibility for ENGL 108A and READ 053 is recommended for successful completion of associate degree level courses. Some courses may also recommend a course in mathematics. Advisories are not required prerequisites; they are recommendations and may be taken or ignored by the students. Either way, they do not need to be challenged.
Program Description and Learning Outcomes

This program provides training for entry-level employment in private industry or in government accounting. Study for self-employment as a provider of computer-based record keeping and/or tax services is also available. In addition, those individuals already employed in accounting can work toward career advancement by taking additional courses. Generally, employment in this specialization requires proficiency in business calculations.

Career Options:

- Accounting Clerk
- Accounting Technician
- Accountant Trainee
- Auditor I
- Bank Employee/Examiner
- Certified Public Accountant
- Cost Accountant
- Insurance Employment

Some career options require more than two years of college study.

Highlights:

- State-of-the-art software and equipment to provide computerized accounting training.
- Financial Planning

A.S. Degree:

- Accounting

Certificate:

- Accounting

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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D= DAY CLASSES / E= EVENING CLASSES / O=ONLINE

Total Program Certificate Requirements: .......................... 24.0

Total Program A.S. Degree Requirements: .......................... 31.0-32.0

Accounting - A.S. Degree

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 001A Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCTG 001B Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 021 Introduction to Business Computing</td>
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<tr>
<td>BUS 021L Introduction to Business Computing Laboratory</td>
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<tr>
<td>BUS 028A Business Law</td>
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Plus 3 units from the following:

ACCTG 060 Computerized Accounting:Quickbooks/Windows . 3.0

ACCTG 065 Computerized Accounting:Peachtree/Windows ....... 3.0

Total 18.0

Accounting - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Select at least 24 units from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
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<tr>
<td>ACCTG 001B Principles of Accounting</td>
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<tr>
<td>BUS 021 Introduction to Business Computing</td>
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<td>BUS 028A Business Law</td>
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<td>ACCTG 033 Projected Cash Flow &amp; Financial Statements Using Excel</td>
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<tr>
<td>ACCTG 034 Business Financial Planning Using Excel</td>
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<td>ACCTG 040 Introduction To Personal Financial Planning</td>
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<td>ACCTG 042 Investment Planning</td>
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<tr>
<td>ACCTG 043 Tax Planning</td>
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<tr>
<td>ACCTG 044 Retirement Planning</td>
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<tr>
<td>ACCTG 045 Estate Planning</td>
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<tr>
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<tr>
<td>BUS 051 Introduction to American Business</td>
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<td>BUS 064 Business Math Using Calculators</td>
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<td>BUS 078 Business Communications</td>
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<td>BUS 079 Human Relations Applied in Business</td>
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<tr>
<td>MGMT 103 Functions of Management I</td>
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<tr>
<td>MKT 056A Marketing Principles</td>
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Total Program Certificate Requirements: .......................... 24.0
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<tr>
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<th>Course Title</th>
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<th>Total Lab</th>
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<tr>
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<td>Estate Planning</td>
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<tr>
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<td>Financial Planning Using Excel</td>
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<td>27.2</td>
<td>27.2</td>
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<td></td>
<td>California State University</td>
</tr>
</tbody>
</table>

This course may also be offered online.
MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

051A • INCOME TAX 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University

This course covers the taxation principles applied to corporations, partnerships, estates and trusts.

051B • INCOME TAX 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University

This course presents a thorough study of payroll preparation, payroll taxes, including social security, federal income tax and state income tax, as related to businesses. Basic payroll procedures used in business today will be presented. Various methods of manual and automated payroll preparation will be presented.

057A • COST ACCOUNTING 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University

This course provides a thorough presentation of cost accounting terminology, concepts and procedures such as job order cost system, process system, and standard costs, flexible budgets, cost-volume-profit analysis.

057B • COST ACCOUNTING 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University

This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary topics.

058A • INTERMEDIATE ACCOUNTING 4.0 units
Total lecture 73.6 hours
Advisory: MATH 903
Prerequisite: ACCTG 001B
Acceptable for credit: California State University

This course presents a thorough study of payroll preparation, payroll taxes, including social security, federal income tax and state income tax, as related to businesses. Basic payroll procedures used in business today will be presented. Various methods of manual and automated payroll preparation will be presented.

058B • INTERMEDIATE ACCOUNTING 4.0 units
Total lecture 73.6 hours
Advisory: MATH 903
Prerequisite: ACCTG 058A
Acceptable for credit: California State University

This course provides a thorough presentation of cost accounting terminology, concepts and procedures such as job order cost system, process system, and standard costs, flexible budgets, cost-volume-profit analysis.

060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS/WINDOWS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: MATH 903 & CA 052
Prerequisite/Corequisite: ACCTG 001A
Acceptable for credit: California State University

In this course, students use Quickbooks software with Windows 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 will include 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.

Credit/No Credit Option.

065 • COMPUTERIZED ACCOUNTING: PEACHTREE/WINDOWS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 052
Prerequisite/Corequisite: ACCTG 001A
Acceptable for credit: California State University

In this course, students use Peachtree Accounting software with Windows 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 will include 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.

Credit/No Credit Option.
ALLIED HEALTH — AH

DIVISION: Applied Science
DEPARTMENT: Health Occupations
CHAIR: Edith Dooley
PHONE: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

Allied Health Program offers courses for students seeking entry level careers in the health care field. The courses are designed to provide a theoretical base for practical experience in a variety of health care settings.

**Learning Outcomes:**
Provide theoretical and clinical experiences to prepare students for employment in specific health care fields.

**Career Options:**
- Certified Nurse Assistant
- Certified Home Health Aide
- Acute Care Nursing Assistant
- Childbirth Trainer

**Certificates:**
- Nurse Assistant
- Home Health Aide
- Acute Care Nursing Assistant
- Childbirth Trainer

**Schedule Matrix:**
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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</table>

**Nursing Assistant / Home Health Aide / Acute Care Nursing Assistant Certificates**

Mission College offers programs that include clinical experiences in skilled nursing facilities, home health care, and acute care hospitals. Completion of Level I courses provides eligibility for the California Certified Nurse Assistant (CNA) examination. Students who complete Level II course work are eligible to receive a California Certificate as a Home Health Aide (CHHA). Completion of Level III courses provides a Mission College Acute Care Nurse Assistant Certificate. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**LEVEL I: Nurse Assistant Certificate:**

**Core Curriculum Courses (Required)**
- **Units**
  - AH 020D: Fundamentals of Nursing Assistant 3.5
  - AH 020E: Nurse Assistant Clinical 2.0
  - HED 004: Standard First Aid 0.5

**Total Level I Certificate Requirements:** 6.0

**LEVEL II: Home Health Aide Certificate:**

**Core Curriculum Courses (Required)**
- **Units**
  - AH 020F: Home Health Aide Fundamentals 1.5
  - AH 020G: Home Health Aide Clinical 0.5
  - AH 012: Emergency and Disaster Preparedness 0.5

**Total Level II Certificate Requirements:** 2.5

**LEVEL III: Acute Care Nurse Assistant Certificate:**

**Core Curriculum Courses (Required)**
- **Units**
  - AH 020H: Acute Care Nurse Assistant Theory 1.5
  - AH 020I: Acute Care Nursing Assistant Clinical 2.0
  - AH 011: Cardiopulmonary Resuscitation 0.5

**Total Level III Certificate Requirements:** 4.0

**Allied Health (AH)**

**003 • MEDICAL TERMINOLOGY**

**Units**
- **Total lecture 54.4 hours**
- **Advisory: MATH 900**
- **Acceptable for credit:** California State University

**010 • CARDIOPULMONARY RESUSCITATION INSTRUCTOR**

**Units**
- **Total lecture 9.6 hours; Total lab 27.2 hours**
- **Advisory: MATH 900**
- **Prerequisite:** AH 011 or currently certified in CPR to the standards of the American Heart Association or American Red Cross

**011 • BASIC LIFE SUPPORT (CPR) FOR HEALTHCARE PROVIDERS**

**Units**
- **Total lecture 1.0 hour; Total lab 9.4 hours**
- **Advisory: MATH 900**
- **Acceptable for credit:** California State University

**012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS**

**Units**
- **Total lecture 10.4 hours**
- **Advisory: MATH 900**
- **Corequisite:** H ED 004

**020D • NURSING ASSISTANT FUNDAMENTALS**

**Units**
- **Total lecture 54.4 hours; Total lab 27.2 hours**
- **Advisory: MATH 900**
- **Corequisite:** AH 020E

**Childbirth Trainer Certificate**

The Childbirth Trainer Certificate Program is designed to qualify an individual to be a Prepared Childbirth Trainer. The role of the childbirth trainer is to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**
- **Units**
  - AH 168: Introduction to Health Care Trainer Techniques 3.0
  - AH 169: Techniques in Childbirth Education 4.0
  - AH 190: Parenting Techniques for Childbirth Trainers 1.0
  - AH 191: Ethics and Legal Aspects of Childbirth Education 1.0
  - NS 025: Maternal, Fetal and Infant Nutrition 1.0
  - VN 056*: Obstetrical Nursing 2.0

* May be challenged by RNs or LVNs

**Total Program Certificate Requirements:** 12.0
020E • NURSE ASSISTANT CLINICAL  
2.0 units

Total lab 108.8 hours  
Advisory: MATH 900  
Corequisite: AH 020D  
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 AH 20D, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. A section of this course is available for ESL students each spring. Credit/No Credit Option.

020F • HOME HEALTH AIDE FUNDAMENTALS  
1.5 units

Total lecture 27.2 hours  
Advisory: MATH 900, AH 020D, and AH 020E, or current CNA Certificate or eligibility for CNA examination  
Corequisite: AH 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 AH 20G, provides eligibility for a California Home Health Aide (HHA) certificate. You must be eligible for or hold a California CNA. Credit/No Credit Option.

020G • HOME HEALTH AIDE CLINICAL  
0.5 units

Total lab 27.2 hours  
Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination  
Corequisite: AH 020F  
Acceptable for credit: California State University

This clinical practicum provides the student with experience in basic nursing skills in a home setting. Students who successfully complete this course along with AH 20F are eligible to apply for the California Home Health Aide (HHA) certificate. You must be eligible for or hold a California CNA. Credit/No Credit Option.

020H • ACUTE CARE NURSING ASSISTANT  
1.5 units

Total lecture 27.2 hours  
Advisory: MATH 900  
Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination  
Corequisite: AH 020I  
Acceptable for credit: California State University

This course is designed to expand the knowledge base of the Certified Nurse Assistant (CNA) to function safely as an Acute Care Nurse Assistant (ACNA). The focus is on providing adequate information to assure safe skills in expanded nursing care to the client in the acute care setting. You must be eligible for or hold a California CNA.

020I • ACUTE CARE NURSING ASSISTANT CLINICAL  
2.0 units

Total lab 108.8 hours  
Advisory: MATH 900  
Prerequisite: AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination  
Corequisite: AH 020H  
Acceptable for credit: California State University

This clinical practicum provides the Certified Nurse Assistant (CNA) with a clinical experience in the acute care setting. The focus is to demonstrate safety in expanded nursing care to the client in the acute care setting. Students who successfully complete this course, along with AH 20H, will receive a certificate. You must be eligible for or hold a California CNA. Credit/No Credit Option.

024 • HEALTH CARE FOUNDATIONS  
3.0 units

Total lecture 54.4 hours  
Advisory: ENGL 905 and READ 161  
Acceptable for credit: California State University

This course provides the student with an overview of the structure and function of health care delivery systems, current trends, health care technology roles, educational requirements and personal qualifications for entering the health care field. Included is an exploration of career pathways and options to assist students in career decisions. This course is required for any health care provider student prior to entry into a clinical experience. Areas emphasized are communication, legal and ethical principles, interpersonal dynamics, and safe practice skills. Credit/No Credit Option.

168 • INTRODUCTION TO HEALTH CARE TRAINING TECHNIQUES  
3.0 units

Total lecture 35.8 hours; Total lab 53.8 hours  
Advisory: MATH 900  
Corequisite: AH 169, AH 190, AH 191, and NS 025  
Acceptable for credit: California State University

Introduction to Health Care Training Techniques is designed to provide an introduction to the principles and techniques of health care training and their application in the development of effective approaches for use in childbirth education. Credit/No Credit Option.

169 • TECHNIQUES IN CHILDBIRTH EDUCATION  
4.0 units

Total lecture 54.4 hours; Total lab 54.4 hours  
Advisory: MATH 900  
Corequisite: AH 168, AH 190, AH 191 and NS 025  
Acceptable for credit: California State University

This course is designed to provide the student with a knowledge base in techniques and approaches to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. This preparation includes information dealing with conception, pregnancy, childbirth, and family life. Credit/No Credit Option.

190 • PARENTING SKILLS FOR CHILDBIRTH TRAINERS  
1.0 unit

Total lecture 20.8 hours  
Advisory: MATH 900  
Corequisite: AH 168, AH 169, AH 191, and NS 025  
Acceptable for credit: California State University

This course is designed to give childbirth trainers information and teaching techniques on a variety of parenting issues such as family structure and development, childrearing patterns and practices, communication skills, single parenting, family conflicts and stress. Students will explore their own family systems as well as discuss current trends and attitudes in parenting. Credit/No Credit Option.

191 • ETHICS AND LEGAL ASPECTS OF CHILDBIRTH EDUCATION  
1.0 unit

Total lecture 20.8 hours  
Advisory: MATH 900  
Corequisite: AH 168, AH 169, AH 190, and NS 025  
Acceptable for credit: California State University

This course is designed to give the student an understanding of the ethical and legal implications related to childbirth education. The students will examine the characteristics of moral questions and the moral duties of the health care provider. Emphasis will also be placed on having the students gain awareness of the legal rights of health care recipients and the legal/ethical responsibilities of those providing health care education. Credit/No Credit Option.

914 • MATH FOR HEALTH OCCUPATIONS  
1.0 unit

Total lecture 20.8 hours  
Prerequisite: Eligibility for MATH 903  

This course is an introduction to math calculations for health occupations students. It provides the learner with an opportunity to explore the math functions within the health field. Students will become competent with performing accurate calculations for the delivery of medications. May be repeated two times. This course may also be offered online. Credit/No Credit Option.
Mission College offers basic lower division courses in Anthropology. Anthropology provides an excellent background to many other behavioral sciences. Anthropology offers a basic understanding of people, including their physical and behavioral adaptations to the world around them.

Learning Outcomes:
The Department of Anthropology is designed to further the goals of Mission College to provide students a learning experience which will meet their lifelong educational needs and enhance their abilities to live and work in a diverse society.

The specific learning outcomes and objectives of the Anthropology Department are to provide students with the ability to:

- Attain the educational goals of:
  - Pursuing general education
  - Transferring to four-year schools
- Completing career goals in vocational programs
- Understand and utilize the basic principles and points of view of anthropology, which will allow the students to gain insight into the behavior of people functioning in various cultural groups, both in the present and in the past.
- Understand the principles of human evolution.
- Gain insight into the transmission of customs and cultural behaviors.
- Gain insight into ethnocentrism and cultural relativism.
- Understand the interaction of cultures and ways in which cultures associate with one another, including cultural diffusion and cultural domination.
- Understand global perspectives involving exchange between cultures.
- Study cultures of the past, and investigate techniques used to study such cultures.
- Investigate and experience specific areas of life involved in the use of resources, the development of tools, and the development of beliefs, values, and customs.

Career Options:
- Anthropologist
- Museum Curator
- Transcultural Nursing
- Transcultural Health-Care Worker
- Environmental Impact Analyst

Some career options may require work beyond the AA or AS degree.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES; TV= TV COURSE

Anthropology - A.A. Degree*
*(pending State approval)

An Associate of Arts Degree in Anthropology allows Mission College graduates to better qualify for admission to university programs. Within the local Santa Clara area, such a degree would make our graduates better prepared and better qualified for jobs in major industries, such as silicon-based business companies, correctional facilities, public and private social services, family services, and health-care support services.

Required Mission College courses:

- ANTHR 001 Physical Anthropology ......................... 3.0
- ANTHR 002 Introduction to Cultural Anthropology ...... 3.0
- ANTHR 003 Introduction to Archaeology .................. 3.0

Plus 3 courses from the following:

- ANTHR 048 Cultural Traditions in Health Care .......... 3.0
- ANTHR 051 Culture and Food ................................ 3.0
- ANTHR 055 Magic, Witchcraft and Religion ............... 3.0
- ANTHR 057 Native Peoples of North America ............ 3.0
- SOC 038 American Culture through Film ................. 3.0
- SOC 046 Human Sexuality: A Global Perspective ....... 3.0

Total A.A. Requirements ........................................ 18.0

Archaeological Technology Certificate

Certification qualifies graduates to work as a technician in the areas of Archaeological excavation, establishing and recording locations of remains, and inspecting building sites to certify conformity with local codes regarding aboriginal (Indian) artifacts and/or burial sites. Some courses will be offered at Mission College and others will be offered off-campus.

Required Mission College courses:

- ANTHR 002 Introduction to Cultural Anthropology ...... 3.0
- ANTHR 003 Introduction to Archaeology .................. 3.0
- ANTHR 057 Native Peoples of North America ............ 3.0
- ENGL 001A English Composition ........................... 3.0
- CA 030A Introduction to Word Processing ............... 3.0

Total courses to be taken at Mission College ............. 15.0

The following are “hands on” courses using equipment and archaeological sites within the Central California Consortium for Archaeological Technology.

Plus off-campus courses:

- ARCHE 2 Archaeological Survey .............................. 3.0
- ARCHE 3 Data Management ..................................... 3.0
- ARCHE 4 Field Excavation ..................................... 3.0
- ARCHE 5 Laboratory and Analysis ........................... 3.0
- ARCHE 113A,B,C Laws and Regulations .................... 3.0

Total courses to be taken off-campus ....................... 15.0

Total Program Certification Requirements .................. 30.0

Basic Human Services Certificate

Certification qualifies graduates to work in Human Services for state, county, or city agencies that require certification, as well as in private non-profit industries that provide “human services” or “community services” to those persons qualified for such services.

Required core courses:

- SOC 001 Introduction to Sociology ........................ 3.0
- SOC 032 Community Services ................................. 3.0
- SOC 061 Basics of Human Services .......................... 3.0
- COUNS 001 College Survival Skills .......................... 2.0
- COUNS 012A Careers and Life Styles ....................... 1.0
- COUNS 051A Self Esteem and Goal Setting ............... 1.0
- PSYCH 001 Introduction to Psychology .................... 3.0

Total Program Certification Requirements .................. 16.0

Note: Courses in this program cover Disability Issues

Certificate in Family Services

A certificate in Family Services allows Mission College to better serve the County of Santa Clara, needing areas of study wherein workers can obtain credit and recognition for courses in their field. It also is important to students who have career goals in sociology, social work, or related areas.

Required core courses:

- SOC 066A Family Services A ................................. 4.0
- SOC 066B Family Services B ................................. 4.0

Total Program Certification Requirements .................. 8.0
ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY 3.0 units
CAN ANTHR 2
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
The evolution of human biology and behavior, theories of human origins, principles of evolution, genetics, race, prehistoric humans and primate behavior will be studied. Special emphasis will be placed on the biological basis of sociocultural behavior. Credit/No Credit Option.

001L • PHYSICAL ANTHROPOLOGY LAB 1.0 unit
Total lab 54.4 hours
Corequisite: ANTHR 001
Acceptable for credit: University of California, California State University
This is an introductory laboratory course that includes methods and techniques of Physical Anthropology, including scientific method, anthropometry, determination and identification of skeletal materials, comparative osteology, and forensic anthropology. Topics also include population genetics, human inheritance, comparative primate anatomy and behavior, and functional analysis of fossil humans and their reconstruction. Credit/No Credit Option.

002 • INTRODUCTION TO ARCHAEOLOGY 3.0 units
CAN ANTHR 6
Total lecture 54.4 hours
Advisor: ENGL 905, READ 161 and MATH 903
Acceptable for credit: University of California, California State University
This course includes an introduction to the history and development of the concepts and methods of anthropological archaeology. A survey of selected prehistoric cultures, and some training in archaeological survey methods, site recognition, recordation and preservation, as well as cultural resource management will be covered. This course may also be offered by telecourse. Credit/No Credit Option.

003 • INTRODUCTION TO CULTURAL ANTHROPOLOGY 3.0 units
CAN ANTHR 4
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
The study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values and ethics, and ecology. This course may also be offered by telecourse. Credit/No Credit Option.

039A • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST 3.0 units
Total lecture 17.6 hours; Total lab 108.8 hours
Acceptable for credit: California State University
This course is a study of Navajo, Hopi, Pueblo, and other Native American Groups of the Flagstaff, Grand Canyon, and “Four-Corners” area of the Southwestern United States, that includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

039B • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO 3.0 units
Total lecture 17.6 hours; Total lab 108.8 hours
Acceptable for credit: California State University
This course is a study of a selection from Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

048 • CULTURAL TRADITIONS IN HEALTH CARE 3.0 units
Total lecture 54.4 hours
Advisor: ANTHR 003
Acceptable for credit: California State University
In many traditional cultures health care is relegated to nursing, emergency treatment specialists, and family members. This course is a study of these traditions, with special emphasis on what health professionals in the U.S. can learn from and about these traditions and how they can deal with people from these traditions to help them communicate with current medical services. Healing by touch, the use of herbs, dieting, fasting, ceremonies, and other traditions are included. Gender differences in the healing professions are emphasized. Credit/No Credit Option.

053 • CULTURE AND FOOD: A MULTICULTURAL FOOD SURVEY AND SAMPLING 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course includes an introduction to various world cultures and food preferences, specialties and beliefs about food. Cultures will be described in terms of ecology, subsistence, economics, religion, social organization, worldview and gender roles, and illustrated visually by popular and documentary films chosen by anthropologist/instructor. The course involves understanding relationships of biological and sociocultural forces that shape food use, and balance or constrain nutritional status of groups all over the world. Globalization of food supply, cash cropping, malnutrition, hunger and over nutrition are examined in the light of ecological and economic practices and processes of distribution. Course includes a brief look at hunger in Silicon Valley and the United States, as well as opportunity for volunteer work at non-profit food agencies. Cultural and ethnic foods are “tasted” at local restaurants, ethnic food gatherings, or student potlucks. May be repeated three times. Credit/No Credit Option.

055 • MAGIC, WITCHCRAFT, AND RELIGION 3.0 units
Total lecture 54.4 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. Credit/No Credit Option.

057 • NATIVE PEOPLES OF NORTH AMERICA 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a survey of the native peoples and cultures of North America, including American Indians, Aleuts, and Eskimos. Emphasis is placed on the nature and organization of cultures prior to European-American dominance. The conditions of present-day Native-American communities are investigated and the origins of such conditions are explored. Credit/No Credit Option.
The Mission College Art Department offers a comprehensive curriculum of courses including art appreciation, art history, two and three dimensional design, drawing, painting, printmaking, sculpture, jewelry, ceramics and computer-aided art and animation. These courses are designed to meet the different experience levels of students from beginner to advanced. Art students are given the valuable opportunity to display their work in the Michael P. Vargas Gallery in the annual Mission College Art Students Exhibit. The desire to create is an integral part of the human experience. The Mission College Art Department encourages students to participate in and explore the creative process. We invite all students to join our classes which offer a supportive learning environment that balances fundamentals of craftsmanship with creative freedom.

Mission College also offers students the opportunity to major in a program of Creative Arts, leading to an Associate of Arts Degree and including study in one or more interdisciplinary disciplines: Fine Arts, Music, Creative Writing, Dance, and Film/Dramatic Arts.

Bachelor of Arts graduates in Arts may pursue a number of career fields, including teaching, business, arts administration, arts criticism/journalism, public recreation, and art therapy.

Learning Outcomes:

- Students learn to think critically, creatively, and independently, learn the fundamentals of craftsmanship in a supportive environment and learn to understand and appreciate the diversity of world art.

Career Options:
- Arts Administration
- Art Conservator
- Art Librarian
- Art Therapist
- Animation Specialist
- Computer Art
- Education/Teaching
- Graphic Design
- Museum/Gallery Professional
- Publishing/Journalism
- Visual Resources Curator

Some career options may require more than two years of college study.

Highlights:
- Art faculty who have exhibited regionally, nationally and internationally.
- Opportunities to explore artistic expression in two- and three-dimensional media using a wide variety of materials and techniques.
- On-campus gallery exhibits.
- Scheduled trips to major museums.
- Guest lectures and demonstrations.

Schedule Matrix:

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<th>COURSE</th>
<th>FALL</th>
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A.A. Degree:
- Art
- Creative Arts

Certificate:
- Art
- Creative Arts

Art Certificate

Certificates of completion in art will be awarded in the following areas:

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<tr>
<th>Area</th>
<th>Units</th>
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<td>Foundation</td>
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<tr>
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For specific requirements for a certificate in art, consult with the art department or a counselor.

Art - A.A. Degree

Foundation Courses

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

- A. Survey of Art - 6 units selected from:
  - ART 001A Survey of Western Art I
  - ART 001B Survey of Western Art II
  - ART 001C Survey of Asian, African, Native American and Oceanic Art
  - ART 001D Art of the Twentieth Century

- B. Drawing - 6 units selected from:
  - ART 031A,B Drawing
  - ART 035A Life Drawing

- C. Design - 6 units selected from:
  - ART 033A Basic Design: Two-Dimensional
  - ART 033B Basic Design: Three-Dimensional
  - ART 033C Basic Design: Color

- D. Professional Preparation - 2 or 3 units selected from:
  - ART 020A,B,C

Plus one course from two of the three areas of concentration:

- Two-Dimensional Art
  - ART 033A Basic Design: Two Dimensional
  - ART 033C* Basic Design: Color
  - ART 035A* Life Drawing
  - ART 035B Life Drawing
  - ART 039A Survey of Printmaking
  - ART 047A,B Watercolor
  - ART 048A,B Airbrush Painting
  - ART 049A,B Painting

- Three-Dimensional Art
  - ART 033B* Basic Design: Three-Dimensional
  - ART 065A,B Ceramics-Handbuilding
  - ART 067A,B Ceramics-Potter’s Wheel
  - ART 075A,B Metalsmithing
  - ART 085A,B Sculpture
  - ART 088A,B Metal Sculpture Casting

* If not taken as a Foundation course

Non-Traditional Media

- ART 034A Introduction to Digital Art
- ART 034B Advanced Digital Art
- ART 034C Advanced Computer Aided Art
- ART 037A Computer Animation

DANCE

A course in Ballet, Jazz, or Modern Dance

Total Program A.A. Degree Requirements: 23.0 - 27.0

Creative Arts - A.A. Degree

Requirements of the Major:

The major 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 1A Survey of Western Art I
- ART 1B Survey of Western Art II
- ART 4 Art Appreciation
- ENGL 6A World Literature
- ENGL 49 Modern Fiction
- HUMAN 15 Introduction to Film
- HUMAN 18 African-American Culture
- MUSIC 5 Fundamentals of Music
- MUSIC 10 Music Appreciation

Students who major in the Creative Arts program 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. A certificate is also awarded upon completion of the above 18 units.
### ART (ART)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001A</td>
<td>SURVEY OF WESTERN ART I</td>
<td>3.0</td>
<td>A chronological survey of painting, sculpture, and architecture from Prehistoric through Medieval times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility.</td>
</tr>
<tr>
<td>001B</td>
<td>SURVEY OF WESTERN ART II</td>
<td>3.0</td>
<td>A chronological survey of painting, sculpture, and architecture from Renaissance through Modern times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility.</td>
</tr>
<tr>
<td>004</td>
<td>ART APPRECIATION</td>
<td>3.0</td>
<td>This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will 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 will be introduced to outstanding Twentieth Century design figures and their work.</td>
</tr>
<tr>
<td>010A</td>
<td>MUSEUM/GALLERY INTERNSHIP</td>
<td>1.0</td>
<td>Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 54 hours per semester. Course may be repeated three times.</td>
</tr>
<tr>
<td>010B</td>
<td>MUSEUM/GALLERY INTERNSHIP</td>
<td>2.0</td>
<td>Students will actively participate in the operation of a local museum or gallery under the direction of museum/gallery staff members. Mission College students have the option to progress through all or some of the museum/gallery departments as working interns to gain directed and meaningful project-based experience in daily museum operations. Students may choose to intern in some or all of the following areas: Education (art classes, programs, family events), Development (fund-raising), Curatorial (exhibitions, writing, research), Marketing and Membership (press releases, brochures, mailings), and Registration/Collections Care (object care, conservation/preservation, research, data entry). Interview required. Limited enrollment. Students are expected to work 108 hours per semester. Course may be repeated three times.</td>
</tr>
<tr>
<td>011</td>
<td>THE HISTORY OF MODERN DESIGN</td>
<td>3.0</td>
<td>This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students will develop an understanding of the evolution and role of the Modern Movement in society. The students will 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 will be introduced to outstanding Twentieth Century design figures and their work.</td>
</tr>
</tbody>
</table>
033A • BASIC DESIGN: TWO-DIMENSIONAL
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Acceptable for credit: **University of California, California State University
This is the basic introductory course to the principles and elements of two dimensional design and composition. This course covers visual awareness, line, shape, space, pattern, texture, and basic color theory, as well as art critical terminology. Compositional theories explored as a tool for solving spatial problems. The course will investigate artists from various periods and cultures to illustrate the connection between form and content in artworks. Credit/No Credit Option.

033B • BASIC DESIGN: THREE-DIMENSIONAL
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
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 on structure and materials appropriate to three-dimensional problems, and contemporary attitudes in design. Credit/No Credit Option.

033C • BASIC DESIGN: COLOR
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: ART 033A
Acceptable for credit: **University of California, California State University
This is a studio design course pursuing the in-depth study of color as a design element. This course provides students with an understanding of the attributes of color-hue, value, and intensity, as well as the secondary attributes of color organization and interaction, as well as past and present artists’ uses of color to achieve their purposes. Credit/No Credit Option.

034A • INTRODUCTION TO DIGITAL ART
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 031A
Acceptable for credit: **University of California, California State University
This is an introductory course to the principles and elements of digital art. Students will learn basic digital art techniques using computer software. The course will cover digital art concepts and principles. Specific projects will be executed relating to visual awareness, line, shape, form, space, and color. Students will learn digital art tools and techniques using Adobe Photoshop. Credit/No Credit Option.

034B • ADVANCED DIGITAL ART
2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Prerequisite: ART 034A
Acceptable for credit: University of California, California State University
This is an advanced design course in digital art. Students will learn to use computer software to create digital art. Course will cover advanced concepts and principles. Specific projects will be executed relating to unity, variety, rhythm/pattern, color, movement, balance, computer animation with shape tables and multiple screens technique. Students will learn the techniques needed to create digital art. Credit/No Credit Option.

035A, B, C, D • LIFE DRAWING
3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite for ART 035A: ART 031A
for ART 035B: ART 035A
for ART 035C: ART 035B
for ART 035D: ART 035C
Acceptable for credit: *University of California, California State University
ART 35A is a fundamental study of the human figure as the main subject of drawings and its use as a means of artistic expression. In-depth study of the human structure, rendered in realistic terms. Utilization of various drawing media and drawing from live models. Utilization of the human form as the major element in composition. Black and white media study.
ART 35B is an advanced study of the human form and structure. Creative interpretation and use of the human form for artistic expression. Drawing the live model in a variety of styles and media. Development of advanced compositions utilizing the human figure. Color and black and white media study.
ART 35C and ART 35D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

037A • INTRODUCTION TO COMPUTER ANIMATION
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: ART 034A
Acceptable for credit: California State University
This is an introductory course to computer animation. Students will learn animation techniques using 3D modeling and animation software, including texture mapping and lighting effects. Students will analyze the historical and contemporary trends in computer animation films. Credit/No Credit Option.

037B • ADVANCED COMPUTER ANIMATION
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: ART 037A
Acceptable for credit: California State University
Students will learn advanced animation techniques using 3D modeling software and a variety of animation software (i.e., StrataStudioPro and/or 3D Studio MAX), including texture mapping and lighting effects. Students will create complex 3-D scenes and create animations on different platforms. May be repeated two times. Credit/No Credit Option.

038A • INTRODUCTION TO ADOBE PREMIERE
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 034A
Acceptable for credit: California State University
This is an introductory course to Adobe Premiere. Students will learn video techniques using quicktime movies, stills and sound files; to record and edit video materials, and to use and apply transitions and special effects to create quicktime movies. Credit/No Credit Option.

039A • SURVEY OF PRINTMAKING
3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: ART 031A or ART 033A
Acceptable for credit: University of California, California State University
This course will cover various techniques and media used in fine art printmaking. The students will explore the use of the etching press as well as other transfer tools used in making the printed image. In addition, the students will explore the development of printing plates, i.e. intaglio, monotype, collograph and others. Media used will include both water based inks as well as the more traditional oil based inks and paints. Credit/No Credit Option.

043A • DIGITAL CHARACTER ANIMATION
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 034A
Prerequisite: ART 031A
Acceptable for credit: California State University
This is an introductory course in character animation using character animation software. Students will learn basic animation principles and how to create animated characters. Students will also learn about solid modeling techniques, walk cycles, bones, texture mapping and how lighting affects them. Students will develop an understanding of historical and contemporary trends in computer generated character animation. Credit/No Credit Option.
047A, B, C, D • WATERCOLOR 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 047A: ART 031A or ART 033A
for ART 047C: ART 047B
for ART 047D: ART 047C
Prerequisite for ART 047C: ART 047A
Acceptable for credit: *University of California, California State University
ART47A is in instruction in techniques utilizing watercolor and related aqueous media. In-depth development of composition, utilizing field trips as major instructional settings. Introduction to contemporary materials for watercolors.
ART 47B is continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student’s artistic direction.
ART 47C and ART 47D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

048A, B, C, D • AIRBRUSH PAINTING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 048A: ART 031A or ART 033A
for ART 048C: ART 048B
for ART 048D: ART 048A
Prerequisite for ART 048B: ART 048A
Acceptable for credit: California State University
ART 48A and ART 48B is an introduction to the airbrush as a painting tool. Students will explore water based media as they apply to the airbrush, as well as the principles of transparency, composition, and color theory.
ART 48C and ART 48D will focus on advanced aspects of airbrush painting and provided students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

049A, B, C, D • PAINTING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 049A: ART 031A or ART 033A
for ART 049C: ART 049B
for ART 049D: ART 049B
Prerequisite for ART 049B: ART 049A
Acceptable for credit: *University of California, California State University
ART 49A is a basic introduction to traditional and current painting techniques and media. The student will study and demonstrate the process of painting; will examine the nature of painting materials and the concepts which apply to personal growth as a painter.
ART 49B is a continuation of instruction in painting techniques and media with emphasis on in-depth exploration of individual style, self-expression and creative thought.
ART 49C and ART 49D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

065A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 065A: ART 033A
for ART 065B: ART 065A
for ART 065C: ART 065B
for ART 065D: ART 065C
Acceptable for credit: **University of California, California State University
ART 65A is an introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay composition, decoration techniques, and emphasizing handbuilding techniques. Introduction to two and three dimensional ceramic design.
ART 65B is an advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects directed toward individualized self-expression.
ART 65C and ART 65D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

067A B, C, D • CERAMICS-POTTER’S WHEEL 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 067A: ART 033A
for ART 067C: ART 067B
for ART 067D: ART 067C
Prerequisite for ART 067B: ART 067A
Acceptable for credit: **University of California, California State University
ART 67A will introduce to the student basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.
ART 67B is an advanced course in wheel throwing course directed toward refinement of skills on the potter’s wheel; production throwing techniques, advanced kiln firing techniques, clay compositions thrown sculpture, complex thrown ceramic ware, and combination hand and wheel techniques.
ART 67C and ART 67D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

075A, B, C, D • METALSMITHING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 075A: ART 031A or ART 033A
Prerequisite for ART 075B: ART 075A
for ART 075C: ART 075B
for ART 075D: ART 075C
Acceptable for credit: California State University
ART 75A is CAN ART 12
ART 75B concentrates study and exploration on the development of a personal style of sculptural design.
ART 75C and ART 75D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

085A, B, C, D • SCULPTURE 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 085A: CAN ART 12
Prerequisite for ART 085B: ART 085A
for ART 085C: ART 085B
for ART 085D: ART 085B
Acceptable for credit: **University of California, California State University
ART 85A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving; utilizing clay, wood, cast stone, metal, etc.
ART 85B concentrates study and exploration on the development of a personal style of sculptural design.
ART 85C and ART 85D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

088A, B, C, D • METAL SCULPTURE CASTING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite for ART 088A: ART 085A
for ART 088B: ART 088A
for ART 088C: ART 088B
for ART 088D: ART 088C
Acceptable for credit: California State University
ART 88A is a basic course in metal sculpture casting. Developing skill in lost wax and lost Styrofoam techniques with emphasis on three-dimensional design. ART 88B is advanced study of the metal casting process with emphasis on development of a personal form.
ART 88C and ART 88D will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice. Credit/No Credit Option.

090 • ART PRACTICE LAB 1.0 unit
Total lab 54.4 hours
Corequisite: Concurrent enrollment in an art studio course
Acceptable for credit: University of California, California State University
Determined by student and instructor on contract basis. May be repeated three times. Credit/No Credit Option. Note: UC credit is limited. See a counselor.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

190A, B • CULTURAL EVENTS 0.5-1.0 unit
Total lecture 10.4 (20.8) hours
Through the use of seminars, films, workshops, and field trips, this enrichment series will provide a provocative, interesting spectrum of topical areas designed to meet the interest of the individual throughout the semester. Both currently registered students and community members can enroll and earn elective college credit. Credit earned applies toward the A.A. degree and is non-transferable. The program is graded on a credit attendance basis: 9 hours of attendance awards one-half unit of credit and 18 hours awards one unit of credit. Students register, attend sessions, participate as recommended by the session facilitator or lecturer, take no exams and receive a credit grade. Repeatable to total of 6 units.

970 • OPEN CERAMIC STUDIO 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: Completion of a college level ceramic course or equivalent
Open Ceramic Studio is for students who have taken ceramic courses at the college level and who want to improve their ceramic skills or students with previous ceramic experience. Each student must develop his or her own course objectives in coordination with the instructor. Course objectives must explore specific areas of ceramics. No production or commercial work is allowed. Students will assist in the loading and firing of the ceramic kilns. May be repeated three times. Credit/No Credit Only.

ASTRONOMY — ASTRO

DIVISION: Natural Sciences
DEPARTMENT: Astronomy
CHAIR: Dr. Clint Poe
PHONE: 408-855-5262

The courses in Astronomy are offered as part of the general education program at Mission College. The astronomy courses includes a laboratory and complies with general education transfer requirements. The courses are an excellent way for the liberal arts student to gain an appreciation of scientific knowledge and methods.

Learning Outcomes:
Students will be able to apply the scientific method to observations to understand how the universe is structured.

A.S. Degree:
• Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>D,E</td>
<td>D,E</td>
<td>E</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
</tr>
<tr>
<td>D= DAY CLASSES; E= EVENING CLASSES</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

Physical Science - A.S. Degree
To earn an A.S. Degree in Physical Science, a minimum of 18 units of course work, distributed among the following courses must be completed:

Select 18 units from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
</tr>
<tr>
<td>CHEM 001AB</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
</tr>
<tr>
<td>CHEM 030AB</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>Engineering Physics - Mechanics</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics - Light and Heat</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0

ASTRONOMY (ASTRO)

001 • ASTRONOMY 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
A course in descriptive astronomy which covers the entire panorama of the universe from the origin and structure of the solar system to the properties, origin and evolution of stars, galaxies and cosmology.

002 • ASTRONOMY 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Prerequisite/Corequisite: ASTRO 001
Acceptable for credit: University of California, California State University
Student will have practical experience in astronomical projects using computers, graphs, telescopes and simple household instruments reinforcing the concepts introduced in descriptive astronomy lectures.
MISSION COLLEGE 2004-2005

BIOLICAL SCIENCES — BIOSC

DIVISION: Natural Sciences
DEPARTMENT: Biological Sciences
CHAIR: Dr. Diane Lamkin
PHONE: 408-855-5333
COUNSELING: 408-855-5030

Mission’s Biology program offers courses which satisfy general education requirements in Natural Sciences, are prerequisites for an AA degree in Animal Health Technology, and prepare students for transfer opportunities to four-year programs in biological sciences, nursing, physical therapy, and programs leading to careers in teaching, medicine, dentistry, veterinary medicine, etc. Students planning to continue for a four-year degree should consult the lower division requirements of the transfer program of the university to which they plan to attend.

Learning Outcomes:
To expose students to various facets of modern biology using the principles of science and technology.

Career Options:
Nursing • Teaching • Wildlife Biology • Physician’s Assistant
Medicine • Dentistry • Microbiology • Physical Therapy
Research • Pharmacy • Marine Biology • Veterinary Medicine

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill some career options or for preparation for transfer to a university program.

Highlights:
The Biological Sciences Department offers:
Transferable courses. All majors and non-majors courses (with the exception of directed studies courses) are fully transferable to UC and CSU. Relevant non-majors courses. On topics that are of current interest and pertinent to students’ lives.
Convenient class times. Both day and evening sections are offered.
Student computer area. PC and Macintosh stations with access to Internet, printers, and CD-Roms.
Modern lab facilities. Apparatus for carrying out microbiology and molecular biology, extensive collection of anatomical models, clean room for media preparation, incubators and vivarium.
Study Abroad. Opportunity to carry out ecological studies at tropical sites.

A.S. Degree:
• Biological Sciences

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 001A</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
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<tr>
<td>BIOSC 004</td>
<td>D</td>
<td>E</td>
<td></td>
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<tr>
<td>BIOSC 005</td>
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<tr>
<td>BIOSC 008</td>
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<tr>
<td>BIOSC 010</td>
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<tr>
<td>BIOSC 015</td>
<td>D</td>
<td>D</td>
<td>E</td>
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<td>BIOSC 022</td>
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<tr>
<td>BIOSC 025</td>
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<tr>
<td>BIOSC 030</td>
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</table>

D= DAY CLASSES; E= EVENING CLASSES

Biological Sciences - A.S. Degree
To earn an A.S. Degree in Biological Science a minimum of 18 units of course work, distributed among the following courses, must be completed:
Select 18 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 001A</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 005</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 010</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>3.0</td>
</tr>
<tr>
<td>NS 015</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0

BIOLOGICAL SCIENCES (BIOSC)

<table>
<thead>
<tr>
<th>BIOSC 001A - GENERAL BIOLOGY: CELLS</th>
<th>5.0 units</th>
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</thead>
<tbody>
<tr>
<td>Total lecture: 72.0 hours; Total lab: 54.4 hours</td>
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</tr>
<tr>
<td>Advisory: MATH 903, ENGL 001A and READ 053</td>
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</tr>
<tr>
<td>Prerequisite:</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td></td>
</tr>
<tr>
<td>University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>This course is designed for students majoring in the biological sciences and pre-professional majors such as medicine, pharmacy, and dentistry. This course is a general introduction to cell structure and function, molecular and organismal genetics, animal development, form and function, and evolution.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOSC 001B - GENERAL BIOLOGY: ORGANISMS</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 72.0 hours; Total lab: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MATH 903, ENGL 001A and READ 053</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>BIOSC 001A</td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>This course is designed for students majoring in the biological sciences and pre-professional majors such as medicine, pharmacy, and dentistry. This course is a general introduction to the biological diversity of plants and animals, plant and animal form and function, and ecology.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOSC 004 - MICROBIOLOGY</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 54.4 hours; Total lab: 108.8 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory:</td>
<td>MATH 903</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>CHEM 001A, 001B, 002, 030A or 030B</td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>This course is an introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but also including viruses, rickettsiae, algae, fungi, yeasts, and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional, and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist. This course is designed for nursing and other majors in life science.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOSC 005 - ANATOMY AND PHYSIOLOGY</th>
<th>5.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 54.4 hours; Total lab: 108.8 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory:</td>
<td>MATH 903</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>BIOSC 001A, 001B, 004 or 010 or 055</td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>This course is an in-depth survey of human anatomy and physiology involving the body systems and how they correlate structurally and functionally with each other. Laboratory work will consist of dissection, microscopic work, experimentation, and demonstration of materials to accompany lecture topics. The course is designed to benefit students in general education and nursing programs.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOSC 007 - FIELD ECOLOGY</th>
<th>4.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 36.8 hours; Total lab: 108.8 hours</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td>California State University</td>
</tr>
<tr>
<td>This course is designed to benefit students in general education and nursing programs.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOSC 008 - EXPLORING BIOLOGY</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>This course is an introductory biology course designed for post-secondary students seeking to meet transfer and general education requirements or interested in personal enrichment. The course investigates a broad range of biology topics, concepts, and principles, such as the chemical basis of life, evolution, plant and animal biology, and ecology. It examines the scientific method and considers both its promises and limitations. This course may also be offered by telecourse.</td>
<td></td>
</tr>
<tr>
<td>Credit/No Credit Option.</td>
<td></td>
</tr>
</tbody>
</table>

Credits:
54.4 hours
54.4 hours
54.4 hours
72.0 hours
72.0 hours
72.0 hours
29
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

009 • HUMAN PHYSIOLOGY 5.0 units
Total lecture 54.4 hours; Total lab 108.8 hours
Advisory: MATH 903
Prerequisite: CHEM 001A or CHEM 030A; and BIOSC 005, BIOSC 001A, or BIOSC 001B
Acceptable for credit: 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.

010 • INTRODUCTION TO BIOLOGY 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: ENGL 108A and READ 053
Acceptable for credit: University of California, California State University

An introductory course in biology designed for the non-biological sciences major. Includes a survey of the major fields of biology, showing interrelationships. Emphasis is on the importance of understanding biological principles in the life we live today. Includes the following basic principles, stressing their applicability to a variety of plants and animals, as well as to humans: biological perspective and thought; history, development, and methods of study; organisms and their environments, structure, interactions, energy exchange and life processes; continuity through time, reproduction, heredity, diversification and evolution. Laboratory work may also include field trips. A passing grade in both lecture and lab work is required in order to receive credit for the course. (NOTE: No UC credit if taken after BIOSC 001A or 001B)

015 • HUMAN HEREDITY AND DISEASE 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

This course is a broad survey of human genetic dynamics and conditions, syndromes, or diseases created by genetic inheritance. It is designed to benefit students in general education and is not considered a cognate in the biological science major’s curriculum.

016 • MARINE BIOLOGY 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: University of California, California State University

This course will address the characteristics and inhabitants of rocky and sandy shores, continental shelf, kelp forest, open ocean, estuaries, mudflats, coral reefs and deep sea. Human activities that modify oceanic ecology and threaten the survival of marine species will also be discussed. Students will participate in naturalist-led hikes and design and carry out their own ecological experiments.

022 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

BIOSC 55 is designed to meet the state board requirements for the vocational nursing and paramedic programs. This course covers the structure and function of the human body from a chemical/cellular level to a gross investigation of the body systems.

025 • ENVIRONMENTAL BIOLOGY 3.0 units
Total lecture 54.4 hours
Advisory: ENGL 108A and READ 053
Acceptable for credit: University of California, California State University

This course is designed for students of all disciplines to include a wide range of contemporary biological topics that will affect their lives; e.g., population growth and control, environmental problems, genetic manipulation, nutrition, energy issues, the role of technology in society, etc. Basic biological, chemical, and physical principles are presented, as appropriate, for meaningful discussion of these issues.

030 • TROPICAL ECOLOGY 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Acceptable for credit: California State University

This introductory level course is designed for students of all disciplines, who are interested in learning about tropical ecology first-hand. The laboratory will be at field stations, e.g., Costa Rica. Principles of ecology, biodiversity, and conservation will be emphasized. The culture, economy, and public policy of the country visited and their relationship to resource conservation will be featured. Classes will be held at biological field stations with other required class meetings at Mission College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. Credit/No Credit Option.
Business - A.S. Degree

Business faculty recommend the A.S. degree program for the most comprehensive two year business education but Business Certificates are useful to students wishing to certify achieved competencies for occupational purposes. You will have greater success developing your majors and higher grade point averages if you delay more difficult advanced courses until you have learned the knowledge in basic foundation courses. BUS 51, Introduction to American Business, and BUS 64, Business Math Using Calculators, are foundation courses that should be the first two courses in your college program to prepare you to achieve more difficult business courses such as economics and accounting with greater ease.

<table>
<thead>
<tr>
<th>Dept. Core Courses (14 units required)</th>
<th>Units</th>
<th>BUS 051 Introduction to American Business</th>
<th>3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BUS 064B Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 021 Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 021L Introduction to Business Computing Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 028A Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Core Course Rourses (Required)</td>
<td>14.0</td>
</tr>
</tbody>
</table>

(requirements continue on next page)

| Dept. Elective Core Courses (16 units) | Units | BUS 061 Business and Society              | 3.0 |
|                                       |       | BUS 028B Business Law II                  | 3.0 |
|                                       |       | BUS 079 Human Relations Applied in Business| 3.0 |
|                                       |       | BUS 078 Business Communications             | 3.0 |
|                                       |       | BUS 054 Small Business Start Up & Management| 3.0 |
|                                       |       | BUS 052 Fundamentals of Financial Investments| 3.0 |
|                                       |       | BUS 010 Global Business                     | 3.0 |
|                                       |       | BUS 050 Administrative Office Procedures    | 4.0 |
|                                       |       | BUS 078 Business Communications             | 3.0 |
|                                       |       | BUS 086 Building Business Websites          | 3.0 |
|                                       |       | Total Additional Electives Required         | 16.0|

Total Units Required for A.A. Degree Confirmation: .......................... 30.0

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
<th>BUS 051 Introduction to American Business</th>
<th>3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BUS 028A Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 021L Introduction to Business Computing Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCTG 001A Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON 001A Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 008 Finite Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 010 Elementary Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCTG 001B Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON 001B Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total A.A. Units Transferable to Major:</td>
<td>20.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>27.0</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units from the list of courses below. Additional units may be used in substitution for ACCTG 1B and ECON 1B.

| BUS 021 Introduction to Business Computing | 3.0 |
| BUS 028B Business Law II | 3.0 |
| BUS 052 Financial Investments | 3.0 |
| BUS 054 Small Business Start Up and Management | 3.0 |
| BUS 064B Business Math Using Calculators | 4.0 |
| BUS 078 Business Communications | 3.0 |
| BUS 079 Human Relations in Business | 3.0 |
| BUS 086 Building Business Websites | 3.0 |
| Total A.A. Major Units Required: | 30.0 |

**TRANSFER NOTE:** Some Business transfers may require different sequence of courses; see Transfer Planning Guide available at the Counseling Center for requirements.
BUSINESS MISSION COLLEGE 2004-2005

Total Program Certificate Requirements: ....................................... 15.0

ACCTG 021A Basic Accounting I ............................................... 3.0
MKT 040 Sales Principles I .................................................. 3.0
BUS 079 Human Relation in Business ................................ 3.0
BUS 077 Quality Customer Service .................................... 3.0
BUS 061 Business and Society ............................................ 3.0
BUS 055 Business Strategy for Success .............................. 3.0

This certificate prepares students with the necessary skills required to start and/
manage their own business.  This certification is noted on the student's college
transcript in the certificate/honors section, informing future employers,
or manage their own business.  This certification is noted on the student's college
This certificate offers a 15-unit Business Communications Certificate to
students who successfully complete 15 or more units of course work as outlined
down. The business communications certificate prepares students with important
communication skills required for success in a wide range of business areas.
This certification 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 communication.

Choose a minimum of 15 units from the following:                 Units
BUS 051 Introduction to American Business ............................... 3.0
BUS 052 Fundamentals of Financial Investing .............................. 3.0
BUS 054 Small Business Start Up and Management .................... 3.0
BUS 061 Business and Society ............................................ 3.0
BUS 086 Building Business Websites ...................................... 3.0

Business Communications - Certificate
Mission College offers a 15-unit Business Communications Certificate to
students who successfully complete 15 or more units of course work as outlined
below. The business communications certificate prepares students with important
communication skills required for success in a wide range of business areas.
This certification 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 communication.

Choose a minimum of 15 units from the following:                 Units
BUS 051 Administrative Office Procedures .................................. 4.0
BUS 052 Fundamentals of Financial Investing .................................. 3.0
BUS 054 Small Business Start Up and Management .................... 3.0
BUS 061 Business and Society ............................................ 3.0
BUS 086 Building Business Websites ...................................... 3.0

Business Computing - Certificate
Mission College offers a 15-unit Business Computing Certificate to
students who successfully complete 15 or more units of course work as outlined
below. The business computing certificate prepares students with the necessary
skills required to start and/or manage their own business. This certification 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.

Choose a minimum of 15 units from the following:                 Units
BUS 021L Introduction to Business Computing Lab ..................... 1.0
BUS 021 Introduction to Business Computing .................................. 3.0
BUS 051 Introduction to American Business ............................... 3.0
BUS 064 Business Math Using Calculators ............................... 4.0
BUS 027 e-Business .................................................................. 3.0
BUS 082A Business Spreadsheets Using Excel ........................... 3.0
BUS 083A Business Presentations Using PowerPoint .................. 3.0
BUS 086 Building Business Web Sites ...................................... 3.0

Small Business Start Up - Certificate
Mission College offers a 15-unit Small Business Start Up Certificate to students
who successfully complete 15 or more units of course work as outlined below.
This certificate prepares students with the necessary skills required to start and/
manage their own business.  This certification 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 small business.

Choose a minimum of 15 units from the following:                 Units
BUS 028A Business Law I .................................................. 3.0
BUS 028B Business Law II .................................................. 3.0
BUS 054 Small Business Start Up & Management .................... 3.0
BUS 054A The Business Plan .................................................. 1.0
BUS 055 Business Strategy for Success ............................... 3.0
BUS 061 Business and Society ............................................ 3.0
BUS 077 Quality Customer Service ...................................... 3.0
BUS 079 Human Relation in Business ................................ 3.0
MKT 040 Sales Principles I .............................................. 3.0
ACCTG 021A Basic Accounting I ............................................ 3.0

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.  The fundamentals of computer problem
solving using business application software and programming in a higher
programming language is covered and applied by computer demonstration and
usage. Business majors must take BUS 021, CIS 2 is not a substitute for BUS
021. This course may also be offered online.  Credit/No Credit Option.

021L • INTRODUCTION TO BUSINESS COMPUTING LAB 1.0 units
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: BUS 021L
Acceptable for credit: University of California, California State University
This course is a comprehensive overview of global business designed to
provide a global perspective on international trade including foreign business
investments, impact of financial markets, international marketing and the
operation of multinational corporations.  This course may also be offered online.

025 • INTRO TO SYSTEMS ANALYSIS AND DESIGN 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Prerequisite: BUS 021, BUS 021L and BUS 051
Acceptable for credit: 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.  May be repeated one time.
This course may also be offered online.  Credit/No Credit Option.

027 • PRINCIPLES OF E-BUSINESS 3.0 units
Total lecture 54.4 hours
Advisory: BUS 021 and BUS 021L
Acceptable for credit: California State University
This course will introduce students to the basics of electronic business and
commerce.  The course will cover theory and practice of doing business over
the Internet, strategies for business, marketing, customer service, electronic
payment, supplier management, purchasing, and legal considerations.  This
course may also be offered online.  Credit/No Credit Option.

028A • BUSINESS LAW I 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and BUS 051
Acceptable for credit: University of California, California State University
This course offers an introduction to the codes of laws in the United States
with emphasis on matters relating to the conduct of business and commerce
including an overview of law making, governmental regulation, dispute resolution,
courts and the court system, court cases and procedures, agency, business styles
and contracts.  This course may also be offered online.  Credit/No Credit Option.
028B • BUSINESS LAW II  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and 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, international law and governmental regulation. This course may also be offered online. Credit/No Credit Option. Note: UC credit limited to either BUS 28A or 28B.

050 • ADMINISTRATIVE OFFICE PROCEDURES  4.0 units
Total lecture 73.6 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course will explore procedures and routines in today’s automated office. Mailing services, financial records, office correspondence, office equipment, telephone techniques and filing rules and records management are presented. The course also includes planning for office careers and developing job interview and networking techniques. This course may also be offered online. Credit/No Credit Option.

051 • INTRODUCTION TO AMERICAN BUSINESS  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course introduces students to career opportunities available in business. The course helps direct students towards career paths and a major, which best reflect their own personal aptitudes, interests and skills. Students will simulate setting up their own business to experience different facets of the business arena. The student will develop an overall personal concept of the functions of business and its role in society, and how today’s worker fits in the workplace, who gets hired, promoted or fired. The student will be exposed to the skills that will be needed in the future, how decisions are made in the workplace and in business, including sole proprietorship, partnership and corporate functions, and international trade and competitiveness. 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 online. Credit/No Credit Option.

052 • FUNDAMENTALS OF FINANCIAL INVESTMENTS  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course provides students with the fundamentals to make sound financial investment decisions. Study will involve learning about the investment environment, the risks and returns associated with different types of financial investments, and the establishment of investment objectives consistent with an individual’s characteristics, capacities and restrictions. Students will learn about the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects will cover techniques of investment analysis, timing, decision making, investment planning and management. This course may also be offered online. Credit/No Credit Option.

054 • SMALL BUSINESS START UP AND MANAGEMENT  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course offers 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. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

054A • THE BUSINESS PLAN  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable students to solve problems "on paper" before they become operational or money problems. Students will create a business plan as part of the course. This course may also be offered online. Credit/No Credit Option.

055 • BUSINESS STRATEGY FOR SUCCESS  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to provide an overview of business strategy and its impact on organization success. Some of the topics covered include strategic vision, competitive analysis, strategic planning, business strategy implementation, and new strategic trends. Students gain a wider perspective of business strategy through group discussions, practice exercises and case applications. This course may also be offered online. Credit/No Credit Option.

061 • BUSINESS AND SOCIETY  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
This course will examine business and its impact on society and society’s influence on business. There will be a critical and comparative examination of business ethics, the global environment of business, and societal challenges and 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 online. Credit/No Credit Option.

064A • BASIC BUSINESS ARITHMETIC  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course focuses on the application of arithmetic skills to business problems and the principles of problem solving. This course will include a review of basic arithmetic skills. This course may also be offered online. Credit/No Credit Option.

064B • BUSINESS MATHEMATICS USING CALCULATORS  4.0 units
(Formerly known as BUS 064)
Total lecture 73.6 hours
Advisory: MATH 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 online. Credit/No Credit Option.

077 • QUALITY CUSTOMER SERVICE  3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course provides an overview of the concepts and skills needed for success in delivering service to customers. It emphasizes creating a climate of service excellence by developing listening, verbal and non-verbal communicative skills; encouraging loyalty; dealing with difficult customers; and recovering and retaining customers. The course also covers the impact of multi-cultural factors in service delivery. This course may also be offered online. Credit/No Credit Option.

078 • BUSINESS COMMUNICATIONS  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment and emphasizes the problem solving approach to cover communication theory, business writing style and oral communication. Various forms of written communication are covered, including correspondence, memorandums, and reports. This course may also be offered online. Credit/No Credit Option.
### BUSINESS • CHEMISTRY MISSION COLLEGE 2004-2005

#### 078C • BUSINESS REPORT WRITING 3.0 units
- **Total lecture:** 54.4 hours
- **Advisory:** BUS 078
- **Acceptable for credit:** California State University

This course covers the practical aspects of report writing for business. It includes instruction in methods of collecting, organizing, and interpreting data, techniques of primary and secondary research, and in writing informal and formal business reports which describe clearly, present ideas persuasively, and evaluate alternatives. This course may also be offered online. Credit/No Credit Option.

#### 079 • HUMAN RELATIONS APPLIED IN BUSINESS 3.0 units
- **Total lecture:** 54.4 hours
- **Advisory:** MATH 903
- **Acceptable for credit:** California State University

This course covers patterns of behavior, motivation, perception, value clarification, coping with change, and leadership styles in business organizations. The course also examines personal and interpersonal attitudes, strengthens communication skills, and fosters awareness of cultural pluralism. Case studies and group discussion will assist students in dealing with human relations problems with emphasis on interactions in the business organization environment. This course may also be offered online. Credit/No Credit Option.

#### 082A • BUSINESS SPREADSHEETS USING EXCEL 3.0 units
- **Total lecture:** 27.2 hours; **Total lab:** 81.6 hours
- **Advisory:** BUS 021, BUS 021L and MATH 903
- **Acceptable for credit:** California State University

This course provides students with the fundamentals of how to use Excel for business spreadsheet applications. Examples of types of business applications covered: creating an income statement, analyzing a mortgage, formatting a sales report, charting sales data, performing cost-volume-profit analysis and analyzing a stock portfolio. This course may also be offered online. Credit/No Credit Option.

#### 083A • BUSINESS PRESENTATIONS USING POWERPOINT 3.0 units
- **Total lecture:** 27.2 hours; **Total lab:** 81.6 hours
- **Advisory:** BUS 021, BUS 021L and MATH 903
- **Acceptable for credit:** California State University

This course provides students with the fundamentals of how to use PowerPoint for informative, sales and persuasive business presentations. Techniques for enhancing and sharing presentations will also be covered as well as strategies for delivering presentations to targeted audiences. This course may also be offered online. Credit/No Credit Option.

#### 086 • BUILDING BUSINESS WEBSITES 3.0 units
- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** BUS 021 and BUS 021L
- **Acceptable for credit:** California State University

This course is an introduction to planning, creating and managing business Web sites. The student will learn about the Web site development lifecycle. Students will also learn how to create Web sites, add graphic features to Web pages, create tables and frames, work with HTML forms, and publish and maintain Web sites. Sound, application (HTML) documents and structure will be explored. Students will develop their own business Web pages and present them to the class. Basic experience with the Windows operating system is assumed. This course may also be offered online. Credit/No Credit Option.

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### CHEMISTRY — CHEM

- **DIVISION:** Natural Chem
- **DEPARTMENT:** Chemistry
- **CHAIR:** Catherine Shea
- **PHONE:** 408-855-5260
- **COUNSELING:** 408-855-5030

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The Chemistry Program at Mission College consists of:
- A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
- A series of courses intended for students majoring in fields other than chemistry, biology, or physical science.
- A course designed specifically for students who require preparation or review of the more basic chemical concepts.

All chemistry courses at Mission College include a practical component where students conduct hands-on chemical experimentation in a modern, well-equipped laboratory.

**Learning Outcomes:**
- Students will be able to understand fundamental chemical concepts and techniques.

**Career Options:**
- Chemist
- Pharmacist
- Chemical Engineer
- Oceanographer
- Allied Health Professional

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill some career options or for preparation for transfer to a university program.

**Highlights:**
- An outstanding chemistry faculty striving to maintain an aggressive and well-respected chemistry program.
- Ample contact with the instructor and the relaxed atmosphere that only a limited class size can offer.

**A.S. Degree:**
- Physical Science

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>CHEM 001A</td>
<td>D,E</td>
<td>D,E</td>
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<td>X</td>
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<tr>
<td>CHEM 001B</td>
<td>E</td>
<td>E</td>
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<td>CHEM 002</td>
<td>D</td>
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<td>CHEM 030A</td>
<td>D,E</td>
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<td>CHEM 030B</td>
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D= DAY CLASSES; E= EVENING CLASSES

**Physical Science - A.S. Degree**

To earn an A.S. Degree in Physical Science, a minimum of 18 units of course work, distributed among the following courses must be completed:

**Select 18 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ASTRO 001</td>
<td>Astronomy</td>
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<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
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<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
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<td>CHEM 002</td>
<td>Introductory Chemistry</td>
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<tr>
<td>CHEM 005</td>
<td>Quantitative Analysis</td>
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<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>PHYS 002AB</td>
<td>General Physics</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>Engineering Physics - Mechanics</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>Engineering Physics - Light and Heat</td>
</tr>
<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
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<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
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</tbody>
</table>

**Total Program A.S. Degree Requirements:** 18.0
MISSION COLLEGE 2004-2005

CHEMISTRY (CHEM)

Note: Completion of CHEM 1A, 1B is equivalent to San Jose State University sequence of CHEM 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.

001A • GENERAL CHEMISTRY 5.0 units
CANCHEM2
Total lecture 72.0 hours; Total lab 54.4 hours
Advisory: MATH 000C
Prerequisite: CHEM 002 or high school chemistry with a “B” or better.
Acceptable for credit: University of California, California State University
CHEM 001A is a pre-professional chemistry preparation for students who are planning a scientific or science related career field. A rigorous study of the fundamentals of chemistry at the first-year level combines the study of atomic and molecular structure, quantum theory, thermochemistry, gases, solutions, and qualitative analysis with the classical study of properties of atoms and molecules and their reactivity. This course may also be offered online. NOTE: UC credit may be limited. See a counselor.

001B • GENERAL CHEMISTRY 5.0 units
CANCHEM4
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University
This course consists of a study of the elements and their compounds with emphasis in lecture and laboratory on the transition elements and their coordination compounds, the nomenclature, structure and periodic groupings. The units of study will include solution equilibria, thermodynamics, nuclear chemistry, organic chemistry kinetics and electrochemistry. The laboratory will include equilibrium, pH, acid-base reactions, Ksp, quantitative analysis, and organic synthesis. Students will use Internet resources. This course may also be offered online. NOTE: UC credit may be limited. See a counselor.

002 • INTRODUCTORY CHEMISTRY 4.0 units
Total lecture 54.4 hours; Total lab 108.8 hours
Advisory: MATH 000C
Acceptable for credit: University of California, California State University
CHEM 2 is designed specifically to prepare students for CHEM 1A. 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. The course includes both lab and lecture. NOTE: No UC credit if taken after CHEM 001A or CHEM 030A.

005 • QUANTITATIVE ANALYSIS 4.0 units
Total lecture 36.8 hours; Total lab 108.8 hours
Prerequisite: CHEM 001B
Acceptable for credit: University of California, California State University
The theory and practice of gravimetric and volumetric analysis, electrochemistry and instrumental methods will be discussed. The analysis of unknown samples by a variety of techniques will be undertaken. Applications involving the state-of-the-art techniques will be undertaken and equipment for optimizing, standardizing and analyzing will be stressed.

030A • FUNDAMENTALS OF CHEMISTRY 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University
An elementary course covering the basic principles of inorganic chemistry and an introduction to organic chemistry for non-science majors. Especially designed for the RN candidate, the Fire Science student and majors in the following programs: Physical Education, Administration of Justice, Psychology, Sociology, Dental Hygiene, and Home Economics (except Dietetics). Not recommended for science majors. NOTE: UC credit may be limited. See a counselor.

030B • FUNDAMENTALS OF CHEMISTRY 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: MATH 903
Prerequisite: CHEM 030A
Acceptable for credit: University of California, California State University
A continuation of CHEM 30A with emphasis in the fields of organic and introductory biochemistry. NOTE: UC credit may be limited. See a counselor.
Early Childhood Education - A.S. Degree

Successful completion of 39 semester units in coursework listed below plus additional units in general education to meet the college requirements for graduation. Some graduation requirements occasionally change. Consult a counselor for General Education information on the requirements or see the appropriate catalog. NOTE: The Transfer Planning Guide in Early Childhood Development is also available. It may be possible to earn an Associate of Science in Early Childhood Education at the same time as preparing for transfer to a university. Careful planning is required. See a counselor for additional information.

Core Curriculum Courses (Required) Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family, and Community .................. 3.0
CHD 008 Practicum .............................................. 6.0
CHD 010 Intro to Early Childhood Education ............ 3.0
CHD 011 School Age Issues .................................... 3.0
CHD 015 Observation of Children ............................ 3.0
CHD 017 Child Health and Safety ............................ 3.0
CHD 021 Children and Play .................................... 3.0

Plus at least 4 elective courses (12 units) from the following:
CHD 003 Language Experiences for Children .......... 3.0
CHD 004 Cognitive Experiences For Children .......... 3.0
CHD 005 Movement and Melody for Children ........... 3.0
CHD 006 Supervision and Administration ............... 3.0
CHD 007 Management Issues in Child Development Programs .................................................. 3.0
CHD 014 Art and Creative Development For Young Children ..................................................... 3.0
CHD 016 Understanding the Young Child ................. 3.0

Total Program A.S. Degree Requirements: .................. 39.0

Please note to obtain a Child Development Permit, Master Teacher, choose CHD 006, CHD 007, and CHD 022.

Family Child Care - Certificate

Successful completion of 18 units in coursework listed below. This certificate program prepares students for a career as a Family Child Provider.

Core Curriculum Courses Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family, and Community .................. 3.0
CHD 006 Supervision and Administration ............... 3.0
CHD 010 Intro to Early Childhood Education ............ 3.0
CHD 017 Child Health and Safety ............................ 3.0
CHD 018 Parenting Issues For Teachers ................. 3.0

Total Program Certificate Requirements: .................. 18.0

Teacher - Certificate

Successful completion of 27-30 units in coursework listed below. This certificate satisfies the California State Department of Education Title 5 coursework requirements for the Child Development Associate Teacher Permit and Department of Social Services, Community Care Licensing Title 22 requirement for fully qualified preschool teachers in a licensed early childhood program.

Core Curriculum Courses Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family, and Community .................. 3.0
CHD 003 Language Experiences for Children .......... 3.0
CHD 004 Cognitive Experiences for Children .......... 3.0
CHD 005 Movement and Melody for Children ........... 3.0
CHD 014 Art & Creative Development of Young Children ..................................................... 3.0
CHD 015 Observation of Children ............................ 3.0
CHD 017 Child Health and Safety ............................ 3.0

Plus one of the following:
CHD 008 OR Practicum in Child Development ........... 6.0
CHD 012 Field Work .............................................. 3.0

Total Program Certificate Requirements: .................. 27.0 - 30.0

Site Supervisor - Certificate

Successful completion of 45 units in coursework listed below. This certificate when combined either with an Associate Degree or 16 units of general education meets the California State Department of Education Title 5 coursework requirement for the Site Supervisor Permit.

Core Curriculum Courses Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family, and Community .................. 3.0
CHD 003 Language Experiences for Children .......... 3.0
CHD 004 Cognitive Experiences for Children .......... 3.0
CHD 005 Movement and Melody for Children ........... 3.0
CHD 006 Supervision and Administration ............... 3.0
CHD 007 Management Issues of Child Development Programs .................................................. 3.0
CHD 008 Practicum in Child Development ............... 6.0
CHD 011 School Age Issues .................................... 3.0
CHD 023 School Age Program Planning & Implementation ................. 3.0
CHD 024 Adult Supervision ..................................... 3.0
CHD 025 Parenting Issues For Teachers ................. 3.0

Total Program Certificate Requirements: .................. 45.0

Instructional Aide In The Elementary School - Certificate

This is an interdisciplinary vocational certificate leading to employment in school age settings such as regular classrooms or after school programs. Other groups who may have an interest are: parents who are home schooling and Charter Schools with innovative programs.

Core Curriculum Courses Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family and Community .................. 3.0
CHD 003 Language Experiences for Children .......... 3.0
CHD 011 School Age Issues .................................... 3.0
CHD 023 School Age Program Planning & Implementation ................. 3.0
READ 053 Tutoring Reading in Elementary Schools ................. 3.0

Total Program Certificate Requirements: .................. 18.0

Early Intervention Assistant - Certificate

This certificate is appropriate for students who wish to work as an assistant or a paraprofessional in early intervention, early childhood special education, and child development programs serving children with special needs. Successful completion of coursework listed below fulfills requirements on the Child Development Permit Matrix for Associate Teacher.

Core Curriculum Courses Units
CHD 001 Child Growth and Development .................. 3.0
CHD 002 Child, Family and Community .................. 3.0
CHD 003 Language Experiences for Children .......... 3.0
CHD 010 Intro to Early Childhood Education ............ 3.0
CHD 012 Field Experience in Early Intervention .......... 3.0
CHD 016 Infant Toddler Development ..................... 3.0
CHD 020 The Child with Special Needs in the Community ..................................................... 3.0
CHD 024 Positive Guidance in Early Childhood Programs ..................................................... 3.0
CHD 025 Managing Challenging Behaviors .................. 3.0

(continue on the next page)
MISSION COLLEGE 2004-2005

Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053

Plus three units from one of the following:

CHD 003 Language Experiences for Children ............... 3.0
CHD 004 Cognitive Experiences for Children ............... 3.0
CHD 015* Observation and Assessment .................. 3.0
CHD 018 Parenting Issues for Teachers .................. 3.0
CHD 017 Child Health and Safety ....................... 3.0
CHD 021 Children and Play .......................... 3.0

* Strongly recommended

Total Program Certificate Requirements .......................... 27.0

Graduation Requirements

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog. NOTE: The Transfer Planning Guide in Early Childhood Development is also available. It may be possible to earn an Associate of Science in Early Childhood Education at the same time as preparing for transfer to a university. Careful planning is required. See a counselor for additional information.

CHILD DEVELOPMENT (CHD)

001 • CHILD GROWTH AND DEVELOPMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course presents a study of human development from conception through adolescence within the cultural and family context. It examines typical and atypical cognitive, physical, social, and emotional development. Students will be introduced to theories, research, and applications that constitute the field of child development by examining both traditional areas of the field and more recent innovations. This course fulfills requirements as a core course on the Child Development Permit Matrix. Course equivalent to WVC CHS 002.

002 • CHILD, FAMILY, AND COMMUNITY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course is an introduction to the issues addressed in early childhood curriculum relating to the entire learning environment of a child. This class will focus on the relationships among children, families, and the community. Variations in family structure, cultural patterns, and the nature of parent-child relationships will be examined. Emphasis is on ethnicity, social class, gender roles and their impact on family behavior, values, morals, and attitudes. The influence of day care, school, peers and the media will be examined. Current issues and problems facing families today will be discussed. Focus is on an integration of curriculum with community resources available to family and children. Agencies and resources that offer services or provide support to families will be introduced. This course meets licensing requirements for child care teachers and directors and fulfills one core course requirement for the Child Development Permit Matrix. Course equivalent to WVC CHS 063.

003 • LANGUAGE AND LITERACY FOR THE YOUNG CHILD 3.0 units
Total lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University

This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language arts materials, designing print rich environments and planning language experiences for young children, including strategies and adaptations for children with special needs. Observations of children, language sampling, and group activities are included.

004 • COGNITIVE EXPERIENCES FOR CHILDREN 3.0 units
Total lecture 54.4 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.

005 • MOVEMENT AND MELODY FOR CHILDREN 3.0 units
Total lecture 54.4 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 will learn how to assess, plan and movement experiences and to design activities that promote the child’s development. Students will gain skills in determining how these musical experiences help with the pre-reading period, cognitive development and sensory and creative expressions. Some field work experience and observation of children are required.

006 • SUPERVISION AND ADMINISTRATION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course gives students an in-depth study of the management and supervision of child care/development programs including procedures, rules and regulations. The topics covered in the class will include licensing requirements, administrative structures and governance, budgeting, staff selection and program operation.

007 • MANAGEMENT ISSUES OF CHILD DEVELOPMENT PROGRAMS 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course focuses on assisting the student in being able to integrate and apply the knowledge of child development principles for curriculum design. Students will participate with children, parents and staff under supervision of an experienced classroom teacher for a total of 108 hours for planning and implementing classroom experiences and activities.

010 • INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course provides a survey of the issues and methodology of Early Childhood Education from a diverse perspective. It will create a framework for child development/early childhood studies and professional development. This course includes a survey of career options, history, and appropriate practices with children, early childhood curriculum, and identification of quality child development programs. Students will become familiar with the nomenclature of the field. This course will address relevant competencies of the Associate Teacher Permit of the Child Development Matrix.

011 • SCHOOL AGE ISSUES 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

Current issues related to the school age child such as school readiness, elementary school experiences, after school care, and licensing issues. Course is designed for those who desire to be employed as instructional aides, after school staff and parents of children ages six through twelve.

012 • FIELD WORK IN CHILD DEVELOPMENT 3.0 units
Total lecture 17.6 hours; Total lab 108.8 hours
Acceptable for credit: California State University

Supervised field work in individually arranged and specifically selected school setting. Students are also expected to attend one hour lecture which will include topics such as observation techniques, lesson planning, writing goals and objectives.

014 • ART AND CREATIVE DEVELOPMENT OF YOUNG CHILDREN 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

The course will focus on the creative art experiences of the child. Students will explore the factors that affect the development of creative art expression and aesthetics in children. Providing developmentally appropriate art experiences will be the focus and the emphasis will be on the process not the product. The role of the teacher and the importance of environment will be discussed. Understanding and analyzing children’s art work and its importance for child’s overall development will be studied. Students will design creative art experiences to further the child’s creative expression. Observation of children will be required.
015 • OBSERVATION OF CHILDREN 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Study of methods of observation and recording of those observations of children. Emphasis is on analyzing those observations to understand the child's behavior and to plan experiences and activities to further the child's development.

016 • UNDERSTANDING THE YOUNG CHILD 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course provides students with an in-depth study of the child from prenatal through the early childhood years. This course is an extension of CHD 001, Child Growth and Development, in the exploration of the development of the very young child. This course meets the Infant-Toddler state licensing requirement. Observation of children is required.

017 • CHILD HEALTH AND SAFETY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is designed for persons working with children both in the classroom and in the home setting. Included in the course is the study of infectious diseases, preventative health practices, infant CPR and injury prevention which will assist the student to be able to identify the child's health problems. Course meets the state AB 962 requirement.

018 • PARENTING ISSUES FOR TEACHERS 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Designed to help parent's develop positive attitudes, behavior and skills in their relationships with their own children. The role of the teacher in the parent-child relationship is explored.

020 • THE CHILD WITH SPECIAL NEEDS IN THE COMMUNITY 3.0 units
Total lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will focus 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 and plan and implement developmentally appropriate experiences for young children in a group setting. Creating inclusive play curricula and developing and implementing special techniques for children with special needs will be discussed.

022 • ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAM 3.0 units
Total lecture 54.4 hours
Advisory: CHD 006 and CHD 007
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 National Association for the Education of Young Children (NAEYC) Accreditation self-study materials designed for use in assessing staff performance and program quality will be 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 will be examined. This course is designed for persons working with children both in the classroom and in the home setting. Included in the course is the study of infectious diseases, preventative health practices, infant CPR and injury prevention which will assist the student to be able to identify the child's health problems. Course meets the state AB 962 requirement.

023 • SCHOOL AGE PROGRAM PLANNING AND IMPLEMENTATION 3.0 units
Total lecture 54.4 hours
Advisory: CHD 002 and CHD 011
Acceptable for credit: California State University
This course is designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camp programs and as instructional aids in elementary school classrooms. Topics include: early childhood philosophies, indoor and outdoor environment, curriculum activities, materials, health, safety, nutrition, tools, resources, schedules, behavior management, field trips, parent involvement and professional development.

024 • POSITIVE GUIDANCE IN EARLY CHILDHOOD PROGRAMS: MANAGING CHALLENGING BEHAVIORS 3.0 units
Total lecture 54.4 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course will take a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes family stressors, children's temperament, violence, and special needs. Proactive intervention and prevention techniques such as behavior management, classroom management, relaxation exercises, and (IEP’s) Individual Education Plans will be discussed. Relationship based interventions and strategies will be included.

025 • FACILITATING INCLUSION IN EARLY CHILDHOOD PROGRAMS 3.0 units
Total lecture 54.4 hours
Advisory: CHD 001 and CHD 020
Acceptable for credit: California State University
This course will focus on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered will include curriculum modification strategies to facilitate the development of cognitive, motor, social / emotional and language skills in children with special needs. Specific attention will be aimed at developing behavior management plans, collaborative teaching systems, and methods for working with paraprofessionals and parents of children with special needs. The course will also introduce efficient and cost effective methods for adapting environments to meet children’s unique needs. Practical strategies will be discussed for implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP).

053 • CONTEMPORARY EDUCATION IN A CHANGING SOCIETY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is designed for students who are considering a professional career in education. It examines the social, historical, and political influences on education and teaching in America today. The course focuses on the history, theories, and approaches to education in a culturally and linguistically diverse student population. It views schools as social institutions that reflect the values and sociocultural dynamics of the society at large. Students will participate in a Community Service Learning project at a school site giving them an opportunity to explore and reflect on many of the major ideas covered in class discussions, lectures, and readings.
MISSION COLLEGE 2004-2005

COMMUNICATION STUDIES — COMM

DIVISION: Communication
DEPARTMENT: Communication Studies
CHAIR: Dr. Jane Patton
PHONE: 408-855-5296
E-MAIL: jane_patton@wvmccd.cc.ca.us

Highlights:
- An exemplary teaching faculty dedicated to assisting students improve communication effectiveness.
- Offers a ten unit certificate that demonstrates your communication competence to universities and employers.
- State-of-the-art Public Speaking with PowerPoint visual aids.
- Communication Activities/Forensics program that is individualized to the self-paced needs of students.
- Accelerated and weekend classes.

Learning Outcomes:
Students who complete communication courses have:
- A better understanding of the communication process
- Increased competence in a variety of communication situations
- New strategies for improving their daily interactions
- Improved listening, research, organizational, and critical thinking skills.

Certificate:
- Communication Studies Certificate

Mission College offers a Ten-Unit Communication Certificate to students who successfully complete ten or more units of communication course work at Mission College. This certification is noted on the student’s college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, graduates schools, and professional institutions that the student has received specialized training in communication skills.

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. The Ten-Unit Communication Certificate will not only enhance the student’s chances of being selected for the job or position the student desires, it may also open doors both professionally and personally. These skills will increase their understanding of themselves, their ability to communicate with other people, and give them the necessary material to build bridges to other people.

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Course (One Course Required) Units
COMM 001 Public Speaking .......................................................... 3.0
COMM 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.

Plus 7 units from the following: Units
COMM 001* Public Speaking ....................................................... 3.0
COMM 004 Small Group Communication ................................. 3.0
COMM 008 Interpersonal Communication ............................ 3.0
COMM 012 Introduction to Intercultural Communication .... 3.0
COMM 015 Career Communication ...................................... 3.0
COMM 019ABC Communication Activities .......................... 1.0
COMM 020 Argumentation and Debate ................................. 3.0
Total Program Certificate Requirements: .............................. 10.0

COMMUNICATION STUDIES (COMM)

001 - PUBLIC SPEAKING
Can SPCH 4
Total lecture 54.4 hours
Advisory: READ 961
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. Grade Only.

004 - SMALL GROUP COMMUNICATION
Can SPCH 10
Total lecture 54.4 hours
Advisory: READ 961
Acceptable for credit: University of California, California State University
This course is designed to provide students with theoretical and practical experiences into the interaction, information-sharing, decision-making and problem-solving processes of small groups. In addition, students will demonstrate effective oral communication skills in a variety of situations. Course content emphasizes communication skills and theory important to the social-emotional, task and the leadership functions of the small group. This course satisfies the AS degree requirement for oral communication competency and the CSU transfer Area E requirement. NOTE: UC credit may be limited. See a counselor. Grade Only.

008 - INTERPERSONAL COMMUNICATION
Can SPCH 8
Total lecture 54.4 hours
Acceptable for credit: California State University
This course involves practical communication skills useful for communicating in one’s personal life as well as working relationships. The student will demonstrate interpersonal communication skills by completing course objectives. 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. Credit/No Credit Option. NOTE: UC credit may be limited. See a counselor.

010 - PERSUASIVE SPEAKING
Advisory: READ 961
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
Persuasive Speaking is a basic course in communication studies that develops the students’ organizational, speaking and listening abilities with emphasis placed on the study of persuasion as it applies to historical and/or contemporary communication events. Students will also learn skills to enhance their own persuasive skills and ability in a variety of situations. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement. Grade Only.

012 - INTRODUCTION TO INTERCULTURAL COMMUNICATION
Can SPCH 12
Total lecture 54.4 hours
Advisory: READ 961
Acceptable for credit: University of California, California State University
This is an introductory course examining the effects of culture on interpersonal communication. Students will 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.
COMMUNICATION STUDIES • COMMUNITY HEALTH  MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

005 • CAREER COMMUNICATION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course is an introduction to the basic principles and methods of oral communication. This course is divided into four major areas of study and skills practice: researching and presenting informative and persuasive presentations, leading & participating in meetings, employment interviewing and interpersonal/intercultural communication in career situations.

019A,B,C,D • COMMUNICATION ACTIVITIES 1.0 unit each
Total lecture 20.8 hours
Acceptable for credit: California State University

Students can participate in a variety of speech communication activities such as leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, judging high school competition, and designing individual communication projects. Student will meet with instructor on a one-to-one basis and in small groups for lecture-discussion on an arranged basis. May be repeated one time. Credit/No Credit Option.

020 • ARGUMENTATION AND DEBATE 3.0 units
Total lecture 54.4 hours
Advisory: ENGL 108A and READ 961
Acceptable for credit: University of California, California State University

This is a basic course in rhetorical theory and practice in argumentation and debate in which the students learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. Attention will be 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. This satisfies the 3 unit General Education oral communication requirement. Grade Only.

022 • VOICE AND ARTICULATION 2.0 units
Total lecture 36.8 hours
Acceptable for credit: California State University

This course is designed for students who would benefit from skills development in voice and articulation. Students who give presentations in any class or at work as well as students enrolled in Communication Studies courses will find this course a helpful supplement to their learning. Focus is on the application of communication theory to develop effective use of the voice and clear speaking skills. Credit/No Credit Option.

025 • MASS COMMUNICATION AND SOCIETY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: 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.

040A, B • COMMUNICATION LAB 0.5 units each
Total lab 27.2 hours
Acceptable for credit: California State University

This lab course is offered primarily to help students prepare for presentations in Speech courses. Student speeches and activities will be videotaped and played back so that students may critically evaluate them and obtain individual assistance and feedback. Students may also attend the lab for several other purposes, reviewing sample video speeches in the department’s videotape library, viewing videotape department-owned materials on speech preparation and on persuasion; obtaining individual assistance with their speech preparation from the faculty lab supervisor on duty; and assisting E.S.L. students with their conversation skills. Credit/No Credit Option.

051A, B, C • EFFECTIVE SPEECH 1.0 unit each
Total lecture 20.8 hours

This course is designed to provide students with oral communication skills which will assist them in successfully completing other speech courses. Students may enroll for 1, 2, or 3 units—each module is worth one unit. 51A will emphasize organizing and outlining; 51B will emphasize listening skills; 51C overcoming speech anxiety. Credit/No Credit Option.
Community Health Worker For The Developmentally Disabled - A.S. Degree & Certificate

The Community Health Worker for the Developmentally Disabled is a member of the interdisciplinary team. The focus is on providing habilitation and normalization training for individuals who work with the Developmentally Disabled persons in a community environment.

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) | Units
--- | ---
AH 012 | Emergency and Disaster Preparedness 0.5
COMH 010 | Community Health Problems 3.0
COMH 042 | Field Experience: DD 4.0
COMM 008 | Interpersonal Communication 3.0
H ED 004 | Standard First Aid 0.5
PT 013A | Developmental Disabilities 3.0
PT 013B | Care of the Developmentally Disabled Client-PT 3.0
PSYCH 012 | Human Growth and Development 3.0
WRKEP 301-304 | Cooperative Work Experience 4.0

Plus 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 003</td>
<td>Medical Terminology 3.0</td>
</tr>
<tr>
<td>AH 011</td>
<td>Cardiopulmonary Resuscitation 0.5</td>
</tr>
<tr>
<td>AH 020D+</td>
<td>Nurse Assistant Fundamentals 3.5</td>
</tr>
<tr>
<td>AH 020E+</td>
<td>Nurse Assistant Clinicals 2.0</td>
</tr>
<tr>
<td>AH 024</td>
<td>Health Care Foundations 3.0</td>
</tr>
<tr>
<td>COUNS 001</td>
<td>College Survival Skills 2.0</td>
</tr>
<tr>
<td>H ED 002</td>
<td>Health and Life Styles 3.0</td>
</tr>
<tr>
<td>H ED 009</td>
<td>Drug Abuse and Human Disease 2.0</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology 3.0</td>
</tr>
<tr>
<td>PT 070A,B,C</td>
<td>Pharmacodynamic 1.0 - 3.0</td>
</tr>
</tbody>
</table>

Total Program Requirements: 30.0 units

(* HIGHLY RECOMMENDED)

COMMUNITY HEALTH (COMHL)

010 • COMMUNITY HEALTH PROBLEMS 3.0 units

Total lecture 54.4 hours

Advisory: MATH 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.

042 • FIELD EXPERIENCE IN DEVELOPMENTAL DISABILITIES (FIELD EXPERIENCE-DD) 4.0 units

Total field experience 216.0 hours

Advisory: MATH 903

Acceptable for credit: California State University

This course provides the student an opportunity to apply theoretical knowledge in a community clinical setting. Emphasis is on normalization of the developmentally disabled client through application of the principles of a behavioral learning program.
### Computer Applications - Level I Certificate

The Computer Applications program is designed to provide students with a broad range of experience on some of the popular software packages. Only courses that have a grade of "C" or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 013</td>
<td>Introduction to the Macintosh</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 10A</td>
<td>Basic Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 301B</td>
<td>Introduction to Microsoft Word</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>Introduction to the PC and Printer</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Placement in keyboarding classes is dependent on skill level. See instructors for proper placement.*

### Computer Applications - Level II Certificate

The Computer Application program is designed to provide students with additional skills to work with this popular application suite, which has become an integral part of many jobs. Only courses that have a grade of "C" or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 021</td>
<td>Introduction to the Macintosh</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 10A/10C</td>
<td>Basic Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Introduction to Microsoft Word</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>Introduction to the PC and Printer</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Using Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermediate Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Using Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beginning Database: Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermediate Microsoft Access</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 17.5

### Data Entry Clerk - Certificate

The Data Entry Clerk program will provide students with basic skills necessary to perform the duties associated in a data entry position. Only courses that have a grade of "C" or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 021</td>
<td>Introduction to the Macintosh</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 10A/10C</td>
<td>Basic Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 052</td>
<td>Introduction to the PC and Printer</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten-Key</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0

*Placement in keyboarding classes is dependent on skill level. See instructors for proper placement.*

### Clerical Assistant - Certificate

The Clerical Assistant program is designed to provide students with basic skills used in the clerical field so that they could assist another member in their department in completing clerical tasks. Only courses that have a grade of "C" or better may be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 013</td>
<td>Introduction to the Macintosh</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 10A/10C</td>
<td>Basic Computing</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Using Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096D</td>
<td>Introduction to Microsoft FrontPage</td>
<td>1.0</td>
</tr>
<tr>
<td>OR</td>
<td>Placement in keyboarding classes is dependent on skill level. See instructors for proper placement.</td>
<td></td>
</tr>
</tbody>
</table>

### Internet Application - Certificate

The Internet Application Certificate is designed to provide students with the basic skills to work with the Internet, which has become an integral part of many jobs. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 096A</td>
<td>Internet, Hands-On</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096B</td>
<td>Intermediate PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097A</td>
<td>Web Pages with HTML - Course 1</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097B</td>
<td>Web Pages with HTML - Course 2</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus 3 units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 097C</td>
<td>Web Pages with HTML - Course 3</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 097D</td>
<td>Web Pages with HTML - Course 4</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096D</td>
<td>Introduction to Netscape Composer</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096E</td>
<td>Introduction to Claris Homepage</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 096F</td>
<td>Introduction to Microsoft FrontPage</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 7.0

### Microsoft Office - Certificate

The Microsoft Office Certificate 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. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 033</td>
<td>Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 031</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 045A</td>
<td>Introductory Microsoft Project</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 045B</td>
<td>Introductory Microsoft Project</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Using Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Using Microsoft PowerPoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
</tr>
<tr>
<td>CA 071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beginning Database: Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermediate Microsoft Access</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 17.5

### Office Administration - A.S. Degree

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 050</td>
<td>Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 033</td>
<td>Technology of Management</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 031</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036</td>
<td>Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
<td>Introduction to Office Automation</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Using Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus any two of the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001B</td>
<td>Principles of Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 064</td>
<td>Business Math Using Calculators</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management I</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 40.0 - 42.0
### Mission College 2004-2005

#### Computer Applications

**Office Administration - Certificate**

The Office Administration Certificate prepares you to work in an office environment using computers. Your communication skills, computer skills, and application knowledge prepare you for success in any office using today's computers. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 050  Administrative Office Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 078  Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 013  Ten-Key Numeric Keypad</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 033  Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 031  Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036  Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A  Introduction to Office Automation</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus three units from the following:**

- CA 046D  Using Microsoft Powerpoint | 1.0   |
- CA 062B  Introduction to Microsoft Excel | 1.0   |
- CA 081B  Using Microsoft Access | 3.0   |
- CA 084  Introduction to Oracle | 1.0   |
- CA 045A  Introductory Microsoft Project | 1.0   |

**Total Program Certificate Requirements:** 23.0

**Office Information Systems - A.S. Degree**

The Office Information Systems program is designed to provide computer applications instruction to students who plan to seek employment in an automated business setting. The courses will prepare the student for a position in several areas, as well as increase the student’s potential for advancement. Developing computer skills and attitudes necessary to succeed on the job is the program objective.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078  Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 052*  Introduction to PC and Printer</td>
<td>0.5</td>
</tr>
<tr>
<td>CA 033  Word Processing - Course 1</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 031  Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 036  Machine Transcription</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A  Introduction to Office Automation</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D  Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 062B  Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070  Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B  Using Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus four units from the following:**

- CA 052  Introduction to the PC and Printer | 0.5   |
- CA 031B  Beginning Microsoft Word | 1.0   |
- CA 084  Introduction to Oracle | 1.0   |
- BUS 050  Administrative Office Procedures | 4.0   |
- MGMT 009  Intro Supervision & Management | 0.5   |
- MGMT 010  Decision Making Skills | 0.5   |
- MGMT 013  Job Stress Management | 0.5   |
- MGMT 014  Interviewing Skills | 0.5   |
- MGMT 017  Performance Appraisal | 0.5   |
- MGMT 018  Effective Communication | 0.5   |
- MGMT 019  Dealing with Difficult People | 0.5   |
- MGMT 020  Building Teams | 0.5   |
- BUS 079  Human Relations in Business | 3.0   |
- MGMT 101  Interpersonal Effectiveness | 3.0   |

**Total Program Certificate Requirements:** 26.5

*Students should complete CA 052 before starting CA 030A or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a certificate.*

**Oracle Developer - Certificate**

The Oracle Developer Certificate is designed to provide students with the basic skills to work with the Developer Application used with the Oracle Database. Database usage has become a major role in many jobs. Only courses that have a grade of “C” or better will be used to satisfy requirements for a certificate.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 081B  Using Microsoft Access</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 062B  Introduction to Microsoft Excel</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 037A  Introduction to Office Automation</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 046D  Using Microsoft Powerpoint</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B  Using Microsoft Access</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 12.0

**Receptionist - Certificate**

The Receptionist program is designed to provide students with skills that they need to be successful in a receptionist position. Only courses that have a grade of C or better may be used to satisfy requirements for a certificate.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 031B  Beginning Microsoft Word</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 081B  Using Microsoft Access</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 084  Introduction to Oracle</td>
<td>1.0</td>
</tr>
<tr>
<td>MGMT 009  Intro Supervision &amp; Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 010  Decision Making Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 013  Job Stress Management</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 014  Interviewing Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 017  Performance Appraisal</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 018  Effective Communication</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 019  Dealing with Difficult People</td>
<td>0.5</td>
</tr>
<tr>
<td>MGMT 020  Building Teams</td>
<td>0.5</td>
</tr>
<tr>
<td>BUS 079  Human Relations in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 101  Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008  Interpersonal Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 10.5 - 12.5

*Placement in keyboarding classes is dependent on skill level. See instructors for proper placement.*

**Computer Applications (CA)**

**How to Determine Placement in Computer Keyboarding Classes**

A student should enroll for:

- CA 11 with no previous keyboarding training;
- CA 12 with completion of CA 11 or one year of high school keyboarding, word processing and a speed of at least 35 wpm;
- CA 10A with no previous keyboarding training;
- CA 10C with previous keyboarding training.
010A • BEGINNING COMPUTER KEYBOARDING 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University

This course is designed for both business and non-business majors who wish to learn the “touch” system of keyboarding on the computer. Using the “touch” system of keyboarding can increase your productivity 400% and make any job go faster. Proper techniques will be emphasized to develop speed and accuracy. May be repeated one time. Credit/No Credit Only.

010C • COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A or CA 011
Acceptable for credit: California State University

This course is designed for both business and non-business majors who wish to improve basic keyboarding technique, speed, and accuracy on the computer. There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. Skills developed are applicable for use on either computer or typewriter keyboards. May be repeated one time. Credit/No Credit Only.

011 • KEYBOARDING -BEGINNING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University

Designed for both non-business and business majors who wish to learn the “touch” system of keyboarding. Increase your productivity 400% over using just two fingers. Practice with business letters, correspondence and reports. Develop proper technique, and improve speed and accuracy. Credit/No Credit Option.

012 • KEYBOARDING -INTERMEDIATE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 011 and CA 030A
Acceptable for credit: California State University

Designed for both non-business and business majors who need to improve keyboarding techniques, formatting skills, and speed and accuracy on the computer. Includes straight copy practice and drills on number and symbol keys, formatting of memorandums, personal letters, business letters, manuscripts, tables, and business forms. Emphasis will be on following written and oral instructions and proofreading. Scheduled As Needed. Credit/No Credit Option.

013 • TEN-KEY NUMERIC Keypad 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University

Develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CA 10A or CA 10C. May be repeated one time. Credit/No Credit Only.

021 • AN INTRODUCTION TO THE MACINTOSH 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University

An introduction to the Macintosh computer. Basic operations covered will include: pointing, clicking and dragging, working with the desktop and files, printing, and loading an applications program. Software concepts will be introduced using paint and word processing programs. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

024A • CREATING DOCUMENTS AND GRAPHICS: USING CLARIS WORKS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A and CA 021
Acceptable for credit: California State University

This course is designed to introduce students to Claris Works, develop documents and produce graphics. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

024B • CREATING EFFECTIVE SPREADSHEETS: USING CLARIS WORKS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A and CA 021
Acceptable for credit: California State University

This course is designed to introduce students to the spreadsheet functions on ClarisWorks. The course will cover entering and formatting data, creating formulas and producing charts. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

028B • MICROSOFT OFFICE: INTEGRATING ACCESS WITH OTHER APPLICATIONS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

This course will provide students the opportunity to learn to integrate Microsoft Access with other Microsoft Office Applications. May be repeated one time. Credit/No Credit Only.

028C • INTRODUCTION TO MICROSOFT OFFICE 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

This course focuses on improvements to Microsoft Office software releases. Learn the updates to Word, Excel, Powerpoint, Access and Excel. May be repeated one time. Credit/No Credit Only.

028D • MICROSOFT OFFICE: INTEGRATING WORD AND EXCEL 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

This course covers updates to Word and Excel in a hands-on environment. Learn the latest updates and shortcuts. May be repeated one time. Credit/No Credit Only.

028E • MICROSOFT OFFICE AND POWERPOINT: BUILDING INTEGRATED BUSINESS PROPOSALS AND PRESENTATIONS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

This course focuses on applying Microsoft Office for business by integrating Microsoft Word, Excel, and PowerPoint for powerful presentations. May be repeated one time. Credit/No Credit Only.

030A • INTRODUCTION TO WORD PROCESSING 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 010C, or CA 011
Acceptable for credit: California State University

Word Processing basics are introduced on the computer. Students will use the software functions and formatting techniques to prepare documents Emphasis will be placed on drill work to improve skills for entry-level business use. This course follows keyboarding CA10A, CA10C or CA11. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.

031 • WORD PROCESSING - COURSE 2 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 010A, CA 011, CA 030A or CA 037A
Acceptable for Credit: California State University

Students will develop an in-depth knowledge of word processing to prepare documents. Course will include text-editing, macros, mail-merge, document management, styles, and special features of program. Advanced software capabilities will be covered including graphics, charts and integrating applications. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

031B • BEGINNING MICROSOFT WORD 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University

Students will learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, basic input and editing procedures, file handling, printout features, file management, and basic document formatting including letters, memos, and reports. Course may also be taught as an Online course. May be repeated one time. Credit/No Credit Option.
033 • WORD PROCESSING - COURSE 1
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 010A, CA 011, or CA 031B
Acceptable for credit: California State University

Word Processing will be accomplished on a microcomputer. Students will develop a working knowledge of a program that offers flexibility in selecting commands from menus or function keys, as well as an alternative (a “mouse” device) to using the keyboard to select commands. The course will include text-editing, formatting, storage, retrieval, printing, document filing and management, column, tabs, tables, spell check and thesaurus. Credit/No Credit Option.

034 • MS WORD-ADVANCED FEATURES
Total lecture 36.8 hours
Advisory: CA 010A, CA 021, CA 033 or CA 070
Acceptable for credit: California State University

Students will learn how to develop basic professional-looking business documents using Microsoft Word. They will be able to produce their own newsletters, flyers, brochures, and letterheads, or modify predesigned templates. This course is intended to expand your ability to use features of Microsoft Word effectively. Computer literacy skills and keyboarding skills are recommended. Course may also be taught as an Online course. May be repeated one time. Credit/No Credit Option.

034A • MICROSOFT WORD: BASIC FEATURES
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

The basic Microsoft Word interface will be presented: menus, toolbars, dialog boxes, and commands. Also included are fundamental elements of editing: inserting, deleting, aligning, copying, moving, saving, and printing. Other topics covered include simple formatting of text and accessing the help menu to assist in learning additional features of the program. May be repeated one time. Credit/No Credit Only.

034B • MICROSOFT WORD: INDENTS, TABS AND TABLES
Total lecture 10.4 hours; Total lab 36.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

Subject matter will cover table and tab features of Microsoft Word. Topics include setting custom tab stops, creating leader tabs, creating simple tables, selecting within tables, modifying table designs, using graphics in tables, using the table wizard, moving cell contents, and sorting data using table format. The use of math features and simple equations will be covered. May be repeated one time. Credit/No Credit Option.

034C • MICROSOFT WORD: REPORT FORMATTING FEATURES
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

Microsoft Word software will be used to create effective term paper formats. Controlling margins and page breaks, creating headers, footer and footnotes, forcing paragraphs, controlling widows and orphans, importing graphics and charts, using spellers, grammar checkers, and thesaurus features will also be covered. Also included are automatic indexing and creating tables of contents. May be repeated one time. Credit/No Credit Only.

034D • MICROSOFT WORD: MAIL MERGE
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University

The major topic covered in this class is the effective use of the mail merge features of the Microsoft Word software program using varied data sources and main documents. Files will be sorted and checked for errors. Special merge instructions that qualify merged information will be presented. Merged documents include letters, labels and envelopes. May be repeated one time. Credit/No Credit Only.

034E • MS WORD-NEW VERSION UPDATE
Total lecture 10.4 hours
Advisory: CA 010A, CA 020A, or CA 070
Acceptable for credit: California State University

This course is designed to compare the features of the newest Microsoft Office version with the previous version. Comparisons of the different software levels will be made and the new features will be covered. May be repeated one time. Credit/No Credit Option.

036 • MACHINE TRANSCRIPTION
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 030A, CA 031, CA 033 or CA 037A
Acceptable for credit: California State University

This course allows the student to gain practical work experience in a word processing environment. Students will keyboard and text edit copy in a self-paced setting using the instructor as a supervisor to complete documents using software. Students will also reinforce word skills, and learn to function as a team member by serving as lead operators to tutor other students in the instructional lab. Lead students will perform duties similar to those found in an actual word processing environment. Self-paced with variable credit. May be repeated to a maximum of 4 units. Credit/No Credit Only.

036A • BEGINNING WORKSHOP IN WORDPERFECT
Total lecture 10.4 hours
Advisory: CA 010A, CA 011
Acceptable for credit: California State University

This basics of a word processing software program are introduced on the computer. Students will create, save, retrieve, copy/move, print, format, spell check, and use special effects on documents. This course is an intensive workshop that introduces the student to the basics of a currently popular word processing software package. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

036B • INTERMEDIATE WORKSHOP IN WORDPERFECT
Total lecture 10.4 hours
Advisory: CA 010A, CA 011 and CA 036A
Acceptable for credit: California State University

This basics of word processing are reinforced, and intermediate functions are introduced: search/replace, tabulation, macros, thesaurus, formatting, headers, and footnotes, pagination, fonts and columns are presented. Designed for students who want an intensive intermediate workshop in word processing software. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

037A • INTRODUCTION TO OFFICE AUTOMATION
Total lecture 54.4 hours
Advisory: CA 010A or CA 011
Acceptable for credit: California State University

Explores the effect of computer technology on office workers and how to use this technology to increase productivity. Covers various aspects of office automation, to include basics on how computers work, what a programmer does, how the Internet works, what a System Analyst does, and basics as to IS responsibilities. Includes hands-on MS Word and MS Excel to learn applications used in office automation. This course may also be offered online. Credit/No Credit Option.

037B • INTRODUCTION TO MICROSOFT WORKS
Total lecture 20.8 hours
Advisory: CA 037A
Acceptable for credit: California State University

This course provides instruction in the use of the integrated software package Microsoft Works. The student creates documents with each of the application programs contained in the package, including word-processing, spreadsheet and database manipulation, page layout and graphic-image construction. In addition, the student explores the multi-tasking capability of the package, combining the output of two or more of the applications to produce integrated documents. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

038A • WORD PROCESSING INTERNSHIP
Total lecture 10.4 hours; Total lab 27.2 (54.4, 81.6) hours
Advisory: CA 030A, CA 031, CA 033, CA 037A, CA 052
Acceptable for credit: California State University

This course allows the student to gain practical work experience in a word processing environment. Students will keyboard and text edit copy in a self-paced setting using the instructor as a supervisor to complete documents using software. Students will also reinforce word skills, and learn to function as a team member by serving as lead operators to tutor other students in the instructional lab. Lead students will perform duties similar to those found in an actual word processing environment. Self-paced with variable credit. May be repeated to a maximum of 4 units. Credit/No Credit Only.

045A • INTRODUCTORY MICROSOFT PROJECT
Total lecture 17.6 hours; Total lab 36.8 hours
Advisory: CA 010A, CA 021, CA 070
Acceptable for credit: California State University

This course will cover the basic concepts of project management. Students will work with the project management tools of Microsoft Project, which allows the use of project data, such as tasks, resources and time, to manage a project. This course may also be offered online. Credit/No Credit Option.
### Before You Enroll In Degree Applicable Courses, It Is Recommended That You Are Eligible to Enroll in ENGL 108A and READ 053

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Total Lab Hours</th>
<th>Acceptable for Credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>045B</td>
<td>Intermediate Microsoft Project</td>
<td>2.0</td>
<td>36.8</td>
<td>36.8</td>
<td>CA 010A, CA 021, CA 070, CA 045A</td>
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<tr>
<td>046C</td>
<td>Creating a Presentation Using PowerPoint</td>
<td>0.5</td>
<td>10.4</td>
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<td>CA 010A, CA 021, CA 070</td>
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<tr>
<td>046D</td>
<td>Using Microsoft PowerPoint</td>
<td>1.0</td>
<td>20.8</td>
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<td>CA 010A</td>
</tr>
<tr>
<td>046E</td>
<td>Intermediate Microsoft PowerPoint</td>
<td>1.0</td>
<td>20.8</td>
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<td>CA 010A, CA 021, CA 070</td>
</tr>
<tr>
<td>052</td>
<td>Introduction to PC and Printer</td>
<td>0.5</td>
<td>10.4</td>
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</tr>
<tr>
<td>054A</td>
<td>Quicken Basics</td>
<td>0.5</td>
<td>10.4</td>
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</tr>
<tr>
<td>062B</td>
<td>An Introduction to Microsoft Excel</td>
<td>1.0</td>
<td>20.8</td>
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<td>CA 021, CA 052</td>
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<tr>
<td>062E</td>
<td>Creating Charts in Excel</td>
<td>0.5</td>
<td>10.4</td>
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<td>CA 010A, CA 021, CA 070</td>
</tr>
<tr>
<td>063</td>
<td>Introduction to Lotus 1-2-3</td>
<td>1.0</td>
<td>20.8</td>
<td></td>
<td>CA 010A, CA 021, CA 070</td>
</tr>
<tr>
<td>063B</td>
<td>Intermediate Microsoft Excel</td>
<td>2.0</td>
<td>36.8</td>
<td></td>
<td>CA 062B</td>
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<tr>
<td>070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
<td>20.8</td>
<td></td>
<td>CA 052</td>
</tr>
<tr>
<td>071E</td>
<td>Microsoft Outlook</td>
<td>0.5</td>
<td>10.4</td>
<td></td>
<td>CA 010A</td>
</tr>
<tr>
<td>081B</td>
<td>Beginning Database: Using Microsoft Access</td>
<td>1.0</td>
<td>20.8</td>
<td></td>
<td>CA 010A</td>
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<tr>
<td>082B</td>
<td>Intermediate Microsoft Access</td>
<td>2.0</td>
<td>36.8</td>
<td></td>
<td>CA 081B</td>
</tr>
</tbody>
</table>

### Advisories

- **045B:** Students who want to work with the project management tools of Microsoft Project to analyze schedules, work with resource and allocation problems, monitor and analyze the progress of the project. May be repeated one time. This course may also be offered online. Credit/No Credit.
- **046C:** The course is designed to teach students to create a presentation using PowerPoint. The course will cover how to design slides, outlines, note pages, slide masters and add graphics to their presentations. May be repeated one time. This course may also be offered online. Credit/No Credit.
- **046D:** This course is designed to introduce students to the basic features of Quicken. Students will receive a brief introduction to application software used for word processing. May be repeated one time. Credit/No Credit.
- **052:** Students will receive a brief introduction to application software used for word processing. May be repeated one time. Credit/No Credit.
- **054A:** The course will cover how to track all accounts, enter transactions in the check register, transfer money between accounts and balance a statement. May be repeated one time. Credit/No Credit.
- **062B:** This course is designed to introduce students to the spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. May be repeated one time. Credit/No Credit.
- **062E:** This course is designed to introduce students to the charting capabilities in Excel. The course will cover different styles of charts, adding formatting and producing professional looking charts. May be repeated one time. Credit/No Credit.
- **063:** Students will learn the basic features of Lotus 1-2-3. This course will introduce students to creating, formatting and printing worksheets and charts. Timesaving features will also be illustrated. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Schedule As Needed. Credit/No Credit.
- **063B:** This course will review the basic functions of Microsoft Excel, but the course will concentrate on the more advanced features of the software. Students will learn how to create and use graphing features of the program, formatting, database features, and macros. May be repeated one time. Credit/No Credit.
- **070:** This course is designed to introduce students to the basics of using Windows on a computer. The course will cover how to point, click and drag the mouse, create folders, use desktop accessories, understand terminology, load an application, access files and configure the Windows environment. May be repeated one time. Schedule As Needed. Credit/No Credit.
- **071E:** Students will learn the basic features of Microsoft Outlook, a desktop information management system. This course will provide an overview of the software package and will teach students how to enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks and contacts. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Credit/No Credit.
- **081B:** This course is the second class in using Microsoft Access, a database program. Students will learn intermediate database concepts, terminology and skills. These skills will include queries, forms, reports, and enhancing the design of tables. May be repeated one time. Credit/No Credit.
- **082B:** This course is the second class in using Microsoft Access, a database program. Students will learn intermediate database concepts, terminology and skills. These skills will include queries, forms, reports, and enhancing the design of tables. May be repeated one time. Credit/No Credit.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
<th>Total Lecture Hours</th>
<th>Advisory</th>
<th>Acceptable for credit:</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>083• INTRODUCTION TO DBASE</td>
<td>1.0 unit</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>Students will learn the basic features of the database dBase. This course will provide an overview of the software package and will teach students how to create and manage a database. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>084• INTRODUCTION TO ORACLE</td>
<td>1.0 unit</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>Students will learn the basic features of the Oracle database. This course will provide an overview of the software package and will teach students how to create and manage a database. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. This course may also be offered online. Credit/No Credit Option.</td>
<td></td>
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<tr>
<td>084A• ORACLE-INTRODUCTION TO SQL AND PL/SQL</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>This course covers the concepts of relational databases and the SQL and PL/SQL programming languages. Students will learn to create and maintain database objects and to store, retrieve, and manipulate data. This course is preparation for both Oracle Application Development and Database Administration. May be repeated one time. This course may also be offered online. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>084B• ORACLE – FORMS</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>This course covers the concepts of building and testing interactive applications. Students will work with a graphical user interface to customize forms with user input items such as check boxes, list items, and radio groups. This course is preparation for Oracle Application Development. May be repeated one time. This course may also be offered online. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>084C• ORACLE – REPORTS</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>This course covers the concepts of building a variety of standard and custom reports. Students will work with a graphical user interface to customize reports using a variety of styles. This course is preparation for Oracle Application Development. May be repeated one time. This course may also be offered online. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>084D• ORACLE FORMS 2</td>
<td>3.0 units</td>
<td>54.4 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>This course continues the concepts of building and testing interactive applications using Oracle Developer. Students will work with a graphical user interface to customize forms by creating menus, redefining function key, and creating mouse triggers. They will manage transactions in a multiple form application. This course is preparation for Oracle Application Development tests which lead to an Oracle certificate. May be repeated one time. This course may also be offered online. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>085 • INTRODUCTION TO FILEMAKER PRO</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>Students will learn the basic features of the FileMaker Pro database. This course will provide an overview of the software package and will teach students how to create and manage a database. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>086 • INTERNET, HANDS-ON</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, or CA 070</td>
<td>California State University</td>
<td>This course provides both demonstration and extensive hands-on Internet activities that introduce students to the Internet. Topics include web browser software and navigation, e-mail, and some sense of the history and origins of the Internet and World Wide Web. May be repeated one time. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>086A • INTERMEDIATE WEB</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A</td>
<td>California State University</td>
<td>This course provides a more in-depth look at the features and uses of the web. Students have an opportunity to explore various search tools to do searches and research. It explores some of the more sophisticated web software and technologies. Some familiarity with computers recommended. May be repeated one time. Credit/No Credit Option.</td>
<td></td>
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<tr>
<td>086B • INTRODUCTION TO NETSCAPE COMPOSER</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A</td>
<td>California State University</td>
<td>Students will learn the basic features of the Netscape Composer to simplify the development and creation of a Web page. This course will provide an overview of the software package and will teach students how to create and maintain a Web page. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.</td>
<td></td>
</tr>
<tr>
<td>086C • INTRODUCTION TO CLARIS HOME PAGE</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A</td>
<td>California State University</td>
<td>Students will be introduced to Claris Home Page, an application to simplify the development and creation of a Web page. This course provides an overview of the software package and presents how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.</td>
<td></td>
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<tr>
<td>086D • INTRODUCTION TO MICROSOFT FRONTPAGE</td>
<td>1.0 unit</td>
<td>20.8 hours</td>
<td>CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A</td>
<td>California State University</td>
<td>Students will learn the basic features of Microsoft FrontPage, an application to simplify the development and creation of a Web page. This course will provide an overview of the software package and will teach students how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Credit/No Credit Option.</td>
<td></td>
</tr>
</tbody>
</table>
COMPUTER APPS • COMPUTER INFO SYSTEMS

MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

097A • WEB PAGES WITH HTML-COURSE 1  1.0 unit
Total lecture 20.8 hours
Advisory: CA 021, CA 096A, CA 096B
Acceptable for credit: California State University
This course provides an introduction to web publishing using Hypertext Markup Language. Students will learn basic HTML tags as well as how to use HTML authoring tools. Some experience with the web is recommended. May be repeated one time. Credit/No Credit Option.

097B • WEB PAGES WITH HTML-COURSE 2  1.0 unit
Total lecture 20.8 hours
Advisory: CA 021, CA 070, CA 096A, CA 096B
Acceptable for credit: California State University
This course is a second course in web publishing using Hypertext Markup Language. Students will learn more advanced HTML tags, which they will use to create web pages. Each semester, new problems are presented requiring new problem solving techniques. Web experience is recommended. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

097C • WEB PAGES WITH HTML-COURSE 3  1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021 or CA 070, CA 097B
Acceptable for credit: California State University
This course covers the concepts of building a web page using dynamic HTML. Students will work with HTML tags that support dynamic elements. This will allow students to create dynamic web pages, whose contents can be changed after the page has been loaded by the browser. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

097D • WEB PAGES WITH HTML-COURSE 4  1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021 or CA 070, CA 097B
Acceptable for credit: California State University
This course covers the concepts of building a web page using XML. Students will work with XML tags that will allow them to create a variety of document types. With XML web pages can be easily customized. XML can handle data content more effectively and it has well-defined standards. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

101 • COMPUTER APPLICATIONS OPEN LAB  0.5 units
Total lab 27.2 hours
Advisory: CA 010A and CA 052
Acceptable for credit: California State University
Open lab for word processing applications and keyboarding. Student is allowed to use the word processing software and equipment to maintain and upgrade skill as well as to complete college assignments on the computer. Students should be able to operate printer and have knowledge of at least one software package currently used in the lab. Students must show ability on software and equipment before using lab facilities. May be repeated three times. Credit/No Credit Option.

*Hours by arrangement may vary depending on time frame of class.

The Computer Information System (CIS) program is designed to provide students with the knowledge and skills required to gain entry level employment as computer programmers, and/or software/system administration technicians. The program offers students the choice of pursuing an Associate of Science (A.S.) degree in Computer Science, or certificate(s) with general and C/C++/Unix programming and emphasis. The Computer Information Systems department also offers a transfer program. The courses offered in the transfer program will transfer to California State University/ University of California systems, and other four year colleges. In addition, the program provides courses to update skills in areas such as programming in C/C++/Unix Systems Administration and networking.

Learning Outcomes:
After taking the appropriate level of CIS classes, students should have gained knowledge and skills necessary to successfully work in their chosen area of expertise needed in the high technology environment of Silicon Valley. They may also learn critical thinking skills to enhance their ability to analyze and solve practical problems.

Career Options:
Salary ranges from $ 6-$18.50/hr. or more depending on skill and experience.
- Entry Level Programmer
- Software Technician
- Systems Administration Technician
- Unix System Administration

Some career options require more than two years of college study.

A.S. Degree:
- Computer Information Systems

Certificate:
- Computer Information Systems
- C/C++/UNIX Programming (Levels 1 and 2)
- UNIX Programming Systems Administration (Levels 1 and 2)
- PC Systems Administration (Level 1)

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<td>CIS 184A</td>
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</table>

D= DAY CLASSES; E= EVENING CLASSES
Computer Information Systems - A.S. Degree

Core Curriculum Courses (Required)................................. 35.0

CIS 037A C Programming ........................................... 4.0
CIS 172A Computer Lab: "C" .......................................... 5.0
CIS 037B Advanced "C" Programming ............................ 5.0
CIS 172B Computer Lab: Advanced "C" ......................... 5.0
CIS 040 Software Development with Visual C++ .......... 5.0
CIS 178 Open Computer Lab: C++ ................................. 5.0
CIS 043 JAVA Programming........................................... 5.0
CIS 183 Computer Lab: JAVA .......................................... 5.0
CIS 044 Introduction To Data Structures Using Java ..... 5.0
CIS 184 Computer Lab: Data Structures Using Java ....... 5.0
CIS 054B Advanced MS Operating System .................... 5.0
MATH 003A Analytic Geometry and Calculus .............. 5.0
MATH 003B Analytic Geometry and Calculus .............. 5.0
MATH 004A Intermediate Calculus ............................... 5.0
MATH 019 Discrete Mathematics .................................... 5.0

Total Core Degree Requirements: ......................................... 35.0

Plus 2 (two) or more additional courses from the following electives
(at least 6 units):................................................................ 23.0

CIS 002 Intro. to Computer Systems with Visual Basic .... 3.0
CIS 180 Computer Lab: Visual Basic.NET (VB.NET) ...... 3.0
CIS 014 Data Structures and Algorithms ..................... 3.0
CIS 172C Computer Lab: Data Structures with "C" ...... 3.0
CIS 031A Fundamentals of Microsoft Visual Basic .NET ... 3.0
CIS 170A Computer Lab: Introduction to Visual Basic.NET 3.0
CIS 044A Introduction to Perl Programming .................. 3.0
CIS 184A Computer Lab: Perl Programming Language .... 3.0
CIS 045B UNIX Operating System ................................. 3.0
CIS 181 Computer Lab: UNIX .......................................... 3.0
CIS 046A UNIX Shell Programming .............................. 3.0
CIS 181A Computer Lab: UNIX Shell ......................... 3.0
CIS 181B Computer Lab: UNIX Shell Programming ....... 3.0
CIS/CET 081 Introduction to Computer Networking ...... 3.0
CIS 049A Client –Side Web Programming .................... 3.0

Total Program A.S. Degree Requirements: ......................................... 41.0

Computer Information Systems - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Certificate Requirements courses:........................................... 21.0

CIS 037A C Programming ........................................... 3.0
CIS 172A Computer Lab: "C" .......................................... 1.0
CIS 037B Advanced "C" Programming ............................ 1.0
CIS 172B Computer Lab: Advanced "C" ......................... 1.0
CIS 040 Software Development with Visual C++ .......... 1.0
CIS 178 Open Computer Lab: C++ ................................. 1.0
CIS 043 JAVA Programming........................................... 1.0
CIS 183 Computer Lab: JAVA .......................................... 1.0
CIS 044 Introduction To Data Structures Using Java ..... 1.0
CIS 184 Computer Lab: Data Structures Using Java ....... 1.0
CIS 054B Advanced MS Operating System .................... 1.0

Total Core Certificate Requirements: ......................................... 21.0

Plus 2 (two) or more additional courses from the following electives
(at least 10 units):................................................................. 30.0

CIS 002 Intro. to Computer Systems with Visual Basic .... 3.0
CIS 180 Computer Lab: Visual Basic.NET (VB.NET) ...... 1.0
CIS 014 Data Structures and Algorithms ..................... 3.0
CIS 172C Computer Lab: Data Structures with "C" ...... 1.0
CIS 031A Fundamentals of Microsoft Visual Basic .NET ... 3.0
CIS 170A Computer Lab: Introduction to Visual Basic.NET 3.0
CIS 044A Introduction to Perl Programming .................. 3.0
CIS 184A Computer Lab: Perl Programming Language .... 3.0
CIS 045B UNIX Operating System ................................. 3.0
CIS 181 Computer Lab: UNIX .......................................... 1.0
CIS 046A UNIX Shell Programming .............................. 3.0
CIS 181A Computer Lab: UNIX Shell ......................... 3.0
CIS/CET 081 Introduction to Computer Networking ...... 3.0
CIS 049A Client –Side Web Programming .................... 1.0

Total Program Certificate Requirements: ......................................... 41.0

C/C++/Unix Programming (Level I) - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Certificate Requirements courses:........................................... 21.0

CIS 037A C Programming ........................................... 3.0
CIS 172A Computer Lab: "C" .......................................... 1.0
CIS 040 Object Oriented Programming with C++ .......... 3.0
CIS 178 Computer Lab: C++ .......................................... 1.0
CIS 045B UNIX Operating System ................................. 3.0
CIS 181 Computer Lab: UNIX .......................................... 1.0
CIS 046A UNIX Shell Programming .............................. 3.0
CIS 181A Computer Lab: UNIX Shell ......................... 3.0
CIS 054B Advanced to the MS Operating System ....... 1.0

Total Program Certificate Requirements: ......................................... 21.0

C/C++/Unix Programming (Level II) - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Certificate Requirements courses:........................................... 21.0

CIS 037B Advanced "C" Programming ................................ 3.0
CIS 172B Computer Lab: Advanced "C" ......................... 1.0
CIS 047A Introduction to UNIX System Administration .... 3.0

Plus two or more additional courses and labs from the following electives (at least 7-8 units):

CIS 014 Data Structures and Algorithms ..................... 3.0
CIS 172C Computer Lab: Data Structures with "C" ...... 1.0
CIS 039 Microcomputer Assembler Programming .......... 3.0
CIS 179 Computer Lab: Assembler ................................. 1.0
CIS 043 Introduction to Java Programming Language .... 3.0
CIS 183 Computer Lab: Java .......................................... 1.0
CIS/CET 081 Introduction to Computer Networking ...... 3.0

Total Program Certificate Requirements: ......................................... 15.0 - 16.0

UNIX PROGRAMMING SYSTEMS ADMINISTRATION

In the Bay area’s competitive job market, job seekers who have state-of-the-art certification offer hiring managers concrete proof of their skills and competency. To help our students gain this competitive edge, Mission College, in collaboration with Sun Microsystems, has created two computer networking certificates: (1) UNIX Systems Administration - Level I and Level II.

Students earning these certificates will be prepared for a career in the rapidly growing information technology field. The Level I UNIX Systems Administration certificate will prepare graduates for entry-level systems administration positions requiring general knowledge of the UNIX language and familiarity with basic system administration commands. Students completing the Level II UNIX Systems Administration certificate will expand their knowledge of the UNIX language to include network protocols and exposure to programming languages as well as introducing business communication skills.

UNIX Systems Administration (Level I) - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Certificate Requirements courses:........................................... 17.0

CIS 045B UNIX Operating System ................................. 3.0
CIS 181 Computer Lab: UNIX .......................................... 1.0
CIS 046A UNIX Shell Programming .............................. 3.0
CIS 181A Computer Lab: UNIX Shell ......................... 3.0
CIS 047A Introduction to the UNIX System Administration .... 3.0
CIS 019 Dealing with Difficult People .............................. 0.5
CIS 023 Personal Effectiveness ...................................... 0.5
CIS 081 Introduction to Computer Networking .............. 3.0
CIS 049 Web Development on UNIX Programming ....... 2.0

Total Program Certificate Requirements: ......................................... 17.0

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**COMPUTER INFORMATION SYSTEMS**

**MISSION COLLEGE 2004-2005**

**BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053**

### Unix Systems Administration (Level 2) - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>CIS 047B</td>
<td>Advanced UNIX Systems Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 048</td>
<td>Intro to UNIX Networking/Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 081B</td>
<td>TCP/IP</td>
<td>3.0</td>
</tr>
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</table>

**Plus two or more additional courses and labs from the following electives (at least 6-8 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 043</td>
<td>Introduction to Java Programming Language</td>
<td>3.0</td>
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<tr>
<td>CIS 183</td>
<td>Computer Lab: Java Programming Language</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044A</td>
<td>Introduction to Perl Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184A</td>
<td>Computer Lab: Perl Programming Language</td>
<td>1.0</td>
</tr>
<tr>
<td>WRKEX 301</td>
<td>Work Experience (recommended)</td>
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Total Program Certificate Requirements: 17.0 - 19.0

### PC Systems Administration (Level 1) - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CET 067</td>
<td>Computer Diagnostics, Repair and Upgrade</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 054C</td>
<td>Introduction to Windows NT</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 056</td>
<td>Supporting MS Windows</td>
<td>3.0</td>
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<tr>
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<td>CIS 056B</td>
<td>Supporting MS Windows NT Server</td>
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</tr>
<tr>
<td>CIS 081</td>
<td>Introduction to Computer Networking</td>
<td>3.0</td>
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Total Program Certificate Requirements: 16.0

### Java Programming - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

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<tbody>
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<td>CIS 045B</td>
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<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
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<tr>
<td>CIS 043</td>
<td>Software Development with Java Programming</td>
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<td>CIS 183</td>
<td>Computer Lab: JAVA</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 049</td>
<td>Web Design/Programming (Unix)</td>
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<td>CIS 051</td>
<td>Networking Programming Using Java</td>
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</tr>
<tr>
<td>CIS 053</td>
<td>Distributed programming With Java</td>
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Total Program Certificate Requirements: 17.0

### COMPUTER INFORMATION SYSTEMS (CIS)

**NOTE:** Maximum credit that can be transferred to UC is a total of six CIS courses.

#### 002 - INTRODUCTION TO COMPUTER PROGRAMMING USING VISUAL BASIC.NET (VB.NET)

<table>
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<td>CIS 180</td>
<td>Introduction to Programming using Visual Basic.NET (VB.NET)</td>
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#### 004A - COMPUTER PROGRAMMING I (PASCAL)

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<td>CIS 171A</td>
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#### 004B - COMPUTER PROGRAMMING II (PASCAL)

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#### 005A - APPLICATIONS PROGRAM DEVELOPMENT (COBOL)

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<tr>
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#### 014 - DATA STRUCTURES AND ALGORITHMS

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#### 021 - INTRODUCTION TO PROGRAMMING FOR SCIENTISTS AND ENGINEERS

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<th>Title</th>
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<tbody>
<tr>
<td>CIS 170</td>
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#### 031 - PROGRAMMING IN BASIC / VISUAL BASIC

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CIS 170</td>
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<td>3.0</td>
<td>54.4 hours</td>
<td>MATH 903</td>
<td>CIS 170</td>
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<td>See a counselor.</td>
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</table>
031A • FUNDAMENTALS OFMICROSOFT VISUAL BASIC.NET
3.0 units
Total lecture 54.4 hours
Advisory: MATH 905, CIS 002 and CIS 054A
Corequisite: CIS 170A
Acceptable for credit: University of California, California State University
Visual Basic.Net is a preferred development programming language for the Windows Graphical User Interface (GUI) environment. This course will give students the opportunity to learn how to create single-user applications using the Microsoft Visual Basic.Net programming system. Credit/No Credit Option.

031B • APPLICATIONS PROGRAMMING USING VISUAL BASIC
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 Prerequisite: CIS 031A Corequisite: CIS 170B
Acceptable for credit: University of California, California State University
This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Credit/No Credit Option.

032 • FORTRAN PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: MATH 003A, CIS 054A and CIS 002
Corequisite: CIS 173
Acceptable for credit: University of California, California State University
This is a computer problem solving and programming course using FORTRAN. Structured FORTRAN syntax will be studied in detail. Emphasis will be placed on taking a number of scientific applications from the initial job definition phase through programming and testing. Good programming style will be emphasized and substantial applications of FORTRAN will be compiled and executed on the computer. Credit/No Credit Option.

034 • INTRODUCTION TO PROLOG PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903, CIS 002 and CIS 054A
Corequisite: CIS 175
Acceptable for credit: University of California, California State University
This is an introductory course in object-oriented programming using C++ and software application development using industry standard tools. Students will develop and design applications to solve problems in different fields such as engineering and business. Applications will be constructed so that the software has a window based GUI (Graphical User Interface) composed of dialog boxes, menu bars and pull-down menus. Students will use libraries and classes which are packaged with Microsoft Visual C++, such as MFC (Microsoft Foundation Classes). Credit/No Credit Option.

037A • "C" PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and CIS 031A or CIS 002
Corequisite: CIS 172A
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming using a problem solving approach—"C" is a powerful, low-level, general purpose programming language, commonly used on UNIX based computer systems. Credit/No Credit Option.
### COMPUTER INFORMATION SYSTEMS

### MISSION COLLEGE 2004-2005

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td><strong>043B</strong></td>
<td>JAVA FOR NON-PROGRAMMERS</td>
<td>3.0</td>
<td>Total lecture 54.4 hours</td>
<td>MATH 903 and CIS 054B</td>
<td>Corequisite: CIS 183B</td>
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<td><strong>044</strong></td>
<td>INTRODUCTION TO DATA STRUCTURES USING JAVA</td>
<td>3.0</td>
<td>Total lecture 54.4 hours</td>
<td>MATH 903A</td>
<td>Corequisite: CIS 043 and CIS 183</td>
<td>Acceptable for credit: California State University</td>
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<td><strong>045A</strong></td>
<td>UNIX SHELL PROGRAMMING</td>
<td>3.0</td>
<td>Total lecture 54.4 hours</td>
<td>MATH 903</td>
<td>Corequisite: CIS 045B</td>
<td>Acceptable for credit: University of California, California State University</td>
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<td><strong>046A</strong></td>
<td>ADVANCED UNIX OPERATING SYSTEM</td>
<td>3.0</td>
<td>Total lecture 44.8 hours; Total lab 27.2 hours</td>
<td>MATH 903</td>
<td>Corequisite: CIS 046A</td>
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<tr>
<td><strong>047A</strong></td>
<td>INTRODUCTION TO UNIX SYSTEM ADMINISTRATION</td>
<td>3.0</td>
<td>Total lecture 44.8 hours; Total lab 27.2 hours</td>
<td>MATH 903</td>
<td>Corequisite: CIS 047A</td>
<td>Acceptable for credit: California State University</td>
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**NOTE:** Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.
049 • WEB DESIGN/PROGRAMMING (UNIX) 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Prerequisite: CIS 045B
Acceptable for credit: California State University
This is an introductory course in the design and programming of web sites. The course includes the following topics: Unix/Linux basics, web programming concepts, HTML (hyper-text markup language), CSS (cascading style sheets), scripting languages (such as JavaScript), server-side scripting language (such as PHP), and a brief introduction to Hypertext Preprocessor (PHP). Students will be able to create and manipulate web pages using HTML and CSS, and will be able to add dynamic content using server-side scripting languages. Students will also be able to understand and modify the basic structure and operation of a web server.

049A • CLIENT-SIDE WEB PROGRAMMING 3.0 units
Total lecture 54.4 hours
Advisory: CA 097A and CIS 031A
Acceptable for credit: California State University
This course enables participants to learn client-side programming for the web. Students will be introduced to JavaScript, CSS, HTML5, and other web technologies. They will learn how to write Javascript and embed it into the HTML documents to enhance the dynamic and interactive features of the web, by checking and validating the forms, adding special effects, customizing graphic selections, creating security passwords etc. Participants will use Document Object Model (DOM) to dynamically access and update the content, structure and style of the document. Credit/No Credit Option.

050A • COMPUTER PROGRAMMING I (JAVA) 3.0 units
Total lecture 54.4 hours
Advisory: CIS 037A and CIS 045A, eligibility for MATH 001
Corequisite: CIS 150A
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming. Students will use Java programming language to design, code and execute computer programs with an emphasis on efficient algorithms and documentation. Fundamentals of Object-Oriented programming constructs using Java programming language are taught in the Internet environment. Students will write Java programs for graphics, multimedia images, animation, multimedia and other applications using Java applets, Java class libraries and JavaScript. Credit/No Credit Option.

050B • COMPUTER PROGRAMMING II (JAVA) 3.0 units
Total lecture 54.4 hours
Advisory: Eligibility for MATH 001
Prerequisite: CIS 050A
Corequisite: CIS 150B
Acceptable for credit: University of California, California State University
This is an advanced operating system course for IBM-PC/AT Microcomputers using MS-OS. This course includes the following topics: file management and manipulation, device control, and system administration, communication and mail. Credit/No Credit Option.

051 • NETWORK PROGRAMMING USING JAVA 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIS 043
Acceptable for credit: California State University
This course reviews basic network concepts and World Wide Web/Internet from the perspective of a programmer and a developer. It explores Java's high-level classes, socket programming in Internet from the perspective of a programmer and a developer. It explores Java's high-level classes and World Wide Web/Internet URL (Uniform Resource Identifier). Students will be able to use Java's low-level APIs (Application Programming Interface) to create network programs such as servers, clients, and applets. Additional topics include multithreading, TCP/IP, and UDP programming. Credit/No Credit Option.

052 • COMPONENTS USING JAVA BEANS 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIS 043
Acceptable for credit: California State University
This course explores Java Beans component architecture, focusing on creating Beans and integrating Java Beans into Active X projects. Other topics included in this course are introspection mechanism used to expose the events, methods, and properties of a Bean, Property Editors and Customizers. The relationship between Java Beans and Active X Bridge will be examined. Credit/No Credit Option.

053 • DISTRIBUTED COMPUTING USING JAVA 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: Eligibility for MATH 001
Prerequisite: CIS 043
Acceptable for credit: California State University
This course explores Java Beans component architecture, focusing on creating Beans and integrating Java Beans into Active X projects. Other topics included in this course are introspection mechanism used to expose the events, methods, and properties of a Bean, Property Editors and Customizers. The relationship between Java Beans and Active X Bridge will be examined. Credit/No Credit Option.

054A • INTRODUCTION TO MS OPERATING SYSTEM 1.0 unit
Total lecture 20.8 hours
Advice: MATH 003
Prerequisite: CIS 044A
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-OS. This course includes the following topics: file management and manipulation, device control, and system administration, communication and mail. Credit/No Credit Option.

054B • ADVANCED MS OPERATING SYSTEM 1.0 unit
Total lecture 20.8 hours
Advice: MATH 003
Prerequisite: CIS 044B
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-OS. This course includes the following topics: file management and manipulation, device control, and system administration, communication and mail. Credit/No Credit Option.

054C • WINDOWS NT (INTRODUCTION) 1.0 unit
Total lecture 20.8 hours
Advice: MATH 003
Prerequisite: CIS 054B
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-OS. This course includes the following topics: file management and manipulation, device control, and system administration, communication and mail. Credit/No Credit Option.

056 • SUPPORTING MS WINDOWS 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advice: MATH 003 and CIS 054B
Acceptable for credit: California State University
This is an operating system course for IBM-PC/AT Microcomputers using MS-OS. This course includes the following topics: file management and manipulation, device control, and system administration, communication and mail. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

056A • SUPPORTING MS WINDOWS NT
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: CIS 054C
Acceptable for credit: California State University
This course is designed to support the Microsoft Windows NT operating system for Workstations and installing and configuring the system with the Windows NT setup tools. This course includes installing network components, accessing network resources, security issues and access permissions. The course also includes supporting applications for various platforms, printers and printer resources. Internet working with TCP/IP (Transmission Control Protocol/Internet Protocols). In addition, document formatting packages and an introduction to system administration will be covered. Credit/No Credit Option.

056B • SUPPORTING MS WINDOWS NT SERVER
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: CIS 056A
Acceptable for credit: California State University
This course is intended for system engineers, network administrators and other support professionals, who are responsible for installing, configuring, maintaining and troubleshooting the Windows NT operating. This course also includes managing domains, utilizing groups to manage users and protecting server data. Also included are topics such as optimizing performance for Windows NT workstation service and Windows NT server, implementing TCP/IP, internetworking and monitoring network activity. Credit/No Credit Option.

081 • INTRODUCTION TO COMPUTER NETWORKING
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903, CIS 037A, CIS 054B and CET 078
Acceptable for credit: California State University
This is a comprehensive course in networking. Local area network (LAN) technology is used to implement broadband/baseland broadcast protocols, and different access methods. The course will also include different topologies, transmission media, access methods, interface techniques, composite systems and discuss different standards. Students will also learn different architectures and hardware/software architectural compatibility. Additionally, this course will include LAN operating systems, gateways/servers, network control and management, and implementation consideration/product review. (Also listed as CET 081). Credit/No Credit Option.

081B • INTRODUCTION TO TCP/IP
Total lecture 44.8 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This is an introductory course in Transmission Control Protocol/Internet Protocol (TCP/IP) networks and their protocols such as TCP, IP and UDP (User Datagram Protocols). Students will design, configure and manage TCP/IP internetworks and use all major TCP/IP applications services including FTP (File Transfer Protocol), TELNET and NFS (Networking File System). Students will employ popular internet/intranet tools such as FTP, Gopher, Netscape, WWW (World Wide Web) and others, troubleshoot TCP/IP networks/Internetworks and a wide range of routing problems using protocol analysis techniques. Credit/No Credit Option.

085A • DEVELOP PL/SQL PROGRAM UNITS
Total lecture 44.8 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This course enables participants to learn how to write PL/SQL procedures, function and packages. Working in both the Procedure Builder and the SQL*Plus environments, participants will learn how to create and manage PL/SQL program units and database triggers. Participants will also learn how to use some of the Oracle-supplied packages. This course is useful for Database Administrators, Designers/Developers, and Application Developers. May be repeated 3 times. Credit/No Credit Option.

150A • COMPUTER PROGRAMMING I (JAVA) LAB
Total lab 54.4 hours
Corequisite: CIS 050A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 50A, and students are graded for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.

170 • COMPUTER LAB: BASIC/VB
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 031A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Basic/Visual Basic. It is required for CIS 31 students using the computer lab. May be repeated three times. Credit/No Credit Option.

170A • COMPUTER LAB: MICROSOFT VISUAL BASIC.NET
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 031A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Visual Basic.Net using the Windows Graphical User Interface (GUI) environment. It is a required lab for CIS 31A. Credit/No Credit Option.

170B • COMPUTER LAB: ADVANCED VISUAL BASIC
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: Concurrent enrollment in CIS 031B
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Advanced Visual Basic preferably on PC platform. It is required laboratory course for CIS 31B Application Programming Using Visual Basic. Credit/No Credit Option.

177 • COMPUTER LAB: PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for C56 students using the computer lab. May be repeated three times.

178 • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

178A • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

178B • COMPUTER LAB: ADVANCED PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing advanced programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

179 • COMPUTER LAB: BASIC/VB
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 031A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Basic/Visual Basic. It is required for CIS 31 students using the computer lab. May be repeated three times. Credit/No Credit Option.

179A • COMPUTER LAB: MICROSOFT VISUAL BASIC.NET
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 031A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Visual Basic.Net using the Windows Graphical User Interface (GUI) environment. It is a required lab for CIS 31A. Credit/No Credit Option.

179B • COMPUTER LAB: ADVANCED VISUAL BASIC
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: Concurrent enrollment in CIS 031B
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in Advanced Visual Basic preferably on PC platform. It is required laboratory course for CIS 31B Application Programming Using Visual Basic. Credit/No Credit Option.

17A • COMPUTER LAB: PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

171 • COMPUTER LAB: PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

171A • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

171B • COMPUTER LAB: ADVANCED PASCAL
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 036
Acceptable for credit: University of California, California State University
This course is designed for students writing advanced programs in PASCAL and using the Mission Computer lab for PASCAL programming. It is required for CIS 36 students using the computer lab. Credit/No Credit Option.

172 • COMPUTER LAB: “C”
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 021
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in “C” and using the Mission Computer lab for “C” programming. It is required for CIS 21 students using the computer lab. May be repeated three times. Credit/No Credit Option.

172A • COMPUTER LAB: “C”
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 037A
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in “C” and using the Mission Computer lab for “C” programming. It is required for CIS 37A students using the computer lab. Credit/No Credit Option.
<table>
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<th>Course Title</th>
<th>Units</th>
<th>Total Lab Hours</th>
<th>Advisory</th>
<th>Corequisite</th>
<th>Prerequisite</th>
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<td>COMPUTER LAB: ADVANCED “C”</td>
<td>1.0</td>
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<td></td>
<td>MATH 903</td>
<td>CIS 037B</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in “C” and using the Mission Computer lab for “C” programming. It is required for CIS 37B students using the computer lab. Credit/No Credit Option.</td>
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<tr>
<td>172C</td>
<td>COMPUTER LAB: DATA STRUCTURES AND ALGORITHMS</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 014</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in “C” and using the Mission Computer lab for “C” programming. It is required for CIS 14 students using the computer lab. Credit/No Credit Option.</td>
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<td>173</td>
<td>COMPUTER LAB: FORTRAN</td>
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<td>MATH 903</td>
<td>CIS 032</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in COBOL and using the Mission Computer lab for COBOL programming. It is required for CIS 5A students using the computer lab. May be repeated three times. Credit/No Credit Option.</td>
<td></td>
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<tr>
<td>174</td>
<td>COMPUTER LAB: COBOL</td>
<td>1.0</td>
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<td></td>
<td>MATH 903</td>
<td>CIS 005A</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in COBOL and using the Mission Computer lab for COBOL programming. It is required for CIS 5A students using the computer lab. May be repeated three times. Credit/No Credit Option.</td>
<td></td>
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<tr>
<td>175</td>
<td>COMPUTER LAB: PROLOG</td>
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<td>CIS 034</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in PROLOG and using the Mission Computer lab for PROLOG programming. It is required for CIS 34 students using the computer lab. Credit/No Credit Option.</td>
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<tr>
<td>176</td>
<td>COMPUTER LAB: ASSEMBLY</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 006A</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in Assembly and using the Mission Computer lab for Assembly language programming. It is required for CIS 6A students using the computer lab. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>178</td>
<td>COMPUTER LAB: C++</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 040</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in C++ on IBM platforms, preferably using Borland C++ compiler. It is required laboratory course for CIS 40, and the credit is given to the students for hands-on experience, for using C++ compiler and writing large programs in C++. Students will write these programs using object-oriented concepts of programming, that will be taught in CIS 40, for which this lab course is a corequisite. Credit/No Credit Option.</td>
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<tr>
<td>179</td>
<td>COMPUTER LAB: ASSEMBLY (Intel’s 8086 Family)</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 037A</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in Assembly Language on IBM PC or IBM compatible computers which use Intel’s 80286, 80386, or 80486 Microprocessor. It is a required laboratory for CIS 039 students.</td>
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<tr>
<td>180</td>
<td>COMPUTER LAB: VISUAL BASIC.NET (VB.NET)</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 002</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs using Visual Basic.NET programming language used in CIS 002 course at the Mission Computer laboratory. Concurrent enrollment in CIS 002 is required. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>181</td>
<td>COMPUTER LAB: UNIX</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 045B</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing program in shell and using the Mission Computer lab for shell programing ng and UNIX. It is a required laboratory course for CIS 45B. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>181A</td>
<td>COMPUTER LAB: UNIX SHELL PROGRAMMING</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 046A</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing program in shell and using the Mission Computer lab for shell programing and UNIX&gt; it is a required laboratory course for CIS 46A. Credit/No Credit Option.</td>
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<tr>
<td>181B</td>
<td>COMPUTER LAB: ADVANCED UNIX OPERATION SYSTEM</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 043</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 43, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.</td>
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<tr>
<td>183</td>
<td>COMPUTER LAB: JAVA</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 043B</td>
<td>California State University</td>
<td>This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 43, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.</td>
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<tr>
<td>183B</td>
<td>COMPUTER LAB: JAVA FOR NON-PROGRAMMERS</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 903</td>
<td>CIS 043</td>
<td>California State University</td>
<td>This course is designed for students writing programs in Java preferably on IBM platforms using the Java Interpreter. It is a required laboratory course for CIS 43, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.</td>
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<tr>
<td>184</td>
<td>COMPUTER LAB: INTRODUCTION TO DATA STRUCTURES</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 003A</td>
<td>CIS 183</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs using Java2 SDK and SUN ONE Studio 4 programming language in CIS 044 at the Mission Computer laboratory. Concurrent enrollment in CIS 044 is required. Credit/No Credit Option.</td>
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<tr>
<td>185</td>
<td>COMPUTER LAB: PERL PROGRAMMING</td>
<td>1.0</td>
<td>54.4</td>
<td></td>
<td>MATH 000C</td>
<td>CIS 044A</td>
<td>University of California, California State University</td>
<td>This course is designed for students writing programs in Perl on UNIX platform using the Perl Interpreter/Compiler. It is a required laboratory course for CIS 44A and provides the students with hands-on experiences using Perl and writing programs in Perl. Credit/No Credit Option.</td>
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</tbody>
</table>
The Cisco Certified Network Associate (CCNA) track is designed as an introduction to the installation, configuration, and design of Networks. The track focuses on Cisco products, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Cisco Certification exams.

**Cisco Certified Network Administration (CCNA) Certificate**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIT 01</td>
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<tr>
<td>CIT 02</td>
<td>4.0</td>
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<tr>
<td>CIT 04</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 021</td>
<td>3.0</td>
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<tr>
<td>CIT 022</td>
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<td>CIT 023</td>
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<tr>
<td>CIT 024</td>
<td>3.0</td>
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<tr>
<td>COMM 015</td>
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</tbody>
</table>

**Total Program Certificate Requirements:** 27.0

The Cisco Certified Network Professional (CCNP) track is designed to fully prepare students to install, configure, and design Networks. The track focuses on Cisco products, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Cisco Certification exams. Student must first complete the CCNA certification as a prerequisite to the CCNP certification.

**Prerequisite - Completion of the CCNA certification (27 units)**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIT 025</td>
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<tr>
<td>CIT 026</td>
<td>3.0</td>
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<tr>
<td>CIT 027</td>
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<tr>
<td>CIT 028</td>
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</tbody>
</table>

**Total Program Certificate Requirements:** 12.0

The Certified Novell Engineer (CNE) track is designed to fully prepare students to install, configure, and design Novell networks. The track focuses on Novell products, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Novell Certification exams.

**Certified Network Engineer (CNE) Certificate**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIT 01</td>
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<tr>
<td>CIT 02</td>
<td>4.0</td>
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<tr>
<td>CIT 04</td>
<td>4.0</td>
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<tr>
<td>CIT 060</td>
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<td>CIT 062</td>
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<td>CIT 063</td>
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<td>CIT 064</td>
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<td>CIT 067</td>
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<td>CIT 160</td>
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<td>CIT 162</td>
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<tr>
<td>COMM 015</td>
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</tbody>
</table>

**Total Program Certificate Requirements:** 31.0

The Microsoft Certified System Engineer (MCSE) track is designed to fully prepare students to install, configure and administer Microsoft products. The track focuses on Microsoft, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Microsoft series of Certification exams.

**Microsoft Certified Systems Engineer (MCSE) Certificate**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIT 012</td>
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<td>CIT 014</td>
<td>4.0</td>
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<td>CIT 041</td>
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<td>CIT 043</td>
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<td>CIT 044</td>
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<tr>
<td>CIT 045</td>
<td>3.0</td>
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<tr>
<td>CIT 046</td>
<td>3.0</td>
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<tr>
<td>CIT 141</td>
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<td>CIT 143</td>
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<tr>
<td>COMM 015</td>
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</table>

**Total Program Certificate Requirements:** 34.0-35.0

The Microsoft Certified Database Administrator (MCDBA) track is designed to fully prepare students to install, configure and administer Microsoft database related products. The track focuses on Microsoft, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Microsoft series of Certification exams.

**Microsoft Certified Database Administrator (MCDBA) Certificate**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIT 041</td>
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<tr>
<td>CIT 043</td>
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<tr>
<td>CIT 044</td>
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<tr>
<td>CIT 049</td>
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<tr>
<td>CIT 051A</td>
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<tr>
<td>CIT 052A</td>
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<tr>
<td>CIT 141</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 143</td>
<td>1.0</td>
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<tr>
<td>COMM 015</td>
<td>3.0</td>
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</tbody>
</table>

**Total Program Certificate Requirements:** 26.0

The Oracle Database Administrator (DBA) track is designed to fully prepare students to install, configure and administer Oracle database related products. The track focuses on Oracle, but also includes support courses that are not vendor specific and better prepares the student to actually work in the field. Completion of the track prepares students to take and pass the Oracle series of Certification exams.

**Oracle Database Administrator (DBA) Certificate**

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 084A</td>
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<tr>
<td>OR</td>
<td>3.0</td>
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<tr>
<td>CIT 049</td>
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</tr>
<tr>
<td>CIT 082</td>
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<tr>
<td>CIT 084</td>
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<td>CIT 086</td>
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<tr>
<td>CIT 088</td>
<td>3.0</td>
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<tr>
<td>CIT 182</td>
<td>1.0</td>
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<tr>
<td>CIT 184</td>
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<tr>
<td>CIT 186</td>
<td>1.0</td>
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<tr>
<td>CIT 188</td>
<td>1.0</td>
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<tr>
<td>COMM 015</td>
<td>3.0</td>
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</tbody>
</table>

**Total Program Certificate Requirements:** 25.0
024 • WIDE AREA NETWORK DESIGNS & CASE STUDY (CISCO) 3.0 units  
Total lecture 44.8 hours; Total lab 27.2 hours  
Advisory: MATH 903  
Prerequisite: CIT 023  
This is the fourth part of a four-course program designed to prepare students for the Cisco Certified Network Associate (CCNA) certification test. Course Four covers the fundamentals of Wide Area Network (WAN) analysis and design. The course also includes topics such as Integrated Services Digital Network (ISDN), Point to Point (PPP) protocols and Frame Relay communication. Credit/No Credit Option.  

025 • ADVANCED ROUTING - CISCO 5 3.0 units  
Total lecture 44.8 hours; Total lab 27.2 hours  
Prerequisite: CIT 024 or CCNA certification  
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Scalable Cisco Networks (BSCN). Instruction includes advanced IP addressing, OSPF, EIGRP, advanced routing, BGP, and advanced access lists. Credit/No Credit Option.  

026 • REMOTE ACCESS NETWORKS - CISCO 6 3.0 units  
Total lecture 44.8 hours; Total lab 27.2 hours  
Prerequisite: CIT 024 or CCNA certification  
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Remote Access Networks (BCRAN). Instruction includes ISDN, DDR, ODR, dialup networking, Frame Relay, and AAA. Students will learn how to build a remote access network to interconnect central sites to branch offices and home office/telecommuters. Students will also learn how to control access to the central site, as well as maximize bandwidth utilization over the remote links. Credit/No Credit Option.  

027 • MULTILAYER SWITCHING - CISCO 7 3.0 units  
Total lecture 44.8 hours; Total lab 27.2 hours  
Prerequisite: CIT 025  
Acceptable for credit: California State University  
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes advanced Virtual Local Area Network (VLAN) configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks. Credit/No Credit Option.  

028 • INTERNETWORKING TROUBLESHOOTING - CISCO 8 3.0 units  
Total lecture 44.8 hours; Total lab 27.2 hours  
Prerequisite: CIT 025  
Acceptable for credit: California State University  
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Cisco Internetwork Troubleshooting. Instruction includes troubleshooting methodology, network documentation, and debug. Credit/No Credit Option.  

041 • MICROSOFT OS ESSENTIALS 3.0 units  
Total lecture 54.4 hours  
Advisory: CIS 054B  
Corequisite: CIT 141  
Acceptable for credit: California State University  
The goal of this course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 Networks. This is an introductory course designed to provide knowledge of user accounts, Windows 2000 groups and group scopes, permissions, security, Active Directory terminology, optimizing IP address allocation, Windows 2000 utilities, and Web services. Credit/No Credit Option.  

043 • MICROSOFT SERVER 3.0 units  
Total lecture 54.4 hours  
Prerequisite: CIT 041  
Corequisite: CIT 143  
Acceptable for credit: California State University  
Students will learn to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. Credit/No Credit Option.
044 • SUPPORTING MS 2000 NETWORK INFRASTRUCTURE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: CIT 041
Acceptable for credit: California State University

Students will learn to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will use Group Policies to configure and manage the user desktop environment, to configure and manage software, and to implement and manage security settings. Students will install and manage Windows 2000 Domains and Domain Controllers through Active Directory. Credit/No Credit Option.

045 • IMPLEMENTING AND ADMINISTERING MS DIRECTORY SERVICES 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

Students will learn the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. At the end of the course, students will be able to describe guidelines for gathering business and administrative information from an organization, and explain how an architect uses that information to design an Active Directory structure for an enterprise; design an Active Directory naming strategy; develop a plan to secure and delegate administrative authority over Active Directory objects based on the administrative model of an organization. Credit/No Credit Option.

046 • DESIGNING A SECURE WINDOWS 2000 NETWORK 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University

Students will learn to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Group Policy, site topology, Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients are also taught in the course. Credit/No Credit Option.

049 • SYSTEMS ADMINISTRATION FOR MS SQL/SERVER 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: CIT 041
Acceptable for credit: California State University

This course provides students with the knowledge and technical skills required to install, configure, administer, and troubleshoot the client/server database management system of Microsoft SQL Server. The student will also learn to manage files and databases; choose and configure a login security method; plan and implement database permissions; secure SQL Server in an enterprise network; perform and automate administrative tasks; create custom administrative tools; monitor and optimize SQL Server performance; and replicate data from one SQL Server to another. Credit/No Credit Option.

051A • DESIGNING AND IMPLEMENTING DATABASES WITH MS SQL SERVER 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 043
Acceptable for credit: California State University

This course provides students with the knowledge and technical skills required to implement a database solution with Microsoft SQL Server client/server database management system. The student will also learn various elements of the Transact-SQL language; how to configure the data storage architecture of SQL Server; and how to create and manage files, file groups, databases, tables, and transaction logs. At the conclusion of the course, the student will be able to enforce data integrity; create and maintain indexes; write queries that retrieve and modify data using joins and sub queries; and write queries that summarize data. Student will also manage locking options and transactions to ensure data concurrency and recoverability and design views, triggers, and stored procedures. Credit/No Credit Option.

052A • DESIGNING AND IMPLEMENTING DATA WAREHOUSE USING MS SQL SERVER 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

This course provides students with the knowledge and skills required to plan, implement, and maintain a data warehouse using Microsoft SQL Server client/server database management system. At the conclusion of the course, students will be able to design a data warehousing system, and implement a database designed with a star schema in SQL Server. The student will also gather data from primary data sources, transform it, and place it in a SQL Server staging database; create a cube using online analytical processing (OLAP) services; analyze cube data using existing client applications; query cubes using multidimensional expressions (MDX); build custom OLAP clients using Microsoft ActiveX Data Objects (Multidimensional) (ADO MD), Object Linking and Embedding (OLE) DB for OLAP, and Decision Support Objects (DSO); and query warehouse data using Microsoft English Query. Credit/No Credit Option.

055 • IMPLEMENTING AND SUPPORTING MICROSOFT PROXY 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CIS 054B
Prerequisite: CIT 044
Acceptable for credit: California State University

Students will learn to design, install, configure and troubleshoot Proxy Server. The course covers Proxy architecture, methods of controlling Internet access, using Microsoft Management Console to administer Proxy Server. The student will also learn to configure the cache, use Performance Monitor to gather Proxy Server performance statistics, and implement methods for improving performance. This course also covers Web publishing; reverse hosting and reverse proxy, hierarchical and distributed arrays, and packet filtering. Credit/No Credit Option.

057A • IMPLEMENTING AND SUPPORTING MS EXCHANGE SERVICES 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

This course provides students with the knowledge and skills required to deploy and administer/support Microsoft Exchange Server. This course covers use of Exchange Server to create and manage recipient objects and maintain an existing Exchange Server organization. Students will also learn to design and implement a new organization; create and manage public folders; perform basic backup procedures; monitor server performance and configure link monitors between connected sites; and manage electronic forms in an organization. Credit/No Credit Option.

057B • INSTALLING, CONFIGURING AND ADMINISTERING MS EXCHANGE SERVICES 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 043
Acceptable for credit: California State University

This course provides students with the knowledge and skills required to create, configure and administer the various messaging connectors; configure directory and public folder replication; and configure Exchange Server for connectivity to the Internet. The course also examines how Exchange Server provides for connectivity to foreign messaging systems such as Lotus cc:Mail, Lotus Notes, and Microsoft Mail and Schedule. Credit/No Credit Option.

060 • NETWARE ADMINISTRATION 3.0 units
Total lecture 54.4 hours
Advisory: CIS 054B
Corequisite: CIT 160
Acceptable for credit: California State University

This course provides students with the necessary knowledge and skills to perform fundamental network management tasks on a NetWare 5.1 network. Topics include an introduction to NetWare and NDS, setting up and managing network access for users, managing file system security, implementing Novell Distributed Print Services, and using ZENWORKS for Desktops to manage workstations and application. Credit/No Credit Option.
062 • NETWARE ADMINISTRATION - ADVANCED 2.0 units
Total lecture 36.8 hours
Prerequisite: CIT 060
Corequisite: CIT 162
Acceptable for credit: California State University
The course is designed to provide students with an advanced skill set and abilities to handle more challenging network situations than were presented in the NetWare 5.1 Administration course. This course is appropriate for Network administrators who have completed the NetWare 5.1 Admin & Net Tech courses or who have acquired the same knowledge & skills from practical job experience administering a NetWare 4 network. Credit/No Credit Option.

063 • NDS DESIGN AND IMPLEMENTATION 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 060
Acceptable for credit: California State University
The goal of this course is to provide individuals a solid foundation using the NDS (Novell Directory Service) design. Students will learn how to design and implement an NDS strategy using proven methods from Novell Consulting Services. They will also create and complete an NDS design strategy using supplied templates, which can be reused to create NDS designs in their working environment. Credit/No Credit Option.

064 • SERVICE AND SUPPORT 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 060
Acceptable for credit: California State University
The goal of this course is to provide individuals a solid foundation on the prevention, diagnosis, and resolution of hardware-related problems encountered when working with NetWare. While the course assumes the use of NetWare 4.x or NetWare 5.x, the skills learned will have a great deal of practical value to network administrators as they optimize and maintain systems while using many other Novell products. Credit/No Credit Option.

067 • INTEGRATING NETWARE WITH WINDOWS O.S. 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 060
Acceptable for credit: California State University
The goal of this course is to provide individuals a solid foundation on the Windows O.S networking and how to integrate Windows O.S with a NetWare network. Students will integrate Windows O.S Workstations, Windows O.S Servers, and Windows NT/2000 domains with a NetWare network. Credit/No Credit Option.

070 • DESIGNING A SECURE CHECKPOINT NETWORK I 3.0 units
Total lecture 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 024
Acceptable for credit: California State University
Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Network security policies, firewall architecture, Virtual Private Networks (VPNs), log management, user authentication, Network Address Translation (NAT), load balancing and content filtering are also taught in the course. This course is part of the Checkpoint Academy. Credit/No Credit Option.

072 • DESIGNING A SECURE CHECKPOINT NETWORK II 3.0 units
Total lecture 54.4 hours
Advisory: CIS 054B
Prerequisite: CIT 024
Acceptable for credit: California State University
This course is the second of the Checkpoint Firewall classes and is aimed at preparing students to pass their CCSE exam. Students will learn to design a security framework for small, medium, and enterprise networks using Checkpoint Firewall technologies. Students will learn how to provide secure access to local network users, to remote users and remote offices, between private and public networks and provide secure access to partners. Advanced security policies, firewall architecture, Virtual Private Network (VPN) implementation, log management, user authentication, Network Address Translation (NAT), load balancing and content filtering are also taught in the course. This course is part of the Checkpoint Academy. Credit/No Credit Option.

082 • DBA: ARCHITECTURE AND ADMINISTRATION 3.0 units
Total lecture 54.4 hours
Prerequisite: CA 084A or CIT 049
Corequisite: CIT 182
Acceptable for credit: California State University
This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. The student learns to use an administration tool to startup and shutdown a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases under different environments. Hands-on practices help to reinforce key concepts, and students have an opportunity to troubleshoot real life issues when they are given examples of questions frequently asked of Oracle Worldwide Support. This class is preparation for the Oracle Database Administrator certification exam. Credit/No Credit Option.

084 • DBA: BACKUP AND RECOVERY 3.0 units
Total lecture 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 184
Acceptable for credit: California State University
This course introduces participants to the critical task of planning and implementing Oracle database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios. This class includes a one-day interactive workshop that provides participants with the opportunity to walk through numerous real-world backup, restore and recovery case studies. In hands-on exercises, participants examine backup methodologies based on business requirements in a mission critical enterprise. This course is intended for MIS Managers, Application Developers, Database Administrators, Technical Support Professionals, System Administrators, and Network Administrators. Credit/No Credit Option.

086 • DBA: PERFORMANCE TUNING 3.0 units
Total lecture 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 186
Acceptable for credit: California State University
This course will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle8i Server. The focus is on database rather than specific operating system performance issues. The course is intended for Application Developers, Technical Support Professionals, Network Administrators, Data Administrators, and MIS Managers. Credit/No Credit Option.

088 • DBA: NETWORK ADMINISTRATION 3.0 units
Total lecture 54.4 hours
Prerequisite: CIT 082
Corequisite: CIT 188
Acceptable for credit: California State University
The Oracle 8i Networking class will enable students to identify networking business trends and security problems. Oracle’s networking solutions to the business problems and trends will be presented. Students will learn about Net8 components and will learn how to configure both a simple and more complex Net8 environment. The course is intended for Database Administrators, Application Developers, MIS Managers, Technical Support Professionals, and Network Administrators. Credit/No Credit Option.

107 • DISTRIBUTED APPLICATIONS WITH MS VISUAL C++ 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 049
Acceptable for credit: California State University
This course provides students with the knowledge and technical skills required to implement data storage architecture by creating and managing files, file groups, and transaction logs. This course will teach students to use the Microsoft® Visual C++® development system to create component object model (COM) objects using Visual C++ and the Active Template Library (ATL) and to create single document interface (SDI) applications using Microsoft Foundation Class (MFC) and the Visual C++ development system. Credit/No Credit Option.
108 • DISTRIBUTED APPLICATIONS WITH MS VISUAL BASIC
3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: CIT 049
Acceptable for credit: California State University

This course provides students with the knowledge and technical skills required to create data services, and retrieve and manipulate data by using different cursor location. It includes client-side and server-side or cursor types such as forward-only, static, dynamic, and keyset. Students will learn how to execute a statement on a database and how to return records to a Visual Basic application. Credit/No Credit Option.

111 • SERVLETS AND JSP
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GDES 046
Acceptable for credit: California State University

The goal of this course is to develop skills and understanding in designing e-Commerce websites. This is a course that goes beyond “formatting” web pages with HyperText Markup Language (HTML). This course extends web page “functionality” with interactivity, multimedia, security, and database capability using prior knowledge of a scripting language (HTML, JavaScript, etc.). Topics include design principles, examples of scripts (JavaScript, ASP, ActiveX, VBScript, Servlets, JSP, Perl or CGI) and discussion of security (SET, SSL etc.). Credit/No Credit Option.

112 • CLIENT, SERVER AND WEB MANAGEMENT
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GDES 046
Acceptable for credit: California State University

This is a course that goes beyond mere “desktop” database management. Participants explore dynamic web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. Students learn web-enabled databases concepts, relational database principles, Structured Query Language (SQL) and Hyper Text Markup Language (HTML). Credit/No Credit Option.

113 • DATABASE FOR THE WEB
3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GDES 046
Acceptable for credit: California State University

This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7, Oracle8, or Oracle8i database. Credit/No Credit Option.

141 • MICROSOFT OS ESSENTIALS LAB
1.0 unit
Total lab 54.4 hours
Advisory: CIS 054B
Corequisite: CIT 041
Acceptable for credit: California State University

The goal of this lab course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 Networks. Credit/No Credit Option.

143 • MICROSOFT SERVER LAB
1.0 unit
Total lab 54.4 hours
Prerequisite: CIT 041
Corequisite: CIT 043
Acceptable for credit: California State University

Students will install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create, file, print, and terminal servers. Credit/No Credit Option.
The CNET Department offers two major fields of study: Computer/Electronics Technology (option CET) and Computer Networking Technology (option CNT). Both options offer an A.S. degree and certificate.

The CET option is a broadly based course of study with a strong emphasis on computers. This option is designed to train students for a wide variety of technical jobs, and touches on all of the major aspects of the high-tech industry: basic electronics, mathematics, solid state, analog, digital, programmable logic, microprocessors, circuit simulation, object-oriented programming, A+ certification, telecommunications, networking, and many other areas of elective study. Most classes are supported by hands-on laboratory experience. Selected classes will transfer to a comparable 4-year program, such as the Electronics and Computer Technology B.S. degree offered by San Jose State University. (The CET program is NOT intended to transfer into a B.S. degree in Electrical Engineering (EE).)

The CNT option is designed to give the student a broad-based and practical background in all major aspects of networking technology. The curriculum includes LAN/WAN design, network operating systems, switches and routers, network administration and troubleshooting, network protocols and management, and WAN technologies such as ATM, ISDN, DSL, FDDI, and wireless networking. Classes include extensive laboratory practice, such as hands-on experience with CISCO routers and switches, wireless systems, and QoS configuration, installation and troubleshooting. Selected classes will transfer to a comparable 4-year program in the networking field. Students who have taken coursework at other institutions may receive credit upon department evaluation.

Learning Outcomes:

Upon completion of the CET option, the student will be able to:
- Design, solve, troubleshoot, and measure a variety of analog/digital circuits and systems.
- Use a variety of generating and measuring instruments, such as DMVs and digital oscilloscopes.
- Write and debug programs using assembly and high-level languages (such as C or JAVA).
- Design, analyze and troubleshoot a variety of circuits and systems using a circuit simulator (such as PSpice).
- Pass the A+ Certification Exam with reasonable certainty.
- Explain the structure and operation of various networks (such as PSTN, LANs and WANs).

Upon completion of the CNT option, the student will be able to:
- Provide technical support to network administrators.
- Perform standard maintenance of a LAN/WAN system.
- Deliver technical assistance to users across the network.
- Troubleshoot routing problems.
- Analyze, troubleshoot, and design small-scale/campus LANs.
- Assist administrators in managing networks.
- Set up a home wireless LAN.
- Install and troubleshoot network operating systems.

Career Choices - CET option:
- Customer service support
- Technical sales
- Entry-level engineer
- Assistant network administrator
- Network help desk
- Network technician

Career Choices - CNT option:
- Customer service support
- Technical sales
- Entry-level engineer
- Network administrator
- Network consultant aide
- Network management specialist
- PC network installation support

Some career options require more than two years of college study.

Highlights - CET option:
- Strong foundation in all aspects of networking, with emphasis on practical hands-on laboratory experience.
- A comprehensive curriculum addressing the needs of both the transfer and non-transfer student.
- Excellent state-of-the-art laboratory facilities.
- Extensive use of PSpice circuit simulation.
- In-depth A+ Certification preparation.

Highlights - CNT option:
- Strong foundation in all aspects of networking, with emphasis on practical hands-on laboratory experience.
- A comprehensive curriculum addressing the needs of beginning students as well as working professionals.
- Excellent state-of-the-art network laboratory with COM and CISCO.
- Wireless equipment.

Course work can be accepted for credit upon approval of the department.

Total Program A.S. Degree/Certificate Requirements: .......................... 35.0

D= DAY CLASSES; E= EVENING CLASSES

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 041</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
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<tr>
<td>CNET 042</td>
<td>E</td>
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<td>E</td>
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<tr>
<td>CNET 043</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>CNET 044</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>CNET 045</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>CNET 046</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>CNET 047</td>
<td>E</td>
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<td>E</td>
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<tr>
<td>CNET 052</td>
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<tr>
<td>CNET 060</td>
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<td>CNET 062</td>
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<td>CNET 066</td>
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<tr>
<td>CNET 067</td>
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<tr>
<td>CNET 071</td>
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<tr>
<td>CNET 073</td>
<td>E</td>
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<td></td>
</tr>
<tr>
<td>CNET 078</td>
<td>E</td>
<td>E</td>
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</tr>
</tbody>
</table>

Learning Outcomes:

Students who have taken coursework at other institutions may receive credit upon department evaluation.

Computer Networking Technology - A.S. Degree and Certificate

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 052</td>
<td>DC Principles</td>
</tr>
<tr>
<td>CNET 062</td>
<td>AC Principles</td>
</tr>
<tr>
<td>CNET 063</td>
<td>Digital Principles</td>
</tr>
<tr>
<td>CNET 071</td>
<td>Devices and Circuits</td>
</tr>
<tr>
<td>CNET 073</td>
<td>Microcomputers</td>
</tr>
<tr>
<td>CNET 078</td>
<td>Data Communications</td>
</tr>
<tr>
<td>CNET 082</td>
<td>Analog Circuits</td>
</tr>
<tr>
<td>CNET 083</td>
<td>Advanced Microprocessors</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>Computer Service Tech (A+) - Hardware</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>Computer Service Tech (A+) - Operating System</td>
</tr>
</tbody>
</table>

Plus 3 units from the following:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 060</td>
<td>Science: How Changed World</td>
</tr>
<tr>
<td>CNET 066A</td>
<td>Level I. Eng. Hign-Tech Assembly</td>
</tr>
<tr>
<td>CNET 066B</td>
<td>Level II. Eng. Hign-Tech Assembly</td>
</tr>
<tr>
<td>CNET 067</td>
<td>Computer Diagnostics, Repair and Upgrade</td>
</tr>
<tr>
<td>CNET 077</td>
<td>Inside the IBM PC</td>
</tr>
<tr>
<td>CNET 079</td>
<td>Adv. Software Design</td>
</tr>
<tr>
<td>CNET 081</td>
<td>Intro to Local Area Networking</td>
</tr>
<tr>
<td>CNET 084</td>
<td>Circuit Simulation Using PSpice</td>
</tr>
<tr>
<td>CNET 088A</td>
<td>Introduction to RF/Microwave/Wireless</td>
</tr>
<tr>
<td>CNET 088B</td>
<td>Advanced RF/Microwave/Wireless</td>
</tr>
<tr>
<td>CNET 177</td>
<td>Laboratory Skills</td>
</tr>
<tr>
<td>DRAFT 058A</td>
<td>Electronics Drafting</td>
</tr>
</tbody>
</table>

**Other course work can be accepted for credit upon approval of the department.

Total Program A.S. Degree/Certificate Requirements: .......................... 41.0

Computer Networking Technology - A.S. Degree and Certificate

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 041</td>
<td>TCP/IP for the PC</td>
</tr>
<tr>
<td>CNET 042</td>
<td>Intro to Network Operating Systems</td>
</tr>
<tr>
<td>CNET 043</td>
<td>Router &amp; Internetworking Fundamentals</td>
</tr>
<tr>
<td>CNET 044</td>
<td>Network Management Fundamentals</td>
</tr>
<tr>
<td>CNET 045</td>
<td>Introduction to LAN/WAN design</td>
</tr>
<tr>
<td>CNET 046</td>
<td>Routing and Switching Technology</td>
</tr>
<tr>
<td>CNET 047</td>
<td>Advanced Network Protocols</td>
</tr>
<tr>
<td>CNET 078</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>CNET/CIS 081</td>
<td>Local Area Networks</td>
</tr>
<tr>
<td>CNET 090A</td>
<td>A+ (hardware)</td>
</tr>
<tr>
<td>CNET 090B</td>
<td>A+ (operating systems)</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree/Certificate Requirements: .......................... 35.0
041 • TCP/IP FOR THE PC  3.0 units
(Formerly known as CNT 041)
Total lecture 54.4 hours
Advisory:  MATH 903
Acceptable for credit:  California State University
This course will introduce students to the Transmission Control Protocol / Internet Protocol (TCP/IP) suite for the PC platform. The course also covers the fundamentals of the Internet and the most popular Internet applications for DOS and Windows (Windows 9x/ME, Windows 2000/XP). Students will also learn the basics of Internet Protocol (IP) routing, including the concept of the Domain Name System (DNS), and the Intranet. Credit/No Credit Option.

042 • INTRO TO NETWORK OPERATING SYSTEMS  3.0 units
(Formerly known as CNT 042)
Total lecture 54.4 hours
Advisory:  MATH 903
This course is designed to give an overview of major Network Operating systems (NOS) to students in the Networking Technology area. The course will cover the basic network features of Microsoft Windows NT, Novell Netware and UNIX. Students will also learn the security features, the file system, and the network management of the Network Operating System. Credit/No Credit Option.

043 • ROUTER AND INTERNETWORKING FUNDAMENTALS  3.0 units
(Formerly known as CNT 043)
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory:  CET/CIS 081 and CNT 041
This course is designed to introduce students to the fundamentals of interconnecting computer networks. The course covers the basics of internetworking components such as repeaters, hubs, bridges, switches, routers, and gateways. Topics also include Local Area Network (LAN) protocols, Virtual LAN (VLAN) concepts, Wide Area Network (WAN) technologies and protocols, and major routing protocols includes Distance-Vector and Link-State routing protocol. Credit/No Credit Option.

044 • NETWORK MANAGEMENT FUNDAMENTALS  3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory:  CNET 041, CNET 043 and CNET 081
Acceptable for credit:  California State University
This course is designed to introduce students to the fundamentals of network management. The course covers the basics of SNMP protocol, including SNMP software and hardware support. Topics also include guidelines for effective use of SNMP tools in managing typical small to medium networks. Credit/No Credit Option.

045 • INTRODUCTION TO LAN/WAN DESIGN  3.0 units
Total lecture 54.4 hours
Advisory:  CNET 041, CNET 043 and CNET 081
Acceptable for credit:  California State University
This course is designed to introduce students to the basics of network design. The course covers the fundamentals of network design principles including guidelines and design goals for the LAN and WAN environment, and network issues such as network traffic and scalability. Topics also include routing fundamentals, user requirements, bandwidth consideration, and layout process. Credit/No Credit Option.

046 • ROUTING AND SWITCHING TECHNOLOGY  3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory:  CNET 041, CNET 043 and CNET 081
Acceptable for credit:  California State University
This is a comprehensive course in all important aspects of routing and switching technology. The course covers the basics of IP/routing concepts, router configuration, router operating systems, routing protocols, multi-layer switching technology, switch configuration and switching protocols. Topics also include TCP/IP, routing hardware, layer-3 switching, routing diagnostics, and network analysis. Credit/No Credit Option.

047 • ADVANCED NETWORK PROTOCOLS  3.0 units
Total lecture 54.4 hours
Advisory:  CNET 041 and CNET 043
Acceptable for credit:  California State University
This is a comprehensive course in network protocols. The course covers the advanced topics in TCP/IP including in-depth analysis of related network protocols such as ARP, ICMP, IGMP, BootP, DHCP, Frame Relay, ATM, xDSL, ISDN. Topics also include CIDR, VLSM, Novell IPX, NetBIOS, AppleTalk, Voice over IP (VoIP), mobile IP, detailed analysis of the new IP v6 and its potential impact on the Internet. Credit/No Credit Option.

052 • DC CIRCUIT THEORY AND ANALYSIS  4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory:  MATH 903
Acceptable for credit:  California State University
A comprehensive introductory course in electronics. DC voltages, resistance, series and parallel circuits. An introduction to voltage and current divider rules. Thévenin’s theorems, and other pertinent DC concepts. Emphasis is on lab procedures and use of electronic test equipment.

053 • ELECTRONICS CALCULATIONS  3.0 units
Total lecture 54.4 hours
Advisory:  MATH 903
Acceptable for credit:  California State University
A study of advanced algebraic and trigonometric concepts as they pertain to AC electronics: sine waves, vector algebra, complex number, decibels, and time constants. Use of a scientific calculator in solution of problems is emphasized.

055 • THE IBM PC: A TECHNICAL INTRODUCTION  3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory:  MATH 903
Acceptable for credit:  California State University
This is a technically-based course on the IBM PC and clones, and covers how it works as well as how to use it. Topics include: the central processing unit, instruction processing, disk memory, video systems, printers, networking: operating system fundamentals, introductory programming; and a brief overview of major applications. (Also listed as CIS 55). Credit/No Credit Option.

060 • SCIENCE: HOW IT HAS CHANGED OUR WORLD  3.0 units
Total lecture 54.4 hours
Advisory:  MATH 000C
Acceptable for credit:  California State University
This course will deal with the union of science and technology. These technologies will include applications of physics, chemistry, biology, electronics, computer science and others as applied to such fields as computers, medicine, communications, navigation, LASERs, meteorology, and nuclear power generation. The roots of basic science will be stressed. These concepts will be reinforced by classroom demonstrations and field trips. It is designed for science and non-science majors alike. All students are welcome. No previous knowledge and background in science or technology is required, and the level of mathematics is limited to elementary algebra. Credit/No Credit Option.

062 • AC CIRCUIT THEORY AND ANALYSIS  4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory:  MATH 903 and CET 052
Acceptable for credit:  California State University
A comprehensive introductory course in electronics covering AC theory. Includes sinusoidal waveforms, AC measurements, AC series circuits, AC parallel circuits, RC filters, series and parallel resonant circuits, transformers, and the use of electronic instruments including the DMM, frequency generator, frequency counter and oscilloscope in the lab.

063 • DIGITAL/PROGRAMMABLE LOGIC  4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory:  MATH 903 and CET 052
Acceptable for credit:  California State University
This is a comprehensive course in digital electronics, including basic number systems, shift registers, counters, multiplexers, arithmetic logic units, and fundamentals of design and application. Course will include computer-aided design using programmable logic. All theoretical concepts will be reinforced by practical lab applications. Student projects will be breadboarded and tested using digital designers, oscilloscopes and meters.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Total Lab</th>
<th>Advisory</th>
<th>Acceptable for credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>064</td>
<td>MICROCOMPUTER SOFTWARE DESIGN</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
</tr>
<tr>
<td>066A</td>
<td>LEVEL I-INTRODUCTION TO ENGINEERING HIGH-TECH ASSEMBLY/THROUGH-HOLE/SMT</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
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<tr>
<td>067</td>
<td>COMPUTER DIAGNOSTICS, REPAIR, AND UPGRADE</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
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<tr>
<td>069B</td>
<td>LEVEL II-ENGINEERING ASSEMBLY REWORKS TECHNICIAN(EAR TED) ON MIXED TECHNOLOGY</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
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<tr>
<td>071</td>
<td>SOLID STATE DEVICES AND CIRCUITS</td>
<td>4.0</td>
<td>54.4 hours</td>
<td>54.4 hours</td>
<td>MATH 903 and CET 052</td>
<td>California State University</td>
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<tr>
<td>073</td>
<td>MICROPROCESSORS/MICROCONTROLLERS</td>
<td>4.0</td>
<td>54.4 hours</td>
<td>54.4 hours</td>
<td>MATH 903 and CET 063</td>
<td>California State University</td>
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<tr>
<td>077</td>
<td>INSIDE THE IBM PC</td>
<td>2.0</td>
<td>36.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
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<tr>
<td>078</td>
<td>TELECOMMUNICATIONS/NETWORKING</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
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<tr>
<td>079</td>
<td>ADVANCED SOFTWARE DESIGN</td>
<td>3.0</td>
<td>44.8 hours</td>
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<td>MATH 903 and CET 064</td>
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<tr>
<td>081</td>
<td>INTRODUCTION TO COMPUTER NETWORKING</td>
<td>3.0</td>
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<td>27.2 hours</td>
<td>MATH 903 and CET 078</td>
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<tr>
<td>082</td>
<td>ANALOG/CIRCUIT SIMULATION/CALCULUS</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
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<td>OBJECT-ORIENTED PROGRAMMING</td>
<td>4.0</td>
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<td>54.4 hours</td>
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<tr>
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<td>CIRCUIT SIMULATION USING PSPICE</td>
<td>3.0</td>
<td>44.8 hours</td>
<td>27.2 hours</td>
<td>MATH 903</td>
<td>California State University</td>
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</table>

The above courses are designed to provide a comprehensive understanding of various aspects of computer diagnostics, repair, and upgrade, engineering assembly rework, computer diagnostics, repair, and upgrade of IBM PC/clone, semiconductor devices and circuits, solid-state devices and circuits, microprocessors and microcontrollers, telecommunications/networking, advanced software design, introduction to computer networking, analog/circuit simulation/calculus, object-oriented programming, and circuit simulation using PSpice. Each course is designed to build upon the previous one, providing a hands-on, practical approach to learning the skills necessary for success in the high-tech industry.
COMP NETWORK ELECT TECH • COUNSELING MISSION COLLEGE 2004-2005

088A • INTRODUCTION TO RF/MICROWAVE/WIRELESS 3.0 units
(Formerly known as CET 088)
Total lecture 54.4 hours
Advisory: CET 062
Acceptable for credit: California State University
This is an introductory course providing a conceptual understanding of RF/Microwave Components, such as amplifiers, filters, oscillators, synthesizers, mixers, etc. Coverage includes RF systems such as Broadcasting, Radar, Satellite, and Fixed Wireless. It simplifies the subject of RF electronics through the use of analogies and metaphors. Students will learn the vocabulary and jargon used throughout the industry. Credit/No Credit Option.

088B • ADVANCED RF/MICROWAVE/WIRELESS 3.0 units
Total lecture 54.4 hours
Advisory: CET 088A
Acceptable for credit: California State University
This is an advanced course providing a conceptual understanding of RF/Microwave Components, such as transmission line theory, wave guides, amplifiers, filters, oscillators, synthesizers, mixers, etc. The course includes Maxwell equations and wave propagation. Credit/No Credit Option.

090A • COMPUTER SERVICE TECHNICIAN (A+) - HARDWARE 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
This course covers the Core Hardware portion of the two-part A+ Certification exam. The course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience.

090B • COMPUTER SERVICE TECHNICIAN (A+) - OPERATING SYSTEMS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
This course covers the Core Operating System portion of the two-part A+ Certification exam. Major topics include a basic knowledge of Command Line Prompt, Windows 9x and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported and reinforced by direct hands-on laboratory experience.

177 • LABORATORY SKILLS 0.5 units
Total lab 27.2 hours
Advisory: MATH 903
Students will improve their laboratory and programming skills through guided laboratory work related to the CNET program course of study. May be repeated two times.

COUNSELING — COUNS

DIVISION: Student Development
DEPARTMENT: Counseling
CHAIR: Bob Miller
PHONE: 408-855-5094
COUNSELING: 408-855-5030
WEBPAGE: www.missioncollege.org/depts/coun

Counseling is available for all students on a drop-in basis or by private appointments. All students are encouraged to meet with a counselor to formalize an Education Plan by the time they have completed 12 units. Counselors are available to assist you with academic, personal and career issues. The Counseling courses can assist students in making career and educational decisions, enhancing study skills, and staying motivated.

SCHEDULE MATRIX:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tr>
<td>COUNS 001</td>
<td>X</td>
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<tr>
<td>COUNS 900</td>
<td>AS NEEDED</td>
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001 • COLLEGE SURVIVAL SKILLS 2.0 units
Total lecture 36.8 hours
Acceptable for credit: California State University
This is a comprehensive survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Credit/No Credit Option.

003 • STRATEGIES FOR ACADEMIC EXCELLENCE 2.0 units
(Formerly known as COUNS 901)
Total lecture 36.8 hours
This course will present students with practical and proven strategies for improving the skills necessary to be successful in college and in their personal lives. Students will explore and practice strategies to set clear goals, make wise choices, improve self management, enhance creative and critical thinking skills, and acquire skills for life-long learning. Credit/No Credit Option.

005 • STRATEGIES FOR SUCCESS 3.0 units
Total lecture 54.4 hours
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 course covers a study of the 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 life-long success in academic, professional and personal development. Credit/No Credit Option.

012 • CAREERS AND LIFE STYLES 3.0 units
Total lecture 54.4 hours
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 will identify personal interests, values, abilities and skills and will use self assessment instruments to help them identify career options. Life-styles and personal satisfaction will be discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques will be reviewed. This course also available in a distance learning (T.V.) format. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

012A, B, C • CAREERS AND LIFE STYLES  1.0 unit each
Total lecture 20.8 hours each
Acceptable for credit: California State University
This course is for those who desire more in-depth career direction. Through the use of a variety of occupational exploration techniques, participants will identify values, interests, abilities, skills and career alternatives. The major objective is to assist students in the preparation for career and life styles in an ever-changing world through the development and use of decision-making, goal settings and life planning tools and skills. Credit/No Credit Option.

012A1 • CAREERS AND LIFE STYLES  0.5 units
Total lecture 10.4 hours
Acceptable for credit: California State University
Through the use of a variety of career assessment inventories, participants will identify interests, abilities, skills, and career alternatives. An introduction to the Career/Transfer Center materials and their use will be given. Credit/No Credit Option.

040A, B, C • LEADERSHIP TRAINING  0.5, 1.0, 1.5 units
Total lecture 10.4 (20.8, 27.2) hours
Acceptable for credit: California State University
A study of leadership techniques which includes problem solving, the theory of group processes, parliamentary procedure and objective writing for action decisions. The course is designed to train students to assume student body leadership for working with problems and procedures of campus organizations. Required of all student body officers. Credit/No Credit Option.

050A • INCREASING SELF-ESTEEM  0.5 units
Total lecture 10.4 hours
Acceptable for credit: California State University
This course will assist 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 the ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are self-esteem assessment, elimination of personal barriers, fear identification and mastery of these. Credit/No Credit Option.

051A • PERSONAL GROWTH-INCREASING SELF-ESTEEM AND SETTING GOALS  1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
This course will assist 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 the ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are assessing self-esteem, making and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. Credit/No Credit Option.

053 • OVERCOMING MATH ANXIETY  1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
This course will assist students in understanding what causes math anxiety. Students will learn techniques to manage math anxiety through stress reduction and the change of negative thought processes. Topics will include learning how to identify the emotional components which trigger math anxiety and how to apply techniques to conquer this form of anxiety. May be repeated one time. Credit/No Credit Option.

102 • STUDENT SUCCESS  0.5 units
Total lecture 10.4 hours
Acceptable for credit: California State University
This course will provide workshops and activities for participants of special programs (e.g. ACCESS, EOPS, CalWORKs, etc.). May be repeated three times. Credit/No Credit Option.

145A, 145B • BEGINNING STUDY SKILLS  0.5, 1.0 units
Total lecture 10.4 (20.8) hours
A course designed to improve students’ study skills and help them become more aware of their potential for serious study. Opportunity is provided for personalized assistance in examining one’s goals and motivation for attending college as well as supervised practice in implementing new approaches to time management, note taking, preparation and taking of examinations and other study habits and techniques. Credit/No Credit Option.

900 • ORIENTATION (NON-ASSOCIATE DEGREE COURSE)  0.5 units
Total lecture 10.4 hours
A mini course designed to acquaint the student with the intricacies of the college scene - both academic and social. Credit/No Credit Option.

Mission College offers students the opportunity to major in a program of Design Drafting Technology, leading to an Associate of Science Degree and/or Technician Certificate in the fields of Electronic Design, Mechanical Design and/or Electro/Mechanical Design.

The Mechanical, Electronic or Electro/Mechanical Design Drafting Technician Certificate will be awarded to students who complete the units of required drafting courses and demonstrate technical proficiency as a Designer. The Design programs require between 36 and 38 units to complete, depending on the student’s elective course choices. An Associate of Science Degree in Design Drafting Technology will be awarded to students who earn a Design Drafting Certificate and meet all other college requirements for graduation. Consult the Design Drafting advisor for detailed information. NOTE: It is highly recommended that each student keep a complete record of work to present for evaluation by university program advisors and/or employers.

Learning Outcomes:
The Design Drafting Technology Department has developed curriculum, based on advice from industry, to prepare our graduates for careers in manufacturing with skills necessary to be successful mechanical, electronic or electro-mechanical designers. In preparing to function as contributing members of a design team, Design Drafting students learn to:

- Produce design documentation to industry standards using Computer-Aided Drafting (CAD) software
- Apply both geometric dimensioning & tolerancing and materials & process design criteria to their designs
- Model mechanical design concepts in 3D using the latest solid-modeling software
- Design electronic printed circuit boards, including surface-mount and IC technology, using CAD schematic PCB software
- Develop industry standard electronic and electro-mechanical packaging designs

Highlights:
- State-of-the-art Computer Aided drafting laboratory.
- Experienced instructors, many are Designers in local industry.
- The latest releases of electronic, mechanical and solid modeling CAD software.

Career Options:
- Draftpersons
- Designer/Technicians
- Planning Assistants

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required for preparation for transfer to a university program.

A.S. Degrees:
- Design Drafting-Electronic
- Design Drafting-Mechanical
- Design Drafting-Electro/Mechanical

Certificates:
- Design Drafting-Electronic
- Design Drafting-Mechanical
- Design Drafting-Electro/Mechanical

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.
### Design Drafting - Electronic - A.S. Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DRAFT 022</td>
<td>Descriptive Geometry</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 051A</td>
<td>Technical Drafting - Beginning</td>
<td>3.0</td>
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<tr>
<td>DRAFT 051B</td>
<td>Technical Drafting - Intermediate</td>
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<tr>
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<td>Technical Drafting - Advanced Generalization</td>
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<tr>
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<td>DRAFT 058B</td>
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<td>Electro/Mechanical Packaging Design</td>
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<tr>
<td>DRAFT 058D</td>
<td>Surface Mount and Integrated</td>
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<td>CAD Applications - Electronic</td>
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<td>DRAFT 059</td>
<td>Design Drafting Laboratory/Portfolio</td>
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<tr>
<td>DRAFT 070</td>
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### Design Drafting - Mechanical - A.S. Degree and Certificate

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<tr>
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<td>Dimensioning &amp; Tolerancing</td>
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<tr>
<td>DRAFT 070</td>
<td>Introduction to CAD</td>
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<tr>
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<td>Design Drafting Laboratory/Portfolio</td>
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### Design Drafting - Electro/Mechanical - A.S. Degree and Certificate

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<td>DRAFT 058C</td>
<td>Electro/Mechanical Packaging Design</td>
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<td>Surface Mount and Integrated</td>
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<td>CAD Applications - Electronic</td>
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### Circuit Design Technology

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<td>Introduction to CAD</td>
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</tr>
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</table>

**Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.**

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**Design Drafting - Electronic - A.S. Degree and Certificate:**

**Core Curriculum Courses (Required):**

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**Total Program A.S. Degree/Certificate Requirements:** 36.0 - 38.0

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**Design Drafting - Mechanical - A.S. Degree and Certificate:**

**Core Curriculum Courses (Required):**

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**Total Program A.S. Degree/Certificate Requirements:** 36.0 - 38.0

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**Design Drafting - Electro/Mechanical - A.S. Degree and Certificate:**

**Core Curriculum Courses (Required):**

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<td>Electronic Drafting - Printed</td>
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</tr>
<tr>
<td>DRAFT 058C</td>
<td>Electro/Mechanical Packaging Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 058D</td>
<td>Surface Mount and Integrated</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 058E</td>
<td>CAD Applications - Electronic</td>
<td>3.0</td>
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<tr>
<td>DRAFT 059</td>
<td>Design Drafting Laboratory/Portfolio</td>
<td>2.0</td>
</tr>
<tr>
<td>DRAFT 070</td>
<td>Materials and Processes</td>
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</table>

**Total Program A.S. Degree/Certificate Requirements:** 36.0 - 38.0

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**Circuit Design Technology:**

**Core Curriculum Courses (Required):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CET 052</td>
<td>DC Principles</td>
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<tr>
<td>DRAFT 055A</td>
<td>Illustration/3-D CAD</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 060</td>
<td>Dimensioning &amp; Tolerancing</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 072</td>
<td>CAD Applications - Electronic</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 092</td>
<td>Design Drafting Laboratory/Portfolio</td>
<td>2.0</td>
</tr>
<tr>
<td>DRAFT 103</td>
<td>Materials and Processes</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree/Certificate Requirements:** 36.0 - 38.0
055A • ILLUSTRATION: 3-D CAD 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 070, DRAFT 051A
Acceptable for credit: California State University
In this course the student will study and create 3-D communications using traditional technical illustration techniques and computer aided modeling programs. Computer generated, three dimensional, solid model, illustrations will be created using a computer to shape, shadow and graphically represent the desired design. May be repeated one time. Credit/No Credit Option.

055B • ILLUSTRATION: SOLID MODELING 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 055A
Acceptable for credit: California State University
In this course the student will study and create three dimensional representational drawings using a computer-modeling program. Computer generated, three dimensional, solid models, will be created using a computer to shape, shadow and graphically represent the desired object for the purpose of manufacturing. May be repeated one time. Credit/No Credit Option.

055C • ADVANCED 3D SOLID MODELING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: DRAFT 055B
Acceptable for credit: California State University
This course introduces the student to three-dimensional solid modeling used in the design and fabrication of mechanical parts and assemblies. Using computer solid-modeling software the student will create advanced 3D shapes connecting solid model parts into working assemblies for the study of function and the analysis of tolerances and fits. May be repeated one time. Credit/No Credit Option.

058A • ELECTRONIC DRAFTING 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 000C
Corequisite: DRAFT 071A
Acceptable for credit: California State University
This is a study of computer aided design (CAD) electronic drawing, symbols, method and techniques which covers block diagrams, schematics, interconnecting and wiring diagrams, printed circuits, electronic assembly drawings, and electronic terminology. May be repeated one time. Credit/No Credit Option.

058B • PRINTED CIRCUIT BOARD DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: DRAFT 058A
Acceptable for credit: California State University
This course is an introduction to CAD schematic capture printed circuit design. Discrete, analog and digital printed circuit layout and trace techniques will be taught along with printed circuit documentation and parts list requirements. The student will gain an understanding of production considerations for the manufacturing of printed circuit boards. May be repeated one time. Credit/No Credit Option.

058C • ELECTROMECHANICAL PACKAGING DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This course covers the design and drafting of electro/mechanical exterior and interior parts, mounting frames, and unit enclosures. The functional and aesthetic design aspects of enclosures will be studied. Credit/No Credit Option.

058D • SURFACE MOUNT & INTEGRATED CIRCUIT DESIGN TECHNOLOGY 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: DRAFT 058B
Acceptable for credit: California State University
This is an advanced design course for printed circuit/electro-mechanical designers. The course includes the terminology and design of land patterns for surface mount components based on manufacturability, solderability and reliability identified in industrial specifications. This course will also include basic integrated circuit mask design and the design of multilayer printed circuit boards as they relate to surface mount design technology. May be repeated one time. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

103 • MATERIALS AND PROCESSES  
2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University

Materials and Processes has two areas of technological curriculum. The Industrial Materials curriculum involves the study of engineering materials to include the physical properties, classifications, testing and applications as related to drafting and design documentation. The Manufacturing Processes curriculum involves the study of the production techniques used to convert materials into finished products to include the selection criteria, economics of manufacturing and quality considerations. May be repeated one time. Credit/No Credit Option.

DIRECTED STUDIES:

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 6 units in all departments may be counted toward an Associate Degree. Consult your instructor or a counselor for more information.

091, 092, 093 DIRECTED STUDIES
For (091): Lab by arrangement 3 hours 1.0 unit
For (092): Lab by arrangement 6 hours 2.0 units
For (093): Lab by arrangement 9 hours 3.0 units
Prerequisite: An interview appointment must be made with the instructor to determine objectives and to write a contract.
Acceptable for credit: May be acceptable at University of California, State University campuses contingent upon a review of the course outline. Please consult a counselor for details.

Directed studies are investigations of special interest to the student which are related to, but not included in regular courses offered by the college. Credit/No Credit Option. Repeatable to a maximum combined limit of 6 units.
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Economics studies how people and societies produce various commodities and distribute them for consumption, now or in the future. Mission’s economics offerings include the study of the American economic system, using techniques for the analysis of contemporary economic problems. There is an emphasis on developing the ability to exercise sound judgement in evaluating public policy issues.

**Learning Outcomes:**
The goal of the Mission College Economics Program is to provide quality and relevant instruction in the principles of economics. The focus of the program is on meaningful and useful information which the student can use in his/her everyday life. In the introductory course in Economics 1A, that is, Macroeconomics, the student define and use key words in the language of economics and finance. Students analyze the economy as a whole, understand the determinants of the level of income, employment and prices and manipulate the model of money and banking, economic fluctuations and development. They develop the use of models and manage the model of national income determination.

Microeconomics set out to study how day to day decisions of individual consumers, business firms, workers and governmental units determine the patterns of production, consumption and income distribution in a market-oriented economy. Emphasis is placed not only on mastery of theories but also on their application to a wide range of current issues. This course focuses on problems which business people face daily. Critical thinking and discussion is essential. In addition, the student evaluates different market models and considers each market structure from two perspectives, allocative efficiency and equity in income distribution. In turn, students synthesizes the theory of elasticity and marginal revenue, analysis short and long run cost, product price and output, while putting to work price theory and the employment of resource theory.

**Career Options:**
- Accountant
- Research Economist
- Business Conditions Forecaster
- Attorney
- Economic Forecaster
- Industrial Relations Specialist
- Business Analyst
- Labor Economist
- Commodity Price Forecaster
- Economic Analyst
- Project Economist
- Development Economist
- Macro Economist
- Investment Analyst
- Operations Research Analyst
- Budget Analyst
- Manpower Economist
- Natural Resource Economist
- Arbitrator
- Commodity Economist

**Highlights:**
- Knowledgeable instructors and professionals in their fields.
- Good general overview and conceptual framework of economic issues.
- Opportunity to combine with business and other related areas of study for a more comprehensive education.
- Transfer opportunities.

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tr>
<td>ECON 1A</td>
<td>D,E</td>
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<tr>
<td>ECON 1B</td>
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</table>

**001A • PRINCIPLES OF MACROECONOMICS**

<table>
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<tbody>
<tr>
<td>CAN ECON 2</td>
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<td>Total lecture: 54.4 hours</td>
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<tr>
<td>Advisory: MATH 903</td>
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<tr>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
</tbody>
</table>

An introduction to macroeconomic analysis. Analysis of the economy as a whole; determinants of the level of income, employment, and prices; money and banking, economic fluctuations; economic development. This course may also be offered by telecourse.

<table>
<thead>
<tr>
<th>3.0 units</th>
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</thead>
<tbody>
<tr>
<td>CAN ECON 4</td>
</tr>
<tr>
<td>Total lecture: 54.4 hours</td>
</tr>
<tr>
<td>Advisory: MATH 903 and ECON 001A</td>
</tr>
</tbody>
</table>

Acceptable for credit: University of California, California State University

An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be offered by telecourse.

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**MISSION COLLEGE 2004-2005**

**ECONOMICS — ECON**

**DIVISION:** Social Sciences  
**DEPARTMENT:** Economics  
**CHAIR:** Tat Fong  
**PHONE:** 408-855-5255  
**COUNSELING:** 408-855-5030

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**001B • PRINCIPLES OF MICROECONOMICS**

<table>
<thead>
<tr>
<th>3.0 units</th>
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<tbody>
<tr>
<td>CAN ECON 4</td>
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<td>Total lecture: 54.4 hours</td>
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<tr>
<td>Advisory: MATH 903 and ECON 001A</td>
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</table>

Acceptable for credit: University of California, California State University

An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be offered by telecourse.
ENGINEERING — ENGR

DIVISION: Natural Sciences
DEPARTMENT: Engineering
CHAIR: James Kawamoto
PHONE: 408-855-5395
COUNSELING: 408-855-5030

Engineering is the application of the theories and principles of science and math to solve practical technical problems. Engineers develop useful applications that will benefit humankind, such as inventing machines or designing a process to mass-produce a product. In addition to the design and development of new products and processes, engineers also work in testing, production, maintenance, marketing, and sales. Engineers are technical problem-solvers. The employment outlook for engineers is outstanding.

Learning Outcomes:
Students will learn and develop the skills required to successfully transfer into a four-year university engineering program and meet the needs of the engineering community.

Areas of Specialization:
- Aerospace Engineering
- Biological Engineering
- Chemical Engineering
- Civil & Environmental Engineering
- Electrical and Computer Engineering
- Industrial Engineering
- Materials Engineering
- Mechanical Engineering
- Nuclear Engineering
- Software Engineering

Other Areas:
- Process Design
- Instruction
- Patent Law
- Sales and Marketing
- Technical Management

Highlights:
- Professional, knowledgeable, and helpful instructors and staff.
- A complete engineering program which allows for easy transfer to many 4-year schools.
- Many courses have a computer component.
- Links to local industry.
- Many diverse students with industry experience.

A.S. Degree:
- Engineering

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
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<tr>
<td>ENGR 051</td>
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</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

ENGINEERING (ENGR)

003 • HOW EVERYDAY TECHNOLOGY WORKS 4.0 units
Total lecture 72.0 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

This course is intended for students of all disciplines who are interested in how everyday things work. Students will experiment with technology to discover principles of science. Concepts such as force, work, energy, power, liquids and gasses, heat transfer, electricity, magnetism, electronics, light, materials science, and time are explored through experimentation and observation. Students will experience through class demonstrations and hands-on laboratories the concepts presented by the instructor. Phenomena such as how refrigerators cool food, microwaves heat liquids, stereo transmit sound, and airplanes fly will be addressed in this class. A laboratory is included which offers experiments on campus and field trips to the local industry. Credit/No Credit Option.

010 • INTRODUCTION TO ENGINEERING 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

This course is an introduction to engineering in the work environment, including familiarization with the different branches of engineering and solving different engineering problems. Emphasis of the course is on engineering requirements, analysis, design, implementation and testing of actual engineering problems. Students will learn the proper use of engineering tools including computers, statistics, and computer simulations. Students will become familiarized with branches of engineering and the type of work done by engineers and engineering technicians. Students will tour local companies and hear from speakers in local industrial and engineering firms. This course is designed to help students decide whether to embark on an engineering or technical career. Credit/No Credit Option.

023 • MECHANICS - STATICS 3.0 units
Total lecture 54.4 hours
Prerequisite: MATH 003B and PHYS 004A
Acceptable for credit: University of California, California State University

This course covers the application of the mechanics of equilibrium, statics, of force systems acting on engineering structures.

024 • INTRODUCTION TO CIRCUIT ANALYSIS 3.0 units
Total lecture 54.4 hours
Prerequisite: MATH 003B and PHYS 004B
Acceptable for credit: University of California, California State University

This is an introductory course on the analysis of electrical circuits. Emphasis is on setting up equations arising from the applications of Kirchhoff Laws, Ohms Law, and Thevenin’s theorem, both in DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, natural and complete responses, dependent sources, operational amplifiers, and analog signal applications.
024L • INTRODUCTION OF CIRCUIT ANALYSIS LAB 1.0 unit
Total lab 72.0 hours
Advisory: MATH 003B, MATH 004A and PHYS 004B
Corequisite: ENGR 024
Acceptable for credit: University of California, California State University

The course introduces the basic instruments and experimental techniques used in building electrical circuits. Students also use computer software to simulate circuits. Must be taken with Engineering 24. Primarily for Engineering transfer students.

025 • ENGINEERING GRAPHICS AND DESIGN 4.0 units
Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: MATH 903 and DRAFT 050
Acceptable for credit: University of California, California State University

This course uses engineering design projects to develop skills. The designs build upon and reinforce engineering graphical tools. Topics in Engineering Graphics and Descriptive Geometry will be covered and incorporated in the design project work. Work will be using Board Drawing/Sketching and Computers. Primarily for Engineering Transfer Students.

026 • ENGINEERING MATERIALS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Prerequisite: CHEM 001A, MATH 003B and PHYS 004A
Acceptable for credit: University of California, California State University

This course introduces students to the problem of engineering problem solving using computer programming. Students will use computers to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. Students will learn a disciplined approach to problem solving using an industry standard high level language. Topics include problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. Credit/No Credit Option.

030 • INTRODUCTION TO COMPUTING FOR ENGINEERS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 003A and CIS 002
Acceptable for credit: University of California, California State University

This course introduces students to engineering problem solving using computer programming. Students will use computers to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. Students will learn a disciplined approach to problem solving using an industry standard high level language. Topics include problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. Credit/No Credit Option.

050 • INTRODUCTION TO GEOGRAPHICAL INFORMATION SYSTEMS 4.0 units
Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: MATH 903
Acceptable for credit: University of California, California State University

A Geographical Information System (GIS) organizes geographical data such that it can be viewed on maps. A GIS is a database containing data and electronic maps, which can be queried. Query results are then displayed visually on a map. This introductory course covers use of GIS applications, GIS tools, analysis and query, data gathering, and GIS implementation issues. The course requires students to use and query an industry standard GIS interface, such as ESRI ArcView. Students will use the Internet to investigate resources. Engineering application emphasized. Credit/No Credit Option.

051 • INTRODUCTION REMOTE SENSING 4.0 units
Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: ENGR 050
Acceptable for credit: California State University

Remote sensing is the science and art of acquiring information of an object, area, or phenomenon without being in direct contact with that object, area, or phenomenon. This course will provide students with an overview of the field of remote sensing and present the ways in which remotely sensed data can be used in scientific investigations and resource management. Topics addressed will include the electromagnetic spectrum, sensor systems, image analysis, applications, and the integration with Geographic Information Systems (GIS). Credit/No Credit Option.

The English department teaches skills that are universal to every other discipline. Taking courses in English increases a student's chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

Learning Outcomes:
The Mission College English Department offers composition, literature, and technical writing courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

Possible Career Options:
- Advertising
- Editing
- Journalism
- Management
- Marketing Communications
- Public Relations
- Publishing
- Teaching
- Technical Communications

Some career options require more than two years of college study.

Highlights:
- Composition courses designed for all levels of ability.
- Transfer level literature and creative writing courses that meet CSU & UC requirements.
- A certificate program in Technical Communication.
- On-line courses in composition & workplace writing.
- Experienced, innovative faculty, dedicated to student success.

Certificates:
- Technical Communication

Technical Communication - Certificate
The Certificate Program in Technical Communication is a multi-disciplinary, experiential program designed to enhance students’ written, oral and visual communication skills and to give them the practical experience they will need to communicate effectively in a technical environment. Core courses cover writing, editing, and producing technical documents; designing visuals and formats; desktop publishing; reading and analyzing technical information; communicating orally; and computer science. The certificate program is intended for people who want to enter or already work in the field of technical writing/editing, as well as technical professionals in engineering and science and their support personnel. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units
ENGL 075 Technical Writing: Reports 3.0
ENGL 076 Creating and Managing Technical Publications 3.0
ENGL/GDES 077 Design of Technical Publications, Training Materials, and Visuals 3.0

Plus one of the following: Units
GDES 060 Desktop Publishing for Commercial Artists 3.0
GRART 063 Introduction to Desktop Publishing 3.0

Plus two from the following: Units
CIS 002* Introduction to Computer Based Systems 3.0
READ 073 Reading and Analyzing Technical Information 3.0
COMM 015 Career Communication 3.0
*or BUS 021 Introduction to Business Computing/Laboratory 3.0
BUS 021L Introduction to Business Computing/Laboratory 3.0

Total Program Certificate Requirements: 18.0
024L • INTRODUCTION OF CIRCUIT ANALYSIS LAB 1.0 unit
Total lab 72.0 hours
Advisory: MATH 003B, MATH 004A and PHYS 004B
Corequisite: ENGR 024
Acceptable for credit: University of California, California State University
The course introduces the basic instruments and experimental techniques used in building electrical circuits. Students also use computer software to simulate circuits. Must be taken with Engineering 24. Primarily for Engineering transfer students.

025 • ENGINEERING GRAPHICS AND DESIGN 4.0 units
Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: MATH 903 and DRAFT 050
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This course uses engineering design projects to develop skills. The designs build upon and reinforce engineering graphical tools. Topics in Engineering Graphics and Descriptive Geometry will be covered and incorporated in the design project work. Work will be using Board Drawing/Sketching and Computers. Primarily for Engineering Transfer Students.

026 • ENGINEERING MATERIALS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 004A
Prerequisite: CHEM 001A, MATH 003B and PHYS 004A
Acceptable for credit: University of California, California State University
This course introduces students to the engineering problem solving using computer programming. Students will use computers to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. Students will learn a disciplined approach to problem solving using an industry standard high level language. Topics include problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. Credit/No Credit Option.

030 • INTRODUCTION TO COMPUTING FOR ENGINEERS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 003A and CIS 002
Acceptable for credit: University of California, California State University
This course introduces students to engineering problem solving using computer programming. Students will use computers to solve a variety of problems ranging from evaluating a simple function to solving a system of linear equations. Students will learn a disciplined approach to problem solving using an industry standard high level language. Topics include problem solving strategies, modular programming design, sample engineering problems, and application of high-level language fundamentals. Credit/No Credit Option.

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Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: MATH 903
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051 • INTRODUCTION REMOTE SENSING 4.0 units
Total lecture 54.4 hours; Total lab 72.0 hours
Advisory: ENGR 050
Acceptable for credit: California State University
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Possible Career Options:
• Composition designed for all levels of ability.
• Transfer level literature and creative writing courses that meet CSU & UC requirements.
• A certificate program in Technical Communication.
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• Technical Communication

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Core Curriculum Courses (Required) Units
ENGL 075 Technical Writing: Reports .......................... 3.0
ENGL 076 Creating and Managing Technical Publications 3.0
ENGL/GDES 077 Design of Technical Publications, Training Materials, and Visuals .......................... 3.0

Plus one of the following: Units
GDES 060 Desktop Publishing for Commercial Artists ....... 3.0
GRART 063 Introduction to Desktop Publishing .............. 3.0

Plus two from the following: Units
CIS 002* Introduction to Computer Based Systems ....... 3.0
READ 073 Reading and Analyzing Technical Information 3.0
COMM 015 Career Communication ............................... 3.0
*or BUS 021 Introduction to Business ComputingLaboratory 1.0
Total Program Certificate Requirements: ........................ 18.0
ENGLISH (ENGL)

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 should contact the Counseling Center, room E1-101.

001A • ENGLISH COMPOSITION 3.0 units
CAN ENGL 2
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A or qualifying score on placement test.
Acceptable for credit: University of California, California State University
The techniques of English composition with emphasis on the process of learning to write clearly and effectively and to read analytically. Fulfills the English requirement for the Associate degrees; a baccalaureate course.

001B • ENGLISH COMPOSITION 3.0 units
CAN ENGL 4
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Continued emphasis on English composition skills with an introduction to techniques of reading and writing about literature and acquiring skills in analysis and interpretation. Fulfills English requirement for various majors; a baccalaureate course.

001C • CLEAR THINKING IN WRITING 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
English 1C is an advanced composition/critical thinking course that builds upon the composition skills, critical thinking skills, analytical reading skills, and knowledge of rhetorical strategies that students have learned in English 1A.

005A • SURVEY OF ENGLISH LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of English literature beginning with Anglo-Saxon writings and the epic “Beowulf,” extending through the works of the eighteenth century, and ending with the writings of Samuel Johnson. Credit/No Credit Option.

005B • SURVEY OF ENGLISH LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of English literature, beginning with the Romantic Period of the nineteenth century and continuing into the Modern Period of the twentieth century; includes authors from Wordsworth to James Joyce. Credit/No Credit Option.

006A • WORLD LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of world literature from the eary Greeks to the 17th century. Credit/No Credit Option.

006B • WORLD LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
World Literature (English 6B) is the study of masterpieces of western civilization from Neo-Classical period of the seventeenth century to the present. Representative works from European Neoclassical literature, Romanticism, Realism and modern literature will be studied along with the historical and cultural background of those periods. Examples of American literature in these styles and comparative examples from India, Asia, Africa and South America will be included. Credit/No Credit Option.

007A • AMERICAN LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of major American writers from the Colonial through the Civil War periods, beginning with William Bradford’s works and ending with the works of Walt Whitman. Credit/No Credit Option.

007B • AMERICAN LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of major American writers from 1865 to the present. This course is a continuation of English 7A. Credit/No Credit Option.

012 • AFRICAN AMERICAN LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores major themes/literary issues in the development of African American literature during the periods of slavery, Reconstruction, and the Harlem Renaissance, as well as contemporary writing. Among the literary forms covered in this course are the oral tradition, poetry, slave narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: African oral traditions; blues, jazz and the relationship between music and African American writing; the performance of literary texts on the abolitionist stage; racial categorization and mixed-race identity; the literature of slavery; and the influences of African American writing on American literature. May be repeated three times. Credit/No Credit Option.

014 • NATIVE AMERICAN LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
This course explores the history and development of Native American literature from the pre-colonial oral and written traditions to late twentieth century writing. Students will examine traditional folklore and mythology from a diverse range of Native American literary traditions, eighteenth and nineteenth century autobiographies and novels, and poetry, novels and non-fiction essays from the more recent Native American writing Renaissance. Students will discuss issues such as: colonization and responses in literature, the translation of the oral tradition into written poetry and prose, the relationship between culture and literature, sacred texts, and identity formation in Native American autobiographies. Credit/No Credit Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as HUMAN 15)

018 • ASIAN AMERICAN LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: California State University
This course explores major themes/literary issues in the development of Asian American literature from the nineteenth through the twenty-first centuries. Among the literary forms covered in this course are: poetry, immigrant narratives, short stories, and novels. While linking them to political, cultural, and social issues from their historical period, the course examines issues such as: Asian oral traditions, music, poetry and performance, racial categorization and mixed-race, the literatures of internment, gender and Asian American writing, first and second generation autobiographies and the influences of Asian American writing on American literature. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

043 • CLASSICAL MYTHOLOGY 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
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. Credit/No Credit Option.

044 • THE BIBLE AS LITERATURE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option.

045 • POPULAR FICTION IN AMERICA 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
A study of types of popular fiction, including the detective story, the Western, and science fiction, with an analysis of their merits and shortcomings as literary art and their sources of reader appeal. Credit/No Credit Option.

047 • INTRODUCTION TO POETRY 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
A study of the elements of poetry through reading, analysis, and discussion of selected poems; writing of analytical papers. Credit/No Credit Option.

048 • INTRODUCTION TO SHAKESPEARE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
Analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill graduation requirements for the Associate degree. Credit/No Credit Option.

049 • MODERN FICTION 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
Reading, analysis, and discussion of the modern short story and novel in order to enhance an appreciation of literature and gain insight into the “human condition.” Credit/No Credit Option.

059B • WRITING IN THE WORKPLACE/Writing Reports 1.0 unit
Total lecture 20.8 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
This course is the same as English 59, except that the units are modularized. English 59B focuses on skills needed to write informal reports. The spelling, punctuation, grammar and sentence structure essential to effective communication are reviewed. Successful completion partially fulfills the AA or AS degree requirement. Credit/No Credit Option.

059C • WRITING IN THE WORKPLACE/Writing Documents 1.0 unit
Total lecture 20.8 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
This course is the same as English 59, except that the units are modularized. English 59C focuses on the skills needed to write formal documents. The spelling, punctuation, grammar and sentence structure essential to effective communication are reviewed. Successful completion partially fulfills the AA or AS degree requirement. Credit/No Credit Option.

070 • CREATIVE WRITING 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.
Creative Writing is an imaginative writing course which includes the study of the techniques involved in, as well as the writing of, articles, fiction, poetry, and drama. Also, the course will include the analysis and criticism of class writing, and preparation and marketing of manuscripts. Credit/No Credit Option.

075 • TECHNICAL WRITING: Reports 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: California State University.
Students will learn the skills needed to communicate successfully in the workplace, with an emphasis on writing clear, coherent, reader-centered reports and accompanying texts. Credit/No Credit Option.

076 • CREATING AND MANAGING TECHNICAL PUBLICATIONS 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: California State University.
This course introduces students to the principles and use of visual design and formatting as they relate to technical documents as well as to the visual presentation of technical data through charts, graphs, drawings, and tables. (Also listed as GDES 77) Credit/No Credit Option.
108A • EFFECTIVE WRITING 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
Concentration is on the clear and precise construction of short compositions related to practical problems and current issues. Fulfills the English requirement for Associate degree. Not a baccalaureate level course. Qualifies student for English 1A. Credit/No Credit Option.

108B • EFFECTIVE WRITING 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
Continued emphasis on composition skills with an introduction to techniques of reading and discussing selections of modern prose to sharpen critical analysis skills. Ideas and issues examined will be related to the student’s social and working world. May be used in partial fulfillment of English requirement for Associate degree. Credit/No Credit Option.

900 • ENGLISH COMPUTER LAB 0.5 units each
(Formerly ENGL 700)
Total lab 27.2 hours
Corequisite: Concurrent enrollment in an English course.
This lab provides students with the opportunity to facilitate the writing process. Students will work independently on writing assignments, including paragraph exercises, essays, and business writing tasks. Topics range from introduction to word processing software to various strategies for brainstorming, drafting, revising, editing, proofreading, formatting, and layout. May be repeated three times. Credit/No Credit Only.

903 • BASIC GRAMMAR AND SENTENCE STRUCTURE 3.0 units
(Non-Associate Degree Course)
(Formerly ENGL 103)
Total lecture 54.4 hours
Prerequisite: Qualifying score on English placement test
Corequisite: ENGL 900
A first level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. Not a course for students with English as a second language. This course does not fulfill the English requirement for the Associate degree nor is it a baccalaureate level course. Credit/No Credit Only.

905 • ENGLISH FUNDAMENTALS 3.0 units
(Non-Associate Degree Course)
(Formerly ENGL 105)
Total lecture 54.4 hours
Prerequisite: ENGL 903, ESL 970LS and ESL 970RW (or ESL 125), READ 961 (READ 961 can be taken concurrently) or qualifying score on placement test
Concentration is on the writing of basic expository paragraphs and essays having grammatically correct English sentences and clear organization of ideas. There are no final letter grades for the course. This course does not fulfill the English requirement for the Associate degree nor is it a baccalaureate level course. Credit/No Credit Only.

940A, B, C, D, E, F • ENGLISH LAB 0.5 units each
(Formerly ENGL 40A, B, C, D, E, F)
Total lab 27.2 hours
This course is designed to provide students with experience in practicing their writing (and related) skills. When appropriate, students will be assisted by instructors, instructional aides and associates, and/or tutors. May be taken for a total of 3 units. Credit/No Credit Only.

966 • APPLIED GRAMMAR/PUNCTUATION 2.0 units
(Non-Associate Degree Course)
Total lecture 36.8 hours
Advisory: Eligibility for READ 053
Prerequisite: Eligibility for ENGL 108A
This course reviews the application of grammar, usage and punctuation in writing assignments for students writing at the English 108A, 1A, 1B, and 1C levels. Students will develop critical thinking, analytical and editing skills to apply concepts and rules of grammar, including appropriate parts of speech, phrases and clauses, punctuation, mechanics, commonly confused words, and usage. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

Schedule Matrix:
All core ESL courses are offered every semester.

<table>
<thead>
<tr>
<th>WEEKEND</th>
<th>WEEKEND</th>
<th>SUMMER 2004 COURSES</th>
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<tbody>
<tr>
<td>FALL 2004</td>
<td>SPRING 2005</td>
<td>SUMMER 2004 COURSES</td>
</tr>
<tr>
<td>FRI ESL 970LS</td>
<td>FRI ESL 950LS</td>
<td>ESL 910 ESL 910LC</td>
</tr>
<tr>
<td>FRI ESL 940RV</td>
<td>FRI ESL 960LS</td>
<td>ESL 920 ESL 920LC</td>
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<tr>
<td>SAT ESL 950LS</td>
<td>SAT ESL 970AR</td>
<td>ESL 930GW ESL 930LS</td>
</tr>
<tr>
<td>SAT ESL 970AR</td>
<td>SAT ESL 940RV</td>
<td>ESL 930RW ESL 940GW</td>
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</tbody>
</table>

ENGLISH AS A SECOND LANGUAGE COURSE OFFERINGS

- It is very important to study both oral and written English so people can understand you when you speak as well as when you write. For this reason, in Levels 950, 960 and 970, students must complete all three strands in that series before moving up to the next series. For example, you must complete 950LS, 950G and 950RW before taking any 960 courses. At levels 950, 960 and 970, Reading and Writing are now combined into one 5-unit course, and grammar is a separate 3-unit course. The Listening/Speaking classes have not changed.
- The ESL department has developed these courses to help you become proficient in English so you can compete successfully with native speakers in classes in your major field and at work.
- After taking the 970 level courses, students will move into English 905 without a placement test.

<table>
<thead>
<tr>
<th>LEVEL 3: HIGH BEGINNING</th>
<th>LEVEL 4: LOW INTERMEDIATE</th>
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</thead>
<tbody>
<tr>
<td>ESL 930LS High Beginning Listening &amp; Speaking</td>
<td>ESL 940LS Low Intermediate Listening &amp; Speaking</td>
</tr>
<tr>
<td>ESL 930GW High Beginning Grammar &amp; Writing</td>
<td>ESL 940GW Low Intermediate Grammar &amp; Writing</td>
</tr>
<tr>
<td>ESL 930RW High Beginning Reading &amp; Vocabulary</td>
<td>ESL 940RV Low Intermediate Reading &amp; Vocabulary</td>
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</tbody>
</table>

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<thead>
<tr>
<th>LEVEL 5: INTERMEDIATE</th>
<th>LEVEL 6: HIGH INTERMEDIATE</th>
<th>LEVEL 7: ADVANCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 950LS Listening &amp; Speaking</td>
<td>ESL 960LS Listening &amp; Speaking</td>
<td>ESL 970LS Listening &amp; Speaking</td>
</tr>
<tr>
<td>ESL 950G Grammar</td>
<td>ESL 960G Grammar</td>
<td>ESL 970G Grammar Review &amp; Editing</td>
</tr>
<tr>
<td>ESL 950RW Reading &amp; Writing</td>
<td>ESL 960RW Reading &amp; Writing</td>
<td>ESL 970RW Reading &amp; Writing</td>
</tr>
<tr>
<td>ESL 950PL Pronunciation &amp; Listening*</td>
<td>3.5 units</td>
<td>ESL 970AR Accent Reduction*</td>
</tr>
</tbody>
</table>

In levels 5, 6 & 7, students must complete all courses at each level before moving on to the next level. *ESL 950PL and ESL 970AR are recommended courses, separate from the 3-course requirements at levels 5 & 7.

<table>
<thead>
<tr>
<th>COURSE FOR ESL STUDENTS IN ENGLISH 905, 108A, 001A, 001B, 001C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 966 Applied Grammar &amp; Editing</td>
</tr>
</tbody>
</table>

ESL 900-906 Individualized and small group instruction in ESL (LATC) | 0.5 unit |
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 contact the Testing Center, room E1-101 or phone 408-855-5099.

061 • BASIC ESL IN THE WORKPLACE  3.0 units
Total lecture 54.4 hours
Prerequisite: A qualifying score on ESL placement test

This course develops basic level oral and written communication skills of standard written English using content from the workplace. Students study and practice grammatical components of English phrases and sentences while speaking and listening skills are emphasized. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Credit/No Credit Option.

900 • ESL COMPUTER LAB  0.5 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lab 27.2 hours
Corequisite: Concurrent enrollment in an English course or an ESL writing course.

This lab provides students with the opportunity to use a Macintosh or PC computer to facilitate the writing process. Students will work independently on writing assignments for ESL classes, including paragraph exercises, essays, and business writing tasks. Topics range from introduction to word processing software to various strategies for brainstorming, drafting, revising, editing, proofreading, formatting, and layout. May be repeated three times. Credit/No Credit Only.

901, 902, 903, 904, 905, 906 • ESL SKILLS DEVELOPMENT LAB  0.5 unit each
(NON-ASSOCIATE DEGREE COURSES)
Total lab 27.2 hours
Prerequisite: This course is limited to non-native speakers of English who are taking ESL courses to improve English language skills.

This laboratory course facilitates skills development for ESL learners at any level. Students receive individualized assessment and self-paced instruction in English as a second language in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students are provided the opportunity to develop and improve their skills with print, audiotaape, and videotape materials assigned by the ESL classroom or lab instructor. May be taken for a total of 5 units. Credit/No Credit Only.

910 • FOUNDATIONS IN ESL  9.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 161.6 hours; Total lab 27.2 hours
Prerequisite: Qualifying score on the ESL placement test

This 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 will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks will include completion of grammar exercises and in-class and out-of-class writing assignments of 50 words or less. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. Credit/No Credit Option.

910LC • FOUNDATIONS IN LISTENING AND CULTURE  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours

This is the first semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. This course may also be offered by telecourse. Credit/No Credit Option.

920 • BEGINNING ESL  9.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 161.6 hours; Total lab 27.2 hours
Prerequisite: ESL910 or ESL placement test

This course develops 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 low beginning level ESL students. It also provides preparation for placement into Level One ESL classes. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks will include completion of grammar exercises, in-class and out-of-class writing assignments of 100 words or less. Students develop dictionary skills using a monolingual English dictionary. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. Credit/No Credit Option.

920CC • ENGLISH AS A SECOND LANGUAGE FOR CHILD CARE PROVIDERS  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours
Advisory: Students should be working in the child care field. Students should be able to understand and use basic written and spoken English.

This course develops basic oral and written skills of standard English necessary for child care providers. May be repeated three times. Credit/No Credit Option.

920LC • BEGINNING LISTENING AND CULTURE  3.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours

This is the second semester of a one year independent study course designed to help the student develop basic strategies for communicating in the English language. Although strategies for speaking are included, the emphasis will be on developing skills in listening, reading and writing. Different aspects of American life will be included. This course may also be offered by telecourse. Credit/No Credit Option.

930GW • HIGH BEGINNING GRAMMAR AND WRITING  3.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours; Total lab 27.2 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test

Develops basic writing and grammar skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

930LS • HIGH BEGINNING LISTENING AND SPEAKING  3.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours; Total lab 27.2 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test

In this introductory course, students receive guidance and extensive practice in listening 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 dialogues. 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 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

930RV • HIGH BEGINNING READING AND VOCABULARY  3.5 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 54.4 hours; Total lab 27.2 hours
Prerequisite: ESL 920 or a qualifying score on ESL placement test

Students receive guidance and extensive practice in reading and comprehending stories, articles, and dialogues written in simple English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
940GW • LOW INTERMEDIATE GRAMMAR AND WRITING 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Advisory: Recommend concurrent enrollment in ESL 940LS and ESL 940RV  
Prerequisite: ESL 930LS or a qualifying score on the ESL Placement Test  
This course develops basic writing and grammar skills of standard written English. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, past and future verb tenses, comparatives, articles, prepositions, spelling and punctuation. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940LS • LOW INTERMEDIATE LISTENING AND SPEAKING 3.5 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours; Total lab 27.2 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 basic listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions in a series, of vocabulary in context, and of main ideas and details. 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 includes 1-1/2 hours of laboratory work to facilitate skill development. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940RV • LOW INTERMEDIATE READING AND VOCABULARY 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Advisory: Recommend concurrent enrollment in ESL 940GW and ESL 940RV  
Prerequisite: ESL 930RV or a qualifying score on the ESL Placement Test  
This class emphasizes vocabulary expansion and comprehension of short paragraphs. The focus is on work forms, 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. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

940WP • INTERMEDIATE ESL IN THE WORKPLACE 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: A qualifying score on ESL placement test  
This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologues, pronunciation patterns, and vocabulary usage. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950G • INTERMEDIATE GRAMMAR 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 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 will be 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. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950LS • INTERMEDIATE LISTENING AND SPEAKING 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
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 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. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

950PL • INTERMEDIATE PRONUNCIATION AND LISTENING 3.5 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours; Total lab 27.2 hours  
Prerequisite: ESL 940LS or a qualifying score on the ESL Placement Test  
This intermediate level course develops students’ pronunciation fluency and reading skills through the study of a variety of fiction and nonfiction reading materials. Students will increase their ability to write effectively, grammatically correct sentences and short compositions. Writing skills focus on the 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. Credit/No Credit Option. May be repeated three times. This course may also be offered online.

951 • INTENSIVE GRAMMAR I 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: Qualifying score on ESL Placement Test  
This course develops basic grammar skills of standard written English, with an emphasis on oral usage. This includes the study and practice of word forms, present and past verb tenses, modals, parts of speech and punctuation in simple, compound and coordinate sentences. Credit/No Credit Option.

952 • INTENSIVE GRAMMAR II 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: Qualifying score on ESL Placement Test or ESL 121GW  
This course develops Level II grammar skills of standard written English, with an emphasis on oral usage. This includes the study and practice of modification, phrases and clauses, future and perfect tenses, and comparatives and conditionals in compound and complex sentences. Credit/No Credit Option.

953 • INTENSIVE GRAMMAR III 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: Qualifying score on ESL Placement Test or ESL 122  
This course develops Level III grammar skills of standard written English with an emphasis on oral usage. This includes the study and practice of complex use of articles and determiners, noun adjectives and adverb phrases and clauses, progressive, passive and past future-perfect verb tenses in a variety of sentence patterns. Credit/No Credit Option.

960G • HIGH INTERMEDIATE GRAMMAR 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: ESL 950G, ESL 950RW and ESL 950LS, or a qualifying score on the ESL placement test.  
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. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
960LS • HIGH INTERMEDIATE LISTENING AND SPEAKING 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: ESL 950LS, ESL 950RW and ESL 950G, or a qualifying score on the ESL Placement Test.

This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. The course emphasis is on the development of oral fluency and the appropriate use of conversational strategies and conversation management techniques (interaction skills) to exchange ideas in small and large group communication. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

960RW • HIGH INTERMEDIATE READING AND WRITING 5.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 89.6 hours  
Advisory: CA 010A with a C or better.  
Prerequisite: ESL 960G (ESL 960G may be taken concurrently), ESL 950RW and ESL 950LS, or a qualifying score on the ESL placement test.

This high intermediate course for non-native speakers focuses on developing fluency and accuracy in both reading and writing. Students will develop strategies to understand and react to readings of progressively longer lengths from a variety of sources including personal, academic, literary, and professional. Students will also develop the ability to write cohesive, well-organized, grammatically correct paragraphs in a variety of rhetorical patterns about both concrete and abstract topics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

966 • APPLIED GRAMMAR AND EDITING 2.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 36.8 hours  
Advisory: READ 961.  
Prerequisite: Eligibility for ENGL 905

In this course, students will edit non-native language errors in applied grammar, usage and punctuation using writing assignments from other courses. Grammar application includes sentence patterns and boundaries; punctuation; verb tenses; modals; conditionals; passive voice; articles; prepositional, adjectival and adverbial phrases; word order; word forms; word usage; and subject-verb-pronoun agreement. This course is designed for students at the English 905 level and above whose primary language is not English. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

970AR • ACCENT REDUCTION 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Prerequisite: ESL 960LS or a qualifying score on the ESL Placement Test.

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. May be repeated three times. Credit/No Credit Option.

970G • ADVANCED GRAMMAR REVIEW AND EDITING 3.0 units  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
Advisory: CA 010A with a C or better.  
Prerequisite: ESL 960G, ESL 960RW and ESL 960LS, or a qualifying score on the ESL placement test.

Students review English grammar and learn to edit grammatical, mechanical and word usage errors in their writing. This includes intensive review and editing of verb tenses; modals; conditionals; active and passive voice; articles and nouns; prepositional, adjectival and adverbial phrases; word forms; word usage; subject-verb-pronoun agreement; sentence parts; sentence patterns; sentence boundaries; and mechanics. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
The fire service is one of the most dynamic employers in the country. This program is designed to provide the student with updated skills and knowledge necessary to complete and successfully apply for fire service careers.

The curriculum serves as an in-service program as well as a pre-employment program for students seeking employment or advancement in the profession of fire fighting and fire prevention technology.

Learning Outcomes:
Fire Protection Technology A.S Degree:
- To provide the Fire Protection Technology students with the knowledge and skills necessary to effectively carry out the duties of an entry level firefighter.
- To provide the student an opportunity, through an Internship Program, to meet the State Board of Fire Services on job training requirements for certification as a Firefighter I.
- To provide a Statewide uniform Fire Technology Curriculum that meets transfer requirements to the California State University system.

FPT 65-Emergency Medical Technician:
- To provide the knowledge and skills necessary to perform as an EMT at the scene of an incident or emergency.
- To provide the knowledge and skills necessary to become certified as an Emergency Medical Technician.

Environmental Technology Certificate:
- To provide the basic knowledge and skills that will enable the student to seek employment at a technician level.

Environmental Technology Degree:
- To provide a curriculum in Environmental, Health and Safety that will enable a student to meet transfer requirements to the California State University system.

Career Options:
- Firefighter
- Plan Checker
- Inspector
- Manager
- Investigator

Some career options require more than two years of college study. Classes beyond those listed in the Associate Degree program may be required to fulfill some career options or for preparation for transfer to a university program.

Highlights:
- Up-to-date technical information.
- Field trips to a variety of fire service locations.
- Networking with other fire service professionals.
- Courses offered on instructional television with downlinks to local fire stations for interactive viewing.
- Fire Technology Work Experience Internships.

A.S. Degrees:
- Environmental Technology
- Fire Technology

Certificates:
- Environmental Technology
- Emergency Medical Technician - I

Mission College Fire Technology classes that are designed for in-service training and/or certification through the Office of the State Fire Marshal are offered through the South Bay Regional Public Safety Training Consortium (SBRPSTC). For registration and scheduling information for these classes call Mission College Fire Technology at (408) 855-5391 or SBRPSTC at (408) 270-6458.

Environmental Technology - Certificate
The (ET) Certificate is designed to be a one-year program that can either prepare students or upgrade working individuals with technician-level skills. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units
BIOS 055 Anatomy and Physiology ........................................... 2.0
BIOS 025 Environmental Biology ............................................. 3.0
CHEM 030A Fundamentals of Chemistry ...................................... 3.0
ET 040 Fundamentals of Environmental Health and Safety .......... 3.0
ET 041 Waste Stream Generation/Reduction/Treatment ............. 3.0
ET 043 Fundamentals of Toxicology ......................................... 3.0
ET 044 Hazardous Waste Management Applications ................. 4.0
ET 047 Hazardous Materials Management Applications ........... 4.0
ET 050 Safety and Emergency Response ................................... 4.0
ET 051 Principles of Accident Prevention .................................. 3.0
ET 053 Fundamentals of Industrial Hygiene .............................. 3.0
ENGL 059 Technical Writing .................................................. 3.0

Plus one of the following Communications Courses Units
BUS 078 Business Communications ......................................... 3.0
COMM 001 Public Speaking .................................................... 3.0
COMM 008 Interpersonal Communications ............................... 3.0
COMM 010 Persuasive Speaking ............................................... 3.0
COMM 012 Introduction to Intercultural Communications .......... 3.0
MGT 101 Interpersonal Effectiveness ....................................... 3.0

Total Program Certificate Requirements: .................................. 35.0

Other recommended courses: Units
POLIT 001 American Government ............................................. 3.0
BUS 021 Introduction to Business Computing ............................ 3.0
BUS 021L Introduction to Business Computing Laboratory ......... 1.0
BUS 051 Introduction to American Business ............................ 3.0
Environmental Technology - A.S. Degree

Environmental Technology (ET) refers to the knowledge and skills that allows a person to work with hazardous substances in compliance with governmental regulations and at the same time protect human health and the environment.

The ET Associate in Science Degree Program prepares individuals to enter the workforce at the technician level or transfer into a bachelors degree program.

Core Curriculum Courses (Required) Units
BOSC 055 Anatomy and Physiology ........................................ 2.0
BOSC 025 Environmental Biology .......................................... 3.0
CHEM 030A Fundamentals of Chemistry ................................ 3.0
ET 040 Fundamentals of Environmental Health and Safety .... 3.0
ET 041 Waste Stream Generation/Reduction/Treatment .... 3.0
ET 042 Health Effects of Hazardous Materials ..................... 3.0
ET 044 Hazardous Waste Management Applications .......... 4.0
ET 047 Hazardous Materials Management Applications ..... 4.0
ET 050 Safety and Emergency Response ................................ 3.0
ENGL 059 Technical Writing ............................................. 3.0

Plus one of the following Courses:
BUS 078 Business Communications ....................................... 3.0
COMM 001 Public Speaking .............................................. 3.0
COMM 008 Interpersonal Communications ......................... 3.0
COMM 010 Persuasive Speaking ......................................... 3.0
COMM 012 Introduction to Intercultural Communications .... 3.0
MGMT 101 Interpersonal Effectiveness .................................. 3.0

Total Program A.S. Degree Requirements: ..................................... 35.0

Recommended Electives for an A.S. Degree:
BUS 021 Introduction to Business Computing ..................... 3.0
BUS 021L Introduction to Business Computing Laboratory .... 1.0
BUS 051 Introduction to American Business ....................... 3.0
POLIT 001 American Government ........................................ 3.0

Other recommended courses in Fire Safety or Prevention:
FPT 053 Fire Protection Equip. & Systems .......................... 3.0
FPT 054 Building Construction ........................................... 3.0
FPT 055 Fundamentals of Fire Prevention ........................... 3.0
FPT 056 Hazardous Materials ............................................ 3.0

Program requirements:

Firefighter I Certification Educational Requirements:
Mission College provides classes that meet the educational requirements for a Firefighter I certification as defined by the State Fire Marshal. The College also provides a limited number of opportunities to complete the manipulative requirements for the Firefighter I certification through internships.

Educational Requirements for Firefighter I: Units
FPT 051 Fire Protection Organization .................................. 3.0
FPT 061 Introduction to Fire Suppression ............................ 3.0
FPT 052 Fundamentals of Fire Behavior and Control ........... 3.0
FPT 057 Rescue Practice .................................................. 3.0
FPT 060* Wildland Control Technology ................................ 2.5

*May be completed collaboratively while serving in the internship

Internship Requirements:
In addition to the Firefighter I certification requirements listed above, the following classes are required to enter the internship offered by Mission College through the cooperating fire departments.

FPT 065 Emergency Medical Technician - I (EMT) .......... 6.0
FPT 065C Emergency Medical Technician - Clinical Exper. 0.5
FPT 065L Emergency Medical Technician - I Lab .......... 1.5
FPT 065PC Firefighter Physical Agility Training 2.0

Manipulative experience required for completion of the Firefighter I certification program may be completed by any combination of the following that results in 1100 hours of emergency service:
1. Six months as a paid full time firefighter with a recognized fire agency.
2. Completion of a volunteer training program and sufficient hours in emergency response to satisfy the State Fire Marshal’s requirements.
3. Completion of 1100 hours of volunteer firefighting through the Mission College Internship program. Completion of the Educational Requirements for Firefighter I with a C grade or better in each class, qualifies a student to apply for this Internship program. The Internship program requires a commitment of one 24 hour period per week for one full year. As part of a Work Experience program, students in the Internship earn units while enrolled in this program.

FIRE PROTECTION TECHNOLOGY MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

Fire Technology - A.S. Degree

The Fire Technology program is designed to provide educational opportunities to persons who are seeking employment or advancement in public or private fire protection agencies as well as those who are pursuing a four-year degree in Fire Administration or Fire Protection Engineering. The courses will not only prepare the student for an entry level position in both of the areas concerned with safeguarding and preserving human life and property against fire and disaster, but will also increase the student’s potential for advancement.

Core Curriculum Courses (Required) Units
CHEM 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 Protection ............ 3.0
FPT 055 Fire Prevention Technology ................................. 3.0
FPT 056 Hazardous Materials Technology .................... 3.0
MATH 000C Intermediate Algebra ........................................ 4.0

Plus 6 units from the following:
FPT 057 Rescue Practices .............................................. 3.0
FPT 058 Fire Apparatus and Equipment ............................ 2.0
FPT 059 Firefighting Tactics & Strategy ............................ 2.0
PE 004D Fitness: Fire Agility Training .............................. 2.0
FPT 060 Wildland Fire Control Technology ...................... 2.5
FPT 061 Fundamentals of Fire Suppression ....................... 3.0
FPT 065 Emergency Medical Technician I ......................... 6.0
FPT 065C EMT I - Clinical Experience ............................. 0.5
FPT 065L EMT I Lab ...................................................... 1.5
FPT 075 Emergency Response Training ........................... 3.5
FPT 180 Emergency Medical Technician I Recertification .... 2.0
FPT 180A EMT Recertification Part I (MCTV) ................. 1.0
FPT 180B EMT Recertification Part II (MCTV) ................. 1.0

Total Program A.S. Degree Requirements: ..................................... 31.0

Emergency Medical Technician Certification
FPT 65, FPT 65C and FPT 65L meet the educational requirements for certification as an EMT-1 as specified in the regulations of the State of California Emergency Medical Services. Eligibility for this course requires successful completion of CPR for the Professional Rescuer available through the American Red Cross, Healthcare Provider CPR through the American Heart Association or Mission College. Students must show proof of CPR certification in the first two weeks of their EMT class.

ENVIRONMENTAL TECHNOLOGY (ET)

040 • FUNDAMENTALS OF ENVIRONMENTAL HEALTH AND SAFETY
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is designed to give the student a general overview of the environmental hazardous materials technology area. The history of pollution leading to current legislation, environmental effects of pollution, and an overview of the regulatory framework will be presented. Career opportunities in the areas of handling and management of hazardous substances will be discussed. Credit/No Credit Option. Recommended for Credit by Examination.

041 • WASTE STREAM GENERATION/REDUCTION/TREATMENT
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is a study of industrial process and their generation of waste streams in seven selected industries: electroplating, metal finishing and printed circuit board production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture and consumer services. The course will center on various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process, and understanding the material balance concept of inventory. Throughout the course, discussion of applicable regulations will be included, and the importance of waste minimization/treatment concepts will be stressed. Home hazardous waste generation and reduction will also be considered. Credit/No Credit Option. Recommended for Credit by Examination.
FIRE TECHNOLOGY (FPT)

051 • FIRE PROTECTION ORGANIZATION  
Total lecture 54.4 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
A general introduction to the field of fire protection; career opportunities in fire protection and related fields; career potential assessment; history of fire protection; fire loss analysis; specific fire protection functions; and introduction to the chemistry and physics of fire and fire control techniques.

052 • FIRE BEHAVIOR AND COMBUSTION  
Total lecture 54.4 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
Theory and fundamentals of how and why fires start, spread and are controlled; and in-depth study of fire chemistry and physics; fire characteristics of materials; extinguishing agents and fire control techniques.

053 • FIRE PROTECTION EQUIPMENT AND SYSTEMS  
Total lecture 54.4 hours  
Advisory: FPT 052 and MATH 903  
Acceptable for credit: California State University  
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.

054 • BUILDING CONSTRUCTION FOR FIRE PROTECTION  
Total lecture 54.4 hours  
Advisory: FPT 051 and MATH 903  
Acceptable for credit: California State University  
Theory and fundamentals of fire protection; fire protection laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; water requirements for fire protection; public and private fire protection systems; fire protection requirements for buildings, special occupancies and open areas.

055 • FIRE PREVENTION TECHNOLOGY  
Total lecture 54.4 hours  
Advisory: FPT 051 and MATH 903  
Acceptable for credit: California State University  
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 a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention; firefighter’s responsibility in determining the cause of fire. Required for application to the Fire Technology Internship Program.

056 • HAZARDOUS MATERIALS TECHNOLOGY  
Total lecture 54.4 hours  
Advisory: FPT 052 and MATH 903  
Acceptable for credit: California State University  
An in-depth study of materials presenting special problems in fire fighting; laws and standards involved in the storage and handling of hazardous chemicals; the identification of hazardous materials; handling procedures and practices for emergencies involving corrosive water reactive, toxic, explosive and radioactive materials.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Total Lab</th>
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<tbody>
<tr>
<td>057</td>
<td>RESCUE PRACTICES</td>
<td>3.0</td>
<td>36.8 hours</td>
<td>54.4 hours</td>
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<td>Advisory: FPT 051</td>
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<td>Acceptable for credit: California State University</td>
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<td>Technical and manipulative skill training in emergency care procedures, including examining the victim and surroundings; maintaining an open air way; controlling bleeding; orthopedic emergencies; poison emergencies; burns, heat and cold emergencies; multiple casualties and triage; emergency childbirth; performing manual lifts and carries; improvising and providing transportation; fire extinction procedures; various rescue techniques. Safety equipment required.</td>
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<tr>
<td>058</td>
<td>FIRE APPARATUS AND EQUIPMENT</td>
<td>2.0</td>
<td>36.8 hours</td>
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<td>Advisory: FPT 051</td>
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<td>Acceptable for credit: California State University</td>
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<td></td>
<td>Principles of fire apparatus design; specifications and performance capabilities; theory of internal combustion engines; design and construction of fire pumps; relief valve construction and function; fire pump accessories; design and construction of priming devices; power development and transmissions; fire apparatus evolutions; apparatus testing.</td>
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<tr>
<td>059</td>
<td>FIREFIGHTING TACTICS AND STRATEGY</td>
<td>2.0</td>
<td>36.8 hours</td>
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<td>Advisory: FPT 052</td>
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<td>Acceptable for credit: California State University</td>
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<td>Principles of fire control through the utilization of man-power, equipment and extinguishing agents; fire command and control procedures; utilization of information on types of building construction in fire control; prefire planning; and organized approach to decision making on the fire ground. Fire simulation problems.</td>
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<td>060</td>
<td>WILDLAND FIRE CONTROL TECHNOLOGY</td>
<td>2.5</td>
<td>27.2 hours</td>
<td>54.4 hours</td>
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<td>Total lecture: 27.2 hours; Total lab: 54.4 hours</td>
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<td>Acceptable for credit: California State University</td>
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<td>Organization for wildland fire protection; fire problem in California; fire prevention problems; pre-suppression planning; suppression organization including detection, equipment and manpower; wildland fire behavior; weather; topography; extinguishing methods; wildland fire tactics; fire safety. May be repeated three times.</td>
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<tr>
<td>061</td>
<td>FUNDAMENTALS OF FIRE SUPPRESSION</td>
<td>3.0</td>
<td>27.2 hours</td>
<td>81.6 hours</td>
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<td>Corequisite: PE 004D</td>
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<td>Acceptable for credit: California State University</td>
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<td>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 hitches; 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.</td>
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<tr>
<td>065</td>
<td>EMERGENCY MEDICAL TECHNICIAN I</td>
<td>6.0</td>
<td>108.8 hours</td>
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<td>Total lecture: 108.8 hours; Total lab:</td>
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<td>Advisory: AH 011</td>
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<td>Corequisite: FPT 065L</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course is designed to prepare personnel in the Fire/Safety/Ambulance and related fields to render pre-hospital basic life support for the ill or injured at the scene of an emergency and during transport. 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, the Emergency Medical Services Office of the County of Santa Clara, and the Office of the State Fire Marshal. Students must successfully complete concurrently both FPT 65, FPT 65C and FPT 65L to be eligible for certification. May be repeated three times.</td>
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<tr>
<td>065C</td>
<td>EMT I CLINICAL EXPERIENCE</td>
<td>0.5</td>
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<td>Total lecture: 27.2 hours; Total lab:</td>
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<td>Advisory: Concurrent enrollment in or completion of FPT 065 and 065L or 180</td>
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<td>Prequisite: American Heart Association CPR for the Healthcare Provider</td>
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<td>This course is designed to provide the student with practical experiences at clinical sites within the community. This experience meets the certification requirements for Emergency Medical Technician I (EMT-I) as specified in Title 22. Applying the skills and knowledge learned in FPT 65 and FPT 65L or FPT 180, students experience “hands-on” contact with a minimum of three (3) patients while using EMT-I skills. Students may retake this course to gain an expanded educational experience. When caring for an increased number of patients the likelihood of using more equipment and performing more procedures exists. Also skills are improved with supervised repetition. Students enrolled in this class MUST attend an orientation and scheduling meeting. May be repeated three times.</td>
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<tr>
<td>065L</td>
<td>EMERGENCY MEDICAL TECHNICIAN I LAB</td>
<td>1.5</td>
<td>81.6 hours</td>
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<td>Total lab: 81.6 hours</td>
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<td>Advisory: MATH 903</td>
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<td>Corequisite: FPT 065</td>
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<td>Acceptable for credit: California State University</td>
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<td>A course designed to prepare pre-hospital emergency medical personnel to render basic life support skills including primary and secondary survey, airway management, control of bleeding, traction splinting, non-traction splinting, cervical immobilization, helmet removal, spinal immobilization, extrication, assisting with advanced life support procedures, ambulance equipment and procedures, emergency childbirth, adult, child and infant cardiopulmonary resuscitation. Students must successfully complete concurrently both FPT 65, FPT 65C and FPT 65L to be eligible for certification. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>073</td>
<td>FIRE GROUND HYDRAULICS</td>
<td>2.0</td>
<td>36.8 hours</td>
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<td></td>
<td>Total lecture: 36.8 hours</td>
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<td></td>
<td>Prerequisite: Firefighter 1 Certification requirements or equivalent.</td>
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<td>Acceptable for credit: California State University</td>
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<td>Principles of hydraulics; hydraulic measurements; engine and hose appliance calculations; calculate discharge and velocity of flow; determine engine and nozzle pressures in field situations. Credit/No Credit Option.</td>
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<tr>
<td>075</td>
<td>EMERGENCY RESPONSE TEAM TRAINING</td>
<td>3.0</td>
<td>54.4 hours</td>
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<td></td>
<td>Total lecture: 54.4 hours</td>
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<td>Acceptable for credit: California State University</td>
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<td>A course designed to meet Federal, State and Local laws and regulations that require industry personnel to be trained to respond to incident on-site incidences involving hazardous production materials. The students in this course will be trained in the Incident Command System, Fire Behavior and Control, Personal Protective Equipment and Hazardous Materials identification, response and control.</td>
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<tr>
<td>180</td>
<td>EMT I RECERTIFICATION</td>
<td>2.0</td>
<td>36.8 hours</td>
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<td></td>
<td>Total lecture: 36.8 hours</td>
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<td></td>
<td>Prerequisite: Current EMT certification; instructor will determine eligibility.</td>
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<td>Acceptable for credit: California State University</td>
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<td>For California State University, Los Angeles, maximum credit allowed is 2 semester units. This course will meet or exceed all of the educational requirements for recertification as an EMT I as specified by the State of California Emergency Medical Services authority and the Office of the State Fire Marshal and County of Santa Clara Emergency Medical Services Offices. This course will provide the student with the skills and knowledge needed to maintain proficiency in prehospital basic life-support stabilization of the ill or injured in the field, and for transport, as well as current medical update. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>180A</td>
<td>EMT I RECERTIFICATION- PART I (MCTV)</td>
<td>1.0</td>
<td>20.8 hours</td>
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<td>Total lecture: 20.8 hours</td>
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<td>Advisory: Current EMT certification; instructor will determine eligibility.</td>
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<td>Acceptable for credit: California State University</td>
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<td>This is the first of a 2 course series that meets all of the requirements for recertification as an EMT I as specified by the State of California Emergency Medical Services Authority and the Emergency Medical Services Agency of Santa Clara County. This course will review and update the knowledge and skills required for passing the Midterm Skills Examination for EMT-Basic Recertification. May be repeated three times. Credit/No Credit Option.</td>
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<tr>
<td>180B</td>
<td>EMT I RECERTIFICATION- PART II (MCTV)</td>
<td>1.0</td>
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<td>Advisory: FPT 180A and MATH 903</td>
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<td>Acceptable for credit: California State University</td>
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<td>This course is the second of a 2 course series that meets all of the requirements for recertification as an EMT I as specified by the State of California Emergency Medical Services Authority and the Emergency Medical Services Agency of Santa Clara County. This course will review and update the knowledge and skills required for passing the final skills and written examination for EMT-Basic Recertification. May be repeated three times. Credit/No Credit Option.</td>
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FOREIGN LANGUAGES

- Chinese
- Italian
- Portuguese
- Spanish
- French
- Japanese
- Russian
- Vietnamese

DIVISION: Cultural and Technical Arts
DEPARTMENT: Foreign Languages
CHAIR: Steve Hirose
PHONE: 408-855-5279
COUNSELING: 408-855-5030

Mission College offers courses in Chinese, French, Italian, Japanese, Portuguese, Spanish and Vietnamese. Emphasis is placed on practical application of the language for effective communication.

Learning Outcomes:
Within the context of the vocabulary and structures presented in each course, students will be able to:

- Comprehend written and spoken language;
- Speak with reasonable accuracy and pronunciation;
- Express themselves in writing as appropriate for the level studied;
- They will also expand their global awareness and increase their understanding of different cultures and customs around the world.

Career Options:
- Airlines/Travel
- Import & Export
- Tourism
- Social Service
- Bilingual Education
- Consular/Junior Foreign Service

Some career options require more than two years of college study.

Highlights:
- Courses in Chinese, French, German, Italian, Japanese, Portuguese, Spanish, and Vietnamese.
- Fully equipped modern language laboratory.
- Superbly trained faculty and dedicated staff.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
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<tr>
<td>CHIN 050A</td>
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<tr>
<td>CHIN 050B</td>
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<tr>
<td>FRNCH 001</td>
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<td>FRNCH 001L</td>
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<td>FRNCH 002</td>
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<td>VIET 050B</td>
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D= DAY CLASSES; E= EVENING CLASSES

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

CHINESE — CHIN

050A • BASIC CONVERSATIONAL CHINESE (MANDARIN) AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
The student will learn a basic conversational approach to standard Chinese (Mandarin). This course emphasizes conversation and vocabulary-building. A variety of classroom activities will permit the student to use the language actively while studying it. Cultural topics will center on everyday life in Chinese-speaking countries today (food, customs and traditions, the family, etc.). A variety of audio-visual materials will be used in the presentation of the course. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL CHINESE (MANDARIN) AND CULTURE 3.0 units
Total lecture 54.4 hours
Advisory: CHIN 050A
Acceptable for credit: California State University
This course is a continuation of Chinese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. They will add to the knowledge and understanding of customs and traditions in Chinese-speaking cultures. A variety of audio-visual materials will be used in the presentation of the course. Credit/No Credit Option.

FRENCH — FRNCH

001 • FIRST SEMESTER FRENCH (ELEMENTARY LEVEL) 5.0 units
(Formerly known as FRNCH 001A)
Total lecture 89.6 hours
Corequisite: FRNCH 001L
Acceptable for credit: University of California, California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the cultures of French-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 FRNCH 001, and is designed to further enhance class material. FRNCH001L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated one time for credit. Credit/No Credit Option.

001L • FRENCH LABORATORY 0.5 unit
(Formerly known as FRNCH 011A)
Total lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the cultures of French-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 FRNCH 001, and is designed to further enhance class material. FRNCH001L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated one time for credit. Credit/No Credit Option.

002 • SECOND SEMESTER FRENCH (ELEMENTARY LEVEL)5.0 units
(Formerly known as FRNCH 001B)
Total lecture 89.6 hours
Prerequisite: FRNCH 001 or its equivalent (2 years of high school French)
Corequisite: FRNCH 002L
Acceptable for credit: University of California, California State University
This course is a continuation of French 001. The student will acquire the basic skills for communication in French: listening, speaking, reading, and writing. The student will be exposed to a general overview of Francophone civilization and culture. Credit/No Credit Option.
002L • FRENCH LABORATORY 0.5 unit
(Formerly known as FRNCH 011B)
Total lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the cultures of French-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 FRNCH 002, and is designed to further enhance class material. FRNCH 002L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated one time for credit. Credit/No Credit Option.

003 • THIRD SEMESTER FRENCH (INTERMEDIATE LEVEL) 5.0 units
(Formerly known as FRNCH 002A)
Total lecture 89.6 hours
Prerequisite: FRNCH 002 or its equivalent
Acceptable for credit: University of California, California State University
French 003 is a continuation of French 002. The student will continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Credit/No Credit Option.

004 • FOURTH SEMESTER FRENCH (INTERMEDIATE LEVEL) 5.0 units
(Formerly known as FRNCH 002B)
Total lecture 89.6 hours
Prerequisite: FRNCH 003 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 004 is a continuation of FRNCH 003. The student will continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. Credit/No Credit Option.

005 • FIFTH SEMESTER FRENCH (ADVANCED LEVEL) 5.0 units
(Formerly known as FRNCH 003A)
Total lecture 89.6 hours
Prerequisite: FRNCH 004 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 005 is a continuation of FRNCH 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

006 • SIXTH SEMESTER FRENCH (ADVANCED LEVEL) 5.0 units
(Formerly known as FRNCH 003B)
Total lecture 89.6 hours
Prerequisite: FRNCH 005 or its equivalent
Acceptable for credit: University of California, California State University
FRNCH 006 is a continuation of FRNCH 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Francophone Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

042 • FRENCH CULTURAL EXPERIENCE 3.0 units
Total lecture 36.8 hours
Acceptable for credit: California State University
French 42 is a two-part course consisting of preparation for and including a study tour of France. In the orientation part of the course, students learn the fundamentals of French pronunciation and receive an introduction to the French language, geography, and culture. Students will research contemporary customs and the locations to be visited. On-location instruction will include lectures on French history and art and French language practice. Credit/No Credit Option.

050A • BEGINNING CONVERSATIONAL FRENCH AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language. Emphasis is on conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Credit/No Credit Option.
**MISSION COLLEGE 2004-2005**

**FOREIGN LANGUAGES**

**BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053**

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**050B • BEGINNING CONVERSATIONAL ITALIAN AND CULTURE**

3.0 units

**Total lecture 54.4 hours**

**Advisory:** ITAL 050A

Acceptable for credit: California State University

This course is a continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation and culture in a variety of audio-visual materials and simulated situations. Credit/No Credit Option.

**051A • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE**

3.0 units

**Total lecture 54.4 hours**

**Advisory:** ITAL 051A

Acceptable for credit: California State University

Students will enhance their ability to express themselves orally in Italian. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Italian while furthering their knowledge of the customs and culture of Italy. Credit/No Credit Option.

**051B • INTERMEDIATE CONVERSATIONAL ITALIAN AND CULTURE**

3.0 units

**Total lecture 54.4 hours**

**Advisory:** ITAL 051B

Acceptable for credit: California State University

This course is a continuation of Italian 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Italian grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

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**JAPANESE — JPNS**

**001A • JAPANESE 1**

Formerly known as JPNS 001A

5.0 units

**Total lecture 89.6 hours**

Prerequisite: University of California, California State University

The student will learn the fundamentals of Japanese grammar, pronunciation, and two written syllabary systems, Hiragana and Katakana, and be able to converse on a limited scale on topics of everyday importance. He/she will be able to understand spoken and written (primarily Romanized) Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to the basics of Japanese culture. Credit/No Credit Option.

**002 • SECOND SEMESTER JAPANESE (ELEMENTARY LEVEL)**

Formerly known as JPNS 001B

5.0 units

**Total lecture 89.6 hours**

Prerequisite: JPNS 001A or its equivalent (2 years of high school Japanese)

Acceptable for credit: University of California, California State University

Japanese 002 is a continuation of Japanese 001. The student will acquire the basic skills for communication in Japanese: listening, speaking, reading, and writing. Student will be exposed to a general overview of Japanese civilization and culture. Credit/No Credit Option.

**011A • JAPANESE LAB**

0.5 unit

**Total lab 27.2 hours**

Acceptable for credit: California State University

This course is a continuation of Japanese 11A, although Japanese 11A is not a prerequisite. The student will expand his/her knowledge of the culture or language of Japan through further use of slides, filmstrips, audio and video tapes, films, books, and current publications. Tapes and programs providing Japanese language and pronunciation drills are also available. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 1B. Like Japanese 11A, it may be taken independently by students not studying Japanese who are interested in travel or expanding their knowledge of the culture and customs of Japan. Credit/No Credit Option. May be repeated one time for credit.

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**PORTUGUESE — PORTG**

**049A • PORTUGUESE FOR THE PORTUGUESE-SPEAKING**

3.0 units

**Total lecture 54.4 hours**

Advisory: Native-level speaking ability in Portuguese

Acceptable for credit: University of California, California State University

This course is designed for those whose first language is Portuguese. Emphasis is on a comparison between Azorean, Peninsular and Brazilian Portuguese. Included will be a study of the accomplishments of the Portuguese in the United States, some translation from Portuguese to English and reading in Portuguese and Brazilian literature. Credit/No Credit Option.

**049B • PORTUGUESE FOR THE PORTUGUESE-SPEAKING**

3.0 units

**Total lecture 54.4 hours**

Advisory: PORTG 049A

Acceptable for credit: University of California, California State University

A continuation of PORTG 49A. This course is designed for those whose first language is Portuguese. Emphasis is on more comparison between Azorean, Peninsular, and Brazilian Portuguese. Included will be additional study of the accomplishments of the Portuguese in the United States, some translations from Portuguese to English, and readings in Portuguese and Brazilian literature. Credit/No Credit Option.

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85
050A • BASIC CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is a continuation of Portuguese 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Credit/No Credit Option.

050B • BASIC CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Advisory: PORTG 050A
Acceptable for credit: California State University
This course is a continuation of Portuguese 50A. Students will increase their vocabulary and knowledge of basic structures while emphasizing conversation. The culture of Portugal and Brazil will be presented through newspaper and magazine articles as well as a variety of audio-visual materials. Credit/No Credit Option.

051A • INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Advisory: PORTG 051A
Acceptable for credit: California State University
This course is a continuation of PORTG 51A. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include instruction in various aspects of Portuguese and Brazilian traditions and culture. Credit/No Credit Option.

051B • INTERMEDIATE CONVERSATIONAL PORTUGUESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Advisory: PORTG 051B
Acceptable for credit: California State University
This course is a continuation of PORTG 51A. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include instruction in various aspects of Portuguese and Brazilian traditions and culture. Credit/No Credit Option.

RUSSIAN — RUSS

050A • BEGINNING CONVERSATIONAL RUSSIAN AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Russian. This course emphasizes conversation while allowing students to increase their vocabularies and knowledge of basic structures. The course will include expanded instruction in various aspects of Russian and Brazilian traditions and culture. Credit/No Credit Option.

SPANISH — SPAN

001 • FIRST SEMESTER SPANISH (BEGINNING LEVEL) 5.0 units
(Formerly known as SPAN 011A)
Total lecture 89.6 hours
Corequisite: SPAN 001L
Acceptable for credit: University of California, California State University
The student will acquire the basic skills for communication in Spanish: listening, speaking, reading, and writing. The student will be exposed to a general overview of Hispanic civilization and culture. Credit/No Credit Option.

001L • FIRST SEMESTER SPANISH LABORATORY 0.5 unit
(Formerly known as SPAN 011A)
Total lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review 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 Spanish 001, and is designed to further enhance class material. Spanish 001L may also be taken independently by students who are not enrolled in a foreign language course. Credit/No Credit Option. May be repeated one time for credit.

002 • SECOND SEMESTER SPANISH (ELEMENTARY LEVEL) 5.0 units
(Formerly known as SPAN 001B)
Total lecture 89.6 hours
Prerequisite: SPAN 001 or its equivalent (2 years of high school Spanish)
Corequisite: SPAN 002L
Acceptable for credit: University of California, California State University
Students will enhance their ability to express themselves orally in Spanish. This course is a continuation of Spanish 001. Students will acquire the basic skills for communication in Spanish: listening, speaking, reading, and writing. Students will be exposed to a general overview of Hispanic civilization and culture. Credit/No Credit Option.

002L • SECOND SEMESTER SPANISH LABORATORY 0.5 unit
(Formerly known as SPAN 001B)
Total lab 27.2 hours
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review 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 Spanish 002, and is designed to further enhance class material. Spanish 002L may also be taken independently by students who are not enrolled in a foreign language course. Credit/No Credit Option. It may be repeated three times for credit.

003 • THIRD SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
(Formerly known as SPAN 002A)
Total lecture 89.6 hours
Prerequisite: SPAN 002 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 003 is a continuation of SPAN 002. Students will continue to develop proficiency in Spanish language skills through a review of grammar, vocabulary-building exercises, culturally authentic dialogues, readings, and multi-media studies in Hispanic civilization, traditions, customs, and values. Credit/No Credit Option.

004 • FOURTH SEMESTER SPANISH (INTERMEDIATE LEVEL) 5.0 units
(Formerly known as SPAN 002B)
Total lecture 89.6 hours
Prerequisite: SPAN 003 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 004 is a continuation of SPAN 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. Credit/No Credit Option.

005 • FIFTH SEMESTER SPANISH (ADVANCED LEVEL) 5.0 units
(Formerly known as SPAN 003A)
Total lecture 89.6 hours
Prerequisite: SPAN 004 or its equivalent
Acceptable for credit: University of California, California State University
SPAN 005 is a continuation of Spanish 004. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.
### MISSION COLLEGE 2004-2005

**FOREIGN LANGUAGES**

**CREDIT/NO CREDIT OPTION.**

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**004 • SIXTH SEMESTER SPANISH (ADVANCED LEVEL) 5.0 units**

(Formerly known as SPAN 003B)

Total lecture 89.6 hours

Prerequisite: SPAN 003A or its equivalent

Acceptable for credit: University of California, California State University

Spanish 006 is a continuation of Spanish 005. This course undertakes a thorough review of grammar for the further development of written and oral proficiency. Hispanic Civilization will be studied through selected social and cultural topics. Credit/No Credit Option.

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**050A • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 units**

Total lecture 54.4 hours

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. Credit/No Credit Option.

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**051A • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units**

Total lecture 54.4 hours

Advisory: SPAN 050A

Acceptable for credit: California State University

Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Credit/No Credit Option.

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**052A • BASIC MEDICAL SPANISH 3.0 units**

Total lecture 54.4 hours

Acceptable for credit: California State University

This course provides students with instruction in Spanish language medical terminology which may be needed by hospital, police, and/or fire personnel. It is 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 classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life today in Spanish-speaking countries (food, customs and traditions, the family, etc.). A variety of audio-visual aids will be used in the presentation of this course. Credit/No Credit Option.

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**050B • BASIC CONVERSATIONAL SPANISH AND CULTURE 3.0 units**

Total lecture 54.4 hours

Advisory: SPAN 050B

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 classroom activities will permit the student to actively use the language while studying it. Cultural topics will center on everyday life today in Spanish-speaking countries. Credit/No Credit Option.

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**051B • INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE 3.0 units**

Total lecture 54.4 hours

Advisory: SPAN 051A

Acceptable for credit: California State University

This course is a continuation of Spanish 51A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spain and Latin America. Credit/No Credit Option.

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**058A • IMMERSION SPANISH 3.0 units**

Acceptable for credit: California State University

Spanish 58A is designed to give students the opportunity to be in a Spanish-speaking environment for a prolonged period of time, (i.e. Friday pm through Sunday pm) at an off-campus site that has appropriate facilities. Students are required to speak only Spanish during this extended period. Students pay Mission College tuition and fees as well as an additional fee to cover food, lodging, and other related expenses. There will be a mandatory Saturday or weekday-evening meeting early in the semester, before the Immersion weekend and another mandatory Saturday or weekday-evening meeting following the Immersion weekend. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the immersion weekend and complete an assignment to be handed in at the post-weekend meeting. Credit/No Credit Option.

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**001 • FIRST SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units**

(Formerly known as VIET 001A)

Total lecture 89.6 hours

Corequisite: VIET 001L

Acceptable for credit: University of California, California State University

This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides an excellent supplement to Vietnamese 001. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Credit/No Credit Option.

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**002 • SECOND SEMESTER VIETNAMESE (ELEMENTARY LEVEL) 5.0 units**

Total lecture 89.6 hours

Prerequisite: VIET 001A, or VIET 050A and VIET 050B, or its equivalent (2 years of high school Vietnamese)

Corequisite: VIET 002L

Acceptable for credit: California State University

This course is a continuation of Vietnamese 001. Students will continue the acquisition of the basic skills for communication in Vietnamese: listening, speaking, reading and writing. Students will be personally involved in a variety of activities both in and out-of-class which encourage them to use the language creatively in meaningful situations. Students will further their knowledge of Vietnamese civilization and culture: geography, history, society, and the fine arts. Credit/No Credit Option.

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**002L • VIETNAMESE LABORATORY 0.5 unit**

Total lab 27.2 hours

Acceptable for credit: California State University

This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of Vietnam through a variety of media. The student will review the customs and culture of Vietnam through audio and video tapes, selected reading materials, and computer assisted programs. Students may also use the Vietnamese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides a supplement to Vietnamese 002. It may be taken independently, however, by students not enrolled in a foreign language course as most cultural materials have texts in both English and Vietnamese. Credit/No Credit Option.

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**049A • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS 3.0 units**

Total lecture 54.4 hours

Advisory: Native-level speaking ability in Vietnamese

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 will also include the accomplishments of the Vietnamese both in Vietnam and in the U.S. This course will be taught primarily in Vietnamese. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

DIVISION: Social Sciences
DEPARTMENT: Geography
CHAIR: Gail Greenwood
PHONE: 408-855-5272
COUNSELING: 408-855-5030

GEOGRAPHY — GEOG

The study of Geography investigates the spatial variation in natural and human phenomena such as climate, landforms, vegetation, cultural diversity, and resource utilization. Geographers use this understanding to explain the character of regions; to ascertain the ways in which humans, historical and contemporary, have utilized and shaped the earth's surface; and to predict future patterns and interactions between humans and the natural environment. The Mission program is particularly concerned with (a) the Pacific Rim; (b) the non-industrial world and (c) the physical and cultural diversity of California, and their mutual interactions in an era of increasing mental limitations.

Career Options:
• Environmental Consultant
• Educator (elementary through university)
• Cartographer
• Urban and Rural Planning
• Natural Resources Management (park/forest ranger)
• Travel Industry Agent/Consultant
• Real Estate (forecasting and consulting)
• International Development
• Industrial Development Specialist
• Marketing Area Analyst
• Environmental Research Specialist
• Intelligence Analyst
• Climatologist
• Demographer
• G.I.S. Analyst

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill some career options.

Highlights:
• Lower division course offerings.
• Field trips.
• Courses fulfill CSU multicultural requirement.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tr>
<td>GEOG 001</td>
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<tr>
<td>GEOG 002</td>
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</table>

GEOGRAPHY (GEOG)

001 • INTRODUCTION TO PHYSICAL GEOGRAPHY 3.0 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where 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 and their practical application are also considered. Credit/No Credit Option.

002 • INTRODUCTION TO CULTURAL GEOGRAPHY 3.0 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
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
Global Studies is an interdisciplinary approach to increasing knowledge and understanding of modern global society and events. An understanding of the world's social, political, economic and natural systems, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as global citizens.

Learning Outcomes:
- Comprehend that all earth's people face the same global challenges despite the different traditions, values and practices they may have.
- Acknowledge the fact that different groups have different perspectives on the same issues and occurrences.
- Realize that the environmental well-being of the world demands personal and collective responsibility at both the local and global level.
- Have a firm grasp of core civic values which generate socially responsible behavior at both the local and global level.
- Understand the interconnectedness of global decisions and events.
- Understand the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems.

Highlights:
- Study abroad, international internships and service learning opportunities
- Faculty with international living experience and an interdisciplinary approach to learning and teaching
- Innovative courses
- Core courses fulfill general education requirements and are CSU and UC transferable.

A.A. Degree:
- Global Studies

Certificate:
- Global Studies

Schedule Matrix:
- COURSE FALL SPRING SUMMER WEEKEND
- GLOBL 1 D,E E
- GLOBL 2 D,E D

Academic Preparation and Career Options:
Global Studies is designed to help students comprehend diverse global perspectives and values so that they will be better prepared to deal with the problems and issues facing the human race. Although it is a fairly new concentration of study, more and more colleges and universities are establishing departments and making global literacy a mandatory requirement for an undergraduate degree. Being globally literate and competent allows students flexibility in deciding career opportunities in many areas, some of which include:

- Administration
- Design
- Education
- Diplomacy
- International News
- Foreign Service
- Global Technologies
- Human Rights
- International Business
- Negotiations
- International Law
- Public Policy
- Social Services
- Theater
- Trade
- World Health

Some career options require more than two years of college study.

Global Studies and Academic Requirements:
- Core Curriculum Courses (Required)
- GLOBL/SOC SC 001 Global Perspectives ........................................... 3.0
- GLOBL/SOC SC 002 Global Issues ...................................................... 3.0
- English Language ........................................................................... 5.0 - 6.0
- BUS 010 Global Business ................................................................. 3.0
- GLOBL 1/SOC SC 1 Global Perspectives ........................................... 3.0
- ANTHR 003 Cultural Anthropology ................................................. 3.0
- PHIL 004 Patterns in Comparative Religions .................................... 3.0
- MGMT 116 Global Management ...................................................... 3.0
- HUMAN 001AB Human Values in and from the Arts ...................... 3.0
- HUMAN 016A Hispanic Roots and Culture ...................................... 3.0
- HUMAN 018 African-American Culture & Humanities ................... 3.0
- MGMT 116 General Management ..................................................... 3.0
- MGT 060 International Marketing ..................................................... 3.0
- MGT 062 Global Exporting and Importing ........................................ 3.0
- MGT 066 Global Finance Strategies .................................................. 3.0
- MGT 068 Global Distributors and Agents .......................................... 3.0
- MGT 070 Global Marketing Research ................................................ 3.0
- MGT 072 Marketing Ethics ................................................................. 3.0
- MGT 074 Global Purchasing .............................................................. 3.0
- MKT 082 Global Advertising ............................................................. 3.0
- MKT 088 How to Sell Your Products and Services in Mexico ............ 3.0
- PHIL 003 Introduction to Problems in Ethics .................................... 3.0
- PHIL 004 Patterns in Comparative Religions .................................... 3.0
- PHIL 005 Intro. to Political and Social Philosophy ............................ 3.0
- PHIL 008 Intro. to Asian Philosophy .................................................. 3.0
- POLIT 002 Comparative Government .............................................. 3.0
- POLIT 003 International Relations .................................................... 3.0
- SOC 046 Marriage Customs and Sexual Behavior: A Global Perspective 3.0
- WRKEX301-304 Occupational Cooperative Work Experience .......... 3.0
- WRKEX301G-303G General Work Experience Education ............... 3.0
- Total Program Certificate Requirements ........................................ 29.0 - 30.0
### Global Studies - A.A. Degree

The Global Studies Program will provide the student with a knowledge of critical issues which affect their lives and community, as well as the affairs of other cultures and countries. An understanding of the world's social and natural systems, coupled with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society and for making intelligent decisions as a global citizen. Note: Most of the courses in the program also satisfy General Education requirements.

#### Core Curriculum Courses (Required)

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<td>GLOBL/SOC SC 002</td>
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<td>Global Exporting and Importing</td>
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<td>MKT 066</td>
<td>Global Finance Strategies</td>
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<td>Global Distributors and Agents</td>
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<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
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<td>PHIL 004</td>
<td>Intro. to Patterns in Comparative Religions</td>
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<tr>
<td>PHIL 005</td>
<td>Intro. to Political and Social Philosophy</td>
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<td>PHIL 009</td>
<td>Intro. to Asian Philosophy</td>
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<td>POLIT 002</td>
<td>Comparative Government</td>
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<td>SOC 046</td>
<td>Marriage Customs and Sexual Behavior</td>
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<td>Occupational Cooperative Work Exp. Education</td>
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<tr>
<td>WRKEX 301G-303G</td>
<td>General Work Experience Education</td>
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</table>

Total Program A.A. Degree Requirements: 35.0 - 36.0
The Graphic Arts industry is one of the most exciting and challenging industries in the world today. Due to technological changes that occur in the industry daily, Graphic Arts has a fast growing job market. Mission College offers the only Graphic Arts curriculum in the South Bay Area that includes all aspects of the industry from an introduction to the field to the completion of a printed project. We offer classes in the latest software programs used to design and produce one color to full color work. Our curriculum includes a digital pre-press component using the latest version of industry accepted software. Mission College's Graphic Arts Technology courses are transferrable to 4-year colleges such as Cal Poly in San Luis Obispo. Additionally, faculty actively assist students to find part time work while in the program and full time employment upon graduation. The program offers students career opportunities in a high energy fields that is driven by creative challenges, fascinating technology and a desire to do quality work.

Career Options:
Entry levels salaries range from $25,000 to $35,000 per year.
• Production Artist
• Desktop Publishing
• Pre-press Technician
• Press Operator
• Publication Specialist

Some career options require more than two years of college study.

A.S. Degree:
• Graphic Arts

Certificate:
• Graphic Arts

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
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<td>GRART 062</td>
<td>X</td>
<td>X</td>
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<tr>
<td>GRART 063</td>
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<td>GRART 064</td>
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<td>GRART 066</td>
<td>X</td>
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<tr>
<td>GRART 067</td>
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<tr>
<td>GRART 075</td>
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</tbody>
</table>

Graphic Arts - A.S. Degree

The increasing demand for the dissemination of information and communication promises to keep the graphic arts field expanding with a wealth of job, career, and creative opportunities. Opportunities range from electronic page makeup, illustration, design, photography, image manipulation, off press proofing, presswork, and bindery. Continual advances in technology contribute to new and unexplored avenues for the creative arts. Because of the rising call for skilled graphics persons and because of the very few training opportunities available, Mission College has created a graphics program in order to meet the varying needs of this industry.

The Graphic Arts Program includes an internship program that is available to advanced level students. This program allows students to work within the industry while attending classes, earn an hourly wage, and gain valuable on-the-job experience.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>Introduction to Graphic Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Production Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Photoshop: Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066</td>
<td>Desktop Color</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 067</td>
<td>Advanced Production Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>Advanced Photoshop: Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 069</td>
<td>Advanced Desktop Publishing: In Design</td>
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</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>Introduction to Graphic Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Desktop Publishing: In Design</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 24.0 units

Graphic Arts - Certificate

The Certificate Program in Printing Technology is a practical experiential training program in graphic design and production processes that go from concept to final printed product. Core courses covering production, design and preparation for work in technical areas are supplemented by a variety of electives. Only courses completed with a grade of "C" or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>Introduction to Graphic Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Introduction to Desktop Publishing: In Design</td>
<td>3.0</td>
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</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 063</td>
<td>Introduction to Desktop Publishing: In Design</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 24.0 units

GRAPHC ARTS (GRART)

050 • INTRODUCTION TO GRAPHICS ARTS TECHNOLOGY

Total lecture 54.4 hours
Acceptable for credit: California State University

A course designed to acquaint the student with the various occupations and phases of Graphic Communications including basic information for making career and education choices. Students will become familiar with historical, current and potential developments in graphic arts technology, including desktop publishing, with an emphasis on the steps related to producing printed copy. Credit/No Credit Option.

062 • PRODUCTION ILLUSTRATION

Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 020A and GRART 050
Acceptable for credit: California State University

This course introduces students to computer illustration. Students will learn to use the program's tool box and commands to create drawings in black and white and in color. They will learn to apply trapping to a multi-colored illustration, and they will become familiar with a number of output and color printing devices used in industry. May be repeated one time. Credit/No Credit Option.

063 • INTRODUCTION TO DESKTOP PUBLISHING

Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 020A and GRART 050
Acceptable for credit: California State University

Introductory course using computers to provide an overview and hands-on training in commonly used desktop publishing software and equipment. The course focuses on the development of basic desktop publishing techniques (including elementary design) and incorporating them into the student’s work. Students will learn basic composition and typography using the computer. They will be introduced to the history of typesetting including the development of desktop publishing. No printing or design background required. May be repeated one time. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

064 • PHOTOSHOP DIGITAL IMAGING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: CA 020A and GRART 050
Acceptable for credit: California State University

This course introduces students to digital photography using Adobe Photoshop. Students will learn to scan photos and manipulate them using the Photoshop tool box and special effects filters. They will learn to color correct photos; mask images using channels; create duotone, tritone, and quaditone images; prepare photos for color separation for use in a printshop environment. May be repeated one time. Credit/No Credit Option.

065 • DESKTOP COLOR - SEPARATIONS AND PROOFING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GRART 063
Prerequisite: GRART 064
Acceptable for credit: California State University

In this course the student will learn how to create color documents using Pantone ® colors, separate colors on the computer, and proof them using in-house color proofing methods and materials. Process color photography and its use in industry will be discussed. Students may use a combination of photo re-touching, page-layout, and illustration software. May be repeated one time. Credit/No Credit Option.

066 • ADVANCED PRODUCTION ILLUSTRATION 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GRART 062 and MATH 903
Acceptable for credit: California State University

This course reviews illustration software currently used in industry and gives students an opportunity to learn more about the advanced features and techniques used by professional illustrators. This course is designed for students who have already completed an introductory course in using vector based software. May be repeated one time. Credit/No Credit Option.

067 • ADVANCED DESKTOP PUBLISHING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GRART 062 and GRART 064
Prerequisite: GRART 063
Acceptable for credit: California State University

This is an advanced course using page layout software on computers. This course will provide an in-depth study of PageMaker and Quark Express' more sophisticated features for students who have successfully completed the beginning Desktop Publishing course. Advanced Desktop Publishing will focus on the use of style sheets, creating templates, kerning type, and how to save time using the master pages on large multiple-page documents. Students will expand on their composition and typography skills using the computer. May be repeated one time. Credit/No Credit Option.

068 • ADVANCED DIGITAL IMAGING: PHOTOSHOP 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GRART 064
Acceptable for credit: California State University

This is an advanced level course using Adobe Photoshop software. Using the tools, channels, masking, and image editing features of Photoshop, students will create and manipulate full-color digital images for color separation output for 4-color reproduction. May be repeated one time. Credit/No Credit Option.

070 • WEB PRODUCTION & PDF PUBLISHING 3.0 units
(Formerly GRART 099C)
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: GRART 063
Advisory: GDES 045
Acceptable for credit: California State University

This is an advanced level course that focuses on web production, PDF publishing and preflighting files for print publication. Students will learn how to problem solve a variety of issues: using type, using color, selecting the appropriate file format, distilling files, publishing across platforms, preparing files for a variety of electronic and print venues. May be repeated one time. Credit/No Credit Option.
This award winning Graphic Multimedia Design program is designed to provide the training for entry level design positions in corporate design and marketing communication departments or advertising agencies, and design offices specializing in corporate identity work, packaging or tradeshow exhibit design. The course work of the Graphic Multimedia Design department at Mission College combines traditional art and computer generated design techniques with a strong emphasis on creative, visual problem solving skills. The program includes portfolio and professional career preparation courses that deal with specific business issues relevant for designers, illustrators and fine artists alike. The department also offers courses in web page design and animation. The students of the program have won numerous graphic design awards in design competitions at the state, national and international levels. The faculty of Mission College, with decades of industry experience, is committed to providing the most current design information available from a contemporary international perspective.

Learning Outcomes:
The student will develop an understanding of the principles of visual communication, and will apply effective and appropriate creative problem solving skills to both printed and interactive design work using up to date technology and software products. The student will develop a portfolio (electronic or traditional) representing the skills acquired in the program.

Career Options:
Salaries vary widely in this occupation. Experience, talent, education, and the size and location of the firm are all factors influencing the salaries. Surveys indicate that annual salaries range from $20,000 to well over $50,000. According to figures published by the California Projections of Employment by Labor Market Information Division the projected growth (1990-2005) is 41%.

- Jr. Graphic Designer
- Web Designer
- Graphic Designer
- Illustrator
- Jr. Art Director

Some career options require more than two years of college study.

A.S. Degree:
- Graphic Design

Certificates:
- Digital Illustration
- Graphic Design
- Multimedia
- Marketing Communication
- Web Graphic Design
- Webmaster

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<td>D= DAY CLASSES; E=EVENING CLASSES</td>
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</tbody>
</table>

Graphic Design - A.S. Degree and Certificate

This award winning design program provides opportunities for the student to develop sensitivity to and an understanding of contemporary graphic design issues. The emphasis of the program is on increasing the students creative problem-solving abilities along with an introduction to computer generated and traditional design techniques to provide the basic skills necessary to enter this growing, professional field. Opportunities exist in advertising, corporate communication, retail businesses, publishing, etc. Typical careers include: graphic design, packaging design, marketing communication, and display design, cartooning, illustration, typography, web page design, etc.

Some graduation requirements occasionally change. Please consult a counselor for information on the requirements or see the appropriate catalog. For additional information, please visit the Mission College Website at: http://www.missioncollege.org.
Multimedia - Certificate

Multimedia in its most basic definition can be thought of as applications that bring together multiple types of media: text, illustrations, photos, sounds, voice in an interactive manner. The potential of this field for students is great. Multimedia is visual, and designers are needed to organize the information effectively, to guide the reader through the information, and to create a distinct overall business image. This is an interdisciplinary program created to provide the necessary basic technical and creative skills for those planning to enter this rapidly growing field of visual communication. This program will prepare students to enter the multimedia design field as entry level animators, graphic designers, content developers, and game designers. Some examples where students might find employment using their creative problem-solving, design, and illustration skills might include design and illustration of electronic magazines and books, design of interactive marketing presentations, interactive learning products, interactive game developers, scientific visualizations, architectural renderings and walkthroughs, information management for multimedia data bases and presentations, etc. The students, by the end of the program, are expected to understand and apply the basic principles of visual communication, along with a working knowledge of appropriate software packages used in multimedia content development.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<td>ART 033</td>
<td>Basic Design</td>
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<tr>
<td>GDES/ENGL 077</td>
<td>Design of Technical Publications</td>
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<tr>
<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
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</tr>
<tr>
<td>GDES 070</td>
<td>Production Illustration-Adobe Illustrator</td>
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<tr>
<td>GDES 075</td>
<td>Introduction to Multi-Media Design</td>
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<td>GDES 101</td>
<td>The History of Modern Design</td>
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<tr>
<td>GDES 046</td>
<td>Intermediate Digital Art</td>
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<td>GRART 062</td>
<td>Production Illustration-Adobe Illustrator</td>
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<td>Advanced Production Illustration</td>
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<td>GRART 067</td>
<td>Advanced Digital Design</td>
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<tr>
<td>GRART 085</td>
<td>Professional Portfolio &amp; Design Career Preparation</td>
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<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034B</td>
<td>Introduction to Computer Aided Art</td>
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<tr>
<td>GDES 046</td>
<td>Intermediate Digital Art</td>
<td>3.0</td>
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<td>GDES 060</td>
<td>Electronic Page Layout and Typography</td>
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</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography &amp; Quicktime VR</td>
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<td>GDES 074</td>
<td>Digital Video and Multimedia</td>
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<td>GDES 083</td>
<td>Motion Graphics</td>
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<tr>
<td>GDES 085</td>
<td>Professional Portfolio &amp; Design Career Preparation</td>
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</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
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</table>

Digital Illustration - Certificate

This interdisciplinary certificate program will provide the basic skills for students interested in the fields of digital illustration. This program assumes that entering students already developed a solid understanding of traditional drawing principles. Graduates of the program might seek employment as book, magazine or newspaper illustrators, create illustrative work for training and promotion in a corporate environment or create digital illustrations for multimedia projects. Please, note that most illustrators work on a contract or freelance basis.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 034A</td>
<td>Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Production Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064</td>
<td>Photoshop Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Professional Portfolio &amp; Design Career Preparation</td>
<td>2.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
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</tbody>
</table>

Webmaster - Certificate

This multidisciplinary certificate will provide a combination of technical and creative skills required for an aspiring junior WebMaster. It will be especially useful for the students of the Graphic and Multimedia Design, the CIS, and CIT students many of whom are in professional transition or already working in the Web field but lack certification.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>GDES 045</td>
<td>Web Page Design</td>
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<tr>
<td>GDES 046</td>
<td>Intermediate Web Page Design</td>
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</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
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<td>GDES 047</td>
<td>Web Animation</td>
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<td>Intermediate Web Animation</td>
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</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design-Image and Promotion</td>
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</tr>
<tr>
<td>GDES 070</td>
<td>Introduction to Multi-Media Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography &amp; Quicktime VR</td>
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<td>Digital Video and Multimedia</td>
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<tr>
<td>GRART 068</td>
<td>Advanced Photoshop</td>
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<td>Total Program Certificate Requirements:</td>
<td></td>
<td>25.0</td>
</tr>
</tbody>
</table>

Marketing Communication - Certificate

This is an interdisciplinary program created to provide the necessary basic technical, business, and creative skills for those planning to enter this rapidly growing field. This program will prepare students to enter the profession as marketing, communication coordinators or marketing communication assistants. The students, by the end of the program, are expected to understand and apply the basic principles of visual and written communication along with a working knowledge of appropriate software packages.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A</td>
<td>Advertising Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Graphic Design-Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 087</td>
<td>Trade Show Exhibit Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ENGL 077</td>
<td>Design of Technical Publications</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 050</td>
<td>Introduction to Graphic Arts Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062</td>
<td>Production Illustration-Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td></td>
<td>25.0</td>
</tr>
</tbody>
</table>

E-Commerce - Certificate

This is an interdisciplinary certificate program. The students will develop an understanding of the similarities and differences between traditional and electronic commerce along with the required technology infrastructure. Revenue models on the Web will be examined with a focus on how to create an effective content strategy. Web presence including the design and application of effective interfaces and information architecture. Web marketing strategies including product-based, consumer-based and business to business will be covered. Web auctions, portals and virtual communities will also be covered. Payment systems along with legal and tax issues will be examined. This certificate program will prepare both design and business students to work more successfully in a Web based e-commerce environment.
## Graphic & Multimedia Design

**Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 084</td>
<td>Marketing Using the Internet</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Intro to Business Computing</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 027</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045</td>
<td>Webpage Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046</td>
<td>Intermediate Webpage Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083</td>
<td>Design for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085</td>
<td>Portfolio &amp; Professional Career Preparation</td>
<td>2.0</td>
</tr>
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</table>

**Select a minimum of two additional courses as electives:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CTE 113</td>
<td>Database Programming for the Web</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047</td>
<td>Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A</td>
<td>Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072</td>
<td>Information Architecture</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073</td>
<td>Digital Photography &amp; QTVR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 074</td>
<td>Digital Video</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068</td>
<td>Global Distributors &amp; Agents</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 82</td>
<td>Global Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 083</td>
<td>Digital Audio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 28.0 units

[http://www.missioncollege.org](http://www.missioncollege.org)

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog. For additional information, please visit the Mission College website at:

### Graphic Design (GDES)

**011 • The History of Modern Design**

- **Total lecture:** 3.0 units
- **Total lab:** 3.0 units
- **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 will develop an understanding of the evolution and role of the Modern Movement in society. The students will 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 will be introduced to outstanding Twentieth Century design figures and their work. Credit/No Credit Option.

**029 • Careers in Visual Communication**

- **Total lecture:** 17.6 hours; **Total lab:** 54.4 hours
- **Acceptable for credit:** California State University

Introduction to a variety of professional experiences in visual communications. Lectures, guest speakers, field trips, etc., will serve to expose the student to a sampling of the Architectural Design, Photography, Film, Fine Arts, Technical Illustration, Architectural Display, Packaging, Animation, Graphics, and Television. Credit/No Credit Option.

**035 • Introduction to Computer Graphic Design**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** ART 033A
- **Acceptable for credit:** California State University

This course introduces the student to the history, the roles and application of computer graphics in visual communication. Practical design projects will examine the interaction of form and message, with emphasis on fundamentals of several applicable painting and illustration software packages. Credit/No Credit Option.

**037 • Intermediate Computer Graphic Design**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** Recommend GDES 035
- **Acceptable for credit:** California State University

This intermediate level course examines the role and application of computer graphics in visual communication with a special emphasis on developing a working understanding of corporate identity and promotional design work. This course is a continuation of GDES 35 the Beginning Computer Graphic Design course. Practical design projects will examine the interaction of form and message, with emphasis on creative design solutions by the use of several applicable painting, illustration and layout software packages. May be repeated one time. Credit/No Credit Option.

**040 • Applied Typography**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** ART 033A
- **Acceptable for credit:** California State University

This course introduces the student to the history, the roles and application of typography in visual communication. Practical design projects will examine the interaction of form and message, with emphasis on fundamental theory (i.e., the elements, principles, and attributes of typographical design). Students will explore both traditional and computer-assisted techniques. Credit/No Credit Option.

**045 • Web Page Design**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** ART 033A
- **Acceptable for credit:** California State University

This introductory course focuses on the creative design skills required to create effective web page designs using a variety of software packages. The basic principles of type, color, illustration and layout will be explored. The student will develop an understanding of the role of animation on the Internet and the World Wide Web in a series of hands on exercises. May be repeated one time. Credit/No Credit Option.

**046 • Intermediate Web Page Design**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** GDES 045
- **Acceptable for credit:** California State University

This intermediate level course focuses both on the creative design and the appropriate software skills required to create effective web page designs using a variety of software packages. This course will provide an intermediate level content continuation of the GDES 45 Web Page Design course. Advanced design principles of type, color, illustration and layout will be explored along with appropriate software issues. The student will use the Internet and the World Wide Web in a series of hands on exercises and project research. A basic understanding of computer system operation is required. May be repeated one time. Credit/No Credit Option.

**047 • Web Animation**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** GDES 045 and GDES 047
- **Acceptable for credit:** California State University

This intermediate level course focuses on the creative design skills required to create effective web page animation using a variety of software packages. The basic principles of animation technologies and their applications in cyberspace will be explored. The student will develop an understanding of the role of animation on the Internet and the World Wide Web in a series of hands on exercises. A basic understanding of computer system operation is assumed. May be repeated one time. Credit/No Credit Option.

**048 • Intermediate Web Animation**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** GDES 045 and GDES 047
- **Acceptable for credit:** California State University

This intermediate level course focuses on the creative design skills required to create effective web page animation using a variety of software packages and appropriate basic scripting languages. This course builds on knowledge acquired in the introductory Web animation class. Principles of animation technologies and their applications in cyberspace will be explored. The student will develop a working knowledge of animation on the Internet and the World Wide Web in a series of hands on exercises. Credit/No Credit Option.

**050 • Graphic Design Presentation and Illustration Techniques**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** ART 031A, ART 033A and ART 034A
- **Acceptable for credit:** California State University

This course will introduce the students to a variety of illustration techniques using traditional techniques such as pen and ink, colored pencils, watercolor, mixed media, etc. along with computer generated visual solutions using a variety of software packages. The course will also deal with presentation skills and shortcuts for graphics designers. May be repeated one time. Credit/No Credit Option.

**055A • Graphic Design - Image and Promotion**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Advisory:** GDES 055A
- **Acceptable for credit:** California State University

This course is designed to increase the student's awareness of the various skills needed in the graphic design area, with an emphasis on promotion, including print, TV, direct mail and public relations. The course will include exploration of creative ideas in logo types, concept and layout work, package design etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving. Credit/No Credit Option.

**055B • Advanced Topics in Graphic Design - The Agency**

- **Total lecture:** 36.8 hours; **Total lab:** 54.4 hours
- **Recommended:** GDES 055A
- **Acceptable for credit:** California State University

This course will increase the student's skills and awareness required in the field of graphic design. The students, with the active involvement and supervision of faculty will work on actual projects responding to actual design needs with a special emphasis on non-religious, non-profit organizations in our community. Credit/No Credit Option.
060 • ELECTRONIC PAGE LAYOUT AND TYPOGRAPHY 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 033A
Acceptable for credit: California State University
This is a foundation course for graphic designers. The focus of the course will be on developing an understanding of the basic principles of page layout and typography along with a working knowledge of supporting computer equipment, and creating artwork for inclusion in a portfolio. Practical design projects will examine the interaction of form and message, with emphasis on fundamental theory, i.e., the elements, principles, and attributes of typographical and layout design. This course assumes basic understanding of computer systems. This course may be repeated one time. Credit/No Credit Option.

070 • INTRODUCTION TO MULTIMEDIA DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 055A
Acceptable for credit: California State University
An introductory course focusing on developing creative design skills that are required to conceptualize and model an interactive experience. The course will cover the basic principles of multimedia content organization and the creation of visually compelling interfaces. The student will develop an understanding of multimedia architecture, managing multiple file formats and the changes of online and World Wide Web design. This course assumes basic understanding of computer systems. Credit/No Credit Option.

072 • INFORMATION ARCHITECTURE & INTERFACE DESIGN 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This introductory course focuses on creating information architectures for web sites or intranets. The student will develop an understanding of the role of information architects, information organization schemes, navigation and labeling systems. The students will also learn and apply fundamental techniques of communication-oriented visual design as those relate to visual interface design. A basic understanding of computer system operation is required. Credit/No Credit Option.

073 • DIGITAL PHOTOGRAPHY AND QUICKTIME VR 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This introductory course focuses on the creative design skills required to create effective digital images using digital cameras and a variety of software packages. The basic principles of creating spatial illusion and its practical applications using Quicktime VR will also be explored. The student will develop an understanding of creative image development in a series of hands-on exercises. A basic understanding of Adobe Photoshop and computer system operation is required. Credit/No Credit Option.

074 • DIGITAL VIDEO AND MULTIMEDIA 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This introductory multimedia course focuses on the use of video equipment and software. The student will develop an understanding of video production and post-production in a series of hands-on exercises focusing on design related topics. Camera operation, video production techniques, video editing, special effects and the basic principles of motion graphics will be explored. A basic understanding of computer system operation is required. Credit/No Credit Option.

075 • MACROMEDIA DIRECTOR STUDIO 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 070
Acceptable for credit: California State University
This course will introduce students to the multi-media capabilities of Macromedia Director including animation techniques, elementary scripting, painting techniques, and the use of sound and video. The student will develop an understanding of the principles of information management and will design multi-media presentations. This course assumes a basic understanding of computer systems. May be repeated one time. Credit/No Credit Option.

077 • DESIGN OF TECHNICAL PUBLICATIONS, TRAINING MATERIALS, AND VISUALS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
Acceptable for credit: California State University
An introductory course for students interested in the principles and use of design and formatting as they relate to technical documentation. Emphasis is placed on skills required to present technical information creatively, and the ability to design appropriate visuals for a given audience, purpose and set of data. Topics addressed will include principles of page layout, typography, and the design of visuals used in technical publications and presentations. There is strong emphasis on creative problem solving using traditional techniques and computer generated solutions. Credit/No Credit Option.

080 • PACKAGING DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: ART 033A and GDES 060
Acceptable for credit: California State University
This course will introduce the student to the basic graphic and structural skills required to create effective packaging designs. The role of typography, color and the use of materials such as paper, plastics, and glass will be examined and design samples created using both traditional and computer generated techniques. The variety of packaging styles available and the environmental implications of packaging will be discussed. Credit/No Credit Option.

081 • MOTION GRAPHICS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 060 and GDES 070
Acceptable for credit: California State University
This course focuses on the planning and methodology to design graphics for video and film. The students will develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. The focus will be on creative visual communication using appropriate and effective motion graphics. The student will develop skills in the use of appropriate motion graphics software. The students will also examine and evaluate a number of case studies. Credit/No Credit Option.

082 • GAME DESIGN AND ARCHITECTURE 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This introductory course focuses on the planning and methodology of game design. The students will develop an understanding of the conceptual game development process and, game architecture. The students will also examine and evaluate a number of case studies. A basic understanding of computer system operation is required. Credit/No Credit Option.

083 • DESIGNING WEBSITES FOR E-COMMERCE 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 045, and GDES 046 or GDES 047
Acceptable for credit: California State University
This course focuses on the planning and methodology of e-commerce Web site design. The students will develop an understanding of the strategic interaction of the business and design processes. Focus will be on creating elements of brand identity for a small business on the Web. The course also includes an in-depth examination and comparison of corporate identity, branding and emotional branding in both the old and new economies. The students will also examine and evaluate a number of case studies. Credit/No Credit Option.

085 • PROFESSIONAL PORTFOLIO AND DESIGN CAREER PREPARATION 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: GDES 055A and ART 033A
Acceptable for credit: California State University
This course will introduce students to the basic principles of professional portfolio preparation and freelance design work. The student will prepare the necessary materials, such as logos, business cards, stationery, direct mail pieces, etc. to present a professional image. The course will include portfolio evaluation, sales techniques and procedures to set up a successful design office. Credit/No Credit Option.

087 • TRADESHOW EXHIBIT DESIGN 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GDES 055A and ART 033A
Acceptable for credit: California State University
This course will introduce students to the principles of successful exhibit design. The student will learn how to set design objectives and deal with space design, colors, materials and promotional strategies using both traditional and 3D computer generated methods. The course has a strong emphasis on creative problem solving. Credit/No Credit Option.
The following Health Education courses satisfy the State Board of Education requirements for certification of Elementary and Secondary Teaching Credentials in the areas of personal, family, and community health, including the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body and thus are transferable to state colleges and universities to meet the above-mentioned teaching credential requirements.

**LEARNING OUTCOMES:**
Students will be able to focus on healthy living styles.

**SCHEDULE MATRIX:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>H ED 002</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>H ED 004</td>
<td>D</td>
<td>D</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>H ED 009</td>
<td>E</td>
<td></td>
<td></td>
<td>E</td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

**HEALTH EDUCATION (H.ED)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>002 • HEALTH AND LIFESTYLE</td>
<td>3.0 units</td>
<td>(2 A,B,C,D,E,F • HEALTH &amp; LIFESTYLE)</td>
<td>(0.5 unit each)</td>
<td>Total lecture 54.4 (10.4) hours</td>
</tr>
</tbody>
</table>

**HEALTH OCCUPATIONS**

Mission College Health Occupations department provides a variety of opportunities to learn about healthy lifestyles.

**LEARNING OUTCOMES:**
- Provide experiences to develop specific health care careers.

**A.S. DEGREES:**
- Community Health Worker
- Community Health Worker for Developmentally Disabled
- Psychiatric Technician
- Vocational Nursing

**CERTIFICATES:**
- Nurse Assistant
- Home Health Aide
- Acute Care Nursing Assistant
- Community Health Worker
- Community Health Worker for Developmentally Disabled
- Psychiatric Technician
- Vocational Nursing

**AREAS OF STUDY:**

- Allied Health pg. 20
- Community Health Worker pg. 40
- Health Education pg. 97
- Psychiatric Technician pg. 131
- Vocational Nurse pg. 144

**COMMUNITY HEALTH WORKER**

Drug Abuse and Human Disease is a course designed to develop knowledge, attitudes, and behavior patterns that contribute to a better understanding of:

1. the use and misuse of drugs, alcohol, and tobacco in our society; and
2. people as they relate to their environment in the areas of disease, mental health, population, and environmental health.

Credit/No Credit Option
HISTORY MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

HISTORY — HIST

DIVISION: Social Sciences
DEPARTMENT: History
CHAIR: Gail Greenwood
PHONE: 408-855-5272
COUNSELING: 408-855-5030

The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today and plan for tomorrow.

Learning Outcomes:
The main purpose of the history department is to provide academic instruction in the discipline for students planning to transfer to four-year colleges or universities and for fulfilling the general education requirements and understanding of American institutions necessary for an associate degree and participation as an educated citizen in the American democratic system. The program provides understanding of the historical past of many different cultures for personal enrichment and continuing multi-cultural education for the community at large.

The department seeks to provide tools for dealing with current institutions and today's problems by requiring students to study and think critically about different races, ethnic groups, political structures, sexual politics, religions, cultural assumptions, and experiences of the past which impact the world in which they live today.

Career Options:
- Administrator
- Pre-Law/Lawyer
- Foreign Service
- Teacher
- Journalist

Some career options may require more than two years of college study.

Highlights:
- Faculty includes widely traveled scholars, authors and active historians.
- Courses also fulfill general education and global education requirements.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tbody>
<tr>
<td>HIST 4A</td>
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<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 4B</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 17A</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
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<td>HIST 17B</td>
<td>D,E</td>
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<tr>
<td>HIST 33</td>
<td>X</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

004B • HISTORY OF WESTERN CIVILIZATION 3.0 units
CAN HIST 2
HIST 4A + 4B is CAN HIST SEQ A
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of Western civilization from 1600 to the present. Emphasis on the major political, economic, social, and intellectual movements that have molded the Western way of life. Credit/No Credit Option.

006 • THE MIDDLE EAST 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the Middle East from prehistoric to modern times. Emphasis is on the major religious, cultural, political, and economic movements that have influenced the current Middle East.

017A, B • UNITED STATES HISTORY 3.0 units each
HIST 17A is CAN HIST 8
HIST 17B is CAN HIST 10
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the political, economic, social and cultural history of the United States from the settlement by native Americans to the present. History 17A analyzes the foundation of a Federal Constitution and early court activities, the development of democracy, and the causes of the Civil War and development of Reconstruction. History 17B traces the growth of the United States after the Civil War, through the rise of industrialization and imperialism, the advent of two world wars and includes modern social and political history. This course may also be offered by telecourse/online.

018 • INTRODUCTION TO LATIN AMERICAN HISTORY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
History 18 is an introduction to the history of Latin America which begins with a survey of Ancient American cultures, and examines the conquest of Central and South America, subsequent colonialism, and independence movements. The main portion of the course will focus on the political, social and economic aspects of industrialization, and global issues on women and men in Nineteenth and Twentieth Century Latin American cultures. An analysis of Latin America's place in modern society concludes the course. Credit/No Credit Option.

020 • HISTORY AND GEOGRAPHY OF CALIFORNIA 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
The course will examine California geographic regions, the Indians of California, European discovery, institutions of Spanish California, the Mexican period, and the early American period, the Economic foundations of the state, political growth, and state and local institutions of California history in the 20th Century will be studied.

030 • HISTORY OF SOUTHEAST ASIA 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient.

031 • HISTORY OF EAST ASIA 3.0 units
Total lecture 54.4 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 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. Credit/No Credit Option.

033 • WOMEN'S ISSUES PAST AND PRESENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
Examines the significant issues, personal, political, social, economic and ethnic that women face today. Topics will be first be set in a historical context and then discussed as they appear in modern societies around the world. Globalization of economies as well as differences in cultural expectations as they apply to women and affect choices open to women will be reviewed. Credit/No Credit Option.
The hospitality industry is in the business of providing food, lodging, and related services to people who are away from home. Clearly, there is job security within an industry which provides services for people who travel for business and/or pleasure.

This industry provides a fun, flexible, and dynamic working environment. With good people in high demand, salaries are increasing faster than other industries. Courses explore the principles of management and supervision, safety and sanitation, baking, and fundamentals of food preparation techniques.

Our industry partners, who assist in developing internships and work experiences, are looking for more than just student help, but the leaders and future owners of their operations.

A career in the hospitality industry can take you across the state or across the globe.

Career Options:
- Travel Planning
- Conference Centers
- Convention Planning
- Meeting Planning
- Restaurant Manager
- Cruise Lines
- Front Desk Supervisor
- Chef
- Health Care Food Service
- Hotel Management
- Attractions (Disney)

Some career options require more than two years of college study.

Highlights:
- Professional staff with diverse background in industry.
- Curriculum input from advisors currently in the industry.
- 14,500 sq ft facility with two fully equipped kitchens.
- Two hands on operations classes open to the public.
- Support Services of Job Placement Center.
- Industry sponsored Internships and Work Experience environments.
- Job placement directly through program directors office.

A.S. Degree:
- Hospitality Management

Certificate:
- Food Services and Restaurant Management
- Fundamental Food Service Skill

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

Fundamental Food Service Skills - Certificate

The Fundamental Food Service Skills Certificate I can be completed in two semesters and will enable students to compete successfully for positions in the food service industry. The required courses are offered both fall and spring semesters and provide a solid foundation in theory. *The 5 units of work experience are composed of 400 hours (minimum) of actual hands-on experience in various food service operations. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)

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Total Program Certificate Requirements: 17.0

Food Service & Restaurant Management - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)

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Total Program Certificate Requirements: 45.0

** Non Associate Degree Level Courses
**HOSPITALITY MANAGEMENT**

**MISSION COLLEGE 2004-2005**

**FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)**

**050 • INTRODUCTION TO THE HOSPITALITY INDUSTRY**  2.0 units

*Total lecture 36.8 hours*

*Acceptable for credit: California State University*

*Advisory: MATH 903*

Designed to present to all students an overview of the hospitality industry with all its segments. Lectures by guest speakers, field trips, and audio-video material are highlights of this course. Information on the Hospitality Management Program will be presented. This is a certificate course sponsored by the National Restaurant Association's Education Foundation.

**051 • BASIC FOOD PREPARATION**  5.0 units

*Total lecture 44.8 hours; Total lab 134.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

Practice in the basic principles of food preparation. A lecture/lab course dealing with the fundamentals of food preparation. Includes the preparation of small quantities of the basic food groups. Uniform required.

**052 • QUANTITY FOODS OPERATION**  5.0 units

*Total lab 270.4 hours*

*Advisory: MATH 903 and FDRST 051*

*Acceptable for credit: California State University*

The students engage in a real cafeteria operation, and are rotated through all jobs. The emphasis is on management, quantity food preparation and teamwork. Menu planning, purchasing, organization, cost accounting and scheduling are reinforced. Uniform required.

**053 • RESTAURANT OPERATIONS**  5.0 units

*Total lab 270.4 hours*

*Advisory: MATH 903 and FDRST 052*

*Acceptable for credit: California State University*

The students engage in a real restaurant operation. They are rotated through all jobs. The emphasis is on management, planning, food preparation, and service. Elements of banquet and catering services are introduced. Cost accounting, purchasing, supervision, and sanitation and safety are reinforced. Uniforms are required.

**054 • HOTEL AND RESTAURANT ACCOUNTING**  3.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

A systematic study of the basic principles of accounting as they apply to the Hospitality Industry.

**055 • FOOD PURCHASING**  3.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

The course covers two basic areas. Product information which is required for procurement in the food service industry and fundamental principles and purchasing techniques, receiving and storage of supplies. This is a certificate course sponsored by the National Restaurant Association's Education Foundation.

**058 • FOOD, BEVERAGE AND LABOR COST CONTROLS**  3.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

A study of food and beverage control systems used in small and large food and beverage operations. Pre-cost control, inventory systems, cost analysis, food and beverage cost percentages and profit and loss statements will be covered. Also included are the cycle of product handling; Federal, state and local laws and requirements and licensing as they apply to the Hospitality Industry. This is a certificate course sponsored by the National Restaurant Association's Education Foundation.

**059 • HOSPITALITY MANAGEMENT**  3.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

The course approaches Hospitality Management from two different perspectives. The first is the overall theory of management including an industry overview, general theory, systems, organization and decision making and control. The second perspective deals with the operational functions of productivity, labor relations, financial management, marketing, legal, feasibility studies, and franchising. This is a certificate course sponsored by the American Hotel/Motel Association's Educational Institute.

**060 • FOOD SERVICE FACILITIES PLANNING**  3.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*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.

**070 • PROFESSIONAL TABLE SERVICE**  2.0 units

*Total lecture 36.8 hours*

*Prerequisite: MATH 903*

This course covers table settings, dining room service, customer relations, food and beverage service, serving techniques and set ups. Demonstrations will be presented.

**072 • INTERMEDIATE CUISINE**  2.0 units

*Total lecture 17.6 hours; Total lab 36.8 hours*

*Advisory: MATH 903*

*Prerequisite: FDRST 071A*

This is a continuation of FDRST 71A. Advanced preparation techniques of gourmet food will be demonstrated. Complete meals and table set-up will be covered. Uniform required. A fee is charged; check schedule for exact amount.

**073 • FUNDAMENTALS OF BAKING AND CONFECTIONERY**  2.0 units

*Total lecture 17.6 hours; Total lab 54.4 hours*

*Advisory: MATH 903*

This course will introduce baking and confectionery work. The student will 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 schedule of classes for exact amount.

**074 • INTERMEDIATE BAKING AND CONFECTIONERY**  2.0 units

*Total lecture 17.6 hours; Total lab 36.8 hours*

*Advisory: FDRST 073 and MATH 903*

This course covers the principles of menu planning for restaurants, institutions and other 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 will be visited. This is a certificate course sponsored by the National Restaurant Association's Education Foundation.

**075 • MENU PLANNING**  2.0 units

*Total lecture 54.4 hours*

*Advisory: MATH 903*

*Acceptable for credit: California State University*

This course covers the principles of menu planning for restaurants, institutions and other 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 will be visited. This is a certificate course sponsored by the National Restaurant Association's Education Foundation.

**079 • INTRODUCTION TO WINE AND FOOD PAIRING**  3.0 units

*Total lecture 36.8 hours; Total lab 54.4 hours*

*Advisory: FDRST 051 and FDRST 078*

*Prerequisite: Students must be 21 years of age or older. Valid proof of age must be provided at first class meeting.*

This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students will 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 will be examined from a chemical interaction perspective. How to market wines with various menus will also be covered. *Credit No Credit Option*

**096 • HEALTHY CUISINE**  2.0 units

*Total lecture 17.6 hours; Total lab 54.4 hours*

*Advisory: MATH 903*

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.
### Hospitality Management • Humanities

#### Mission College 2004-2005

**900 • Chocolate Creations**  
**NON-ASSOCIATE DEGREE COURSE**  
2.0 units  
Total lecture 17.6 hours; Total lab 54.4 hours  
This course provides the student with the history of chocolate and the manufacture of chocolate confections. Tempering of chocolate and production of ganaches will be presented. Students will prepare such items as truffles, chocolate rolls, marzipan, ganaches, couvertures, chocolate tulips and other designs. Uniform required. A fee is charged; check schedule of classes for exact amount.

**901 • Wine and Spirits of the World**  
**NON-ASSOCIATE DEGREE COURSE**  
2.0 units  
Total lecture 36.8 hours  
This course introduces the student to the history of beer, distilled spirits and wine. The course examines the various alcoholic beverages produced throughout the world and the laws pertaining to it. Storage and service are covered as well. Credit/No Credit Option.

**950 • Institutional Foods: Serving Large Populations**  
**NON-ASSOCIATE DEGREE COURSE**  
0.5 units  
Total lecture 10.4 hours  
This course covers personal cleanliness, sanitary practices, and prevention of food-contaminated illnesses. Basic principles of nutrition in meal planning are examined.

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### Humanities — Human

**DIVISION:** Cultural Arts and Technical Arts  
**DEPT CHAIR:** Jim DeLongchamp  
**COUNSELING:** 408-855-5030

The Humanities department offers a selection of courses that examine a variety of world cultures. We have classes on Hispanic, African-American and Asian cultures as well as courses surveying Western cultural traditions and values. Most of our classes are inter-disciplinary in nature and introduce students to the integration of history, art, music, literature, theater, film, philosophy and religion. Students in Humanities classes often take field trips to museums, concerts or theater performances. We provide a liberal education for the well-rounded individual.

**Learning Outcomes:**  
Humanities students learn to think critically, creatively and independently, and appreciate the diversity of world cultures.

**Career Options:**  
Humanities education enables student to pursue various career paths:
- Education/Teaching  
- Government  
- Publishing/Journalism  
- Museum/Gallery Professional  
- Art Administration  
- Librarian/Archivist

**Highlights:**
- Diversified and talented faculty.  
- Excellent background in liberal arts for transfer, pre-professional programs or inter-disciplinary study.  
- Field trips to locations pertaining to the various arts.

#### Schedule Matrix:

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**HUMANITIES (HUMAN)**

**001A • Human Values in and from the Arts**  
3.0 units  
Total lecture 54.4 hours  
Acceptable for credit: University of California, California State University  
This course is an integrated, interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated slide lectures and discussion. Field trips to museums, theater performances or concerts may be possible. Credit/No Credit Option.

**001B • Human Values in and from the Arts**  
3.0 units  
Total lecture 54.4 hours  
Acceptable for credit: University of California, California State University  
This class is an interdisciplinary survey of the art, literature, history, music and philosophy of the Western world from the Renaissance to the present. The course consists of illustrated slide lectures and discussion. Field trips to museums, theater performances or concerts may be possible. Credit/No Credit Option.
007 • INTERNATIONAL FILMS 3.0 units
Total lecture 54.4 hours
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. Credit/No Credit Option.

015 • INTRODUCTION TO FILM ANALYSIS 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 108A
Acceptable for credit: University of California, California State University
Critical analysis of film as a literary art form, with emphasis on classic cinema. Exemplary motion pictures will be viewed and examined with special attention to film technique, thematic content, and aesthetic values. (Also listed as ENGL 15).

016A • HISPANIC ROOTS AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course undertakes a chronological study of Hispanic culture beginning with the Pre-Columbian civilizations and continuing to the present. Emphasis will be 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 will be examined. Credit/No Credit Option.

018 • AFRICAN-AMERICAN CULTURE AND HUMANITIES 3.0 units
Total lecture 54.4 hours
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 expression, folklore and vernacular, visual arts, music, dance, theatre, religion, and philosophical thought. An examination of the historic, economic, and social forces that have inspired creativity among African-American writers, artists, philosophers and orators is conducted. Credit/No Credit Option.

020 • ASIAN ROOTS AND CULTURE 3.0 units
Total lecture 54.4 hours
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 will be placed on understanding today’s Asian world view. Aspects of culture and values reflected in art, literature and music will be examined. Credit/No Credit Option.

022 • INTRODUCTION TO ISLAM 3.0 units
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. Credit/No Credit Option.

A.A. Degree:
• General Studies

GENERAL STUDIES • A.A. Degree
The General Studies major is a broad, interdisciplinary program of study. For students not planning to transfer to the university, the major does not aim to prepare a student for a specific career or profession though many students discover that it enhances their understanding and effectiveness in their chosen fields of work.

The program is also designed to give transfer students an opportunity to earn an Associate Degree while completing the required transfer General Education. The major requires a minimum of 24 units taken from the categories of General Education listed below. Specific courses are listed under the Associate Degree Requirements found on pages 34-37 of this catalog.

INTERDISCIPLINARY STUDIES (IS)

INTERDISCIPLINARY STUDIES — IS

A.A. Degree:
• General Studies

Credit/No Credit Option. May be repeated three times.

010A • TUTOR TRAINING 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This is a self-paced course designed to provide students with experience in practicing their communication skills in dealing with tutees. There are videotapes to view and a series of individual assignments to complete. Credit/No Credit Option. May be repeated three times.

040 • OPTIMAL LEARNING/TUTOR TRAINING 1.5 units
Total lecture 27.2 hours
Acceptable for credit: California State University
The main intent of this course is to train tutors to help other students maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/workshop format, we will explore topics such as tutoring techniques, study skills, reading and writing strategies, test-taking techniques (which reduce anxiety), problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful also. Credit/No Credit Option.

047 • SUPERVISED TUTORING No credit
Total lab hours by arrangement
This noncredit course provides learning assistance in the form of tutoring. This component provides a lab or sensitivity group where students will have the opportunity to experience being an instructor or counselor and receive either individual or group tutoring for any course in which he or she is enrolled. A variety of delivery systems may be prescribed which include lecture, texts, audio-visual materials, tutoring assistance and self-paced modules.

049 • COLLEGE STUDY SKILLS 0.5 unit
Total lecture 10.4 hours
A course 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 include time management, notetaking, preparation for and taking of examinations, and textbook study strategies. Emphasis will be on mastering and applying the skills needed to be a more successful college student as well as being able to analyze the demands of courses to facilitate successful studying and independent learning. Credit/No Credit Option. May be repeated three times.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

99A, B, C, D, E, F • ACADEMIC SKILLS IMPROVEMENT  No credit
Total lab 16.0 hours

This course provides academic skill building in language arts and study skills. Topics to be addressed include sentence writing, paragraph writing, editing written work, conversation skills in English, reading skills, and various study skills topics. This course is offered for no credit.

LEARNING SERVICES — LS

DIVISION: Student Development
COORDINATOR: Dr. Carol Toppel
PHONE: 408-855-5085
TTY: 408-727-9243
www.missioncollege.org/depts/dsps/DSPS.html

The Disability Instructional Support Center (DISC) offers support classes under Learning Services for students with disabilities, such as vision, deafness, orthopedic, health impairments, speech/communication, and/or learning disabilities. The program provides support not only to the student, but also to the college. Contact the DISC office at (408)855-5085 or TTY (408) 727-9243 for additional information.

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(LS= DAY CLASSES; E= EVENING CLASSES)

LEARNING SERVICES (LS)

099E • ADA LAW AND WORKPLACE ACCOMMODATIONS  1.0 unit
Total lecture 20.8 hours

This course examines the regulations pertaining to employment of individuals with disabilities. Issues of disclosing a disability and "reasonable accommodations" in the workplace will be explored. Students will develop a comprehensive accommodations plan. Credit/No Credit Option.

099G • ORIENTATION TO DISC  No Credit
Total lab hours by arrangement

This course provides students with disabilities an overview of Mission College and detailed information about the Disability Instructional Support Center (DISC), the services, and courses available through the Center.

900 • SPEECH/LANGUAGE DEVELOPMENT: ASSESSMENT  0.5 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 10.4 hours

This course is designed to assess levels of speech/language ability and to identify those areas of disability requiring specialized instruction. Skills assessed may include speech production, language comprehension, and verbal expression. A Student Education Contract (SEC) will be written to include evaluation results, goals for the improvement of speech/language skills, and recommendations for compensating strategies and techniques. Credit/No Credit Only.

901 • ASSESSMENT FOR LEARNING DISABILITIES  0.5 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 10.4 hours

This course is designed to assess those students who suspect that they may be eligible for support services through the Disability Instructional Support Center (DISC) due to a learning disability. Once their eligibility is determined, a Student Educational Contract (SEC) is developed which addresses the specific needs of the student. May be repeated two times. Credit/No Credit Only.
902 • ASSISTIVE TECHNOLOGY ASSESSMENT  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 10.4 hours  
This course provides a means for evaluating the abilities, limitations and skills of students with disabilities, in conjunction with individual academic or vocational goals, for the purpose of selecting appropriate adaptations for computer access. Assistive technology options include programs and devices such as screen readers, screen enlargement, speech recognition, word prediction, and others. May be repeated two times. Credit/No Credit Only.

903 • ASSISTIVE TECHNOLOGY SKILLS  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 10.4 hours  
Advisory: LS 902  
This course is designed for students who have completed LS 902 (Assistive Technology Assessment). This course provides the student with a means to continue learning adaptive software applications after completion of LS 902. May be repeated two times. Credit/No Credit Only.

940 • LEARNING STRATEGIES FOR EXPRESSIVE LANGUAGE  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
This course is designed to accommodate the educational needs of students with expressive language disabilities. It stresses the practical application of strategies for students who experience difficulties with written language. The course focuses on simple sentence, paragraph, and essay development using multisensory techniques. May be repeated two times. Credit/No Credit Option.

941 • LEARNING STRATEGIES FOR THE DISABLED  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 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 individual learning styles, test taking skill, textbook reading skills, college resources, and study habits while stressing compensatory skills for individual disabilities. May be repeated two times. Credit/No Credit Option.

942 • MATH STRATEGIES FOR THE DISABLED  
(Formerly LS 937)  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
This course is an introduction to mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of fractions, decimals, and percents. Students will be introduced to techniques that focus on developing compensating 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 will be stressed in order to assist in the understanding and mastery of these basic concepts. May be repeated one time. Credit/No Credit Option.

943 • ADAPTED COMPUTER BASICS AND WORD PROCESSING  
(Formerly LS 99B)  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
This class is designed to introduce students with perceptual, physical, communication, or learning disabilities to concepts and terminology relevant to the basic operation of computers and word processing applications through the use of assistive technology and/or compensating strategies. Students successfully completing the objectives of this course will possess introductory information regarding computers, basic word processing skills, familiarity with related vocabulary and a functional knowledge of recommended assistive technology options and compensating strategies as related to word processing. May be repeated three times. Credit/No Credit Option.

944 • PHONICS & SPELLING STRATEGIES FOR DISABLED STUDENTS  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
This course is an introduction to phonics and spelling for students with disabilities who have had difficulty mastering these concepts. Students will be introduced to compensating strategies for visual processing difficulties, short and long-term memory problems, and auditory processing and fluid reasoning difficulties. Specific strategy instruction, in addition to oral and written exercises, will be stressed in order to train and practice compensatory skills needed for mainstream classes. Emphasis will be on using assistive technology such as screen and text readers, specialized typing, work prediction, and basic skills software programs under the guidance of a disabilities specialist. May be repeated two times. Credit/No Credit Option.

950 • DISABLED STUDENTS LAB  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
The course is designed to give students with learning and physical disabilities an opportunity to practice compensatory skills needed for mainstream classes. Emphasis will be on using assistive technology such as screen and text readers, specialized typing, work prediction, and basic skills software programs under the guidance of a disabilities specialist. May be repeated two times. Credit/No Credit Option.

951 • DISABLED INSTRUCTIONAL SUPPORT CENTER SKILLS LAB  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 54.4 hours  
The course is designed for students who have taken LS 950 or already have training in assistive technology. This course is designed to give students with learning and physical disabilities an opportunity to train and practice compensatory skills needed for mainstream classes. Emphasis will be on newer versions of assistive technology. May be repeated three times. Credit/No Credit Only.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

The Library department is designed to help students succeed in their college classes. The courses give students confidence in doing research using standard library resources as well as the Internet.

**Learning Outcomes:**
After taking the library skills courses, students should have acquired the necessary skills to search for, locate, and evaluate information sources in print, non-print and electronic formats. With the wealth of information available today, knowing how to find information and evaluate its appropriateness is useful for anyone, but is especially so for a student working on a course assignment or other course-related projects. Students who plan to start a career or continue college study in any subject area will all benefit from superior research skills.

**Schedule Matrix:**

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<th>COURSE</th>
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D= DAY CLASSES; E= EVENING CLASSES

**Highlights:**
- Learn how to use the library.
- Efficient use of sources of information including electronic resources.
- Helpful skills for research and term paper writing.

**LIBRARY SKILLS (LIB)**

- **006 - USING THE INTERNET FOR RESEARCH** 1.0 unit
  - Total lecture: 20.8 hours
  - Advisory: CA 020A
  - Acceptable for credit: California State University
  - This course provides an introduction to finding information on the Internet. The course also provides instruction in using Internet tools and compares these tools to other information resources available in the library. Students will find information in specific subject areas, evaluate the information and complete a written project using Internet and other information resources. Course may also be offered online. Credit/No Credit Option.

- **010 - BASIC INFORMATION COMPETENCY** 1.0 unit
  - Total lecture: 20.8 hours
  - Acceptable for credit: California State University
  - 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 will be introduced to a variety of informational resources including print, media, electronic formats and the World Wide Web. Credit/No Credit Option.

- **910 - LIBRARY BASIC LEARNING/RELEARNING** No Credit
  - Total lab: 10.4 hours
  - This non-credit, self-paced course helps students gain proficiency in the basic library skills of using current information technology tools and electronic information resources to complete coursework and assignments. Students will learn to use computers and other information tools, navigate among Internet resources, search databases licensed by the library, analyze search results, and use or communicate information found towards the completion of coursework or assignment. Students may attend this course at all hours the library is open.
Management and Supervision - A.S. Degree

Developing skills and attitudes necessary to succeed in supervision and management is the program objective. Classes are geared to first and second level management jobs and are suitable for those seeking promotion into management, as well as for those now in management.

Core Curriculum Courses (Required)

- MGMT 101 Interpersonal Effectiveness ........................................ 3.0
- MGMT 102 Leadership ................................................................. 3.0
- MGMT 103 Functions of Management I .......................................... 3.0
- MGMT 109 Productivity ................................................................. 3.0
- MGMT 110 Planning and Control ................................................ 3.0
- MGMT 111 Problem and Decision Analysis ..................................... 3.0
- MGMT 113 Functions of Management II ......................................... 3.0
- MGMT 117 Total Quality Management .......................................... 3.0
- ACCTG 1A Principles of Accounting .............................................. 4.0
- BUS 021 Introduction to Business Computing .................................. 3.0
- BUS 021L Introduction to Business Computing Lab ......................... 1.0
- BUS 028A Business Law ............................................................ 3.0

Plus any 2 of the following:

- ACCTG 001B Principles of Accounting ............................................ 4.0
- ACCTG 060 Computerized Accounting ............................................ 3.0
- ACCTG 065 Computerized Accounting: Peachtree/Windows ................ 3.0
- BUS 051 Introduction to American Business .................................... 3.0
- BUS 064 Business Math Using Calculators ................................... 4.0
- BUS 078 Business Communications .............................................. 3.0
- BUS 079 Human Relations Applied in Business .............................. 3.0
- MKT 056A Marketing Principles .................................................... 3.0

Total Program A.S. Requirements .................................................. 38.0 - 43.0

Management and Supervision - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

LEVEL I: Core Curriculum Courses (Required)

- MGMT 101 Interpersonal Effectiveness ............................................ 3.0
- MGMT 102 Leadership ................................................................. 3.0
- MGMT 103 Functions of Management I .......................................... 3.0
- WRKEX 301-304 Cooperative Work Experience .............................. 1.0 - 4.0

Total Level I Cert. Requirements ..................................................... 10.0 - 13.0

LEVEL II: Core Curriculum Courses (Required)

- MGMT 111 Problem and Decision Analysis ...................................... 3.0
- MGMT 113 Functions of Management II .......................................... 3.0
- MGMT 117 Total Quality Management .......................................... 3.0

Total Level II Cert. Requirements .................................................... 9.0

Development Certificate Program

Focuses on the skills and attitudes necessary for successful management, the program provides two certificates. The first is for completion of courses involving broad skills necessary in supervisory situations (MGMT 101, MGMT 102, MGMT 103). The second is granted for three additional courses related to specific management skills (MGMT 111-117), and must include Functions of Management II, MGMT 113, which is recommended as the final course. Twenty-five major employers in the South Bay Area provide guidance to ensure continued relevancy. Note that only grades of C or better will be applicable toward either certificate.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

MANAGEMENT AND SUPERVISION (MGMT)

009 • INTRODUCTION TO SUPERVISION AND MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course provides an overview of the functions which managers and supervisors perform and the essential skills involved. It emphasizes leadership skills necessary to succeed as a first level manager or supervisor. Credit/No Credit Option.

010 • NEGOTIATIONS SKILLS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course provides insight into what is required to negotiate successfully, including attitudes, strategies, plans, and a six-step interactive negotiating process. Credit/No Credit Option.

011 • DECISION-MAKING SKILLS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
Rational decision-making models are explored to assist the student in developing useful problem analysis and decision-making skills. Idea generating techniques related to making good decisions are also explored. Credit/No Credit Option.

012 • MANAGING QUALITY 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course explores the major facets of a successful quality control effort. It includes an overview of quality problems, designing a quality control system, Japanese quality methods and simple quality control statistics. Credit/No Credit Option.

013 • JOB STRESS MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course identifies major factors that cause job stress, the physiological and psychological impacts of stress, and techniques of managing stress. Credit/No Credit Option.

014 • INTERVIEWING SKILLS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course explores the various types of job related interviews (selection, promotion, counseling, termination) commonly found in industry and government. Students will design and conduct a selection interview. Credit/No Credit Option.

015 • MANUFACTURING MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course explores how to successfully manage manufacturing operations. It focuses upon the human element, Japanese manufacturing management techniques, worker participation techniques, and process control. Credit/No Credit Option.

016 • CONFLICT MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
The causes and impacts of conflict are explored to assist in the development of positive attitudes and techniques which reduce the trauma and frequency of conflict at the job site. Credit/No Credit Option.

017 • CONDUCTING PERFORMANCE APPRAISALS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course will explore the most common types of performance appraisal systems. Students will learn to identify the strengths and weaknesses of each type and develop an ability to design and implement basic performance appraisal systems. Credit/No Credit Option.

018 • EFFECTIVE SUPERVISORY COMMUNICATION 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course explores communication concepts which can be important to successful supervisory performance. It includes listening, verbal and non-verbal communications as well as the communication techniques appropriate to each category. Credit/No Credit Option.

019 • DEALING WITH DIFFICULT PEOPLE 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
Difficult people can be very disruptive in the workplace resulting in significant losses in productivity. This course will enable participants to draw key distinctions between difficult people and different social/communication styles. In addition, six different types of "difficult people" will be examined along with strategies for effectively coping with them. Credit/No Credit Option.

020 • BUILDING TEAMS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
Teams are increasing essential in problem solving, decision-making and conducting complex work activities. Industry is turning more to teams as the focus of work activities with particular emphasis on the management of work teams. This course is designed to develop an understanding of the nature of teams (as opposed to groups), their uses, benefits, problems structures and developmental stages. Credit/No Credit Option.

021 • PROJECT MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course focuses on the principles, practices and methods of effective project management. Project conceptualization, objective setting, work analysis, scheduling, resource allocation and negotiations will be considered in this seminar. Credit/No Credit Option.

022 • FINANCIAL MANAGEMENT AND BUDGETING IN THE PUBLIC SECTOR 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This survey course explores major financial and budget concepts relevant to the public sector. Emphasis will be given to such topic areas as public financial management, budgeting trends; preparation, justification and presentation of budgets and the development of budget strategies and controls. Credit/No Credit Option.

023 • PERSONAL EFFECTIVENESS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course explores lateral and horizontal managerial communication principles and techniques. The course is based on Stephen R. Covey's Seven Habits of Highly Effective People. Understanding those principles and general principles of effective managerial communications can result in improved goal setting, listening and verbal/nonverbal communication skills. Credit/No Credit Option.

101 • INTERPERSONAL EFFECTIVENESS 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Communications theory and techniques are explored to make an individual a more effective communicator. Deals with the process of communication, effects of attitudes, verbal, listening, written, non-verbal, and use of visuals. Participants develop a greater interpersonal effectiveness through understanding the causes of effective and ineffective personal interaction, and learn new interactive skills through group experiences. Useful to all whose job and personal lives require successful interaction with other people. Credit/No Credit Option.

102 • LEADERSHIP 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Increases individual and group effectiveness through developing understanding of how groups function and the individual’s role as a group member. Develops insights into the multiplicity of roles and responsibilities which the leader must fulfill focusing on business, industrial, and government environments. Deals with the leadership function and activities of selecting, motivating, communicating, deciding and developing a work team. Credit/No Credit Option.
103 • FUNCTIONS OF MANAGEMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Students will achieve an operational understanding of the basic concepts and the major techniques of management. Major functions addressed are Planning, Organizing, Leading and Controlling. Extensive use of exercises and simulations permit the student to experience the concepts involved.
Credit/No Credit Option.

111 • PROBLEM AND DECISION ANALYSIS 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Through the use of published cases and student worklife situations, develop capability in defining problems, gathering necessary information, determining causes, generating solutions, and determining optimum solutions. Credit/No Credit Option.

113 • FUNCTIONS OF MANAGEMENT II 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
In a series of business games and group assignments, students will synthesize and apply the concepts and skills acquired in the preceding management courses. Using a computer-based business game, class members work in groups simulating competitive companies. Feedback from the computer reflects the effectiveness of each group’s management decisions. Course utilizes the concepts dealt with in the nine preceding courses. Credit/No Credit Option.

115 • INTRO TO MANUFACTURING MANAGEMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Manufacturing Management is the systematic approach, planning and control of the processes that transform inputs (e.g. human resources, facilities, materials etc.) into high quality finished goods and services. The manufacturing function is one of the important cores of the economy. This course explores the major features of manufacturing from initial planning and layout to process and quality control. Credit/No Credit Option.

116 • GLOBAL MANAGEMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Students will achieve an operational understanding of similarities and differences of the basic concepts and techniques of management as practiced in the United States and major European and Asian economics. Major functions addressed are planning, organizing, leading and controlling. Credit/No Credit Option.

117 • TOTAL QUALITY MANAGEMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course utilizes a systematic approach to managing quality in organizations. Students are exposed to the broad range of Total Quality Management (TQM) philosophies and techniques. Both qualitative and quantitative methods are involved in TQM implementation. Credit/No Credit Option.

132 • STYLES OF LEADERSHIP 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
Styles of leadership are studied to determine the strengths and techniques of each style so that the student can improve own leadership performance. Credit/No Credit Option.

136 • CONDUCTING EFFECTIVE MEETINGS 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
This course examines various types of meetings, their functions, reasons for failure and success, forces at play within the group, and strategies to make meetings accomplish their goals. Credit/No Credit Option.

158 • TIME MANAGEMENT 0.5 unit
Total lecture 10.4 hours
Acceptable for credit: California State University
Practical techniques for making better use of time. Organizing and scheduling work, curbing procrastination, avoiding interruptions, streamlining paperwork, delegating effectively and valuing time. Credit/No Credit Option.

MANUFACTURING — MFG

DIVISION: Technology
DEPARTMENT: Manufacturing
CHAIR: Cliff Monroe
PHONE: 408-855-5349
COUNSELING: 408-855-5349

Program Information:
Developed through a partnership with major semiconductor industry firms, Mission College's Semiconductor Manufacturing Technician Program is designed to prepare students for entry level positions in this rapidly growing, high skill, high wage industry. The program provides "hands-on" training in semiconductor fabrication including cleanroom procedures, monitoring manufacturing processes, and maintaining and troubleshooting manufacturing tool sets (equipment).

Learning Outcomes:
The Manufacturing Technology Department has developed its curriculum based upon the needs of industry. The department maintains industry-school partnerships and advisory committees with large corporations and smaller businesses that enables students to have a successful school-to-career experience. Students in manufacturing technology courses develop the ability to converse, work, and understand the technological environment they live in. Manufacturing Technology objectives include:

• Bringing technology to the forefront of a student's living and working lifestyle.
• Establishing some fundamentals and principles in a student's life for technological problem solving and troubleshooting.
• Enhancing the ability for students to contend with the strife of a technological environment.
• Instructing students in specific areas of technology that are related to the needs of industry.

It is highly recommended that each student keep a complete record of work to present for evaluation by university program advisors and/or employers.

A.S. Degrees:
• Semiconductor Manufacturing Technician

Certificates:
• Mecha-Tronic Training
• Nano-Technology Process
• Semiconductor Manufacturing Technician

Schedule Matrix:

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<th>COURSE</th>
<th>FALL</th>
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D= DAY CLASSES; E= EVENING CLASSES
Semiconductor Manufacturing Technician -
Mecha-Tronic Training Certificate

The Certificate of Mecha-Tronic Training is based on courses in fundamental electronics and mechanics leading to a more advanced study of industry robots, home robots, and “battle-bots.” This certificate focuses on areas within the electronics ecosystem, which is driving today’s economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units
MFG 050 DC/AC Principles ................................................. 4.0
MFG 061 Electromech Systems ............................................ 3.0
MFG 062 Robotics (Vac/Pneum/Hyd) ...................................... 3.0
MFG 080 Intro to SMT .................................................... 4.0
Total Program Cert. Requirements .................................................. 14.0

Semiconductor Manufacturing Technician -
Nano-Technology Process Certificate

The Certificate of Nano-Technology Process is based on courses in fundamental, intermediate, and the advanced study of semiconductor manufacturing leading to advanced semiconductor process and toolsets. The manufacture of semiconductors is a growing field that has already encompassed one-third of the electronics industry ($80 Billion) and is one of the drivers of today’s economy. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units
MFG 020 Statistical Process Control ............................................ 3.0
MFG 050 DC/AC Principles ................................................. 4.0
MFG 061 Electromech Systems ............................................ 3.0
MFG 062 Robotics (Vac/Pneum/Hyd) ...................................... 3.0
MFG 080 Intro to SMT .................................................... 4.0
Total Program Cert. Requirements .................................................. 17.0

Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053.

MANUFACTURING TECHNOLOGY (MFG)

020 • STATISTICAL PROCESS CONTROL 3.0 units
Total lecture 36.8 hours; total lab 72.0 hours
Advisory: MATH 000C
Acceptable for credit: California State University

This course offers students the tools and techniques to monitor the quality of parts produced in manufacturing operations. Students will use measurement tools and devices to gather data and statistical quality control techniques to measure performance of an operation and express it in numerical values. Using the numerical values, the student will evaluate the operational efficiency and make compensating manufacturing adjustments. Following the critical thinking evaluation process, the student will be able to predict future operational efficiency. May be repeated one time. Credit/No Credit Option.

050 • DC/AC PRINCIPLES 4.0 units
Total lecture 54.4 hours; total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

This is a comprehensive introductory course in DC/AC theory and practice. Electrical components are studied individually and while combined in resistor inductor and capacitor, (RLC) series and parallel circuits. This is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators. Includes sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. May be repeated three times. Credit/No Credit Option.

050A • DC ELECTRONIC PRINCIPLES 2.0 units
Total lecture 17.6 hours; total lab 54.4 hours
Acceptable for credit: California State University

This is a hands-on course and computer-enhanced, self-paced course in DC electronic practice and theory, which is designed for entry-level students desiring knowledge and skills in basic electricity. Students explore resistors in series and parallel circuits. The basic concepts of electricity, voltage, current, and resistance are discovered through the exploration of circuits and the use of measurement equipment. The course focuses on exploration of circuits and the use of measurement equipment. The course focuses on mastery of skills in electronics, with the purpose of opening opportunities and career advancement or promotions in the $240B electronic industry. It includes the use of power supplies, the handling of digital multimeters (DMMs), and the computation of measurements and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced in this course, which combines theory with practical hands-on experiments. May be repeated one time. Credit/No Credit Option.

050B • AC ELECTRONIC PRINCIPLES 2.0 units
Total lecture 17.6 hours; total lab 54.4 hours
Acceptable for credit: California State University

This is a computer-enhanced, self-paced, introductory course in AC theory and practice. Electrical components are studied individually and while combined in resistor inductor and capacitor, (RLC) series, and parallel circuits. This is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators, as well as sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. May be repeated one time. Credit/No Credit Option.

060 • DC-AC ELECTROMECHANICAL COMBO 3.0 units
Total lecture 36.8 hours; total lab 72.0 hours
Acceptable for credit: California State University

This course is designed for individuals with electronic backgrounds, who desire to receive California Community College credit for their experience, knowledge, and/or past electronic transcripts. Students accomplish learning objectives covering DC and AC electronics through review, testing, and demonstration. This course is a corequisite course with MFG-061, and is a practical, hands-on course. Laboratory experiments include the use of power supplies, digital multimeters (DMM), oscilloscopes, and frequency generators. Includes sinusoidal waveforms, AC measurements, and theorems of circuit analysis. Circuit simulation software and electronic computer-based training (CBT) is introduced. May be repeated one time. Credit/No Credit Option.
061 • ELECTROMECHANICAL SYSTEMS  3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory:  CET 050, MATH 903 and ENGL 108A
Acceptable for credit: California State University

This course is a study of the evolution of robotics and a variety of robotic systems designed for specific automated applications. Student will study robotic control systems, arm geometry, and power systems. They will experience assembly, disassembly, operation and troubleshooting of small-scale electrical, hydraulic and pneumatic robotic systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Credit/No Credit Option.

062 • ROBOTIC SYSTEMS  3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory:  DRAFT 081
Acceptable for credit: California State University

This course is a study of the evolution of robotics and a variety of robotic systems designed for specific automated applications. Student will study robotic control systems, arm geometry, and power systems. They will experience assembly, disassembly, operation and troubleshooting of small-scale electrical, hydraulic and pneumatic robotic systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Credit/No Credit Option.

063 • VACUUM SYSTEMS  2.0 units
Total lecture 36.8 hours
Advisory:  ENGL 108A and CET 050
Acceptable for credit: California State University

This course is a study of vacuum technology and vacuum systems. Topics include gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. Students will experience assembly, disassembly, operation and troubleshooting of small-scale electrical, hydraulic and pneumatic robotic systems. This course uses electromechanical systems to expose students to maintenance procedures and troubleshooting techniques used in the semiconductor manufacturing industry. May be repeated one time. Credit/No Credit Option.

080 • INTRODUCTION TO SEMICONDUCTOR MANUFACTURING TECHNOLOGY  4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Acceptable for credit: California State University
Equivalent to SMT 80 at San Jose City College. Student is introduced to semiconductor industry, including systems and processes for producing semiconductor wafers. Student will learn "cleanroom" procedures and prepare for advanced courses on processes and tool sets. Credit/No Credit Option.

081 • INTERMEDIATE SEMICONDUCTOR MANUFACTURING  4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Prerequisite:  MFG 80
Acceptable for credit: California State University

This course studies the intermediate level processes, materials and equipment used in semiconductor manufacturing. A more focused study on implant, diffusion, photolithography, etc., and thin films will be explored. Students will be introduced to inventory control and flow. Credit/No Credit Option.

082 • ADVANCED SEMICONDUCTOR MANUFACTURING  4.0 units
Total lecture 72.0 hours
Advisory:  MFG 081
Prerequisite:  MFG 080
Acceptable for credit: California State University

This course is a study of the advanced level processes, materials and equipment used in semiconductor manufacturing. Emphasis is placed on the equipment used in implant, diffusion, photolithography, etc., and thin films, based on one’s previous study of semiconductor processes. Credit/No Credit Option.

Students who enter the Marketing Program enjoy the creative atmosphere that surrounds the marketer. There are approximately 22,000 different occupations in Marketing and 1/3 of all potential workers eventually are employed in marketing and distribution.

Learning Outcomes:
Upon successful completion of the core Marketing curriculum, our students will be able to:
• Analyze marketing strategies and evaluate marketing systems.
• Determine the best methods for distributing and promoting products and services.
• Use the Internet effectively when doing marketing research on micro and macro environmental influences.

A.S. Degree:
• Marketing
• Global Marketing, Management and Business

Certificate:
• Marketing (Levels I and II)
• Global Marketing, Management and Business
• Marketing Communication (see pg. 94)

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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D= DAY CLASSES; E= EVENING CLASSES
MISSION COLLEGE 2004-2005

MARKETING

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

Marketing - A.S. Degree

Core Curriculum Courses (Required) Units
MKT 040 Sales Principles I .............................................. 3.0
MKT 042 Sales Principles II ........................................... 3.0
MKT 056A Marketing Principles ....................................... 3.0
MKT 056B Marketing Strategies ....................................... 3.0
MKT 060 International Marketing .................................... 3.0
MKT 081A Advertising Principles ..................................... 3.0
BUS 008A Business Law ................................................ 3.0
Plus 1 of the following courses: Units
MKT 057 Retailing Principles .......................................... 3.0
MKT 059 Marketing Research ......................................... 3.0
MKT 062 Global Export & Import ..................................... 3.0
ACCTG 001A Principles of Accounting ............................ 4.0
BUS 021 Introduction to Business Computing .................. 3.0
BUS 021L Introduction to Business Computing Lab ........... 1.0
Plus 2 of the following courses: Units
ACCTG 001B Principles of Accounting ............................ 4.0
ACCTG 060 Computerized Accounting: Quickbooks/IBM ... 3.0
ACCTG 065 Computerized Accounting: Peachtree/IBM ..... 3.0
BUS 051 Introduction to American Business ..................... 3.0
BUS 064 Business Math Using Calculators ....................... 4.0
BUS 078 Business Communications .................................. 3.0
BUS 079 Human Relations Applied in Business ............... 3.0
MGMT 103 Functions of Management I ........................... 3.0
Total Program A.S. Requirements ................................. 37.0 - 39.0

Marketing - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of "C" or better may be used to satisfy requirements for a certificate.

LEVEL I: Core Curriculum Courses (Required) Units
MKT 040 Sales Principles I .............................................. 3.0
MKT 056A Marketing Principles ....................................... 3.0
MKT 081A Advertising Principles ..................................... 3.0
Total Level I Cert. Requirements ................................. 9.0

LEVEL II: Core Curriculum Courses (Required) Units
MKT 060 International Marketing .................................... 3.0
Plus 2 of the following: Units
MKT 042 Sales Principles II ........................................... 3.0
MKT 056B Marketing Strategies ....................................... 3.0
MKT 057 Retailing Principles .......................................... 3.0
MKT 059 Marketing Research ......................................... 3.0
MKT 030-035 Selected Topics in Marketing ....................... 3.0
MKT 062 Global Exporting and Importing ....................... 3.0
MKT 084 Marketing Using the Internet ........................... 3.0
Total Level II Cert. Requirements ................................. 9.0

Global Marketing, Management and Business - A.S. Degree

This new program is both challenging and exciting, offering an endless chain of new experiences and opportunities. The program has a romantic sound that is irresistible to many of us—rather like an adult career dream. For many thousands, it has proven to be an achievable dream either as an exciting career or as a relatively easy route for starting their own business.

The Global Marketing, Management and Business Program, provides the "know-how" that is necessary right from the start; all options are explored and developed for the successful global business venture. Do not hesitate, get started today.

Core Curriculum Courses (Required) Units
BUS 010 Global Business .............................................. 3.0
BUS 028A Business Law .............................................. 3.0
GEOG 002 Cultural Geography ..................................... 3.0
MGMT 116 Global Management ..................................... 3.0
MKT 060 International Marketing ................................. 3.0
MKT 062 Global Exporting and Importing ....................... 3.0
MKT 066 Global Finance Strategies ............................... 3.0
GLOBL/SOC SC 1 Global Systems ................................. 3.0
GLOBL/SOC SC 2 Global Issues ..................................... 3.0

Plus one of the following: Units
MGMT 115 Global Manufacturing Management .................. 3.0
MKT 068 Global Distributors and Agents .......................... 3.0
MKT 070 Global Marketing Research ............................... 3.0
MKT 072 Marketing Ethics ............................................ 3.0
MKT 074 Global Purchasing .......................................... 3.0
MKT 082 Global Advertising ......................................... 3.0
MKT 084 Marketing Using the Internet ........................... 3.0
Total Program A.S. Requirements ................................. 33.0 - 35.0

Global Marketing, Management and Business - Certificate

Only courses completed with a grade of "C" or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units
BUS 010 Global Business .............................................. 3.0
MGMT 116 Global Management ..................................... 3.0
MKT 060 International Marketing ................................. 3.0

Plus three of the following: Units
BUS 028A Business Law .............................................. 3.0
MGMT 115 Global Manufacturing Management .................. 3.0
MKT 068 Global Distributors and Agents .......................... 3.0
MKT 070 Global Marketing Research ............................... 3.0
MKT 072 Marketing Ethics ............................................ 3.0
MKT 074 Global Purchasing .......................................... 3.0
MKT 082 Global Advertising ......................................... 3.0
MKT 084 Marketing Using the Internet ........................... 3.0
Total Program A.S. Requirements ................................. 18.0

MARKETING (MKT)

030 • PRODUCT STRATEGIES 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University

031 • PRICING STRATEGIES 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University

032 • DISTRIBUTION/PLACE STRATEGIES 0.5 unit
Total lecture 10.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University

This course is concerned with the channels a firm may employ to make its goods and services available to customers. The channels are organized structures of buyers and sellers that bridge the gap of time and space between the manufacturer and the customer. Other strategy-related matters discussed in this course include scope of distribution, use of multiple channels to serve different segments, modification of channels to accommodate environmental shifts resolution of conflict among channels, and use of vertical systems to institute control over channels. Credit/No Credit Option.

This course concerns the market needs that may be served by offering different products. Students will become involved in such matters as number and diversity of products, product innovations, product scope, and product design. Different dimensions of product strategies are examined for their essence, their significance, their limitations, if any, and their contributions to objectives and goals. Each strategy will be exemplified with illustrations from marketing literature. Credit/No Credit Option.
### MARKETING MISSION COLLEGE 2004-2005

#### BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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<th>Course Code</th>
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<td>54.4</td>
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**Acceptable for credit:** California State University

This course is concerned with the planning, implementation, and control of persuasive communication with customers. These strategies may be designed around advertising, personal selling, sales promotion, or any combination of these. In addition to the strategic issues mentioned above, this course discusses strategies in advertising and personal selling. The advertising strategies examined are media strategy and copy strategy. The formulation of each strategy is illustrated with reference to examples from the literature in class. Credit/No Credit Option.
070 • GLOBAL MARKETING RESEARCH 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course examines a very specific field of international business. The focus of Global Marketing Research is on sources of material available to business from foreign markets. It also includes research on foreign market penetration, and closely examines the U.S. company for its ability to sell and service overseas while using global marketing research data input. Credit/No Credit Option.

072 • MARKETING ETHICS 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course examines ethics in marketing, its implications to management decision making, employee morale, peers, and customers. The focus of the course is on ethical dilemmas in business and marketing. Each of the marketing mix elements will be brought into focus when developing skills to handle ethically questionable marketing practices. Credit/No Credit Option.

074 • GLOBAL PURCHASING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the rules and regulations involved, and difficulties encountered, when purchasing from foreign sources. It involves a study of cultural, legal, and economic factors. Credit/No Credit Option.

081A • ADVERTISING PRINCIPLES 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising with campaigns and the testing of advertising effectiveness will be studied. Credit/No Credit Option.

082 • GLOBAL ADVERTISING 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course is an overview of the global advertising industry and ways in which products are advertised worldwide. Course focuses on both the international consolidation of the advertising business and the ways in which the growth of the world trade has produced an increase in advertising in numerous markets. Credit/No Credit Option.

084 • MARKETING USING THE INTERNET 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
In this course, students will study traditional marketing using electronic methods. Students will develop techniques for increasing efficiency in establishing marketing functions. Students will explore technology of e-marketing strategies that results in new business models that add customer value and/or increase company profitability. Students will learn to efficiently use the Internet as a market planning tool for both secondary and primary data collection. Credit/No Credit Option.

088 • HOW TO SELL YOUR PRODUCTS AND SERVICES IN MEXICO 3.0 units
Total lecture 54.4 hours
Advisory: MKT 056A
Acceptable for credit: California State University
This course presents an opportunity to study the Mexican market, find the information of need, build your team of experts, establish your sales and Distribution System, move your products and services, and take care of the legal requirements. Credit/No Credit Option.
Mathematics - A.A. Degree

Core Curriculum Courses (Required)  

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<td>MATH 003B</td>
<td>Analytic Geometry and Calculus</td>
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<td>MATH 004A</td>
<td>Intermediate Calculus</td>
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<tr>
<td>MATH 004B</td>
<td>Linear Algebra</td>
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</table>

Total lecture: 54.4 hours

Advisory: MATH 000B and MATH 000C

Acceptable for credit: University of California, California State University

NOTE: UC credit is limited. See a counselor.

This course is designed to adequately prepare students for the MATH 3A sequence. Its contents include polynomial and transcendental functions, definite integrals, and other applications and the relationship between conic sections, polar coordinates, and complex numbers. Functions and relations, exponential and logarithmic functions, and applications to area, volume, and work. Credit/No Credit Option. This course may also be offered online.

Mathematics (MATH)

000B • PLANE GEOMETRY  

Total lecture: 72.0 hours

Advisory: MATH 903

This course introduces geometric and deductive mathematical reasoning in preparation for precalculus. The student will study and demonstrate knowledge and understanding of the basic concepts of plane geometry, emphasizing deductive reasoning and including lines, planes, angles, spheres, congruence, similarity, parallelism, and perpendicularity, length, area, and volume. This course is designed for the student who has had no previous instruction in geometry or who has had difficulty with geometry. Credit/No Credit Option.

000C • INTERMEDIATE ALGEBRA  

Total lecture: 72.0 hours

Prerequisite: MATH 903

The student will 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. This course may also be offered online. Credit/No Credit Option.

000D • TRIGONOMETRY  

Total lecture: 54.4 hours

Advisory: MATH 000B and MATH 000C

Acceptable for credit: California State University

This course introduces trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. Credit/No Credit Option.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT  

Total lecture: 72.0 hours

Advisory: MATH 000B, MATH 000C, and ENGL 108A

Acceptable for credit: University of California, California State University

This course is intended to fulfill the general education requirement in mathematics. It introduces the student to creative mathematical thinking using fascinating examples, topics and problem solving. 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, history of math and math in other cultures. There is an emphasis on general problem solving techniques and how to communicate mathematics. It is intended to provide a sample of current mathematical techniques for the non-specialist. Credit/No Credit Option.
This course is intended to provide a foundation in numeration systems and number theory, particularly with respect to counting numbers, whole numbers, integers, rational numbers, and real numbers. It will emphasize the study and discovery of patterns; develop and extend relationships among number patterns; present mathematical models and real-world applications of them; and provide different algorithms for estimating and finding exact answers when adding, subtracting, multiplying, and dividing. Where appropriate, there will be an emphasis on problem solving, critical thinking, and communication. This course is intended to serve as a bridge between elementary arithmetic functions and elementary algebra. This course may also be offered online. Credit/No Credit Option.

001B • ARITHMETIC REVIEW (FRACTIONS) 0.5 unit (NON-ASSOCIATE DEGREE COURSE)
Total lecture 10.4 hours
The student will study fractions and practice addition, subtraction, multiplication, and division. Credit/No Credit Option.

901 • ARITHMETIC REVIEW (NON-ASSOCIATE DEGREE COURSE)
Total lecture 20.8 hours
The student will review and practice fundamental arithmetic skills, including computations with whole numbers, fractions and decimals, and applications of ratio, proportion and percent to practical problems. This course is a fast-paced review and not a substitute for MATH 900. Credit/No Credit Option.
MILITARY SCIENCE

MC CONTACT: Office of Instruction
PHONE: 408-855-5180
SANTA CLARA UNIVERSITY: 408-554-6836
SJSU: 408-924-2960

ARMY R.O.T.C. (MILSC) & AEROSPACE STUDIES (ROTC)

Mission College students can enroll in lower division Army ROTC or Air Force ROTC courses taught at San Jose State University or Santa Clara University and receive credit toward an Associate Degree. Army or Air Force ROTC coursework may ultimately result in a commission for students meeting applicable Army or Air Force standards.

Army ROTC courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. For more information contact the Santa Clara University Military Science Office at 408-554-6836.

Air Force ROTC courses acquaint students with the role of the Air Force officer as a professional, Air Force doctrine, structure of the Air Force, development of air power through the jet age, and employment of air power in peacetime relief missions and civic action programs. Mandatory laboratory sessions provide development of leadership and management skills. For more information contact the SJSU Aerospace Studies Department at 408-924-2960.

Any student interested in enrolling in either program, please contact the Office of Instruction for enrollment procedures.

MILITARY SCIENCE (MILSC)

MILSC 001A, B • INTRO TO LEADING ORGANIZATIONS 2.0 units
Examine the Army’s theory of leadership through the primary field manual on leadership plus supplemental readings as assigned. Learn basic soldier skills required to be a member of an Army unit, to include land navigation (day and night), basic rifle marksmanship, rappelling, wear of the uniform and duties of an Army squad member – the Army’s smallest organization. Understand the Army’s physical fitness program and how it is a key component of leading small organizations. Develop your own personal fitness program and learn how it is an important aspect of leading small organizations. One 60-minute class per week. Five 3-hour leadership labs per quarter. One weekend field training exercise away from the University.

MILSC 002A, B • LEADERSHIP IN PRACTICE 2.0 units
After a review of leadership theories in general and Army leadership theory in particular, embark on numerous case studies of leadership with the goal of learning to analyze how personal leadership is critical to the success or failure of an organization. Study techniques on improving personal leadership styles and methods with a goal of building stronger, more successful organizations. Study techniques for creating ethical organizational climate. Learn how to build teams and motivate individuals. Be introduced to methods of counseling employees in the work place. One 60-minute class per week. Five 3-hour leadership labs per quarter. One weekend field training exercise away from the University.

AEROSPACE STUDIES (ROTC)

001A • THE AIR FORCE TODAY 1.0 unit
Acceptable for credit: California State University
This course offers students an opportunity to learn about today’s Air Force, including way of life, job opportunities, and benefits. It also teaches communication skills needed for leadership. The class includes a hands-on leadership laboratory.

002A • THE AIR FORCE WAY 1.0 unit
Acceptable for credit: California State University
This course offers instruction on the development of air power from balloon through the jet age. It also covers employment of air power from peacetime missions and civic action programs through the post-Vietnam era. Building communication skills is also emphasized. The class includes a hands-on leadership laboratory.

MUSIC

MUSIC – MUSIC

DIVISION: Cultural And Technical Arts
DEPARTMENT: Music
CHAIR: Joseph Ordaz
PHONE: 408-855-5276
COUNSELING: 408-855-5030

The Mission College Music Department is structured around a traditional musical foundation augmented by computer assisted tutorial, composition and performance classes.

Specific areas of focus are piano, guitar or vocal performance and Electronic Music. The Music Department along with the Fine Arts and Graphic Design Departments have most recently been certified as being the South Bay Regional Center for the California Multimedia Entertainment Initiative which is designed to prepare quality students for Silicon Valley's booming Multimedia Industry. The experienced instructors create an environment that both fulfills General Education Requirements and offers students exemplary preparation for the rigors of transfer into both university and vocational level programs.

Learning Outcomes:
Upon completion of the program, students will demonstrate:
• Basic proficiency in reading and writing of music notation and applying them to a specific musical instrument (i.e. piano, guitar, voice).
• Ability to identify elements of many types and styles of music, including historical periods, composers, performers, stylistic traits, cultural influences, and performance practices.
• Ability to perform in a musical ensemble (i.e. chorus, orchestra, marching band).
• Apply musical skills with knowledge of MIDI devices (i.e. keyboards, computers, software) to create a musical composition.
• Ability to use music recording studio equipment for use with live and videotaped performance.

Career Options:
• Conductor
• Private Teaching
• Music Criticism
• Piano Performance
• Guitar Performance
• Vocal Performance
• Studio Performer
• Instrumental Instructor
• Organist
• Soloist
• Music Librarian
• Music Publishing
• Public Teaching
• Accompanist
• Recreation Specialist
• Music Instructor
• Vocal Instructor
• Choir Director

Some career options require more than two years of college study. Classes beyond those listed in the Associate Degree Program may be required to fulfill some career options or for preparation for transfer to a university program.

Highlights:
• Interactive music instruction.
• State of the Music Computer Facility with Macintosh G3 Computers, Opcode Vision, Protols, Encore and VST Plugins.
• Chamber Orchestra, Chorus, Jazz Ensemble, Drum and Bugle Corp (part of the World Famous Santa Clara Vanguard).
• Performances and audition opportunities for various community and industry positions.

Certificates:
• Digital Music

Schedule Matrix:

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<tr>
<th>COURSE</th>
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<td>MUSIC 090</td>
<td>D</td>
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<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES
Digital Music - Certificate

As part of the continued growth in the Music Department, the following certificate in Digital Music has been created. With recent advancements in the development of digital music systems and their widespread applications in both music and multimedia productions, such a course of study is of great interest to many students with backgrounds in music, music technology, and/or multimedia design. This curriculum provides students with hands-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 will help prepare students for careers in the multimedia industry, professional development, and personal enrichment in the fields of digital music production and distribution, multimedia audio design, and music/multimedia software design.

Music Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 005 Fundamentals of Music</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 016 History of Rock</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 080 Introduction to MIDI</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 081 Digital Music Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 083 Digital Audio for Multimedia</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Core Units: 14.0

Plus any one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 010 Music Appreciation</td>
<td>3.0</td>
</tr>
<tr>
<td>DES 070 Intro to Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 075 Macromedia Director Studio</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001AorB Human Values In and From the Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 015 Intro to Film Analysis</td>
<td>3.0</td>
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<tr>
<td>ART 001D Survey of 20th Century Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034 Introduction to Digital Art</td>
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</tr>
</tbody>
</table>

Total Program Certificate Requirements: 17.0 units

MUSIC (MUSIC)

NOTE: Maximum UC credit allowed for MUSIC 030AB, 031AB, 032AB, 033AB, 036ABCD, and 041ABCD is 12 units total.

001 • MUSIC HISTORY AND LITERATURE

Total lecture 54.4 hours
Advisory: COUNS 001
Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from early origins to 1750. It studies representative works, styles, and composers from early the early Greek heritage, early Christian Era, Medieval, Renaissance, and Baroque periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Fall semester. Grade Only. May be repeated one time.

002 • MUSIC HISTORY AND LITERATURE

Total lecture 54.4 hours
Advisory: COUNS 001
Acceptable for credit: University of California, California State University

This course is a historically oriented and chronological study of music from 1750 to present. It studies representative works, styles, and composers from Classical, Romantic, Impressionist, and 20th Century periods through reading, discussion, and listening. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. It is offered only in the Spring semester. Grade Only. May be repeated one time.

005 • FUNDAMENTALS OF MUSIC

Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University

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. Credit/No Credit Option.

005A • FUNDAMENTALS OF MUSIC LECTURE

Total lecture 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University

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 an introduction to rhythm performance, sight singing, and techniques of listening to music. This course differs from MUSIC 5 in that there is no practice lab; MUSIC 5A is lecture only. Credit/No Credit Option.

006A • HARMONY AND MUSICIANSHIP I

Total lecture 72.0 hours
Prerequisite: Music 005, 005A or equivalent experience
Acceptable for credit: University of California, California State University

Harmony and Musicianship I is intended for music students who want to develop the essential musical knowledge and skills required as preparation for music majors, professional musicians, electronic musicians, and all musicians desiring to acquire greater musical understanding, skill, and creativity. Students study the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, instrumentation, orchestration, arrangement, form, and music production. Aural skills are gained through extensive ear-training, sight-singing, rhythmic dictation, performance, improvisation, and basic piano keyboard skills. Students will work both as a class and individually utilizing computer-assisted music instruction software. Credit/No Credit Option.

006B • HARMONY AND MUSICIANSHIP II

Total lecture 72.0 hours
Prerequisite: Music 006A or equivalent experience
Corequisite: Music 090
Acceptable for credit: University of California, California State University

Harmony and Musicianship II is an intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

007A • HARMONY AND MUSICIANSHIP III

Total lecture 72.0 hours
Prerequisite: Music 007B or equivalent experience
Corequisite: Music 090
Acceptable for credit: California State University

Harmony and Musicianship III is an advanced-intermediate course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

007B • HARMONY AND MUSICIANSHIP IV

Total lecture 72.0 hours
Prerequisite: Music 007A
Corequisite: Music 090
Acceptable for credit: California State University

Harmony and Musicianship IV is an advanced course in the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by advanced level ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures. Credit/No Credit Option.

010 • MUSIC APPRECIATION

Total lecture 54.4 hours
Advisory: COUNS 001 and recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University

Basic introductory course for the student without previous training in music. Development of enjoyment and appreciation through active and guided discussion and listening to such musical forms as symphony, opera, tone poem, sonata, and concerto, from the Middle Ages to the present. Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present). Credit/No Credit Option.

015A, B, C, D • SONG WRITING

Total lecture 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University

This course is designed as a follow-up to Fundamentals of MUSIC (MUSIC 5 or 5A), with the student applying skills developed in MUSIC 5 to the writing of song melodies, harmonization, and simple song arrangements. The student will also learn basic principles of lyrics writing. Credit/No Credit Option.
016 • HISTORY OF ROCK  3.0 units
Total lecture 54.4 hours
Advisory: COUNS 001 and recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A 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. Credit/No Credit Option.

017 • MUSICS OF THE WORLD  3.0 units
Total lecture 54.4 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 may also be taught as a telecourse. Credit/No Credit Option.

030A, B • BEGINNING PIANO  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: For students with no previous training in piano. Studies in note reading, clefs, rhythmic notation, interpretive symbols, simple pieces at the piano, the course seeks to stimulate the intellect by a study of the history of the piano and piano music, including famous composers and performers of piano music, and by the development of skills in critical thinking as related to piano performance. Credit/No Credit Option.

030B • BEGINNING GUITAR  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A course beginning with the history of the guitar and guitar music, from the Baroque period to 20th Century musical styles. Assignments include preparation and performances of different guitar repertoire each semester. Discussions and projects related to standard guitar repertory, literature and appropriate performance practices. Course is repeatable for credit. Credit/No Credit Option.

031A, B • INTERMEDIATE PIANO  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 030A or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 030A,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 between 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. Credit/No Credit Option.

031B • INTERMEDIATE VOICE  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 031A, B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A course for the student to improve their vocal production skills, including tone placement, correct breathing, vocal technique, interpretation, and style in the works of various composers between different musical periods and styles. Emphasis is placed on tone production, correct breathing, vocal technique, and the development of vocal confidence and the lessening of vocal anxiety. Credit/No Credit Option.

032A, B • BEGINNING VOICE  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A beginning course in voice. Emphasis on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the voice, vocal technique, and the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. Credit/No Credit Option.

032B • BEGINNING GUITAR  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: COUNS 001 and concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A beginning course in voice. Emphasis on music reading, playing in basic positions, scales, chords, major and minor keys. The student studies the history of the voice, vocal technique, and the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. Credit/No Credit Option.

033A, B • INTERMEDIATE VOICE  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 031A, B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 031A, B. Designed for those who wish to improve their vocal skills through a continued study of vocal technique, interpretation, and style in the works of various composers between different musical periods and styles, and repertoire that is available, allowing the student to continue development of his/her technical skills. May be repeated three times. Credit/No Credit Option.

039A, B, C, D • ADVANCED PIANO  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 90
Prerequisite for 039A, B: MUSIC 031B or demonstrate proficiency skill
For 039C: MUSIC 031B
For 039D: MUSIC 031C
Acceptable for credit: University of California, California State University
This is a course for the expert study and skilled performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. May be repeated three times. Credit/No Credit Option.

041A, B, C, D • MIXED CHORUS  1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
A singing group of mixed voices open to those with or without previous experience in group singing. Part songs, motets, anthems, and other types of choral music, in a variety of styles, will be learned. Music reading may be covered as well as the basic elements of music. Credit/No Credit Option.

048A • SYMPHONY ORCHESTRA  1.0 unit
Total lab 54.4 hours
Prerequisite: MUSIC 090
Acceptable for credit: University of California, California State University
This is an advanced course for the study and performance of orchestral music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

048B • SYMPHONY ORCHESTRA  1.0 unit
Total lab 54.4 hours
Prerequisite: MUSIC 048A
Acceptable for credit: University of California, California State University
This is a continuation 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 scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

048C • SYMPHONY ORCHESTRA  1.0 unit
Total lab 54.4 hours
Prerequisite: MUSIC 048B
Acceptable for credit: University of California, California State University
This is an on-going advanced 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 scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.

048D • SYMPHONY ORCHESTRA  1.0 unit
Total lab 54.4 hours
Prerequisite: MUSIC 048C
Acceptable for credit: University of California, California State University
This is a course for the expert study and skilled performance of symphonic music and repertoire of all styles and periods. Emphasis is placed on group participation and public performance. Attendance at all scheduled performances is required. New works of orchestral music are performed each semester. May be repeated three times. Credit/No Credit Option.
051 • JAZZ ENSEMBLE 2.0 units
Total lab 17.6 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. Open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art-form within an accurate historical and contemporary framework. May be repeated three times. Credit/No Credit Option.

065A, B, C, D • DRUM AND BUGLE CORPS 2.0 units each
Total lab 17.6 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Prerequisite: Admission to this ensemble is by audition. Entering ensemble members need the ability to read, interpret and perform music and movement in field marching routine.
Acceptable for credit: University of California, California State University
Students will be part of a performing drum and bugle corps, marching in preconceived and free-form visual formations and routines, playing brass and percussion instruments, with accompanying visual units appropriate to the ensemble.

066A • DRUM AND BUGLE CORPS II 2.0 units
Total lab 17.6 hours; Total lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: Audition for demonstration of skill
Acceptable for credit: University of California, California State University
Students will be part of an advanced level performing drum and bugle corps, marching in preconceived and free-form visual formations and routines of an advanced level, playing brass and percussion instruments with accompanying visual units appropriate to the ensemble. Admission is by audition only. May be repeated three times. Credit/No Credit Option.

080 • INTRODUCTION TO MIDI 3.0 units
Total lab 36.8 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
This is a course designed to introduce the Musical Instrument Digital Interface (MIDI) system and develop the student’s ability to apply the system to the creation of music. Emphasis will be placed on the function and operations of MIDI equipment and on the production of music within set parameters. The student will work on either a Macintosh or PC platform computer using Opcode Vision software or equivalent. No prior musical or computer training is required. May be repeated two times. Credit/No Credit Option.

081 • DIGITAL MUSIC SYSTEMS 3.0 units
Total lab 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This course is a hands-on survey of software, hardware and procedures involved with digital audio presentations. Specific subject areas include “Past, Present and Future Technologies,” “Compositional Techniques,” “System Organization and Logic” and “Recording Procedures. Credit/No Credit Option.

083 • DIGITAL AUDIO FOR MULTIMEDIA 2.0 units
Total lab 17.6 hours; Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Acceptable for credit: California State University
Multimedia projects require specialized preparation of music materials, narration and sound effects. This course will cover principles of music production, script preparation, and the placement of sound effects. This course is designed primarily for students with a visual focus in multimedia design. May be repeated two times. Credit/No Credit Option.

087 • THE MUSIC INDUSTRY - AN OVERVIEW 3.0 units
Total lab 54.4 hours
Acceptable for credit: California State University
This course is an introduction to music business and the music industry. Topics include music creation, publishing, copyright, and licensing; professional organizing and 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 will 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. Credit/No Credit Option.

090 • MUSIC LABORATORY 0.5 unit
Total lab 27.2 hours
Corequisite: Concurrent enrollment in any music course
Acceptable for credit: University of California, California State University
This is a separate music laboratory course, offered by arrangement and at the student’s convenience. 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). May be repeated three times. Credit/No Credit Option.

NUTRITIONAL SCIENCE

• Dietary Services
• Institutional Foods

DIVISION: Commercial Services
DEPARTMENT: Nutritional Science
CHAIR: Heather Rothenberg
PHONE: 408-855-5248
COUNSELING: 408-855-5030

Nutritional Science is a dynamic field of study with connections to food science, chemistry and biology. It is a discipline that investigates how nutrients are taken in by the body, broken down, and utilized. Through the study of nutrition, chronic diseases such as heart disease and cancer can be better understood and perhaps even prevented. In a larger context, nutritional science examines how the environment is connected with the nutritional status of populations. This is a discipline that crosses cultures and looks at the health implications of a variety of foods.

Learning Outcomes:
Students will gain an understanding of the scientific basis for nutrition. Students will be able to apply nutrition concepts to regular and therapeutic diets.

Career Options:
• Nutrition Educator (R.D. advised)
• Dietetic Technician (Registered)
• Food Manufacturing (test kitchens)
• Food Service Inspector (R.D. advised)
• Nutrition Counselor (R.D. advised)
• Hospital Dietetic (R.D. advised)
• Private Practice Consultant (R.D. advised)
• Sports Nutrition (R.D. advised)

Some career options may require more than two years of college study.

Highlights:
• Professional staff concerned with helping students succeed and meet their educational goals.
• Computer-assisted learning.
• Telecourse offerings of some classes which provide flexibility to students.
• Proximity to kitchen facilities.
• Supervised Clinical Practice allowing students to experience the real world work environment.
• Support Services of College Job Placement Center.

Certificate:
• Dietetic Service Supervisor

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tr>
<td>NS 015</td>
<td>X</td>
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<tr>
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<tr>
<td>DS 031</td>
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DIETARY SERVICE SUPERVISOR (DSS) - Certificate

The Dietary Supervisor Certificate Program at Mission College is approved by the California State Department of Health Services and may be obtained in one year by enrolling in and successfully completing the required 16.5 units of coursework. The following pattern is suggested for students wishing to obtain the certificate in one year.

Care Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 040</td>
<td>Diet, Health and Disease .................... 2.0</td>
</tr>
<tr>
<td>FDRST 059</td>
<td>Hospitality Management ..................... 3.0</td>
</tr>
<tr>
<td>FDRST 051</td>
<td>Basic Food Preparation ..................... 5.0</td>
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<table>
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<tr>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFDS 050</td>
<td>Sanitation and Safety ...................... 2.0</td>
</tr>
<tr>
<td>DS 011</td>
<td>Food Production Management ................ 2.0</td>
</tr>
<tr>
<td>DS 031</td>
<td>Supervised Clinical Experience ............ 2.5</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements ............................................. 16.5

119
• All course work completed for the Dietary Service Supervisor Certificate must be completed with a grade of "C" or better.
• Upon completion of course work, students may apply for a certificate.
• It is recommended that students having limited food preparation experience also enroll in FDRST 52 (Quantity Food Preparation).
• Some of the courses listed above may be taken at times other than shown for student convenience (exceptions are DS 11 and DS 31).

**DIETARY SERVICES (DS)**

**011 • FOOD PRODUCTION MANAGEMENT** 2.0 units

*Total lab 36.6 hours*

**Advisory:** ENGL 905 and MATH 900

**Acceptable for credit:** California State University

This course provides students with the opportunity to develop an understanding of the basic criteria and standards applicable for quality food production in health care facilities. Utilizing an emphasis on skilled and residential care facilities, the student examines the various principles of food production with special attention to the systems in general use and how they should be evaluated. Students needing the Dietary Service Supervisor Certificate should take DS 31 concurrently.

**031 • SUPERVISED CLINICAL EXPERIENCE** 2.5 units

*Total lab 96.6 hours; Total lab 134.4 hours*

**Advisory:** DS 011, ENGL 905 and MATH 900

This course is designed to provide the student with practical experiences in clinical sites in the community so that they will be able to meet the licensing requirements of the California State Department of Public Health to work as a Dietetic Service Supervisor. Applying the skill and knowledge learned in DS 11 (Food Production Management) students will study such topics as the organizational structure of the dietary department, the guidelines of Title 22 modifications used in disease stages. Concurrent enrollment in DS 11 is highly recommended.

**NUTRITIONAL SCIENCE (NS)**

**015 • HUMAN NUTRITION** 3.0 units

*Total lab 54.4 hours*

**Advisory:** MATH 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. Credit/No Credit Option.

**040 • DIET IN HEALTH AND DISEASE** 2.0 units

*Total lab 36.8 hours*

**Advisory:** MATH 900

**Acceptable for credit:** California State University

This course is designed to provide a basic understanding of normal and clinical nutrition for individuals in the health care field. Stress is placed on defining and describing the therapeutic needs of the ill in terms of current dietetic principles.
PHILOSOPHY (PHIL)

001 • INTRODUCTION TO PHILOSOPHY 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected traditional philosophical systems with emphasis upon how these systems are relevant to solving the problems of contemporary existence. The course will explore questions such as: What is reality? What, if any, is the nature of man? Are human acts free or determined? What is knowledge? What, if anything, makes an act right or wrong? Credit/No Credit Option.

002 • INTRODUCTION TO LOGIC 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and avoid common fallacies in reasoning, to test for validity truth functional arguments and categorical syllogisms, to construct proofs of validity in truth functional logic and quantificational logic and to understand the nature of inductive reasoning and its relationships to the sciences. Credit/No Credit Option.

003 • INTRODUCTION TO PROBLEMS IN ETHICS 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course critically examines questions of value and obligation. The course will explore the ethical theories of Aristotle, Confucius, Buddha, Kant, and the utilitarians. The student will apply these ethical theories to case studies in bioethics, sexism, racism, and environmental ethics. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical "position papers," which are evaluated for both quality of analysis and English composition skills. Credit/No Credit Option.

004 • PATTERNS IN COMPARATIVE RELIGIONS 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by various religions to perennial problems of human life with emphasis upon the relevance of religious experience to contemporary existence. Credit/No Credit Option.

005 • INTRO TO SOCIAL AND POLITICAL PHILOSOPHY 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course will introduce 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? Credit/No Credit Option.

007 • INTRODUCTION TO PHILOSOPHY OF SCIENCE 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is of special interest to students of the sciences. The course will introduce the student to a critical examination of some problems in the philosophy of science: (1) What is causality? (2) What counts as an explanation in science? (3) How is explanation different from prediction? (4) What is the nature of evidence? (5) What are the relationships between a scientific theory and the world? Credit/No Credit Option.

008 • INTRODUCTION TO ASIAN PHILOSOPHY 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the questions of Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option.

009 • INTRODUCTION TO SYMBOLIC LOGIC 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both sentential and quantificational logic, construct advanced formal proofs of validity in both sentential and quantificational logic, and explore the metalogical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Only.

010 • INTRODUCTION TO THE PHILOSOPHY OF ART 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course investigates the following questions: 1) What, if any, constitutes a work of art? 2) What are the relationships, if any, between art and life? 3) Is there any rational procedure, if any, for evaluating a work of art? The student will be invited to investigate these questions as they relate to various forms such as poetry, music, drama, and the like. Other questions in the philosophy of art may also be considered to respond to students' interests. Credit/No Credit Only.

017 • LOGIC AND CRITICAL THINKING 3.0 units
Total lab 54.4 hours
Acceptable for credit: University of California, California State University
This course is an introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: analytical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs factual correctness, and common fallacies in reasoning (both formal and informal). Analytical reading strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. Credit/No Credit Option.
## PHYSICAL EDUCATION – PE

**Adaptive PE**  
**Dance**  
**Fitness**  
**Lifetime Sports**  
**Athletic Team Training**  
**Intercollegiate Athletics**  
**Theory: Fitness Specialist**

**DIVISION:** Cultural and Technical Arts  
**DEPARTMENT:** Physical Education  
**CHAIR:** Phil Sienna  
**PHONE:** 408-855-5365  
**COUNSELING:** 408-855-5030

The Mission College Physical Education program combines a variety of physical education activities, including Fitness, Dance, Individual Sports, Team Sports, Intercollegiate Athletics, and Exercise Science Theory classes.

### Career Options:
- Instructor/Assistant  
- Coach  
- Recreational Supervisor  
- Personal Trainer  
- Athletic Trainer

Some career options require more than two years of college study.

### Highlights:
- A wide variety of options.  
- Outstanding facilities including tennis court and new gymnasium.  
- Excellent fitness opportunities, dance facilities, and weight lifting rooms.

### Certificates:
- Fitness Specialist-Aerobic Emphasis  
- Fitness Specialist-Personal Trainer Emphasis

### Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

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### BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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### PHYSICAL EDUCATION (PE)

Physical Education and P.E Theory courses except PE 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Credit/No Credit Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

### PHYSICAL EDUCATION - ADAPTIVE PE

Physical Education and P.E Theory courses except PE 4S, V, W, X and 20 are acceptable for credit at the University of California, California State University and carry the Credit/No Credit Option. Transfer credit to UC however, is limited. See a counselor. Levels 1, 2, 3, and 4 are designed to help the student reach specific goals as set by the instructor and individual student.

#### 001A - ADAPTIVE WEIGHT TRAINING  
1.0 unit  
Total lab 54.4 hours

This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated for credit. May be repeated three times. Credit/No Credit Option.

#### 001B - ADAPTIVE PHYSICAL EDUCATION  
0.5 unit  
Total lab 27.2 hours

This course is designed for the student with physical disabilities. A student educational contract (SEC) is developed to meet each student’s needs. Focus is on experiencing overall muscular fitness and body tone using a variety of adapted as well as mainstream fitness equipment. Attention is given toward working on individual needs along with developing a better level of cardiovascular endurance, muscular strength, and flexibility. May be repeated for credit. May be repeated three times. Credit/No Credit Option.

#### 001F - ADAPTIVE PHYSICAL EDUCATION AEROBICS  
1.0 unit  
Total lab 54.4 hours

This course is designed to introduce and teach skills needed for daily cardiovascular activity for students with disabilities through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities. Low and non-impact exercises, body mechanics, posture concepts, breathing techniques, agility, back care, and coordination activities will be determined by the student educational contract (SEC). May be repeated three times. Credit/No Credit Option.
PHYSICAL EDUCATION - DANCE

All dance classes are designed to improve coordination, posture and rhythm as well as strength, flexibility and endurance. An opportunity for informal performance is also made possible.

**003B • BALLET-BEGINNING**
1.0 unit
0.5 unit

Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University

This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level. May be repeated to total 4 units. Credit/No Credit Option.

**003C • BALLET-INTERMEDIATE**
1.0 unit
0.5 unit

Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University

This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at an intermediate level. May be repeated to total 4 units. Credit/No Credit Option.

**003D • DANCE: HIP HOP - FUNK STYLES**
1.0 unit
0.5 unit

Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University

This course will introduce the student to the fundamentals and choreography of hip hop funk styles (example: locking, popping, boogalooing, waving, etc.). Challenging and complex routines will be introduced. Students will be expected to perform a hip hop routine reflecting their own style and interpretation. May be repeated three times. Credit/No Credit Option.

**003J • JAZZ DANCE-BEGINNING**
1.0 unit
0.5 unit

Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University

This course is designed to give the student an introductory experience in the varied theories, styles and techniques of the jazz dance idiom. May be repeated to total 4 units. Credit/No Credit Option.

**003K • JAZZ DANCE-INTERMEDIATE**
1.0 unit
0.5 unit

Total lab 54.4 (27.2) hours
Acceptable for credit: University of California, California State University

This course is designed to introduce the student to intermediate level jazz dance students is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom. May be repeated to total 4 units. Credit/No Credit Option.

**003L • MODERN DANCE-BEGINNING**
1.0 unit

Total lab 54.4 hours
Acceptable for credit: University of California, California State University

This course introduces the student to the practice of movement and dance. Style, rhythm, posture, and improvisation will also be introduced to help students become proficient in this basic dance form. May be repeated three times. Credit/No Credit Option.

**003M • MODERN DANCE-INTERMEDIATE**
1.0 unit

Total lab 54.4 hours
Acceptable for credit: University of California, California State University

This course for intermediate modern dance students is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of modern dance. May be repeated to total 4 units. Credit/No Credit Option.

**003N • CHOREOGRAPHY FOR MODERN AND JAZZ DANCE**
2.0 units

Total lab 108.8 hours
Acceptable for credit: University of California, California State University

This course will emphasize the choreography of solo and group dances. Dances will be staged and performed at community and district theaters. Class members will be both choreographers and performers. May be repeated three times. Credit/No Credit Option.

**003P • REHEARSAL AND PERFORMANCE IN DANCE**
2.0 units

Total lab 108.8 hours
Acceptable for credit: University of California, California State University

This course is designed to give the student an opportunity to choreograph, rehearse, and perform dances in an informal setting at the college. Emphasis will be on group participation in all areas of dance production including performance and technical aspects of performance. The course will include rehearsals for the major performance at the theater. The course will include dance warm-ups and techniques; improvisational studies; choreographic studies; and group and solo rehearsals of finished dances; class, college and community performances. May be repeated three times. Credit/No Credit Option.
PHYSICAL EDUCATION

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

003Z • SOCIAL DANCE: SWING 1.0 unit
Total lab 54.4 hours
Advisory: PE 003S or equivalent
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to swing dance including West Coast, East Coast, Jive, Jitterbug, Shag and Lindy Hop. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students enrolled, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Credit/No Credit Option.

040 • DANCE APPRECIATION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This class will be 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. May be repeated three times. Credit/No Credit Option.

PHYSICAL EDUCATION - FITNESS

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.

004A • YOGA 1.0 unit
Total lab 54.4 hours
This is a beginning class that teaches the foundations of Hatha Yoga as a means to improve flexibility and as a way to release mental stress. Yoga poses as well as breathing and relaxation techniques will be taught in class. May be repeated three times. Credit/No Credit Option.

004B • FITNESS: STRETCH & FLEX 1.0 unit
Total lab 54.4 hours
This course is designed to enhance the students' flexibility by having them learn and follow a series of stretching and breathing exercises delivered through video instruction. In addition, students will be introduced to contraindicated exercises that could be potentially harmful and stress reduction techniques associated with stretching. May be repeated three times. Credit/No Credit Option.

004C • FITNESS: CORPORATE 1.0 unit
Total lab 54.4 hours
This course will allow the student working in the corporate community an opportunity to attend any physical educational class listed in the schedule of classes (exceptions will be those classes involving safety issues) at any time during the semester. The student will be responsible for accumulating 54 hours of activity to receive credit for the course. This class will be graded credit/no credit only. This class is also open to other students not fitting the description above. May be repeated three times. Credit/No Credit Only.

004D • FITNESS: FIRE AGILITY TRAINING 2.0 units
Total lab 108.8 hours
This course is designed to enhance the overall fitness level of the Fire Technology student. The emphasis is on improving both cardiovascular endurance and muscle strength so the student can be better prepared to pass any fire department's physical agility test. Intense weight training and cardiovascular workouts will be employed. Non-Fire Technology students are welcomed. May be repeated three times. Credit/No Credit Option.

004E • FITNESS: AEROBICS-INTERMEDIATE/ADVANCED 2.0 units
Total lab 108.8 hours
This course is designed for both men and women who are at the intermediate/advanced level of fitness. It will satisfy the needs for an intermediate/advanced cardiovascular workout and will maintain and improve cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. Credit/No Credit Option.

004F • FITNESS: LOWER BODY CONDITIONING 1.0 unit
Total lab 54.4 hours
This course is designed for both men and women who are at the intermediate/advanced level of fitness. It will satisfy the needs for an intermediate/advanced cardiovascular workout and will maintain and improve cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. May be repeated three times. Credit/No Credit Option.

004G • FITNESS: STEP AEROBICS 1.0 unit
Total lab 54.4 (27.2) hours
This course is designed to improve middle and lower extremity muscular strength, condition and shape. The student will participate in a program with specialized exercises that are designed to only work the legs, gluteal and abdominal areas. Information will be presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues will also be addressed. Strength testing and body composition measurements will be performed to monitor progress. May be repeated three times. Credit/No Credit Option.

004H • FITNESS: EMPHASIS-AEROBIC DANCE 1.0 unit
Total lab 54.4 (27.2) hours
This course is designed for both men and women to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises. May be repeated three times. Credit/No Credit Option.

004I • FITNESS: CARDIO-KICKBOXING 1.0 unit
Total lab 54.4 hours
This course will introduce the student to aerobic kickboxing. Basic punches, kicks and stances will be taught as well as choreographed patterns. Techniques will be taken from karate, tai chi and boxing as ways to improve cardiovascular fitness. May be repeated three times. Credit/No Credit Option.

004K • FITNESS: CARDIO CROSS TRAINING 1.0 unit
Total lab 54.4 (27.2) hours
This course is designed to enhance the students cardiorespiratory condition by providing a variety of methods of training on equipment such as the treadmill, stair stepper, exercise bicycle and transport. Information will be provided on how to use and program the various pieces of cardio equipment as well as principles needed to obtain good cardiovascular condition. May be repeated three times. Credit/No Credit Option.

004L • FITNESS: AEROBICS 1.0 unit
Total lab 54.4 hours
This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcour and cardio equipment will be introduced throughout the semester as alternative ways to achieve good aerobic conditioning. Warm-up and cool-down techniques will be introduced to compliment each exercise style. May be repeated three times. Credit/No Credit Option.

004N • FITNESS: PILATES MATWORK 1.0 unit
Total lab 54.4 (27.2) hours
This course is an introduction to Joseph Pilates’ Physical mind Conditioning Method. The mat work provides the ideal physical fitness for the intermediate students enrolled, more advanced techniques, variations, emphasis on alignment and posture, etiquette, leading and following, elegance and style, and performance skills will be emphasized. May be repeated three times. Credit/No Credit Option.

004O • FITNESS: STRETCH AND STRENGTHEN 1.0 unit
Total lab 54.4 hours
This course is designed to enhance the students' flexibility by having them learn and follow a series of stretching and breathing exercises delivered through video instruction. In addition, students will be introduced to contraindicated exercises that could be potentially harmful and stress reduction techniques associated with stretching. May be repeated three times. Credit/No Credit Option.

004Q • FITNESS: STRETCH & FLEX 1.0 unit
Total lab 54.4 hours
This course is designed to enhance the students' flexibility by having them learn and follow a series of stretching and breathing exercises delivered through video instruction. In addition, students will be introduced to contraindicated exercises that could be potentially harmful and stress reduction techniques associated with stretching. May be repeated three times. Credit/No Credit Option.

004R • FITNESS: STEP AEROBICS 1.0 unit
Total lab 54.4 hours
This course is designed to improve middle and lower extremity muscular strength, condition and shape. The student will participate in a program with specialized exercises that are designed to only work the legs, gluteal and abdominal areas. Information will be presented to increase student understanding of muscular and cardiovascular principles for conditioning. Health and nutritional/diet issues will also be addressed. Strength testing and body composition measurements will be performed to monitor progress. May be repeated three times. Credit/No Credit Option.

004S • FITNESS: PILATES MATWORK 1.0 unit
Total lab 54.4 (27.2) hours
This course is an introduction to Joseph Pilates’ Physical mind Conditioning Method. The mat work provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates will improve flexibility, strength and breathing techniques. This course is open to all Mission College students, and is emphasized for those interested in improving their dance skills. May be repeated three times. Credit/No Credit Option.

004T • FITNESS: CARDIO BLAST 1.0 unit
Total lab 54.4 hours
This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcour and cardio equipment will be introduced throughout the semester as alternative ways to achieve good aerobic conditioning. Warm-up and cool-down techniques will be introduced to compliment each exercise style. May be repeated three times. Credit/No Credit Option.

004U • FITNESS: STRETCH AND STRENGTHEN 1.0 unit
Total lab 54.4 hours
This course is designed to introduce exercises and techniques that both stretch and strengthen the skeletal muscles. The class will begin with exercises in the weight room to warm up the body and build muscular strength. This activity will be followed by a series of stretching exercises that will increase flexibility as a way to release stress and promote relaxation. May be repeated three times. Credit/No Credit Option.
MISSION COLLEGE 2004-2005

PHYSICAL EDUCATION

004R • AEROBIC INSTRUCTOR INTERNSHIP 0.5 unit
Total lab 27.2 hours
This course can be taken in conjunction with the Aerobic Instructor Training Course. It will allow students to serve as an intern in the aerobics classes presently offered at the college. Each intern will act as an aide to the instructor of the class to learn the skills and confidence needed to be an aerobics instructor. Opportunities will be provided for actual classroom practice teaching. May be repeated one time. Credit/No Credit Option.

004S • WEIGHT TRAINING INTERNSHIP 0.5 unit
Total lab 27.2 hours
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. May be repeated one time. Credit/No Credit Option.

004T • FITNESS: CONDITIONING 1.0 unit
004T.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to introduce the student to various components of physical fitness and have them work on developing a better level of cardiovascular endurance, muscular strength, body composition and flexibility. May be repeated three times. Credit/No Credit Option.

004U • FITNESS: WEIGHT TRAINING 1.0 unit
004U.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to enhance the development of muscular fitness and overall body tone. Information will be presented to increase student understanding of various aspects of weight training from safety through proper lifting techniques. May be repeated three times. Credit/No Credit Option.

004V • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION 1.0 unit
Total lecture 20.8 hours
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. May be repeated to total 4 units. Credit/No Credit Option.

004W • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION 0.5, 1.0, 1.5, 2.0 units
Total lab 27.2 (54.4, 81.6, 108.8) hours
This course is designed to provide the student with experience working in an exercise physiology laboratory assessing the following parameters: aerobic capacity, body composition, lung function, muscle strength and endurance, flexibility and stress test preparation. Information will also be provided in lecture to enhance the understanding of the physiology concepts utilized in the lab. Some basic knowledge of physiology would be helpful. Students can take up to 6 units of lab. May be repeated to total 4 units. Credit/No Credit Option.

004X • FITNESS ASSESSMENT 1.0 unit
Total lab 54.4 hours
This course is designed to provide the student with an assessment of his/her present level of physical fitness. Tests included will be a step test or a mile and a half run for time to measure aerobic capacity, skinfolds to determine percent body fat, hand dynameter test to determine strength, sit and reach test to determine flexibility and a timed sit up test. An individualized exercise prescription will be provided for each student and a log will be required verifying compliance with the exercise prescription before credit will be given. A more comprehensive fitness assessment including 12 lead EKG stress test, hydrostatic weighing, cholesterol screening and more is available upon request. May be repeated three times. Credit/No Credit Option.

004Y • FITNESS: ULTIMATE 1.0 unit
Total lab 54.4 hours
This course is designed to introduce the student to the fast-paced, highly conditioned sport of Ultimate frisbee. Frisbee tossing skills as well as game rules, regulations and strategies will be covered. The game is similar in both strategy and conditioning to soccer and basketball. May be repeated three times. Credit/No Credit Option.

005A • FITNESS: STRESS REDUCTION THROUGH EXERCISE AND PHYSICAL FITNESS 3.0 units
Total lecture 54.4 hours
This course is designed to understand and identify the stress process and how it relates to personal health and exercise. The relationship between stress reduction and exercise will be discussed. Exercise routines and intervention strategies and techniques will be developed and practiced during this course to help students effectively deal with stress. May be repeated three times. Credit/No Credit Option.

005H • SELF-DEFENSE 1.0 unit
Total lab 54.4 hours
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which will help the person recognize and avoid dangerous situations. May be repeated three times. Credit/No Credit Option.

005J • KARATE: BEGINNING 1.0 unit
Total lab 54.4 hours
This class will introduce the student to the skills and techniques of the Japanese art of Shotokan Karate. There will be analysis and application of karate blocking, stricking and kicking movements as well as individual and group interaction in the study of the uses of karate. May be repeated three times. Credit/No Credit Option.

005K • T’AI CHI: BEGINNING 1.0 unit
Total lab 54.4 hours
This course will introduce the student to the fundamentals and health enhancing aspects of T’ai Chi. Instruction will cover history and philosophy and emphasis T’ai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. Credit/No Credit Option. May be repeated three times.

005L • AIKIDO - BEGINNING 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course will introduce the student to the philosophy, principles, and physical techniques of Aikido, a non-violent martial art form. The course will emphasize harmony and natural movements to resolve conflicts and integrate mind-body awareness. May be repeated three times. Credit/No Credit Option.

007E • BOWLING-BEGINNING 1.0 unit
Total lab 54.4 hours
This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Credit/No Credit Option.

007J • GOLF-BEGINNING 1.0 unit
Total lab 54.4 hours
This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Credit/No Credit Option.

007K • GOLF-INTERMEDIATE 1.0 unit
Total lab 54.4 hours
Advisory: PE 007J
This sequence course is to develop more advanced skills in the game of golf with a greater emphasis on the technical aspects of the swing. May be repeated to total 4 units. Credit/No Credit Option.

007P • RACQUETBALL 1.0 unit
Total lab 54.4 hours
This course is designed to present the fundamental skills of racquetball for cardiovascular fitness and enjoyment. Drills will be used to enhance skill development while rules and etiquette will be introduced to enhance fairness and appreciation of how the game is supposed to be played. Credit/No Credit Option.

007S • TENNIS-BEGINNING 1.0 unit
007S.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis. May be repeated to total 4 units. Credit/No Credit Option.
PHYSICAL EDUCATION MISSION COLLEGE 2004-2005

Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053

007T • TENNIS-ADVANCED BEGINNER 1.0 unit
007T.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 007S
This course is designed to help the student gain further knowledge and mastery of the fundamentals of the game beyond the beginning level, and to increase the students’ appreciation for the game’s value as an outstanding lifelong, recreational, leisure-time activity. May be repeated to total 4 units. Credit/No Credit Option.

007U • TENNIS-INTERMEDIATE 1.0 unit
007U.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 007T
This course is designed to develop skill and knowledge of the game at an intermediate level. May be repeated to total 4 units. Credit/No Credit Option.

007V • TENNIS-ADVANCED 1.0 unit
Total lab 54.4 hours
Advisory: PE 007U
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level. May be repeated to total 4 units. Credit/No Credit Option.

007W • TOURNAMENT TENNIS 1.0 unit
Total lab 54.4 hours
Advisory: PE 007V
Enrollment is designed for players with tournament-level tennis ability.
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to increase mastery for tournament play. May be repeated to total 4 units. Credit/No Credit Option.

008H • SOCCER-BEGINNING 1.0 unit
Total lab 54.4 hours
This course is designed to teach individual soccer skills and team play. Students will also learn offensive and defensive team strategy. May be repeated to total 4 units. Credit/No Credit Option.

008K • SOFTBALL-BEGINNING 1.0 unit
Total lab 54.4 hours
This course is designed to teach the basic skills, techniques and knowledge of the game of softball to students. May be repeated to total 4 units. Credit/No Credit Option.

008O • BEGINNING VOLLEYBALL 1.0 unit
008O.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to teach beginning volleyball skills for recreational pleasure and its value as a worthy leisure time activity. May be repeated three times. Credit/No Credit Option.

008P • BASKETBALL-BEGINNING 1.0 unit
008P.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to teach the basic skills and techniques of basketball. Drills will be included to develop or enhance shooting, passing, rebounding, and defensive skills. Scrimmages will be utilized to develop team play concepts. May be repeated three times. Credit/No Credit Option.

008Q • INDOOR SOCCER 1.0 unit
Total lab 54.4 hours
This course is designed to teach the fundamentals of soccer and team play in an indoor setting. Individual ball handling skills and drills will be introduced. Game play will take place every class period. May be repeated three times. Credit/No Credit Option.

008R • BADMINTON-BEGINNING 1.0 unit
008R.2 0.5 unit
Total lab 54.4 (27.2) hours
This course will introduce the student to the basic fundamentals and strategies of the game of badminton. The main emphasis of this course will be basic skills, drills and rules of badminton. May be repeated three times. Credit/No Credit Option.

008S • BADMINTON-INTERMEDIATE / ADVANCED 1.0 unit
008S.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 008R
This course will introduce the student to more advanced skills and strategies of the game of badminton. The main emphasis of this course will be on drills, finesse shots, shot placement, court position and singles and doubles strategy. May be repeated three times. Credit/No Credit Option.

008T • BASKETBALL-INTERMEDIATE / ADVANCED 1.0 unit
008T.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 008P
This course will introduce the student to more advanced skills strategies of the game of basketball. Emphasis will be placed on improving shooting, passing, rebonding and defensive skills as well as stressing team play concepts. May be repeated three times. Credit/No Credit Option.

008U • VOLLEYBALL-INTERMEDIATE / ADVANCED 1.0 unit
008U.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 008O
This course will introduce the student to more advanced skills strategies of the game of volleyball. Emphasis will be placed on drills and advanced skills such as the overhead serve, set and skike shot, defensive blocks and digs as well as court position, strategy and teamwork. May be repeated three times. Credit/No Credit Option.

008V • BASKETBALL-Competitive 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
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 will be covered. May be repeated three times. Credit/No Credit Option.

009 • SOCCER - SUMMER COMPETITIVE LEAGUE 0.5 unit
Total lab 27.2 hours
Acceptable for credit: California State University
This course is designed to provide members of the local community and student-athletes with an opportunity to participate in a competitive soccer class. May be repeated three times. Credit/No Credit Option.

PHYSICAL EDUCATION-ATHLETIC TEAM TRAINING

004J • FITNESS: COMPETITIVE ATHLETE 1.0 unit
004J.2 0.5 unit
Total lab 54.4 (27.2) hours
This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete. May be repeated three times. Credit/No Credit Option.

008A • BASEBALL-ADVANCED 1.0 unit
Total lab 54.4 hours
This course is designed to provide an opportunity for men, with advanced baseball skills, to participate and learn an activity geared to their level of ability. Offered in the Fall semester. May be repeated three times. Credit/No Credit Option.

008I • ADVANCED SOCCER- MEN & WOMEN 1.0 unit
008I.2 0.5 unit
Total lab 54.4 (27.2) hours
Advisory: PE 008H
This course is designed to provide an opportunity for men and women, with advanced soccer skills, to participate and learn an activity geared to their level of ability. May be repeated to total 4 units. Credit/No Credit Option.

008J • SOCCER TRAINING - MEN & WOMEN 2.0 units
Total lab 108.8 hours
This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning will be stressed including strength training and speed conditioning. Skill development will be introduced and covered in class. May be repeated three times. Credit/No Credit Option.
PHYSICAL EDUCATION - INTERCOLLEGIATE ATHLETICS

Mission College is a member of the Coast Conference of the California Community College Athletic Conference and Junior College Association. The College competes in conference competition for both men and women.

**009A • INTERCOLLEGIATE BASEBALL-MEN** 2.0 units
Total lab 180.8 hours
Intercollegiate baseball competition for men. May be repeated three times. Credit/No Credit Option.

**009F • INTERCOLLEGIATE SOCCER-MEN** 2.0 units
Total lab 180.8 hours
Intercollegiate soccer competition for men. May be repeated three times. Credit/No Credit Option.

**009H • INTERCOLLEGIATE TENNIS - MEN** 2.0 units
Total lab 180.8 hours
This course is designed for men interested in competing for an intercollegiate tennis team. May be repeated three times. Credit/No Credit Option.

**010B • INTERCOLLEGIATE SOCCER-WOMEN** 2.0 units
Total lab 180.8 hours
This course is designed to allow women the opportunity to further their soccer skills at a competitive, intercollegiate level. Extensive soccer conditioning will be stressed including strength training and speed conditioning. Team strategies and skill development will be emphasized. May be repeated three times. Credit/No Credit Option.

**010C • INTERCOLLEGIATE SOFTBALL-WOMEN** 2.0 units
Total lab 180.8 hours
Intercollegiate softball competition for women. May be repeated three times. Credit/No Credit Option.

**010D • INTERCOLLEGIATE TENNIS - WOMEN** 2.0 units
Total lab 180.8 hours
This course is designed for women students interested in competing for an intercollegiate tennis team. May be repeated three times. Credit/No Credit Option.

**010E • INTERCOLLEGIATE BADMINTON - WOMEN** 2.0 units
Total lab 180.8 hours
This course is designed to allow the student the opportunity to play intercollegiate badminton. Badminton skills and conditioning will be emphasized. Credit/No Credit Option. May be repeated three times.

**010F • INTERCOLLEGIATE BASKETBALL - WOMEN** 2.0 units
Total lab 180.8 hours
This course is designed for women students interested in competing for an intercollegiate basketball team. May be repeated three times. Credit/No Credit Option.

**022 • SPORTS NUTRITION** 1.5 units
Total lecture 27.2 hours
Advisory: PE 027
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, pre-competition meals, and the efficacy of ergogenic aids will also be discussed. May be repeated one time. Credit/No Credit Option.

**025 • ANATOMY AND KINESIOLOGY** 1.5 units
Total lecture 27.2 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or anyone desiring to learn in greater detail the muscles of the body and their movements. This course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option.

**026 • WEIGHT TRAINING PRINCIPLES AND ROUTINES** 1.5 units
Total lecture 27.2 hours
Acceptable for credit: California State University
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 will be 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 will be covered. May be repeated one time. Credit/No Credit Option.

**027 • EXERCISE PHYSIOLOGY** 1.5 units
Total lecture 27.2 hours
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 will include how the body responds and adapts to exercise, muscle and cardiovascular physiology, metabolism, flexibility, body composition and environmental conditions. Course is relevant for those individuals considering teaching aerobic dance classes or becoming a personal trainer. May be repeated one time. Credit/No Credit Option.

**028 • BODY ALIGNMENT AND STRETCHING TECHNIQUES** 1.5 units
Total lecture 27.2 hours
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast. Emphasis will be placed upon identifying efficient body alignment, outlining techniques for achieving correct alignment and designing programs that will enhance correct body alignment. Proper stretching techniques and various stretching styles will also be covered in the course. May be repeated one time. Credit/No Credit Option.

**029 • PERSONAL TRAINING FOR SPECIAL POPULATIONS** 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
This course is designed for the fitness specialist or enthusiast who wants a more complete understanding of how to provide appropriate exercise training for individuals who have health conditions or considerations. These special populations include individuals with conditions such as heart disease, high blood pressure, diabetes, aging and the elderly, pregnancy, and asthma. The students will study body anatomy and physiology, the pathophysiology of the disease or condition, appropriate exercise training and its implications for health benefits. Credit/No Credit Option.
Mission College's Physics program presents physics as a dynamic, exciting field and is taught by experienced and dedicated instructors who consider teaching as a primary responsibility. Laboratories are a central, not subservient, part of the courses. The sequences are designed to meet transfer requirements for majors in the Physical and Natural Sciences.

Learning Outcomes:
Upon completion of courses, students will understand the principles of physics and be able to apply these theoretical and analytical principles to real world situations.

Career Options:
CALCULUS-BASED PHYSICS:
- Physicist
- Geologist
- Engineer
- Physical Scientist
- Meteorologist
- Astronomer
- Oceanographer
- Chemist
- Architect

NON-CALCULUS-BASED PHYSICS:
- Pre-Med
- All Life Sciences fields

Most career options require a B.S. degree. Classes beyond the Associate Degree level may be required for preparation for transfer to a university program.

Highlights:
- Modern and well-equipped laboratories.
- Class size limited.
- Evening session physics sequence completion.

A.S. Degree:
- Physical Science

Schedule Matrix:

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<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
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Physical Science - A.S. Degree
To earn an A.S. Degree in Physical Science, a minimum of 18 units of course work, distributed among the following courses must be completed:

Select 18 units from the following:

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<th>Course</th>
<th>Units</th>
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<td>Astronomy Lab</td>
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<td>General Chemistry</td>
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<td>CHEM 002</td>
<td>Introductory Chemistry</td>
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<td>CHEM 005</td>
<td>Quantitative Analysis</td>
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<td>CHEM 030AB</td>
<td>Fundamentals of Chemistry</td>
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<td>PHYS 002A</td>
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<td>Engineering Physics - Mechanics</td>
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<td>PHYS 004B</td>
<td>Engineering Physics - Electricity and Magnetism</td>
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<td>PHYS 004C</td>
<td>Engineering Physics - Light and Heat</td>
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<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
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<tr>
<td>PHYS 010</td>
<td>Introduction to Physics</td>
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</tbody>
</table>

Total Program A.S. Requirements: 18.0 units

002A - GENERAL PHYSICS
5.0 units
CAN PHYS 2
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: MATH 000D
Acceptable for credit: University of California, California State University
A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, thermodynamics, hydrodynamics, and wave motion in sound. Concepts and problem solutions are emphasized. NOTE: UC credit may be limited. See a counselor.

002B - GENERAL PHYSICS
5.0 units
CAN PHYS 4
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: PHYS 002A
Acceptable for credit: University of California, California State University
A continuation of PHYS 2A with the study of electricity and magnetism, optics, atomic and nuclear physics. NOTE: UC credit may be limited. See a counselor.

004A - ENGINEERING PHYSICS-MECHANICS
5.0 units
CAN PHYS 8
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: MATH 003A
Corequisite: MATH 003B
Acceptable for credit: University of California, California State University
Mechanics, first of the series of the calculus based engineering physics, provides the student with insight to vectors; as applied to forces in statics and dynamics, vector nature of velocity and acceleration in kinematics. Conservation of momentum and energy applied to moving and interacting systems, rotational mechanics, simple harmonic motion, gravitation, special relativity, mechanical properties of matter, fluid statics and dynamics. This course may also be taught as an online course.

004B - ENGINEERING PHYSICS-ELECTRICITY AND MAGNETISM
5.0 units
CAN PHYS 12
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: PHYS 004A and MATH 003B
Corequisite: MATH 004A or MATH 004B
Acceptable for credit: University of California, California State University
Electricity and magnetism, second of the series of the calculus based engineering physics, continues the concept of field theory by study of Maxwell’s equations in the integration form. Kirchhoff’s rules are applied in circuit analysis with determinate solutions in DC circuits. AC circuits solved by Kirchhoff loop equations are studied with discussion of resonance and impedance diagrams for RC, RL and RLC circuits. Problem solutions are emphasized. This course may also be taught as an online course.

004C - ENGINEERING PHYSICS-LIGHT AND HEAT
5.0 units
Total lecture 72.0 hours; Total lab 54.4 hours
Prerequisite: MATH 003B and PHYS 004A
Corequisite: MATH 004A or MATH 004B
Acceptable for credit: University of California, California State University
PHYS 4C is the third semester of the calculus based engineering physics series. The course content includes geometrical and wave optics, thermodynamics, 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. Schrodinger’s wave equation in quantum mechanics is discussed and applied to probability functions. Numerical problem solutions are emphasized.

004D - ATOMIC PHYSICS
2.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: PHYS 004A and PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to quantum physics with emphasis on the electronic structure of atoms and solids, waves and particle duality, statistics, band theory, radiation and relativity.
A non-mathematical approach to the subject of natural philosophy, otherwise known as Physics. Includes the development of fundamental concepts, viewed as both human activities and as part of our culture. The application of Physics to modern and future life is explored and placed in perspective.

A course in Solid State Physics, designed for the Technician level, based on the fundamental principles of physics. This course applies the physical concepts of force, vectors, work and energy, potential fields, electricity and magnetism and waves in a computer modeling environment to construct mathematical models of Solid State materials and components based on symbolic math software. These models are probed to develop an intuitive model of solid state materials and components. Topics include: studying solids, bonding mechanisms, material defects, semiconductors, Devices: PN junctions, JFETs, MOSFETs and wafer processing. Credit/No Credit Option.

This physics course will introduce and apply the basic principles of physics as used in technology. Emphasis will be made in the fields of manufacturing toolsets and the physics employed in their design and operation. Other topics will include semiconductor devices and properties. Credit/No Credit Option.

A physics laboratory course designed to reinforce the topics covered in PHYS 45. The course will address the concepts of basic science as applied to the design and operation of manufacturing toolsets, including those used in semiconductor manufacturing. The course will include investigating the scientific method, performing experiments, completing data analysis, carrying out group projects and making presentations. Credit/No Credit Option.

Pre-Law Education:

Although no specific course of study is required for admission to Law School, Political Science is an excellent major or minor if you are looking to a legal career. It equips you with the intellectual tools needed for the study and practice of law.
Political Science courses will develop your ability to express concepts clearly, the capacity to read concentrated materials with precision, and the power to reason, weigh facts, and solve problems.

Because overall GPA is important in applying for admission to a law school, a pre-law student should consider a major as an alternative to law school or one which can be used in conjunction with a law degree. Law Schools are looking for individuals who have a high level of writing competence, good analytical skills, intellectual discipline, breadth in humanities, sciences and social science, and a general understanding of the business and political world. Most law schools require a baccalaureate degree. The Law School Admission Test (LSAT) is required. A pre-law student needs to plan a course of study in cooperation with a counselor in the Counseling Center.

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D= DAY CLASSES; E= EVENING CLASSES

**POLITICAL SCIENCE (POLIT)**

001 • AMERICAN GOVERNMENT 3.0 units

Total lecture 54.4 hours

Acceptable for credit: University of California, California State University

The course is designed to provide students a detailed examination of the institutions, structure and processes of American Government within the context of its historical development from colonial times through the Civil War, to our contemporary multi-cultural era, with consideration of California and local governments. Special attention will be placed on the 111 year period from the start of the French and Indian War in 1754 to the close of the Civil War in 1865. Emphasis is on development of democratic institutions through historical and contemporary studies, including how various factors have shaped the U.S. Constitution, its amendments, and major court interpretations. This course satisfies the state requirement in U.S. History, Constitution, and American Ideals. This course may also be offered by telecourse.

002 • COMPARATIVE GOVERNMENT 3.0 units

Total lecture 54.4 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 of contemporary world problems with an emphasis on developing comparative analytical skills and abilities. Credit/No Credit Option.

004 • INTERNATIONAL RELATIONS 3.0 units

(Formerly POLIT 005)

Total lecture 54.4 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 to better understand the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state and non-state players, the historical struggle for power between the countries of the East and West and the North and South, the causes and prevention of war, international law and organizations, international economics, including control of the world’s resources and multinational corporations, and the foreign policy process both in the United States and abroad. Credit/No Credit Option.

006 • POLITICS OF RACE, CLASS AND GENDER 3.0 units

Total lecture 54.4 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 American politics. The class will survey the political history, goals, strategies, perspectives, barriers and successes of women, the poor and selected minorities within the context of American politics. Various groups will be considered including African-Americans, Asian-Americans, Hispanics, Native Americans, Gays and Lesbians, the homeless, migrant farm workers, and immigrants. Credit/No Credit Option.
MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

PSYCHIATRIC TECHNICIAN – PT

DIVISION: Applied Science
DEPARTMENT: Health Occupations
CHAIR: Edith Dooley
PHONE: 408-855-5375
COUNSELING: Dr. Carol Beck
PHONE: 408-855-5035

All students accepted into the Psychiatric Technician program must provide evidence of a high school diploma/GED, current CPR, and a current physical exam that includes specific immunizations. All courses must be taken in the required sequence and completed with a C or better to remain in the program. Progression from one clinical experience to the next will occur when requirements from the previous semester are completed. Successful program completion qualifies graduates to take the licensing examination of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Learning Outcomes:
Provide theoretical and clinical experiences to prepare students for employment as Licensed Psychiatric Technicians.

A.S. Degree:
• Psychiatric Technician

Certificate:
• Psychiatric Technician

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td>PT 011</td>
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<tr>
<td>PT 013A</td>
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<td>PT 013B</td>
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<td>PT 017C</td>
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<td>PT 018</td>
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<tr>
<td>PT 019A</td>
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<td>PT 069</td>
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<tr>
<td>PT 070C</td>
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</table>

D= DAY CLASSES

Psychiatric Technician - A.S. Degree and Certificate

The Licensed Psychiatric Technician is a member of the mental health services team and works under the direction of a Psychiatrist, Registered Nurse or other mental health personnel. The Psychiatric Technician Program offers both a Certificate of Proficiency and an AS Degree. Students desiring an AS Degree must complete the college graduation requirements for an Associate of Science Degree in Psychiatric Technology.

Certificate requirements consist of three semesters of study. Classroom theory consists of 10 to 15 hours per week. Between 16 and 21 hours per week are spent in clinical experiences (PT 070A, PT 019A, and PT 019B). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the California State Psychiatric Technician Licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
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</tr>
<tr>
<td>BIOSC 022  Anatomy and Physiology for AH Workers</td>
<td>4.0</td>
</tr>
<tr>
<td>NS 015 Human Nutrition</td>
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<tr>
<td>PT 067 Intro to the Psychiatric Technician Program</td>
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<tr>
<td>PT 068 Medical Surgical Nursing Theory</td>
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<tr>
<td>PT 069 Medical Surgical Nursing Clinical</td>
<td>5.0</td>
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<tr>
<td>PT 070A Pharmacodynamics</td>
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<tr>
<td>Semester II</td>
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<tr>
<td>PSYCH 012 Human Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 013A Developmental Disabilities, Etiologies and Classifications</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 013B Care of the Developmentally Disabled Client</td>
<td>3.0</td>
</tr>
<tr>
<td>PT 019A Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td>PT 070B Pharmacodynamics</td>
<td>1.0</td>
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<tr>
<td>Semester III</td>
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<tr>
<td>PT 011 Introduction to Psychology</td>
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<tr>
<td>PT 017A Introduction to Abnormal Psychology</td>
<td>3.0</td>
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<tr>
<td>PT 017B Care of the Mentally Disabled Etiologies and Classifications</td>
<td>2.0</td>
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<tr>
<td>PT 017C Care of the Mentally Disabled (Group Process)</td>
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<tr>
<td>PT 018 Preparation for Paraprofessional Practice</td>
<td>1.0</td>
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<tr>
<td>PT 019B Clinical Experience</td>
<td>7.0</td>
</tr>
<tr>
<td>PT 070C Pharmacodynamics</td>
<td>1.0</td>
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<tr>
<td>Total Program Cert. Requirements</td>
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</table>

PSYCHIATRIC TECHNICIAN (PT)

011 • INTRODUCTION AND APPLICATION OF GENERAL PSYCHOLOGY-PT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

This course introduces the psychiatric technician and other human service workers to the field of general psychology with emphasis on theory and application in a variety of psychiatric clinical settings. Emphasis is on principles that will be helpful to the psychiatric technician in understanding the behavior of mentally ill patients. Topics include perception, intelligence, learning and thinking, motivation and emotion, personality, abnormal patterns of behavior, and treatment practice. This provides a basic theoretical background from which the other courses in the program can be interrelated.

013A • DEVELOPMENTAL DISABILITIES: ETIOLOGIES & CLASSIFICATIONS-PT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

A comprehensive course covering the basic genetic principles as a foundation for understanding chromosomal mutations, etiologies, prevalence, symptom picture, methods of detection of a broad spectrum of developmental disabilities, mental retardation and child psychiatric disturbances.

013B • CARE OF THE DEVELOPMENTALLY DISABLED CLIENT-PT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

This course is designed to provide the student with an understanding of the principles of care for the developmentally disabled client. Characteristics of the developmentally disabled individual, including functional limitations such as deafness, blindness, and cerebral palsy will be discussed. The student will learn approaches which may be applied to increase individual levels of function; observation, management, and documentation of behavioral problems; and interpersonal skills and therapeutic strategies for communication. The emphasis throughout will be on the practical application of theoretical principles with the developmentally disabled population.
017A • INTRODUCTION TO ABNORMAL PSYCHOLOGY: ETIOLOGIES AND CLASSIFICATIONS-PT  3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and PT 011 or PSYCH 001
Acceptable for credit: California State University
Focus is on understanding abnormal or maladaptive behavior, including common misconceptions, accepted definitions, and DSM IV classifications. Also examined are contemporary biological, psychosocial, and sociocultural viewpoints of abnormal behavior. A brief overview of assessment and current therapeutic approaches is included. The student is expected to examine and discuss his/her own beliefs, ideas, values, and feelings about the topic.

017B • CARE OF THE MENTALLY DISABLED-PT  2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Corequisite: PT 011, PT 017A, PT 017C, PT 018, PT 019B, and PT 070C
Acceptable for credit: California State University
This course focuses on skills which constitute clinical thinking as utilized in clinical practice. Among these skills are observations, both objective and subjective, data collection, assessment of problems and strengths, formulating interventions which allow for cultural differences, establishment of goals, evaluation, and the use of verbal and written communication needed to put this kind of thinking into action. These skills contribute to the establishment of group process theory. Students will identify problems in behavior and will develop appropriate care plans for mentally disabled persons in acute, long term, and community mental health settings, utilizing selected conceptual frameworks.

017C • CARE OF THE MENTALLY DISABLED-PT  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Corequisite: PT 011, PT 017A, PT 017B, PT 017C, PT 019B, and PT 070C
Acceptable for credit: California State University
This component provides a lab or sensitivity group where students will have the opportunity to experience being a group member, leading a group as a co-facilitator and interpreting the theoretical issues of a group.

018 • PREPARATION FOR PARAPROFESSIONAL PRACTICE-PT  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Corequisite: PT 011, PT 017A, PT 017B, PT 017C, PT 019B, and PT 070C
Acceptable for credit: California State University
This course focuses on helping the student attain a professional identity. Students examine current issues and trends and discuss how these affect clinical practice. Emphasis is placed on helping the student resolve philosophical conflicts which may interfere with treatment of the mentally ill. This includes evaluation of concurrent clinical settings, and presenting the pro’s and con’s of various treatment modalities.

019A • CLINICAL EXPERIENCE-PT  7.0 units
Total lab 377.6 hours
Advisory: MATH 903
Corequisite: PT 013A, PT 013B, PT 070B and PSYCH 012
Acceptable for credit: California State University
This course provides the psychiatric technician student with supervised clinical experiences with developmentally disabled clients in a variety of community agencies and residential institutional settings. Emphasis is on use of nursing process in efforts toward normalization. Approaches include a behavioral learning program, and individual and group activities with normal and developmentally disabled children.

019B • CLINICAL EXPERIENCE-PT  7.0 units
Total lab 377.6 hours
Advisory: MATH 903
Corequisite: PT 011, PT 017A, PT 017B, PT 017C, PT 018, and PT 070C
Acceptable for credit: California State University
In this course, students will assess clients; formulate a problem list; plan and set goals; implement interventions; evaluate intervention plan in the care of the mentally ill person(s). These activities take place in a variety of settings which include: community mental health agencies, long term care agencies, and acute care agencies. Planning and implementation of nursing interventions will include application of various treatment modalities such as psychoanalytic, behavioristic, humanistic, and somatic approaches to the care of the mentally ill person and/or group. Students will develop a therapeutic relationship with a client, develop a nursing care plan for that client, keep daily journals of their experience, formulate a case profile of the client, plan and lead a group, administer medications and work within a team framework, analyze communication skills, and complete a self-evaluation.

033 • COMMUNICATION AND NURSING PROCESS  3.0 units
Total lecture 54.4 hours
Prerequisite: BIOSC 022, admission to Psychiatric Technician program
Corequisite: PT 068, PT 069, PT 070A and NS 015
This class is designed to provide the student psychiatric technician with a comprehensive understanding of communication principles, as well as the understanding of and ability to apply the nursing process. The course will focus on nurse-client relationships, therapeutic communications, the client with special needs, and transcultural communication. Grade Only

067 • INTRODUCTION TO THE PSYCHIATRIC TECHNICIAN PROGRAM  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
This course helps acquaint incoming psychiatric technician students with Mission College and its services and the Psychiatric Technician Program. It covers college orientation and information regarding the Psychiatric Technician Program policies and procedures, career opportunities, stress management, study skills and self awareness exercises. Credit/No Credit Option

068 • MEDICAL SURGICAL NURSING  7.0 units
Total lecture 126.4 hours
Advisory: MATH 903
Corequisite: AH 011, PT 069, PT 070A, NS 015 and BIOSC 055
Acceptable for credit: California State University
A basic course which focuses on the care of the medically-surgically ill patient. The course integrates basic principles of nursing care. It is designed for, but not limited to, psychiatric technician students.

069 • MEDICAL SURGICAL NURSING CLINICAL  5.0 units
Total lab 288.0 hours
Advisory: MATH 903
Corequisite: PT 068, NS 015, BIOSC 055, PT 070A and AH 011
Acceptable for credit: California State University
A course in basic nursing skills designed to give the students an understanding and application of the principles of the restoration and maintenance of mental and physical health, particularly in care of acutely ill medical-surgical clients (patients). Emphasis is placed on 1) competence in performing basic nursing skills related to activities concerned with hygiene, comfort, safety, nutrition and elimination, 2) competence in performing nursing procedures with aseptic technique, 3) development of communication skills, i.e., observation, documentation, including use of medical terminology, 4) application of knowledge of anatomy and physiology, 5) growth in professionalism including ethics of interactions with clients (patients).

070A • PHARMACODYNAMICS  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Corequisite: BIOSC 055
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. Emphasis is on drugs used to treat the medically-surgically ill patient.

070B • PHARMACODYNAMICS  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Prerequisite: BIOSC 022
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. Emphasis is on drugs used to treat childhood psychiatric disorders and developmental disabilities.

070C • PHARMACODYNAMICS  1.0 unit
Total lecture 20.8 hours
Advisory: MATH 903
Prerequisite: BIOSC 022
Acceptable for credit: California State University
A course in pharmacology designed to assist the psychiatric technician in developing the ability to safely administer medications by knowing drug standards, sources, dosages, actions therapeutic and non-therapeutic effects. Emphasis is on drugs used to treat a wide variety of psychiatric disorders.
Psychology concerns itself with the study of human and animal behavior. It involves both pure science and the practical application of science to matters of everyday life. Those pursuing psychology as a field of study will find many career options centering around helping others understand, predict and control their own behavior and the behavior of others. Training in psychology also provides a valuable foundation for many professions that involve interpersonal interaction and communication.

Learning Outcomes:
Students completing courses or a program in Psychology at Mission will come to a critical understanding of persons, the processes by which they develop, and the effects of cultural, social, and environmental factors on behavior. They will also gain a breadth of knowledge in psychology, with exposure to the various fields of psychology, including the research methods used to study them. And they will finally acquire critical thinking skills within a psychological perspective, enhance their own personal and interpersonal awareness and growth, and hone their spoken and written communication skills.

Career Options:
- Administration
- Childcare Worker
- Human Services Specialist
- Marketing Specialist
- Probation Officer
- Psychologist
- Public Survey
- Therapist
- Ward Attendant

Some career options may require more than two years of college study.

Highlights:
- Exemplary instructional staff with several years of experience.
- A wide range of course offerings including psychology of personal growth and psychology of addiction and substance abuse.
- Psychology courses complement AA degrees and/or certifications in many other fields: communications media, early childhood education, human services, interdisciplinary studies, marketing, medical assisting, teacher assisting, etc.
- Transferable courses to the CSU and UC systems.

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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<tr>
<td>PSYCH 001</td>
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<td>PSYCH 055</td>
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</table>

D= DAY CLASSES; E= EVENING CLASSES; T= TELECOURSE

002A • EXPERIMENTAL PSYCHOPSYCHOLOGY 4.0 units
Total lecture 54.4 hours
Advisory: PSYCH 007, SOCSC 022 and MATH 010
Prerequisite: PSYCH 001
Acceptable for credit: California State University

This course is a continuation of Psychology 001, with an emphasis on experimental psychology. It introduces the student to the theory and application of the scientific method in the area of physiology and behavior, with particular emphasis on sensation, perception, motivation, memory, creativity, intelligence, personality, tests, and measurements. Students will be required to conduct and participate in experimental projects, collect and analyze data, and present results. Recommended for psychology majors and transfer students. Credit/No Credit Option.

007 • PHYSIOLOGICAL PSYCHOLOGY 3.0 units
Total lecture 54.4 hours
Prerequisite: PSYCH 001 or the equivalent
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.

012 • HUMAN GROWTH AND DEVELOPMENT 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development from conception through death. Emphasis is placed on normal psychological development as a basis for understanding deviant behavior both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities will be presented and discussed. This course may also be offered by telecourse.

025 • INTRODUCTION TO ABNORMAL PSYCHOLOGY 3.0 units
Total lecture 54.4 hours
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University

This course focuses upon various categories and treatments of the “disordered” personality from mildly disturbed behavioral patterns to gross psychotic reactions. Also covered are the personality disorders from antisocial personality to unusual sexual patterns of behavior. The course surveys emotionally disturbed behavior from childhood to senility. This course may also be offered by telecourse. Credit/No Credit Option.

030 • PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

An introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. Credit/No Credit Option.

033 • THE PSYCHOLOGY OF PERSONAL GROWTH 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course is designed to facilitate insight into the self and to assist persons in exploring and maximizing personal potential. Through personal growth exercises, lectures and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Credit/No Credit Option.

040 • ENVIRONMENTAL PSYCHOLOGY 3.0 units
Total lecture 54.4 hours
Advisory: PSYCH 001
Acceptable for credit: California State University

This course uses the principles of psychology to explore the complex interactions between ourselves and our environment. It is a practical study of how our behavior impacts our physical environment and how our physical environment (at work, home, school, recreation, etc.) impacts our lives. Students are introduced to the theories, tools, and techniques which help them understand and control the physical environment around them. This course may also be offered by telecourse/online. Credit/No Credit Option.

055 • PSYCHOLOGY OF DEATH AND DYING 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

This course is a study of the ways we comprehend and deal with death. Emphasis will be on historical and present attitudes toward death in various cultures, handling fear and bereavement, the grief process, and understanding the special problems of persons who are terminally ill and/or suicidal. A study of changes in understanding and attitude over the life span, from childhood to the elder-years will be included. This course may also be offered by telecourse. Credit/No Credit Option.
### Reading — Read

**Division:** Communication  
**Department:** Reading  
**Chair:** Dianne McKay  
**Phone:** 408-855-5312  
**Counseling:** 408-855-5030  
**Email:** dianne_mckay@wvmccd.cc.ca.us  

**Highlights:**
- An exemplary teaching staff dedicated to assisting students in improving reading skills.
- A comprehensive reading program including courses designed to meet the needs of a variety of students.
- A Reading Lab containing both computerized and print material to meet the needs of students of all reading abilities. The Staff of skilled dedicated people will help you reach your individual reading goals in comprehension, vocabulary skills, and speed reading.
- Online reading classes which meet the needs of students who have e-mail access and wish to work independently.

**Learning Outcomes:**
Upon completion of the Reading course of study, students will have achieved the following learning outcomes:
- Students will be able to demonstrate knowledge of a broad range of vocabulary common to advanced academic and vocational reading materials.
- Students will be able to demonstrate understanding of, and ability to apply knowledge of critical thinking in literary and academic college level material, including inferences, author's intent and tone, patterns of reasoning, and argumentation.
- Students will demonstrate understanding of, and ability to apply metacognition to the reading by mastering a variety of approaches to reading and applying those approaches appropriately, depending on the purpose of the reading.
- Students will be able to demonstrate a range of reading rates according to reading purpose: Practical prose at 500 wpm or above, with 70% comprehension; study reading rate of 350 wpm or above with 90% - 100% comprehension.

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
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<td>READ 978</td>
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**Reading (Read)**

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<tr>
<th>040 • Tutoring Reading in Elementary School</th>
<th>3.0 units</th>
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<tbody>
<tr>
<td>Total lecture: 36.8 hours; Total lab: 54.4 hours</td>
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<tr>
<td>Prerequisite: Eligibility for READ 053</td>
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<td>Acceptable for credit: California State University</td>
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</tbody>
</table>

This course provides students an introduction to teaching in the elementary grades with the emphasis on teaching reading acquisition. Content includes lectures and field experience in which students tutor and observe in elementary school classrooms. Students will observe classroom activities and apply concepts and techniques covered in lecture.

<table>
<thead>
<tr>
<th>053 • Speed and Critical Reading</th>
<th>3.0 units</th>
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<tbody>
<tr>
<td>Total lecture: 54.4 hours</td>
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</tr>
<tr>
<td>Prerequisite: READ 961 or qualifying score on placement test</td>
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</tbody>
</table>

Designed for students who are already reading at a college freshman level of competency. This course will enable students to reach their optimal reading speeds and to improve their comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading. **This course may also be offered by telecourse.**

<table>
<thead>
<tr>
<th>063 • Vocabulary Development</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
</tbody>
</table>

This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulation of definitions.

<table>
<thead>
<tr>
<th>073 • Reading and Analyzing Technical Materials</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: READ 961 or qualifying score into READ 053 on placement test</td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: California State University</td>
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</tr>
</tbody>
</table>

This course is for students who wish to improve workplace and technical reading skills. Students will read articles from technical journals as well as reports, proposals and other documents from industry. Emphasis will be on comprehension, vocabulary development and integration of reading skills with other communication skills needed in the workplace. This course is in the Certificate Program in Technical Communication. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>960 • Reading Fundamental</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Non-Associate Degree Course)</td>
<td></td>
</tr>
<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: The student should be able to read and write the English language on a functional level. This course is for the student who wishes to develop basic reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. Credit/No Credit Option.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>961 • Effective Reading</th>
<th>3.0 units</th>
</tr>
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<tbody>
<tr>
<td>(Non-Associate Degree Course)</td>
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<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: READ 960 or qualifying score on placement test</td>
<td></td>
</tr>
</tbody>
</table>

This course is designed for the student who wishes to correct or improve basic reading skills. The content and objectives of this course will vary somewhat to meet the student’s individual needs. Some study skills may be included. The student can expect improvement of reading habits, vocabulary, and the attainment of an efficient reading rate. **This course may also be offered online. Credit/No Credit Option. May be repeated one time.**

<table>
<thead>
<tr>
<th>962 • Career Spelling</th>
<th>3.0 units</th>
</tr>
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<tbody>
<tr>
<td>(Non-Associate Degree Course)</td>
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<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
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<tr>
<td>Advisory: READ 960</td>
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</tbody>
</table>

This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in READ 960. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>964 • Basic Vocabulary Improvement</th>
<th>3.0 units</th>
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<tbody>
<tr>
<td>(Non-Associate Degree Course)</td>
<td></td>
</tr>
<tr>
<td>Total lecture: 54.4 hours</td>
<td></td>
</tr>
</tbody>
</table>

This course provides methods of increasing vocabulary for those students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English and dictionary usage will be included. Credit/No Credit Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

964A • BASIC VOCABULARY IMPROVEMENT 2.0 units
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 36.8 hours

This course provides methods of increasing oral and written vocabulary for students who have a need to improve communication skills. Content will include vocabulary commonly found in college lectures, in the workplace and in current periodicals as well as techniques for learning new vocabulary. Some study of idiomatic English will be included. This is a shortened version of Reading 164. Credit/No Credit Option.

975, 976, 977, 978 • READING SKILLS 0.5 units each
(NON-ASSOCIATE DEGREE COURSE)
Total lab 27.2 hours

The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on diagnostic testing and a conference with the instructor. Credit/No Credit Only. May be taken for a total of 3 units.

The Program:
The Real Estate Program is designed to train our students in "Private Property Rights," which is the very foundation of our economic system, so our population can enjoy the American dream of "Home Ownership."

The program goal is to provide the knowledge and skills in real estate so our citizens can participate in the making of economic decisions in their best interest in the buying, selling, investing, developing, and management of real estate. The real estate decision is one of the most important decisions people will make in their lifetime.

Learning Outcomes:
Graduates are trained to: buy and sell real estate on their own; become licensed real estate salespersons, and/or brokers; become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers. They are also trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

Career Paths:
Real estate knowledge and skills are used in both personal life and professional life as shown below.

- Home Buyer and/or Home Seller
- Real Estate Investor and Property Manager
- Real Estate Salesperson and Broker
- Real Estate Appraiser
- Loan Processor and Loan Officer
- Loan Underwriting Officer
- Mortgage Insurance Processor and Officer
- Mortgage Banker (Mortgage Company)
- Escrow Officer and Title Insurance Officer
- Real Estate Developer and Contractor
- Property Tax Assessor and Accountant
- Urban and City Planner
- Legal Assistant and Real Estate Attorney

A.S. Degree:
- Real Estate

Certificate:
- Real Estate (Levels I and II)

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
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</thead>
<tbody>
<tr>
<td>RLEST 090</td>
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<td>RLEST 091</td>
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<td>RLEST 096A</td>
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<tr>
<td>RLEST 100</td>
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</tr>
</tbody>
</table>

D= DAY CLASSES; E=EVENING CLASSES; AN=AS NEEDED
Real Estate - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate. Although not required, the student is encouraged to take the courses in the below-recommended sequence to maximize learning.

Major Sheet Certificate

LEVEL I Certificate:
Core Curriculum Courses (Required) Units
- RLEST 090 Principles of Real Estate ......................... 3.0
- BUS 051 Introduction to American Business ............... 3.0
- BUS 064 Business Math Using Calculators .................... 4.0

Plus 6 units from the following:
- RLEST 096A Real Estate Investment I .......................... 3.0
- BUS 021 Introduction to Business Computing .............. 3.0
- BUS 021L Introduction to Business Computing Lab ..... 1.0
- BUS 028A Business Law ........................................... 3.0
- BUS 078 Business Communications ............................ 3.0
- BUS 079 Human Relations Applied in Business ............ 3.0
- MGMT 101 Managerial Interpersonal Effectiveness .......... 3.0
- MKT 056A Marketing Principles ................................ 3.0
- CA 037A Introduction to Office Automation .................. 3.0
- CA 011 Keyboarding: Beginning ................................ 3.0
- WRKEX 301-304 Cooperative Work Experience ............ 1.0 - 3.0

Total Level I Cert. Requirements ................................................ 16.0

LEVEL II Certificate:
Core Curriculum Courses (Required) Units
- RLEST 095A Real Estate Finance I ............................. 3.0
- RLEST 093A Legal Aspects of Real Estate I ..................... 3.0
- RLEST 092 Real Estate Economics ............................. 3.0
- RLEST 094A Real Estate Appraisal I .......................... 3.0
- RLEST 091 Real Estate Practice ................................ 3.0
- RLEST 100 Property Management ............................... 3.0
- RLEST 087A Escrow Procedures I ............................ 3.0

Total Level II Cert. Requirements ............................................ 21.0

NOTE: All of the above real estate courses in Level 2 including RLEST 90 meet the State of California Broker’s requirements. Eight courses are required for the Real Estate Broker’s License.

Real Estate - A.S. Degree

Students should take RLEST 90, Principles of Real Estate, so they can get their Real Estate Sales License as soon as possible. The student can take the other broker’s courses next, Level 2, if desired. Although not required, to maximize learning, the student is encouraged to take the courses in the sequence recommended below.

Major Sheet A.S. Degree
Core Curriculum Courses (Required) Units
- RLEST 090 Principles of Real Estate ......................... 3.0
- BUS 051 Introduction to American Business ............... 3.0
- BUS 064 Business Math Using Calculators .................... 4.0
- RLEST 095A Real Estate Finance I ............................. 3.0
- RLEST 093A Legal Aspects of Real Estate I ..................... 3.0
- RLEST 092 Real Estate Economics ............................. 3.0
- RLEST 094A Real Estate Appraisal I .......................... 3.0
- RLEST 091 Real Estate Practice ................................ 3.0
- RLEST 100 Property Management ............................... 3.0
- RLEST 087A Escrow Procedures I ............................ 3.0

Plus 6 units from the following:
- RLEST 096A Real Estate Investment I .......................... 3.0
- BUS 021 Introduction to Business Computing .............. 3.0
- BUS 021L Introduction to Business Computing Lab ..... 1.0
- BUS 028A Business Law ........................................... 3.0
- BUS 079 Human Relations Applied in Business ............ 3.0
- MGMT 101 Managerial Interpersonal Effectiveness .......... 3.0
- MKT 056A Marketing Principles ................................ 3.0
- CA 037A Introduction to Office Automation .................. 3.0
- CA 011 Keyboarding: Beginning ................................ 3.0
- WRKEX 301-304 Cooperative Work Experience ............ 1.0 - 3.0

Total Program A.S. Requirements ............................................. 37.0

NOTE: Only courses completed with a grade of “C” or better may be used to satisfy requirements.

REAL ESTATE (RLEST)

083A • REAL ESTATE LICENSE EXAMINATION REVIEW

Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to teach the student how to pass the California Real Estate Salesperson’s License Examination, or assist those students who are planning to take the California Real Estate Broker’s Examination. The material to be covered will include, but not limited to, real estate law, real estate practice, real estate finance, real estate appraisal, business opportunities and real estate mathematics. This course does not apply toward the educational requirements of the California Real Estate Salesperson’s or Broker’s license examination. It is not a substitute for RLEST 90 - Principles of Real Estate. Credit/No Credit Option.

085 • EFFECTIVE REAL ESTATE SELLING

Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to teach the student the how and why as well as the how of escrow procedures. The student will study all phases of handling the simpler escrow procedures including the opening, preliminary title report, file compilation, preparation and purpose of documents, drawing instruments, and finally, the close. Role playing is used as an aid to learning sign-off techniques and customer relationships. This course applies toward the educational requirements of the California RLEST Broker’s license examination. Credit/No Credit Option.

087A • ESCROW PROCEDURES I

Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to teach the student how to pass the California Real Estate Broker’s License. You may then take other Broker’s courses concurrently with Real Estate 90 or after completing Real Estate 90.

087B • ESCROW PROCEDURES II

Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to teach the student the more complex types of escrows as well as rules of law that can impact an escrow such as the civil code, the business and professions code, legislative and case law. Emphasis on Real Estate Sales, Loans, Contract of Sale(s), Assignments of Note and Trust Deed, and Two-Way Exchanges. This course applies toward the educational requirements of the California RLEST Broker’s license examination. Credit/No Credit Option.

090 • PRINCIPLES OF REAL ESTATE

Total lecture 54.4 hours
Advisory: ENGL 108A
Acceptable for credit: California State University
This entry level course is intended to acquaint the student who has little or no training or experience in real estate with the basic theory of real estate. This course is required for those students preparing for the State of California real estate salesperson’s license examination. This is a fundamental real estate course covering the basic understanding, background, and terminology necessary for advanced study in the real estate broker and other special courses. This course also applies toward the educational requirements of the California Real Estate Broker’s license examination and Appraisal License requirements. Credit/No Credit Option.
091 • REAL ESTATE PRACTICE 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This is an introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods and techniques used to determine the value of various types of property. The student will study single-family residential properties. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Uniform Residential Appraisal Report (URAR) on residential properties. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

092 • REAL ESTATE ECONOMICS 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. The student will study various types of real estate investments, including syndications, recreational land, single-family residence, multi-family residences, condominiums, townhouses, mountain cabins, franchise operations and special purpose properties; the basic tax advantage of improved real estate over unimproved real estate; the effect of governmental actions such as zoning, planning, taxes and improvements such as freeways on various types of real estate; the single tax theory, urban redevelopment, the causes of slums, the latest in community planning and the effect of environmental conditions on the value of real estate. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Credit/No Credit Option.

093A • LEGAL ASPECTS OF REAL ESTATE I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course deals with the legal aspects of real estate transactions, including rights incident to property ownership and management, agency, contracts, and application of real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure as well as recent legislation governing real estate transactions. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

094A • REAL ESTATE APPRAISAL I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This is an introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods and techniques used to determine the value of various types of property with a special emphasis on single-family residential properties. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Uniform Residential Appraisal Report (URAR) on residential properties. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

094B • REAL ESTATE APPRAISAL II 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. This course applies toward the educational requirements of the California Real Estate Broker’s license examination, and the California Appraiser’s License, Certified Residential and Certified General Licenses of the Office of Real Estate Appraisers. Credit/No Credit Option.

095A • REAL ESTATE FINANCE I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course will analyze real estate financing, which includes lending policies, problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized in this course. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

096A • REAL ESTATE INVESTMENT I 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multisresidential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the real estate investment. The student will also study the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course has been accepted by the Dept. of Real Estate toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.

100 • PROPERTY MANAGEMENT 3.0 units
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University
The student will study successful techniques and practices in the management of rental income property from acquisition to disposal, neighborhood analysis, rent schedules, renting credit, collections, eviction, maintenance and rehabilitation; insurance, tax considerations, depreciation schedules and pitfalls in the purchase of income property. This course applies toward the educational requirements of the California Real Estate Broker’s license examination. Current Licensees can also earn 45 hours of Continuing Education units. Credit/No Credit Option.
Learning Outcomes:
To prepare and equip students to succeed in the ever changing floral industry by producing a better trained employee or shop owner. Students will be able to orchestrate the principles and elements of floral design with exposure to fundamental techniques. Students will understand the complete workings of the color wheel. Students will be able to demonstrate the wide range of designs and effectively discuss reasons for floral selections with prospective patrons. Students will be able to identify, by name, by region, and by sight, the increasing varieties of floral selections in the market. Students will display a working knowledge of the multitude of design techniques. The Work Experience aspect of the program will give the student an ability to see first hand the different existing floral shops in the area. Students will work in the shops for a period of time practicing techniques, strategies, customer relations, and see potential problem areas.

Certificate:
• Retail Floristry

Highlights:
• Program previously at WVC since 1983.
• Occupational work experience.
• Hands-on interaction on special events.
• Field trips.
• All instructors are professionals in the industry.

Schedule Matrix:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 024</td>
<td>E</td>
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<td>D</td>
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<tr>
<td>RF 028</td>
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<tr>
<td>D= DAY CLASSES; E=EVENING CLASSES</td>
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</tbody>
</table>

Retail Floristry - Certificate Program

Core Courses (Required) | Units
---|---
RF 024 | Flowers & Foliage Identification & Design | 1.5
RF 028 | Interior Plant Identification | 1.5
RF 030 | Flower Shop Procedures & Basic Design | 1.5
RF 031 | Intermediate Floral Design | 1.5
RF 032 | Advanced Floral Design | 1.5
RF 037 | Flower Shop Operations | 2.0
RF 039 | Display for Designs for Florists | 1.0
WRKEX 301 | Occupational Work Experience | 1.0
Total Required Units | 11.5

Plus an additional 6 courses from the electives listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 033</td>
<td>Dry and Silk Floral Design</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 038</td>
<td>Weddings, High Style &amp; Memorial Designs</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 041</td>
<td>Holiday Flower Arranging for your Home</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 045</td>
<td>Ikebana/Oriental Style Flower Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 046</td>
<td>Advanced Exotic &amp; High Style Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 057</td>
<td>Introduction to Flower Arranging</td>
<td>1.0</td>
</tr>
<tr>
<td>RF 061</td>
<td>European Design Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 065</td>
<td>Advanced Silk Flower Arranging</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 066</td>
<td>Design Without Flowers-Floral Preservation</td>
<td>0.5</td>
</tr>
<tr>
<td>RF 069</td>
<td>The Natural Garden</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Certificate Requirements: 14.5 - 16.5

NOTE: Some classes require the student to pay a modest lab fee, and other classes may require the student to provide own floral materials.

RETAIL FLORISTRY (RF)

024 • FLOWERS & FOLIAGE IDENTIFICATION & DESIGN | 1.5 units
Total lecture 27.2 hours
This course covers the identification, care, and use of cut flowers and foliage employed by a retail florist when creating displays for individual and commercial establishments. Emphasis is on learning the basic floral design elements and principles which are linked with unique flowers and displays (each semester). May be repeated one time. Credit/No Credit Option.

028 • INTERIOR PLANT IDENTIFICATION | 1.5 units
Total lecture 27.2 hours
Students are introduced to the basic botany and plant taxonomy of indoor plants. Course content includes how to identify, preserve and care for the most commonly utilized house plants and indoor flowering plants. Fundamental techniques used to control pests and disease common to indoor plants are reviewed. One Saturday field trip is required. Credit/No Credit Option.

030 • FLOWER SHOP PROCEDURES & BASIC DESIGN | 1.5 units
Total lecture 27.2 hours
Prerequisite: RF 024
This course introduces the student to the principles and elements used by retail florists in arranging flowers for professional purposes. Students will learn routine shop procedures and techniques utilized in the industry to successfully sell flowers and indoor plants. May be repeated one time. Credit/No Credit Option.

031 • INTERMEDIATE FLORAL DESIGN | 1.5 units
Total lecture 27.2 hours
Prerequisite: RF 030
Students will use specific criteria to evaluate professional flower arranging techniques used by retail floristry businesses. New design elements will be introduced that build on the basic elements covered in previous classes. Students will become exposed to fundamental techniques used in creating floral arrangements and corsages for weddings, sympathy tributes, and other religious occasions. May be repeated one time. Credit/No Credit Option.

032 • ADVANCED FLORAL DESIGN | 1.5 units
Total lecture 27.2 hours
Prerequisite: RF 031
This course will cover advanced principles and techniques for designing, coordinating and preparing floral displays for social events and parties held in halls, residences, and hotels. Students will study traditional, contemporary and European style designs used in floral competitions. This course builds on information and techniques presented in previous courses. May be repeated one time. Credit/No Credit Option.

033 • DRY AND SILK FLORAL DESIGN | 1.0 unit
Total lecture 9.6 hours; Total lab 27.2 hours
Students in this course study the types of dried and silk flowers used in displays. Techniques for drying flowers will be discussed and differences between dried and silk floral materials will be reviewed. Students will complete floral projects that incorporate dried, silk and fresh flowers. May be repeated one time. Credit/No Credit Option.
MISSION COLLEGE 2004-2005

BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

037 • FLOWER SHOP OPERATIONS 2.0 units
Total lecture 36.8 hours
Prerequisite: RF 024 and RF 030
This course introduces the student to the minimum steps and procedures necessary for individuals to establish a retail florist shop. The importance of location, goals, and financing will be reviewed with experienced florists. Topics will include marketing, sales techniques, employee and customer relationships related to successfully running a florist shop. May be repeated one time. Credit/No Credit Option.

038 • WEDDINGS, HIGH STYLE AND MEMORIAL DESIGNS 1.0 unit
Total lecture 9.6 hours; Total lab 27.2 hours
Prerequisite: RF 030
This course covers the variety of designs used in the construction of arrangements for traditional and non-traditional weddings or other events that need high style arrangements. Students will learn techniques used in bridal consultations. Memorial consultations and the construction of casket covers, sprays, container arrangements and family pieces are also discussed. May be repeated one time. Credit/No Credit Option.

039 • DISPLAY DESIGN FOR FLORISTS 1.0 unit
Total lecture 9.6 hours; Total lab 27.2 hours
Prerequisite: RF 032
This course covers the basic merchandising and marketing techniques used to display and sell fresh flowers, silk flowers and dried materials. A variety of display pieces (e.g. baskets, pottery, glassware and textiles) will be reviewed and evaluated. The course emphasizes different materials and techniques each semester. May be repeated one time. Credit/No Credit Option.

041 • HOLIDAY FLOWER ARRANGING FOR THE HOME 1.0 unit
Total lecture 20.8 hours
Student will learn to create holiday arrangements and design for the home in a supportive atmosphere. Topics covered will include wreaths, door decorations, fruit and vegetable designs and centerpieces. May be repeated one time. Credit/No Credit Option.

045 • IKEBANA/JAPANESE STYLE FLOWER ARRANGING 0.5 unit
Total lab 27.2 hours
Students will obtain an overview and appreciation of the historical basis and fundamental principles that direct the oriental style of flower arranging (Sogetsu Ikebana). The course emphasizes the creative use of materials and encourages students to experiment and explore a variety of design concepts. Each semester different aspects and design principles will be emphasized. No previous floral experience is necessary. May be repeated two times. Credit/No Credit Option.

046 • ADVANCED EXOTIC AND HIGH STYLE ARRANGING 0.5 unit
Total lab 27.2 hours
Prerequisite: RF 032
This hands-on class focuses on techniques not covered in previous classes in Retail Floristry. Different design principles used in Oriental, Tropical, Hi-tech and foliage only arrangements will be emphasized each semester and exotic materials, faux finishes, spray color, sponge, antiquing, and marbleizing techniques will be covered. This course will enable students to polish their mechanics in creating a variety of arrangements. May be repeated two times. Credit/No Credit Option.

057 • INTRODUCTION TO FLOWER ARRANGING 1.0 unit
Total lecture 20.8 hours
This introductory course is designed for the student who has no floral experience and who is interested in obtaining an overview of the fundamental design concepts used in floral arranging. Material covered is intended to assist the students develop an appreciation for flowers and other materials used in creating arrangements. Flowers and design elements emphasized vary from fall to spring to summer depending on availability and events being celebrated. May be repeated two times. Credit/No Credit Option.

061 • EUROPEAN DESIGN TECHNIQUES 0.5 unit
Total lecture 10.4 hours
This course is a hands-on design techniques class. Tufting, plating, leafwork, pave and other design techniques are studied. European and contemporary hand-tied bouquets and bundling techniques are introduced. May be repeated one time. Credit/No Credit Option.

065 • ADVANCED SILK FLOWER ARRANGING 0.5 unit
Total lecture 10.4 hours
Prerequisite: RF 030
A hands-on course on how to create a variety of creative advanced styles and methods utilizing silk flowers. Topics include sculpture, topiary, spheres, high style, and wall sprays, among others. May be repeated two times. Credit/No Credit Option.

066 • DESIGNS WITHOUT FLOWERS/FLOWER PRESERVATION 0.5 unit
Total lecture 10.4 hours; Total lab 10.4 hours
In this course students discover their ability to incorporate in floral designs paper, rocks, plastic, metal, pods, branches and moss using their textures to make a complete statement. Techniques used to preserve flowers using the press, glycerin, air dry, and picture frames. May be repeated one time. Credit/No Credit Option.

069 • THE NATURAL GARDEN IN NORTHERN CALIFORNIA 1.0 unit
Total lecture 20.8 hours
This course covers natural gardens and their inspiration from the environment, using native plants, hardy perennials, wildflowers and ornamental grasses with emphasis on natural landscaping of a garden. The course covers identification, planning, soil and care. May be repeated one time. Credit/No Credit Option.

WORK EXPERIENCE (WRKEX)

301 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION (RETAIL FLORISTRY) 1.0 unit
Total 75.0 hours
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. Please speak to Retail Floristry Department for more details. May be taken for a total of 16 units.
The Social Science major offers a broad, multi-disciplined program of study, enabling people to pursue a career and their interest in human affairs systematically and without the usual constraints imposed by the single-discipline major.

For those planning to transfer to a 4-year institution, the program is designed to give students the opportunity to earn an Associate Degree while completing the required transfer general education classes. In addition, for students planning to major in one of the social and behavioral sciences, the degree can provide a strong foundation in your major, usually filling the required lower-division courses in a particular major.

For those not planning to transfer to another institution, the major does not lock a student into a specific career or profession, but instead allows a student several career options.

The major requires a minimum of 18 units taken from the categories listed below, in addition to the college's general education requirements.

### Learning Outcomes:

The degree provides a broad foundation in the social sciences, sound preparation for employment in public agencies and private firms, and helps develop strong writing, speaking and problem-solving skills needed in today's competitive world.

### A.A. Degree:

- Social Sciences

### Departments:

- Anthropology
- Global Studies
- Political Science
- Economics
- Geography
- History
- Philosophy
- Psychology
- Sociology

### Career Options:

- Community Advisor
- Computer Programmer
- Counselor
- Criminal Justice Administration
- Educational Administrator
- Financial Analyst
- Health Care Administrator
- Lobbyist
- Personnel Recruiter
- Programmer Evaluator
- Research Analyst
- Social Program Administrator
- Special Education
- Public Service Professional
- Civil Rights
- Community Development
- Employment Resources
- Labor Relations
- Planning

Some career choices may require courses beyond the Associate Degree.

### Highlights:

- Experienced instructors and convenient classes.
- Fill your General Education Requirements.
- Hone your writing and analytical skills.
- Deepen your understanding of American society and the global community.

### Social Science - A.A. Degree

Select five courses from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ANTHR 003</td>
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</tr>
<tr>
<td>ECON 001A</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 004A</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 017A</td>
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<tr>
<td>POLIT 001</td>
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<tr>
<td>PSYCH 001</td>
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<tr>
<td>SOC 001</td>
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Plus one course from the following:  

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<thead>
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<th>Course</th>
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<tbody>
<tr>
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<td>PSYCH 001</td>
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<tr>
<td>PSYCH 012</td>
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<tr>
<td>PSYCH 025</td>
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</tr>
<tr>
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<td>PSYCH 040</td>
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<tr>
<td>SOC 001</td>
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<td>SOC 002</td>
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<tr>
<td>SOCSC/GLOBL 2</td>
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<tr>
<td>091,092,093</td>
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</table>

Total Program A.A. Requirements: 18.0

(See appropriate department for information on specific courses)

### SOCIAL SCIENCE (SOCSC)

#### 001 • GLOBAL PERSPECTIVES

3.0 units  
Total lecture 54.4 hours

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 will discuss the origins and growth of cultural values and beliefs, including the sociological, political, economic, and environmental systems. The students will compare and contrast basic world views inherent in these systems as they impact them and others as global citizens. This course also listed as Global Studies 1 (GLOBL 001). Credit/No Credit Option.

#### 002 • GLOBAL ISSUES

3.0 units  
Total lecture 54.4 hours

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 also listed as Global Studies 2 (GLOBL 002). Credit/No Credit Option.

#### 003 • INTRODUCTION TO PEACE STUDIES

3.0 units  
Total lecture 54.4 hours

Acceptable for credit: University of California State University

This course introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace are explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace. This course may also be offered by telecourse/online. Credit/No Credit Option.
004 • THE DEVELOPING WORLD 3.0 units
Total lecture 54.4 hours
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: 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 may also be offered by telecourse/online. Credit/No Credit Option.

005 • GLOBAL FOCUS 3.0 units
Total lecture 54.4 hours
Advisory: SOCSC 001, SOCSC 002 and 1-year study of foreign language of target country
Acceptable for credit: California State University
Students in this class will study, compare, and contrast the values, beliefs, behaviors, systems and cultures of the US with those of at least one other country. The in-country part of the course concentrates on discovering and defining what it means to be “American.” Students will then undergo intensive immersion in a foreign culture to learn about similarities and differences in perspectives, values, beliefs, systems, and behaviors. In so doing, students will develop a better understanding of who they are as well as of the interdependence and interrelatedness of the world’s many cultures. Credit/No Credit Option.

006 • THE GLOBAL ECONOMY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: 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 will be presented to expand insight into the increasing economic interdependence of nations. This course may also be offered by telecourse/online. Credit/No Credit Option.

022 • RESEARCH METHODS IN SOCIAL SCIENCES 3.0 units
Total lecture 54.4 hours
Advisory: Eligibility for MATH 000C
Acceptable for credit: University of California, California State University
Students will use and evaluate the scientific method in Social Science Research. This course will provide an overview and practical applications of research methodology, including literature search, development of hypotheses, and research design. Students will examine the differences between quantitative and qualitative methods and will design a research project. Issues covered will include interviewing, participant observation, field observation, field experiments, ethics of social sciences research, and historical comparative method. The use of statistics in the analysis of data and the use of computer applications in research methods will be included. Grade Only.

### Mission College Sociology Department

**SOCIOLOGY — SOC**

**DIVISION:** Social Sciences  
**DEPARTMENT:** Sociology  
**CHAIR:** Dr. Chris Moyers  
**PHONE:** 408-855-5300  
**COUNSELING:** 408-855-5300

Mission College offers basic lower division courses in Sociology. Sociology provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences.

Sociology offers a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

**Learning Outcomes:**

The Department of Sociology is designed to further the goals of Mission College to provide students a learning experience which will meet their lifelong educational needs and enhance their abilities to live and work in a diverse society.

The specific learning outcomes and objectives of the Department is to provide students with the ability to:

- Understand and utilize the basic principles and points of view of sociology, which will allow the students to gain insight into the behavior of people functioning in social groups.
- Understand and better function within social institutions.
- Gain insight into formal and informal social groups.
- Gain insight into the formal and informal rules of social behavior.
- Understand social customs and social interactions within specific groups, and in specific social situations, such as:
  - Marriage
  - Families
  - Sexual relationships
  - Minority and racial relationships
  - Acculturation of immigrant and sub-dominant groups
  - Religious institutions and belief groups
  - Problematic behaviors, such as injustice and criminal behavior
  - Changes in social situations that come with aging
- Understand global perspectives that affect the United States society
- Have an opportunity to experience community service in the format of “social field work.”
- Attaining educational goals of:
  - Pursuing general education
  - Transferring to four-year schools
  - Completing career goals in vocational programs

**Career Options:**

- Sociologist
- Instructor
- Probation Officer
- Demography Analyst
- Advocate for endangered children
- Advocate for disabled adults
- Advocate for disadvantaged elderly
- Social Worker
- Foster Care Worker
- Urban Planner
- Employment Counselor

Some career options may require work beyond two years of college work.

**Schedule Matrix:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>D,E</td>
<td>D</td>
<td>E</td>
<td>D,X,TV</td>
</tr>
<tr>
<td>SOC 002</td>
<td>D,E</td>
<td>D</td>
<td>E</td>
<td>D,X,TV</td>
</tr>
<tr>
<td>SOC 021</td>
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<td>E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>SOC 024</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td>X,TV</td>
</tr>
<tr>
<td>SOC 032</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td>X</td>
</tr>
<tr>
<td>SOC 038</td>
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<td>X</td>
</tr>
<tr>
<td>SOC 039A</td>
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<td>SOC 039B</td>
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</tr>
<tr>
<td>SOC 040</td>
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<td>TV</td>
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<tr>
<td>SOC 043</td>
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<td>TV</td>
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<tr>
<td>SOC 045</td>
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<td>SOC 046</td>
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<tr>
<td>SOC 047</td>
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<td>E</td>
<td>D</td>
<td>TV</td>
</tr>
<tr>
<td>SOC 061</td>
<td>D</td>
<td>E</td>
<td>D</td>
<td>TV</td>
</tr>
</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES; TV= TELEVISION COURSE
Basic Human Services Certificate
Certification qualifies graduates to work in Human Services for state, county, or city agencies that require certification, as well as in private non-profit industries that provide “human services” or “community services” to those persons qualified for such services.

Required core courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 002 Community Services</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 061 Basics of Human Services</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 001 College Survival Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>COUNS 012A Careers and Life Styles</td>
<td>1.0</td>
</tr>
<tr>
<td>COUNS 051A Self Esteem and Goal Setting</td>
<td>1.0</td>
</tr>
<tr>
<td>PSYCH 001 Introduction to Psychology</td>
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</tr>
</tbody>
</table>

Total Program Certification Requirements: 16.0

Sociology - A.A. Degree
(pending State approval)
An Associate of Arts Degree in Sociology allows Mission College graduates to better qualify for admission to university programs. Within the local Santa Clara area, such a degree would make our graduates better prepared and better qualified for jobs in major industries, such as silicon-based business companies, correctional facilities, public and private social services, family services, and health-care support services.

Required courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 002 Social Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 021 Minorities in the U.S.</td>
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</tr>
<tr>
<td>SOC 032B Social Field Work</td>
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Plus two courses from the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>SOC 038 American Culture Through Film</td>
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<tr>
<td>SOC 040 Marriage and Family</td>
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<tr>
<td>SOC 041 Family Issues</td>
<td>3.0</td>
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<tr>
<td>SOC 043 Sociology of Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045 Human Sexuality: A Global Perspective</td>
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<tr>
<td>SOC 046 Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 047 Sociology of Criminology</td>
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</tbody>
</table>

Total Program A.A. Requirements: 18.0

Certificate in Family Services
A certificate in Family Services allows Mission College to better serve the County of Santa Clara, needing areas of study wherein workers can obtain credit and recognition for courses in their field. It also is important to students who have career goals in sociology, social work, or related areas.

Required core courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 066A Family Services A</td>
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<tr>
<td>SOC 066B Family Services B</td>
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</table>

Total Program Certification Requirements: 8.0

### SOCIOLOGY (SOC)

001 • INTRODUCTION TO SOCIOLOGY 3.0 units

Can SOC 2
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

Introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the socio-cultural environment; the presentation of social institutions and possible influences on behavior. This course may also be offered by telecourse/online. Credit/No Credit Option.

002 • SOCIAL PROBLEMS 3.0 units

Can SOC 4
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. A critical analysis of current conditions, possible causes and potential remedies is utilized. Available community resources to help deal with and to find solutions to social problems are explored. This course may also be offered by telecourse. Credit/No Credit Option.
039A • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: NATIVE AMERICAN CULTURES OF THE SOUTHWEST 3.0 units
Total lecture 17.6 hours; Total lab 108.8 hours
Acceptable for credit: California State University
This course is a study of Navajo, Hopi, Pueblo, and other Native American Groups of the Flagstaff, Grand Canyon, and “Four-Corners” area of the Southwestern United States, that includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

039B • AMERICAN CULTURES THROUGH TRAVEL AND EXPERIENCE: URBAN CULTURES OF SAN FRANCISCO 3.0 units
Total lecture 17.6 hours; Total lab 108.8 hours
Acceptable for credit: California State University
This course is a study of a selection from Chinese, Russian, Japanese, Italian, Irish, French, Hispanic, African American, Vietnamese, and other subcultures of the urban area of San Francisco. It includes travel to locations where such cultures are observed. Educational materials regarding these cultures are explored through consultations with experts, visits to museums, and/or direct experiences with members of each culture. On-campus meetings are required before and after the tour to the required location. Credit/No Credit Option.

040 • MARRIAGE AND FAMILY 3.0 units
Total lecture 54.4 hours
Acceptable for credit: 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 by telecourse. Credit/No Credit Option.

041 • FAMILY ISSUES 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a sociological analysis of how families function in society today. Topics include preparing children to function in society, family roles, family conflict patterns, family stress, and multigenerational cultural patterns. Traditional and recent family structures will be discussed, including extended families, nuclear families, single-parent families, gay/lesbian families, and step-families. Family communication patterns and functional and dysfunctional results will be emphasized. This course may also be offered by telecourse. Credit/No Credit Option.

043 • SOCIOLOGY OF RELIGION 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
An exploration of the interplay of religion and other spheres of social life; an analysis of the character of religious authority and leadership; the nature of religious movements in our social system, the effects of secularization on religion; the influence on the values, beliefs and practices of group-oriented and personal religion. This course may also be offered by telecourse. Credit/No Credit Option.

045 • HUMAN SEXUALITY 3.0 units
Total lecture 54.4 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course is a 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 by telecourse/online. Credit/No Credit Option.

046 • ADVANCED HUMAN SEXUALITY: CURRENT ISSUES AND GLOBAL PERSPECTIVES 3.0 units
Total lecture 54.4 hours
Advisory: SOC 045 and SOC 001
Acceptable for credit: University of California, California State University
This is a human sexuality course, dealing with current issues in the United States and with practices in various cultures throughout the world. Topics include marriage customs, rites of passage into adulthood, beauty-enhancement practices, sexual behaviors, sexual orientations, and sexually deviant behaviors, as defined by law and customs. This course may also be offered by telecourse/online. Credit/No Credit Option.

047 • SOCIOLOGY OF CRIMINOLOGY 3.0 units
Total lecture 54.4 hours
Advisory: SOC 001
Acceptable for credit: University of California, California State University
This course is a sociological analysis of crime and criminal behavior in the United States, including the major theories regarding the causes of criminal behaviors, the effects of crime on victims, criminals and the general society, and the responses of societal agencies to criminal behavior. The roles of law enforcement, the justice system, and the correctional systems in prevention, prosecution, and rehabilitation will be discussed. Emphasis will be placed on the history of criminology in the United States, including changes in the social theories of deviance, and changes in the attitudes of the society toward criminal behavior. The role of social institutions and social service organizations will be investigated. Opportunities to visit correctional facilities, trials, police informational meetings, or rehabilitation centers will be offered. Credit/No Credit Option.

061 • BASICS OF HUMAN SERVICES 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is an introduction to the field of Human Services for students who will complete a Certificate or major in Human Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. The course examines the sociological and psychological aspects of human services, with emphasis on understanding programs that assist persons going from unemployment to independence in U.S. society at this time. Specific attention is given to welfare and rehabilitation clients going into employment, and to working with clients who have special issues such as drug/alcohol abuse, domestic violence, HIV, disabilities, and mental illness. Also covered are principles and issues of case management, psychological assessment, family dynamics and treatment planning. Credit/No Credit Option.

066A • FAMILY SERVICES A 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 902
Acceptable for credit: California State University
This course provides students with skills as family workers to help families achieve self-reliance, balance work and personal life, develop communication skills within family relationships, and build cultural competency with family and coworkers. Students will develop skills in family assessment and in helping families to set and reach goals. This course emphasizes the role of social service workers, social workers, and others who work with families. Students will be required to do field work, in which they gain experience by working under supervision with professionals in these professions. This course may also be offered by telecourse/online. Grade Only.

066B • FAMILY SERVICES B 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 902
Acceptable for credit: California State University
This course provides students with skills as family workers to help families achieve access to specialized services, develop techniques for home visits, develop facilitation skills, utilize collaboration with other agencies. This course may also be offered by telecourse/online. Grade Only.
Learning Outcomes:
Provide theoretical and clinical experiences to prepare students for employment as Licensed Vocational Nurses.

A.S. Degree:
- Vocational Nursing

Certificate:
- Vocational Nursing

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>VN 050</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55A1</td>
<td>D,E</td>
<td>D,E</td>
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<tr>
<td>VN 55A2</td>
<td>D</td>
<td>D</td>
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<tr>
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<td>VN 55A4</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>VN 55B1</td>
<td>D,E</td>
<td>D,E</td>
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<tr>
<td>VN 55B2</td>
<td>D</td>
<td>D</td>
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<tr>
<td>VN 55C1</td>
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<tr>
<td>VN 55C2</td>
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<tr>
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</tr>
<tr>
<td>VN 059B</td>
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</tbody>
</table>

D= DAY CLASSES; E= EVENING CLASSES

VOCATIONAL NURSING - A.S. Degree and Certificate

The Licensed Vocational Nurse is a member of the health care team and works under the direction of a Registered Nurse or physician. The Vocational Nurse Program offers both a Certificate of Proficiency and an A.S. Degree. Students desiring an A.S. Degree must complete the college graduation requirements for an Associate of Science Degree in Vocational Nursing.

Certificate requirements consist of three semesters of study. Classroom theory consists of 9 to 11 hours per week. Approximately 18 hours are spent in clinical experiences (VN55A1, VN55B1, VN55C1). Students must maintain a grade of C or better in all classes in the program. Upon completion of the program, students are eligible to apply for the national licensing examination.

Enrollment is limited. Contact the Applied Science Office for test dates and brochures. Students should make an appointment with a counselor for additional information and clarification.

Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>VH 011</td>
<td>American Heart Association Health Care</td>
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</tr>
<tr>
<td>BIOSC 020</td>
<td>Anatomy and Physiology for Allied Health</td>
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</tr>
<tr>
<td></td>
<td>Workers</td>
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<tr>
<td>VN 050</td>
<td>Introduction to Vocational Nursing</td>
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<tr>
<td></td>
<td>Semester I</td>
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<tr>
<td>VN 032</td>
<td>Clinical Lab</td>
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<td>VN 030</td>
<td>Medical Surgical Nursing Theory</td>
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<td>VN 033</td>
<td>Communications and Nursing Process</td>
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<td>VN 035</td>
<td>Pharmacology</td>
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<td></td>
<td>Semester II</td>
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<tr>
<td>NS 040</td>
<td>Diet in Health and Disease</td>
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</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>VN 55B1</td>
<td>Clinical Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 55B2</td>
<td>Medical/Surgical Nursing Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 056</td>
<td>Obstetrical Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 059B</td>
<td>Pharmacology</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>Semester III</td>
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</tr>
<tr>
<td>VN 55C1</td>
<td>Clinical Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>VN 55C2</td>
<td>Medical/Surgical Nursing Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>VN 55C3</td>
<td>Issues and Trends</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 57</td>
<td>Introduction to Gerontology</td>
<td>2.0</td>
</tr>
<tr>
<td>VN 58</td>
<td>Introduction to Child Health</td>
<td>2.0</td>
</tr>
<tr>
<td>Total Program A.S./Cert. Requirements</td>
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</table>
### MISSION COLLEGE 2004-2005

#### VOCATIONAL NURSING

**55A1 • INTRO TO MEDICAL-SURGICAL CLINICAL** 6.0 units  
**Total lab 324.8 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55A2, VN 55A3, VN 55A4 and VN 059A  
**Acceptable for credit:** California State University  
A foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Credit/No Credit Option.

**55A2 • MEDICAL-SURGICAL NURSING THEORY** 4.0 units  
**Total lecture 72.0 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55A1, VN 55A3, VN 55A4 and VN 059A  
**Acceptable for credit:** California State University  
This course is designed to teach the student how a group of particular body systems are organized and to give them a beginning knowledge on how they function. The student will also learn about each system’s disorders, the principal problems of the nursing care and the nurse’s role in assisting with the diagnosis and in planning the therapeutic management of the patients with conditions affecting the integumentary, musculoskeletal, neurosensory and genitourinary systems. This course may be offered by a distance learning format.

**55A3 • COMMUNICATIONS AND BEHAVIOR** 3.0 units  
**Total lecture 54.4 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55A1, VN 55A2, VN 55A4, and VN 059A  
**Acceptable for credit:** California State University  
This course is designed to provide the beginning health care practitioner with an introduction to interpersonal relationships and behavior. It focuses on basic communication concepts and skills as an integral component of the interpersonal process. It further explores common behavioral responses that individuals or families may manifest to actual or threatened changes to their level of wellness. Background theory, assessment criteria, management suggestions and examples of intervention are given. This course may be offered by a distance learning format.

**55A4 • INTRODUCTION TO NURSING PROCESS** 1.0 unit  
**Total lecture 20.8 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55A1, VN 55A2, VN 55A3, and VN 059A  
**Acceptable for credit:** California State University  
This course is designed to provide the student nurse with the framework to meet individualized needs of the client, family, and community. It focuses on basic beginning assessments, nursing diagnosis, planning, implementation, and evaluation. It defines the scope of practice and identifies standards of nursing care. Benefits for the client and the student nurse will be explored. This course may be offered by a distance learning format. Credit/No Credit Option.

**55B1 • INTERMEDIATE MEDICAL-SURGICAL CLINICAL** 6.0 units  
**Total lab 324.8 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 056, PSYCH 012, NS 040, VN 059B and VN 55B2  
**Acceptable for credit:** California State University  
An intermediate level foundation course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in the hospital and in the home. Classroom instruction is followed by demonstrations in live situations. Students spend approximately 18 hours a week in the hospital perfecting skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing basic nursing procedures and skills, including observing, reporting and recording. Credit/No Credit Option.

**55B2 • MEDICAL-SURGICAL NURSING THEORY** 4.0 units  
**Total lecture 72.0 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55B1, VN 056, PSYCH 012, VN 059B and NS 040  
**Acceptable for credit:** California State University  
This course is designed to teach the vocational nursing student about disorders, principal problems of nursing care, the nurse’s role in assisting with the diagnosis, planning, and implementation of the therapeutic management of the patient with conditions affecting the respiratory, reproductive, cardiac, and vascular systems. This course may also be offered via live broadcast.

**55C1 • ADVANCED MEDICAL-SURGICAL CLINICAL** 6.0 units  
**Total lab 324.8 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55C2, VN 55C3, VN 058, and VN 057  
**Acceptable for credit:** California State University  
An advanced level course in which learning experiences are designed to give the student a working knowledge of the principles and skills necessary to nursing in both the community and institutional settings. Students spend 18 hours a week in the clinical setting practicing skills through actual nursing care of patients. Clinical experience is correlated with classroom learning. Emphasis is placed on competence in performing nursing procedures and skills, including assessment, planning, implementation, and evaluation of care. Credit/No Credit Option.

**55C2 • MEDICAL-SURGICAL NURSING THEORY** 4.0 units  
**Total lecture 72.0 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55C1, VN 55C3, VN 058, and VN 057  
**Acceptable for credit:** California State University  
This course is designed to teach the student how a group of particular body systems are organized and to give them a beginning knowledge on how they function. The student will also learn about each system’s disorders, the principal problem of the nursing care and the nurse’s role in assisting with the diagnosis and in planning the therapeutic management of the patient with gastrointestinal, endocrine, neurological, and hematological disorders. This course may also be offered via live broadcast.

**55C3 • SEMINAR IN ISSUES AND TRENDS** 2.0 units  
**Total lecture 36.8 hours**  
**Advisory:** MATH 903  
**Corequisite:** VN 55C1, VN 55C2, VN 058, and VN 057  
**Acceptable for credit:** California State University  
This course is designed to provide the student with an opportunity to explore the profession of nursing. It examines its history, legal aspects and professional organizations as well as pertinent issues facing the practice of nursing today. Learning is largely research panel and discussion oriented, offering the student further opportunity to explore the ever growing and changing profession. Student will take mock State Board exams. This course may also be offered via live broadcast.

**056 • OBSTETRICAL NURSING** 2.0 units  
**Total lecture 36.8 hours**  
**Advisory:** MATH 903  
**Acceptable for credit:** California State University  
This course is designed to help the VN student to employ nursing interventions in assisting expectant parents and families to prepare for childbirth, parenting, share the childbearing experience, and make appropriate adaptations to their new roles during the post partum period, and respect the birth to death continuum. This course may also be offered via live broadcast.

**057 • INTRODUCTION TO GERONTOLOGY** 2.0 units  
**Total lecture 36.8 hours**  
**Advisory:** MATH 903  
**Acceptable for credit:** California State University  
This course is designed to give the vocational nursing student an introduction to the care of the gerontological client both in an institutional and community setting. The focus will be to view the last developmental stage of the adult as a normal progression of life. The basic hierarchy of human needs within this last developmental stage will be explored to prepare the vocational nurse for the adaptations associated with the aging process. This course may also be offered via live broadcast.
059A • BEGINNING PHARMACOLOGY, PART I  
1.5 units
Total lecture 27.2 hours
Advisory: MATH 903
Prerequisite: VN 059A
Corequisite: BIOSC 055
Acceptable for credit: California State University
This course incorporates the promotion of health and wellness along with the principles and concepts of current management and therapy related to the care of acutely ill children. Caregiver responsibilities and function using the nursing process approach is emphasized. Content also addresses present-day child care challenges that necessitate patient/parent teaching, discharge planning for home care and adaptations of nursing care to both hospital and home. This course may also be offered via live broadcast.

059B • BEGINNING PHARMACOLOGY, PART II  
1.5 units
Total lecture 27.2 hours
Advisory: MATH 903
Corequisite: VN 059B1, VN 059B2, VN 056, NS 040 and PSYCH 012
Acceptable for credit: California State University
A continuation of a basic course that presents the basic principles of pharmacology and calculation of drug doses. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use.

060 • MEDICAL-SURGICAL NURSING THEORY  
4.0 units
Total lecture 72.0 hours
Advisory: MATH 903
Prerequisite: VN 040, VN 042, VN 044 AND VN 045
Corequisite: VN 061, VN 062, VN 064 and VN 065
Acceptable for credit: California State University
A beginning course that presents the basic principles of pharmacology and of calculation of drug doses. Emphasis is on defining pharmacological classes of drugs, explaining use of medication, reference books, and nursing implications in drug therapy. The student will learn what drugs are used for, cautions to observe in their use, side effects, drug interactions, contraindications and how to advise the patient on proper drug use. This course may also be offered via live broadcast.
301G-303G • GENERAL WORK EXPERIENCE EDUCATION

1.0-3.0 units

Hours varies depending on units (see above)

Prerequisite: Enrollment in a minimum of 7 units which can include Work Experience.

Acceptable for credit: California State University

General Work Experience involves the supervised employment of students in positions which will develop the student’s general job skills, vocational awareness and understanding of the requirements for successful productive employment. The program will assist the student in developing a foundation for future career choice and exploration. Units and credits 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 6 units.
OFFICE OF
ADMISSIONS AND RECORDS

APPLICATION FOR ADMISSION

Students applying for the first time to Mission College or students returning after a semester absence must submit a complete and accurate application for admission to the Office of Admissions and Records. For your convenience, Mission College is currently accepting applications on-line. Please go to: www.missioncollege.org

The Office of Admissions and Records:
• Determines admission eligibility
• Provides class program registration
• Processes student record changes
• Processes transcripts and grades
• Certifies eligibility for the A.A./A.S. and certificate programs
• Processes transfer credits from other colleges
• Administrates the Veteran’s Program.

ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS

California Residents

A California resident, for purposes of attendance at a community college, is a person who has resided in the State for more than one year and one day immediately preceding the first day of classes.

Applicants who have immigrant status must reside in California for more than one year and one day after the date stamped on their eligible visa to be considered residents of the state.

Any California resident applying for admission to Mission College must meet one of the following qualifications:
• Be a graduate of a high school
• Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Formal certificate from the State Office of Education which indicates the student has passed the High School Proficiency Examination.
  - G.E.D., California High School Equivalency Certificate
  - A formal, written document from the student’s high school district indicating he/she is exempted from any high school attendance.
• Be eighteen (18) years of age or older, and in the opinion of the college, capable of profiting from the instruction offered.
• Be a high school student in grades 11 or 12 whose admission as a part-time student is recommended by his/her high school principal. Students below the 11th grade must have the approval of the college’s Vice President of Student Services.

Non-Resident Students

Out-of-state residents may qualify for admission to Mission College by meeting the following requirements:
• Be a graduate of a high school.
• Be 18 years of age or older and, in the opinion of the college, capable of profiting from the instruction offered.
• Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series.

International Students

Residents of other countries may apply for admission as F-1 Visa students to Mission College. For your convenience, Mission College is currently accepting applications on-line. Please go to: www.missioncollege.org

The Office of Admissions and Records:
• Determines admission eligibility
• Provides class program registration
• Processes student record changes
• Processes transcripts and grades
• Certifies eligibility for the A.A./A.S. and certificate programs
• Processes transfer credits from other colleges
• Administrates the Veteran’s Program.

A student carrying his/her own insurance, the coverage must be equivalent to or greater than the amount listed in the Recommended Plan.

A bank letter and notarized document proving financial ability to meet all costs of education in the United States and a notarized statement from the person(s) providing any financial aid. Tuition is $145 per unit, in addition to the $18.00 per unit enrollment fees, plus a $5.00 per unit capital outlay fee, and a minimum of $14,000 U.S. dollars is required to cover a full year’s educational and living expenses.

A letter of recommendation from the Dean of Admissions or Registrar of any high school, college or university attended in the United States;

Prior to receiving an I-20 clearance, any international student accepted for study may be required to pay in advance the full non-resident tuition amount, as well as show satisfactory evidence that the student is free of communicable disease and is covered by an adequate major medical insurance program; and

Such other requirements as may be officially announced subsequent to the publishing of this catalog.

Each international student must enroll in no less than 12 units each semester and is expected to graduate in five semesters or less.

Students who are legal residents of another country and are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Mission College. These students must present a letter of approval from a counselor or official of the other institution in order to attend Mission College.

Residents of other countries with other types of temporary visas may also attend Mission College provided the visa expiration date is not prior to the end of the semester in attendance.

Non-United States citizens who are not on student visas may enroll in Mission College as part- or full-time students. The student must meet the general admission requirements for International students, and in addition must present his/her passport with evidence that the passport and visa are dated to cover the semester during which he/she wishes to enroll. All such students will be required to pay non-resident tuition at the rate of $145.00 per unit in addition to the $18.00 per unit enrollment fee.

Transfer Credit

Students transferring from another college or university may take classes at Mission College. Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Admissions and Records Office from the former college) are required of all students:
1. Seeking transfer credit for degree or certificate programs
2. Seeking counseling advisement
3. Participating in inter-collegiate sports
4. Applying for veterans’ benefits
5. Applying for foreign student (F-1) status

Official transcripts may also be required by other offices for various purposes. Courses completed at other accredited colleges and universities may be transferable towards a degree or certificate at Mission College. Transfer credit will not be awarded for upper division courses. For all students seeking an AA/AS degree or certificate, passing the Reading Competency Exam, proof of English and Math competency, and fulfilling the California History requirement are mandatory for degree and certificate completion. Students who have completed at least a bachelors degree from an accredited college/university in the U.S. or its territories are considered to have exhibited competency in these areas (see additional information concerning Baccalaureate degrees). You are advised to consult with a counselor upon application to Mission College. The transcript evaluation is applicable only to the designated Mission College degree/certificate. It is not necessarily binding on subsequent colleges to which the student may transfer; each college usually does its own transcript evaluation. Students are responsible for (1) requesting colleges attended to send official transcripts directly to the Records Office at Mission College, and (2) completing a Transcript Evaluation Request/Document Service Form at the Counseling Office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.

It is the student’s responsibility to request that such transcripts be sent to Mission College, as well as to notify the Records Office that an evaluation transcript is desired.

For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied.
SPECIAL ADMISSION OF HIGH SCHOOL 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. The program provides for:

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

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

Interested students must complete a “Supplementary Registration” form available at the Admissions Office.

The school principal (or designee) will provide authorization for qualified students and indicate the specific college courses that may be taken. The special part-time student enrolled in stipulated college courses may receive high school or college credit. Interested students should contact the Admissions and Records office for more information.

High School Credit For College Courses:
Students who anticipate the use of college course work to satisfy high school requirements must have written approval for such high school credit from their high school principal prior to registration at the college.

College transcripts will be indicated for high school use when the following conditions are met:
1. The student submits a “Transcript Request” form to the Records Office requesting the transfer of college course credit to high school credit;
2. The “High School Credit Approval” portion on the Supplementary Registration Form is signed by the high school principal approving such transfer of credit and is filed with the registration form at the Admissions and Records office.

Completed college course work may not be used for both high school and college credit. Students taking high school credit are exempt from enrollment fees.

High school students may be recommended for community college classes by the school principal. Students are required to have the following verification:
1. Students must have permission from their high school Counselor or Principal.
2. Students must have the permission of their parents to attend Mission College.
3. Students in grades lower than high school junior must complete the shaded section on the “Supplementary Registration” form prior to enrolling in Mission College courses and:
   a. Take the Mission College Assessment Test and present assessment results.
   b. Meet with and obtain approval from the instructor of the course.
   c. After the instructor has signed “Supplemental Registration” form, the student and the parent must meet with the Vice-President of Student Services for approval.

ACADEMIC SKILLS ASSESSMENT AND ORIENTATION POLICY
Academic Skills Assessment and Orientations are available for all Mission College students. Assessment and Orientation is required for all first-time college students and any student who has indicated on the application the intent to earn a degree and/or a certificate and/or to transfer. In addition, all matriculants and any student taking a course with a prerequisite in English, English-as-a-Second language, Math and/or Reading will be required to complete the Assessment and Orientation process within the first semester. Assessment and Orientation are highly recommended for continuing students.

Accommodations: Students in need of special assistance for this assessment due to a disability (physical, hearing or learning), should contact the Disabled Student’s Program at 855-5085 prior to the Academic Skills Assessment.

Students who wish to seek a waiver of this requirement should contact Counseling or the Testing Center.

ABILITY TO BENEFIT
Students who do not possess a high school diploma or who have not passed the High School Proficiency Exam or the GED may be required to take an independently administered exam to demonstrate their Ability to Benefit from instruction at Mission College. It is strongly recommended that students consult with the Counseling Center for further information.

MATRICULATION
The Mission College Matriculation Plan provides for the necessary support services and follow-up that students need to successfully complete their educational goals. This process seeks to provide students with access to the college and educational success once they are enrolled.

The primary goals of matriculation are to increase the extent to which students attain their educational objective and to increase the effectiveness with which the college and the District deliver our educational programs.

Matriculation consists of seven inter-dependent components. The seven components of matriculation are: Admission, Orientation, Skills Assessment/Student Evaluation, Counseling/Advisement, Student Progress/Follow-up, Coordination and Training, and Institutional Research. The implementation of these components brings major changes to the way we enroll, orient, assess, counsel, follow-up, and track students. These changes will increase the student’s ability to make sound academic decisions and complete his/her educational goals in a timely manner.

Each identified nonexempt matriculating student is required to:
• Attend an Orientation session
• Express at least a broad educational intent upon admission
• Declare a specific educational goal during the term after which the student completes 15 semester units of degree applicable credit course work.
• Participate in counseling and/or advisement
• Diligently attend class and complete assigned course work
• Complete courses and maintain progress toward an educational goal according to standards established by the district.

Students failing to declare an educational goal shall be notified of the requirement and be advised to see a counselor prior to registering for further classes. Upon declaration of a specific educational goal students will develop an educational plan. Failure to declare a specific educational goal, develop an educational plan, or abide by the terms of the educational plan may result in the suspension or termination of matriculation services.

The following kinds of students may be exempted from the assessment and/or orientation components of matriculation.

Assessment:
A. New students with an Associate or higher degree
B. New students taking courses without skills prerequisites
C. Continuing students who have satisfactorily completed appropriate course work in English, English As A Second Language, Reading, and/or Math

Orientation:
A. New students with an Associate or higher degree
B. New students whose educational goals are for the purposes of maintaining job skills or personal interest
C. High school students concurrently enrolled and taking classes
D. New students concurrently enrolled in another college or university who are enrolling in one class

It is recommended that students with questions regarding matriculation contact the Vice President of Student Services at (408)855-5195.
REGISTRATION PROCEDURES

GENERAL INFORMATION
Mission College now offers "T-Reg" by telephone and "Web-Reg" through the College's Internet home page. The semester "Schedule of Classes" lists the details, dates and procedures for each type of registration, and is available in April for the following Summer Semester, May for the following Fall Semester and November for the following Spring Semester.

UNIT LOAD LIMITATIONS
A normal class load is 15 units; students enrolling in 12 or more units are considered full-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 return to the college for completion. In the case of lab hours, a minimum of 3 hours are required for each unit of credit.

SUMMER SESSION
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 Session. The same standards and policies followed during the regular semesters apply for the summer session.

OPEN COURSES
It is District policy that, unless specifically exempted by statute, every course, course section or class, for which weekly student contract hours are reported for state funding, whenever offered and maintained by 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.

AUDITING OF COURSES
Beyond the last date to add classes (3rd week) for college credit a student may audit selected community college courses with the following provisions. Priority in class enrollment shall be given to students desiring 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 course 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 after two weeks of audit attendance.

CONFLICTING CLASSES
A student may not register for more than one class during the same time period, nor for more than one class having the same course number which meets at different times, places or days during a given semester or term.

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. Please refer to page 14 for course repetition regulations.

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.

ADDITIONAL CLASSES
Through the first full week of instruction for any semester students may add any open courses without faculty signatures on an "add/drop" form or by using T-Reg up until the day prior to the day of the first class meeting. Students who wish to enroll into any closed class must contact the instructor of the particular class. A student may not add a semester-length class after the published deadline date listed in the schedule of classes except by written permission of the instructor and the endorsement of the Academic Council. Students who attend any class without officially registering for the class will not receive credit for any such class.

COLLEGE CREDIT COURSES BY TELEVISION
Mission College has joined other colleges in Northern California to form a consortium (NCTC) to offer college-credit courses by television. An instructor of record will be available for the students and will administer reviews, midterm and final examinations. Television courses conform to the associate degree requirements and are recognized for transfer by institutions as indicated.

WITHDRAWAL POLICY
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 semester-length class during the first four weeks of instruction, and no notation will be made on the student’s academic record. In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 30% of the period of instruction, and no notation will be made on the student’s academic record.

• Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction, and a “W” grade shall be authorized after the instructor has been informed. 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 class beyond the time periods set forth above must reflect an authorized symbol other than “W.” However, after the end of the fourteenth week (or after 75% of the period of instruction in courses of less than a regular semester’s duration), 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 Academic Council in accordance with established College procedures and must consult with the instructor. Approved withdrawal, under the conditions set forth, shall be recorded as a “W.”

• Any student failing to follow the established withdrawal procedures may be assigned an “F” or “NC” grade by the instructor.

• No faculty signatures are required when withdrawing from classes.

• The responsibility for withdrawing from courses within the authorized periods above rests with the student.
MISSION COLLEGE 2004-2005

REGISTRATION PROCEDURES

MW 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 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 calculation of grade point averages. The "MW" symbol will be assigned to those courses for which no academic credit has been awarded. "W’s incurred from January 1, 1990, (the retroactive effective date of this policy) to the present and which meet the definition of "MW" may be changed to "MW" status. It is the responsibility of the student to petition the Academic Council to request the change. Verification of the compelling orders must be provided to the Council at the time the petition is submitted. The effective date of withdrawal, for record purposes, shall be the actual date the petition is submitted to the Academic Council.

In lieu of an "MW" symbol, students may directly petition their faculty for an Incomplete symbol. These students will be subject to complete all required academic work in accordance with existing academic policy.

In the case of students who are members of an active or inactive military service and who receive orders compelling a withdrawal from courses, the West Valley-Mission Community College District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

FEES AND CHARGES

GENERAL FEES

Students are required to pay fees when requesting transcripts or certain documents from the college. Parking fees, a health fee, and student center fees will also be charged. The amount of each of these general fees is published each semester in the Schedule of Classes. 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.

INSTRUCTIONAL MATERIALS 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.

COMMUNITY COLLEGE ENROLLMENT FEE

California residents are required to pay a Community College Enrollment Fee of $11 per unit per semester. Note: fees are subject to change after publication of the catalog but fee increases will be applied to each current semester.

Students planning concurrent enrollment at both West Valley and Mission College should show all receipts at the time of registration to avoid duplicate payment of some fees.

Exemption for the enrollment fee will be allowed for those students who qualify for the Board of Governor’s Waiver A, B or C (BOGW A, B or C). BOGW applications may be obtained in the Financial Aid Office.

NON-RESIDENT TUITION

A non-resident tuition fee is charged in addition to registration fees to each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2004-2005 academic year, the non-resident tuition fee is $157.00 per semester unit, plus the enrollment fee of $18.00 per unit. International Students also pay $157.00 per unit, plus an enrollment fee of $18.00 per unit, plus a $5.00 per unit capital outlay fee. Note: fees are subject to change and any increase may be applied retroactively.

For non-resident students who must withdraw from the college or reduce their program of study, the following tuition refund schedule applies:

Full refund: Through the second week of instruction.
Two-thirds: During the third and fourth weeks of instruction.
One-third: During the fifth and sixth weeks of instruction.

REFUNDS

No refund will be made after the scheduled date for refunds. Refund of fees are specified in the published Schedule of Classes.

TRANSCRIPTS

Students may secure official transcripts of work completed at Mission College by submitting a written request to the college Records Office (Mission College, 3000 Mission College Blvd., Santa Clara, California 95054-1897). Transcripts may be sent to an educational institution or may be picked up at the request of the student. Processing a transcript request usually requires 10 working days.

There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript request. Rush transcripts can be requested in two ways: 1) 1-hour rush $20 plus $5 each for any additional copies. 2) 24 hour rush $15 plus $5 each for any additional copies. Rush requests will not be available when final grades are being processed at the close of the semester. (Approximately two weeks)

HOLDS ON STUDENT RECORDS

Holds will be placed on students’ records by the Office of Admissions and Records for fees 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 for those students with holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.
ACADEMIC REGULATIONS AND STANDARDS

FACULTY RESPONSIBILITIES

General - Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

Instructor-Initiated Drops - An instructor may officially drop the student from the class rolls when he/she determines that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences. An instructor will drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total scheduled class meetings.

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.

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.

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.

Class Attendance - Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Leaves of Absence - Students who, for unforeseen reasons, must be absent from classes for more than one week should file a leave of absence form with the Vice President of Student Services. These forms are available in the Admissions and Records Office.

A student who anticipates being out of school for one academic year may petition to the Academic Council for a leave of absence for academic purposes.

DISCIPLINE PROCESS

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.

Policy on Cheating - Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, 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 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 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: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

ACADEMIC REGULATIONS

CLASSROOM-RELATED DISCIPLINARY SANCTIONS

When a student is charged with plagiarism or cheating related to a class, 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. Issue an NC or a failing grade for the course. The student will not be permitted to drop the class and will receive an “F” or NC for the semester grade.

d. Drop the student from the class and assign a withdrawal (“W”) for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing (“F”) for the class, pursuant to the uniform grading policy.

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

...
GRADING SYSTEM

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than Satisfactory</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least Satisfactory; C or better. Units awarded are not calculated in Grade Point Average)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit (less than Satisfactory or Failing — Units not counted in Grade Point Average)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The GPA (grade point average) is determined by dividing the total number of grade points earned 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 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. 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 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 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 Policy on pg. 150)
MW - Military Withdrawal (See Withdrawal Policy on pg. 151)

CREDIT - NO CREDIT - LETTER GRADE OPTIONS

It is the policy of Mission College to enable students to enroll in courses on a credit/no credit basis 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 credit/no credit grading. There are three grading systems:

1. Letter Grades (A, B, C, D, F)
2. Credit/No Credit ONLY: “CR” = Credit; passing with “C” or better grade. “CR” 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. “NC” = No Credit - Fail; not a grade.
3. Letter Grade or Credit/No Credit at the student’s option (see 1 and 2 above). Credit/No Credit option and Credit/No Credit courses are indicated in the catalog course description.

   a. Procedure: with the exception of student performance contract courses, the student must notify the instructor of the selection of the “CR/NC” or a Letter Grade option, no later than the end of the sixth week of the semester or one-third of the class duration for other than semester-length courses.

   b. Precautions:
      1) Transfer of “CR” units: Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “CR” units.
      2) Maximum number of “CR” units: At Mission College a maximum of 20 “CR” units may be applied toward the completion of the associate degree.

Units earned on a “Credit/No Credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

CREDIT BY EXAMINATION

Students may be eligible for advanced placement by special examination.

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.

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

Challenges - Credit by examination is available for many courses to encourage self study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:

1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at Mission College or West Valley College.
3. Not more than twelve (12) semester units can be earned through challenged courses.
4. 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.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum twelve (12) semester hours of credit in residence required for an associate degree.
7. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must file a credit by examination application, prior to the end of the sixth week in the semester, with the Admissions and Records Office. Note that some departments may administer a qualifying examination to determine eligibility for credit by examination.

The application will be forwarded to the appropriate instructional area and, if approval is granted, the student will be notified of the time, place, and manner of the examination. No applications are approved for summer sessions.

The instructional area in which the examination occurs will directly inform the Admissions and Records Office of the grade earned on the examination.

Advanced Placement Program (AP) - The college participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB).

Students must apply for advanced placement credit through the Admissions and Records Office (see next page for AP Chart).
MISSION COLLEGE
CREDIT FOR ADVANCED PLACEMENT (AP) EXAMINATIONS

Mission College grants credit toward its Associate Degrees and IGETC/CSU certification for scores of 3, 4, or 5 on the Advanced Placement Examination offered by the College Board. In order to receive credit, a student must be currently enrolled at Mission College and have completed at least twelve (12) units of course work at Mission College. Students must have their official copy of the College Board test scores forwarded to the Admissions and Records Office and request an evaluation.

Credit will be awarded as shown in the chart below.

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>MC CREDIT</th>
<th>UNITS ALLOWED</th>
<th>CSU GE CREDIT*</th>
<th>IGETC CREDIT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>ART 031A</td>
<td>3.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Art-General</td>
<td>ART 033A</td>
<td>3.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOSC 010</td>
<td>4.0 units</td>
<td>3 units in Area B2</td>
<td>4 units in Area 5</td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>CHEM 001A</td>
<td>5.0 units</td>
<td>6 units in Areas B1 and B3</td>
<td>3 units in Area 5: Physical Science</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 037A/172A</td>
<td>4.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Computer Science-B</td>
<td>CIS 037B/172B</td>
<td>4.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>ECON 001</td>
<td>3.0 units</td>
<td>3 units in Area D2</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>ENGL 001A</td>
<td>3.0 units</td>
<td>3 units in Area A2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>ENGL 001A+</td>
<td>3.0 units toward Area C of MC GE</td>
<td>6 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>HIST 004B</td>
<td>3.0 units</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3H</td>
</tr>
<tr>
<td>French-Language</td>
<td>FRNCH 003</td>
<td>5.0 units</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3H for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>French-Literature</td>
<td>FRNCH 004</td>
<td>5.0 units</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>U.S. History</td>
<td>No course equivalent</td>
<td>6.0 units</td>
<td>3 units in Area D6 (does not clear U.S. History and Constitutions Req. for CSU—does clear for MC)</td>
<td>—</td>
</tr>
<tr>
<td>Math Calculus-AB</td>
<td>MATH 003A</td>
<td>5.0 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calculus-BC (score of 3)</td>
<td>MATH 003A</td>
<td>5.0 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calculus-BC (score of 4 or 5)</td>
<td>MATH 003A+ MATH 003B</td>
<td>10.0 units</td>
<td>3 units in Area B4 (note unit limitation)</td>
<td>5 units in Area 2 (note unit limitation)</td>
</tr>
<tr>
<td>Gover &amp; Political Science -US</td>
<td>POLIT 001</td>
<td>3.0 units</td>
<td>3 units in Area D8</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Physics-B</td>
<td>PHYS 002A</td>
<td>5.0 units</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5: Physical Science</td>
</tr>
<tr>
<td>Physics-C</td>
<td>PHYS 004A+ PHYS 004B</td>
<td>10.0 units</td>
<td>3 units in Areas B1 and B3 (note unit limitation)</td>
<td>5 units in Area 5: Physical Science (note unit limitation)</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYCH 001</td>
<td>3.0 units</td>
<td>3 units in Area D9</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Spanish-Language</td>
<td>SPAN 003</td>
<td>5.0 units</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3H for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>Spanish-Literature</td>
<td>SPAN 004</td>
<td>5.0 units</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

*UC and CSU limitations may apply. Be aware that transfer of credit (UC and CSU) based on AP Exams may differ from the units allowed for transfer general education. Also note a maximum of one course per AP exam can be cleared when used on the IGETC pattern.

Updated May 2004: MC Office of Articulation
Mission College 2004-2005

Academic Regulations and Standards

College Level Examination Program (CLEP) - The college will allow academic credit, subject to certain limitations, upon the receipt of certification from any authorized CLEP Testing Center, the nearest being located at San Jose State University. Students may take any of the General Examinations. Specific course credit is not assigned. These examinations meet General Education requirements after they have officially matriculated at the college. Credit is awarded at the discretion of the department for specific course work to be applied to General Education certification. For specific limitations on acceptability of CLEP credit, the student is advised to consult the Admissions and Records Office or a counselor.

Credit for CPS Rating - Students who hold the Certified Professional Secretary (CPS) rating and wish to receive 4 units of academic credit for it must meet the following criteria before applying:
1. The applicant must have successfully completed 12 units at Mission College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the college and must contain the applicant's name, test title and test score.
4. The 24 units of credit may be granted only once.

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 on page 232)

Continuous Attendance
A continuing student is one who attends West Valley-Mission Community College District at least one semester session each academic year.

A student who does not enroll in at least one semester each year while working towards their educational goal may experience a change in the degree or certificate requirements.

A student who drops out for one year or more is considered to be a returning student.

Graduation requirements are listed in the catalog. If a break in attendance occurs before graduation requirements have been met, the graduation requirements which shall apply to the student are those listed in the catalog at the time continuous studies are resumed.

Continuous attendance does not necessarily apply to requirements in effect at transfer institutions. Courses applicable toward major and General Education requirements may change. Students who are planning to transfer are advised to consult the catalog of the university to which they will transfer.

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 Probation and Dismissal

Standards for Probation - A student shall be placed on academic probation if his or her academic record of performance 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 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 for not more than three consecutive semesters without being academically disqualified (dismissed).

2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units 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 not more than three consecutive semesters without being disqualified (dismissed). Course work completed prior to July 1, 1981, will not be used in calculating the progress probation status for any student.

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

Removal from Probation - A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I” 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 Academic Council for relief.

Standards for Dismissal - A student whose academic performance 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 Academic Council. 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.
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 twelve semester units of study at the 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.

HONORS AND AWARDS

Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

Honor 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 3 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 3 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 1 semester with a cumulative 3.5 GPA or higher, or an ACTIVE member for at least 2 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.

BASIC COMPETENCY REQUIREMENT

Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective July 1, 2003, an oral communications proficiency was instituted. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a college counselor. See page 4 for more information.

ACADEMIC COUNCIL

The College maintains an Academic Council whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the college pertaining to admission, re-admission, degree or certificate standing, academic standing, grade extensions and extensions of deadlines. The Academic Council does not process grade changes.

Prior to petitioning the Academic Council, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Division Chair.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the college Admissions Office.

Decisions of the Academic Council are final and binding unless reversed or otherwise modified by the Vice President of Student Services or College President based on a written appeal submitted by the student within five (5) instructional days of notification of the Council’s decision.

APPLICATION FOR DEGREE OR CERTIFICATE

Students may apply for the degree or certificate by completing the application available at the Admissions and Records Office. The Fall due date allows a student to have a degree or certificate completion date of December. Commencement is held only in May. Students who submit an application will be notified by mail of their status and of Commencement activities once all grades are posted.

Deadline Information: Generally deadline for applying for a degree or certificate are in October or March.

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EQUAL OPPORTUNITY

In compliance with numerous federal and state equal opportunity laws, the West Valley-Mission Community College District Governing Board adopted a policy which prohibits illegal discrimination in educational and employment activities. The policy commits the District to comply with the provisions of the following laws, including, but not limited to: The Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; the California Fair Employment and Housing Act; Sections 11135 through 11139.5 of the California Government Code; and Sections 87100 through 87106 of the California Education Code, Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973.

Collectively these laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental handicap, ethnic group identification, medical condition, marital status, or ancestry in various activities such as admission of students, educational programs and courses, and personnel actions in employment. Different laws cover different activities. All courses offered at Mission College 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 playing contact sports. Contact sports include baseball, soccer, and any other sports the purpose or major activity of which involves bodily contact.

Students or employees who believe they are victims of illegal discrimination may file a complaint with the Vice President of Student Services in room Campus Center, Mission College or with the District Affirmative Action Coordinator. The office of the coordinator is located in the District Administration building on the West Valley College campus. The telephone number is (408) 741-2000, Ext. 2051.

AIDS POLICY

It is the policy of West Valley-Mission Community College District that:

1. All community college students and employees be provided with a safe, fair, sensitive, and nondiscriminatory environment for study and work. The Board recognizes the need to protect the legal rights of individuals with AIDS or a positive HIV-antibody test as those rights pertain to privacy, employment, enrollment for instruction, participation in curricular and co-curricular activities, and provision of any benefit or service to which they are otherwise entitled.

2. In order to stop the spread of AIDS, students and employees will be provided with appropriate educational programs and materials that convey accurate information about AIDS and dispel fears.

Further information is available at the Student Health Services.

CAMPUS SECURITY ACT

The West Valley-Mission Department of Public Safety is a fully sworn P.O.S.T. certified department whose goal is to establish and maintain a safe, fair, sensitive, and nondiscriminatory environment for study and work. The Board recognizes the need to protect the legal rights of individuals with AIDS or a positive HIV-antibody test as those rights pertain to privacy, employment, enrollment for instruction, participation in curricular and co-curricular activities, and provision of any benefit or service to which they are otherwise entitled.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, request or sexual favors, and other verbal or physical conduct of a sexual nature that:

• is made either explicitly or implicitly a term or condition of an individual’s educational status or employment;

• is used as a basis for educational or employment decisions affecting such individual;

• has the purpose or the effect of unreasonably interfering with an individual’s educational or work performance or which create an intimidating, hostile or offensive educational or work environment.

Sexual harassment examples include, but are not limited to the following:

A. Making written, verbal, physical and/or visual contacts with sexual overtones:

1. Written forms may include suggestive or obscene letters, notes, invitations.

2. Oral forms may include derogatory comments, slurs, jokes, epithets.

3. Physical forms may include assault, unwelcome touching, impeding or blocking movement.

4. Visual forms may include leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.

B. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior within the educational environment, including withholding or threatening to withhold grades earned or deserved; submitting or threatening to submit an underserved performance evaluation; or denying or threatening to deny a scholarship recommendation or college application.

C. Retaliation for having reported or threatened to report sexual harassment.

D. Continued expressions of sexual interest after being informed that the interest is unwelcomed.

E. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

F. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:

1. Unnecessary touching, patting, hugging, or brushing against a person’s body;

2. Remarks of a sexual nature about a person’s clothing or body; or remarks about sexual activity or speculations about previous sexual experiences.

Definition of Sex Discrimination

Sexual discrimination is defined as the differential treatment of college community on the basis of sex in employment, educational programs and activities.

Sexual discrimination examples in the treatment of students include but are not limited to:

• access to programs and facilities

• competitive athletics

• student rules, regulations and benefits

• treatment of married and/or pregnant students

• comments consistently targeted only at one gender

Sexual harassment and/or sex discrimination and the associated behaviors, as stated but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.

This policy covers all individuals in the workplace. West Valley-Mission Community College District will not tolerate, condone or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees who conduct business with the District. The District encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender’s relationship to the District. Sanctions shall be taken against any student, employee, or non-employee conducting business with the District who engages in sexual harassment and/or sex discrimination.

Complaints by students or employees should be directed to the Vice President of Student Services, in room S1-301, Mission College.
MISSION COLLEGE 2004-2005

PRIVACY RIGHTS OF STUDENTS ANNUAL NOTIFICATION

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 Office. The Director will inform the student of the process and if needed assist the student in correcting the formal record.

• The Act provides 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

• 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 Officer’s office during normal working hours.

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, 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 preference 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.

Title IX

It is the policy of the West Valley-Mission Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or handicap in all of its educational and employment programs and activities, its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 as amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are underutilized or underrepresented.

Specific complaints, questions, or concerns may be directed to the District Affirmative Action Coordinator at the Human Resources Office, West Valley College, (408) 741-2000, Ext. 2051, or the Mission College responsible officer, the Vice President of Student Services, (408) 748-2772.


Mission College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Campuses Act Amendment of 1989 and the Drug-Free Workplace Act of 1988 (Public Law 101-226). General and specific information and assistance are provided by the Counseling Center and the Student Health Services for students and by the Human Resources Department for employees. Mission College students and employees are subject to sanctions as defined by Student and Employee Handbook(s), Board policies, and other local, State, and Federal laws.

MISSION COLLEGE IS A DRUG-FREE CAMPUS

The staff, faculty and administration of Mission College are committed to the success of our students and to uphold state and local laws and regulations. The West Valley-Mission Community College District policy 5.8.13.8 prohibits “the use, distribution, sale, or possession of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or colleges.”

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Code of Student Conduct and Sanction Policies. If warranted, employees will also be subject to disciplinary sanction.

The college is committed to providing education, advisement, and referrals for students who may need assistance. Alcohol and other drugs dependency is a treatable condition; students are encouraged to seek support, as appropriate, from the Counseling Center, Student Health Center, or through a community resource referral.

Health Consequences:
• impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.
• impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
• the use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.
• the use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
• the most common negative health consequences from occasional drinking are trauma incidents such as auto accidents and violent behavior which involve both the drinker and non-drinking victims.
• long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.
Legal Sanctions:
Mission College
As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at Mission College, you may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California:
For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.
  • For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to $500 fine, or both.
  • For possession of cocaine you can be imprisoned in a state prison.
  • For sales of any illegal drug you can be imprisoned in a state prison.
  • Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
  • It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
  • Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

For Free Confidential Assistance
On-Campus:
  • Counseling Center, (408) 855-5030
  • Student Health Services, (408) 855-5140
Off-Campus:
  • Alcoholics Anonymous (408) 374-8511
  • Narcotics Anonymous (408) 998-4200
  • National Council on Alcoholism & Drug Dependence (408)292-7292

Code of Student Conduct
The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance or abuse of college personnel.
2. Assault, battery, or any threat of force or violence upon students or college personnel.
3. Theft of, or damage to, the property of the college, its officers, employees, students or visitors.
4. Interference with the normal operations of the college (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions or of other authorized activities on college premises).
5. Unauthorized entry into or use of college facilities.
6. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.
7. Forger, alteration, or other misuse of college documents, records, or identification.
8. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.
9. Disorderly, lewd, indecent, or obscene conduct or expression on any college owned or controlled property or at any college sponsored or supervised function.
10. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
11. Acts of physical, verbal, or sexual harassment.
12. Hazing or any acts of discrimination that injures, degrades, or disgrace another person or group.
13. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of such alcohol or other drugs on College property or at events sponsored by the college.
14. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at college sponsored or supervised activities.
15. Gambling in any form.
16. Smoking in classrooms or other unauthorized campus areas.
17. Failure to comply with lawful directions of college officials, faculty, staff or campus police officers who are acting within the scope of their duties.
18. Violation of district policies or college regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
19. Violation of other applicable Federal and State statutes and college rules and regulations.

Sanctions - In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct:
1. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
3. Probation: Prohibition of the student by the Vice President of Student Services from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
4. Restitution: Reimbursement to the college, as directed by the Vice President of Student Services for repair or replacement of district property misused, misappropriated or damaged by the student;
5. Temporary Suspension: Suspension of the student from the campus; the instructor for up to two (2) days or by the Vice President of Student Services for up to ten (10) days from one or more classes and any or all activities (Ed. Code 76032);
6. Suspension: Exclusion from one or more classes, any or all activities of the college and from use of any district facilities. The Vice President of Student Services may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester; and
7. Expulsion: Termination of student status by the Board of Trustees on recommendation of the Chancellor.

EXCLUSION, SUSPENSION, EXPULSION

Exclusion from Classes - Conduct
1. An instructor may recommend to the Vice President of Student Services the removal of any student or students from any class he/she is teaching for any of the reasons of misconduct enumerated in 5.8.15 of the West Valley-Mission College Board Policy Manual. The recommendation shall be filed in writing with the Vice President of Student Services, who, within five (5) days of the receipt of the written request from the instructor, shall impose those sanctions set forth in 7.8.13 which he/she deems appropriate to the reasons for the request set forth by the instructor. In the event the Vice President of Student Services is also the instructor, the Chairperson of the Department in which the Vice President of Student Services is instructing shall impose the sanctions.
2. The Vice President of Student Services will inform in writing the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.
3. Each college shall develop and adopt procedures to facilitate such appeal.
Exclusion from Class - Medical Reasons

There are occasions when students experience emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances the district is obligated to protect other students’ rights to pursue their education and to take appropriate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this, the Counseling Center and Student Health Services is able to elicit the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college. Education Code Section 56612 states:

“The Governing Board of the Community College may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”

Vandalism

Property of the district as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the district and good citizenship. Those engaging in vandalism do, therefore, subject to disciplinary action.

STUDENT GRIEVANCES

A student may file a grievance when he or she believes that a faculty or college staff member has violated college rules, policies or procedures, or other local, State or Federal laws. There are two types of grievances: academic and general student grievance.

a. Academic Grievance: An academic grievance may be filed when a student feels that a faculty member has violated State law, Federal law, or college policies and procedures relative to grading or other academic areas.

All grades awarded by the instructor of record shall be final. The State Educational Code (55760) permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to “mistake, fraud, bad faith, or incompetence.”

b. General Student Grievance: A general student grievance may be filed by a student who feels an action of a college staff member, office, or group violates existing college rules, policy or procedures; or other local, State and Federal laws. A grievance of discrimination or sexual harassment is not included in this category.

Grievance Process - The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that she/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair. Additional information is available from the Vice President of Student Services.

Readmission of Expelled Students

The Governing Board of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

STUDENT ASSEMBLY

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the district, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Freedom of Inquiry and Expression

Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

Student Participation in Institutional Government

As constituents of the college community, 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 body will participate in the formulation and application of college policy affecting academic and student affairs.

Exercise of Rights of Citizenship

Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the district.

Student Membership in Organizations

The Governing Board recognizes that any person qualifying for participation in classes of the Colleges shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Governing Board to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he/she is affiliated.

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.
SUPPORT SERVICES

ACCESS PROGRAM

The ACCESS Program is a federally-funded TRiO SSS program created to help students succeed in college. In this program, you will have ACCESS to a variety of services, such as priority registration, academic advising, additional tutoring, scholarship searches, transfer and goal development activities, career exploration, personal counseling, and assistance with degree requirements, transfer applications, transcripts, and financial aid forms. Also, you can meet friends and have fun attending cultural events and visiting local colleges. Stay connected through our message board, student support groups, and a monthly newsletter about program activities designed with you in mind.

The ACCESS Program is specifically tailored for students who are enrolled in at least 6 units and are motivated and serious about their education. In order to qualify, you must meet ONE of the following requirements:

- the first generation in your family to attend college (parents have not received a BA/BS degree)
- low income
- disabled

We are currently accepting applications for this program. If you feel you may qualify and you would like to join others in achieving your academic and career goals, contact our office as soon as possible. If you have any questions or you would like more information, please call the ACCESS program office at (408) 855-5192.

BOOKSTORE

The College operates a bookstore for the convenience of students in securing textbooks, reference books, art and office supplies, and sundry items.

The bookstore accepts personal checks, cash, credit and bank cards with proper identification. Receipts are required for any exchange or refund. Information concerning the bookstore’s policy on buy back of used books can be secured in the bookstore.

The bookstore operates at hours convenient to students.

For information, please call the bookstore at (408) 855-5080.

CAREER PLACEMENT CENTER

The Career Placement Center provides employment related services to all Mission College students and alumni. The Career Placement Center receives thousands of job listings each year, representing all fields. Other services provided by the center include: on-line job search assistance, resume critiques, labor market research assistance, career advising, information on job fairs, and workshops on resume writing, interviewing, and job hunting.

The Career Placement Center is located in Room E1-201; hours are posted. For more information, call (408) 855-5101, or drop by the office for an orientation.

CAREER RESOURCES NETWORK (CRN)

Career Resources Network (CRN) is a state funded program serving several under-represented student populations. CRN provides educational support and resources to help students obtain the skills needed to be placed in and retain family supporting employment.

Students currently served are those who meet the following criteria:

- CalWORKs participants
- Students receiving AFDC or TANF cash aid
- WIA program participants

Support Services available to all students:

- Educational counseling
- Priority registration
- Coordinated referrals with other on-campus programs
- Coordination and referrals to community programs and resources
- Referrals to personal counseling

Additional Support Services for CalWORKs students:

- Child care payments for on and off campus care
- Book vouchers
- Counseling 102 Skills for Success Class

Career and Employment Services:

- Job readiness services: career counseling, resume and interview preparation
- Work Experience and Internship opportunities
- Up to 75% wage match for employers who hire CalWORKs participants (funding permitting)

Students interested in further information are encouraged to call the Career Resources Network office at (408) 855-5228 or by Room C1-114. Students can also visit our Mission College website at: www.missioncollege.org/workforce/crn/index.html

CAREER/TRANSFER CENTER

The Mission College Career/Transfer Center offers an array of services including career related information, transfer information including catalogs from most major colleges and information on the availability of scholarship programs. The Center offers a variety of workshops and speakers on both career and transfer topics. Regular visits of representatives from four-year schools are scheduled through the Center. The Center also includes a resource library where students can take advantage of printed and computer-based informational materials for both career exploration and transfer purposes. The Center sponsors Transfer Days and a Career Fair. The Career/Transfer Center is located in Room E1-201.

CHILD DEVELOPMENT CENTER SERVICES

The Mission College Child Development Center provides child care for the children of students in the College. Eligibility is determined by income and availability of space.

For information, please call the Director of Child Development Services at (408) 855-5176.

COMMUNITY EDUCATION

The Community Education Office offers classes and special events in a variety of programs including:

- Community Service - classes are fee-based and are advertised in the credit schedule of classes, the Community Education Schedule of Classes, and direct marketing flyers.
- Adult Education - classes are part of state-funded programs such as the Older Adult Education, Childbirth Preparation, and Health and Wellness classes.
- Grant-funded Programs - includes classes for the developmentally disabled.

Classes and events in these and other areas are offered continuously throughout the year. Please contact the office at (408) 855-5165, (Room S1-202, Mission College) for further information.

INSTITUTE FOR INTERNATIONAL STUDIES

Intensive English Language Instruction for International Students: International students must pass the TOEFL (Test of English as a Foreign Language) with a score of 500 (173 on the computerized test) before they are accepted to Mission College. The Institute for International Studies (IIS) provides international students with the English instruction they need to pass the TOEFL and enter Mission College. IIS offers 20-23 hours of English each week. It also issues all of the legal documents that are necessary for the F-1 International Student Visa. IIS students enjoy extended application deadlines to Mission College as well as several TOEFL-waived options. Please call (408) 855-5110 or stop by S1-202, Community Education, for more information.

COOPERATIVE WORK EXPERIENCE EDUCATION

Popularly known as Work Experience, this academic program affords students the opportunity to apply their education to their tasks at work. By setting goals and accomplishing them, the student participates in an integral fashion in designing the unique curriculum which each work place creates. Students who are new to the work force benefit by learning to use classroom skills in a "real world" setting and enhance their knowledge of their chosen career. Students returning to school after some years in the work force benefit by learning to translate their solid daily work habits into academic success. And all students will learn something to improve their job skills. Credit is granted based upon learning which takes place in an employment or volunteer/internship setting. Whether the student is self-employed or in a Work Study position, paid or unpaid, he or she can qualify to earn college credit if minimum enrollment criteria are met. Please contact the Work Experience Program office, Room E1-201, or call (408) 855-5170 for more information.
COUNSELING SERVICES

The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, to make decisions, to develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

**Academic Counseling** - Academic counseling begins with educational goal-setting, exploring education options and opportunities, evaluating educational background, and providing the student with clear, concise and up-to-date educational information of all types. Each of our counselors, while trained in all fields and is there to assist the student who is still undecided about his/her major, has special expertise in certain areas. In this manner, students who already know their field of study can get up to the minute information about their major/career choice. To choose your counselor, please visit our web site or the Counseling Center listing.

**Transfer Counseling** - Transfer counseling provides students with valuable information on admissions requirements and procedures. Counselors assist students in appropriately sequencing their classes and provides support in making informed decisions about their transfer options. Mission offers Transfer Agreement Admissions (TAA) guaranteed admission to participating universities. Mission also has a Career/Transfer Center to support students in researching potential careers and transfer institutions.

**Career Counseling** - Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocation and career testing, and presentation of resource speakers and special career counseling events and courses. Counselors also provide one-to-one counseling.

**Personal Counseling** - Personal counseling is provided to students who need and seek assistance in resolving personal issues that interfere with school. These problems can include dealing with death, illness or divorce in the family, other family issues including problems with parents, spouses or significant others. These also include dealing with feelings that arise because of lack of financial or emotional support. In addition, we offer counseling and courses designed to help with improving self-esteem, and overcoming fear of math, fear of tests, and fear of public speaking.

**Counseling Programs, Others** -

- Outreach/support to incoming high school students
- Orientations
- International Students
- Support for students on probation

Counseling Office Phone # (408) 855-5030

DISABILITY INSTRUCTIONAL SUPPORT CENTER (DISC)

The program's goal is to support students with disabilities entering campus life, college programs, and activities. DISC emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. Also available through DISC is support and information for mainstream class instructors to ensure students succeed.

DISC encompasses two areas: academic support services for mainstream classes (such as priority registration, notetakers, test taking arrangements) and compensatory strategies classes. For a list of the special classes available, please reference the Academic department called Learning Services.

For information regarding specific academic support services available through DISC, please call (408) 855-5085 or TTY (408) 727-9243.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS offers educational support services and grants to students who have historically experienced economic, social, or language disadvantages and who are often the first generation in their families to attend college. The intent, purpose, and resources of EOPS are directed at assisting EOPS students to achieve their academic and career goals.

Educational support services available include: academic, career, and personal counseling; priority registration; educational planning; monitoring of student progress; tutorial assistance; peer advising; Financial Aid information; book service; assistance with transportation and child care costs; emergency loans; information on and assistance with transferring; tutorial workshops; extracurricular activities; and a CARE (Cooperative Agencies Resources for Education) program for single parents. EOPS students are eligible to receive a grant above and beyond what is awarded to them by the Financial Aid Office. Students interested in further information are encouraged to visit or call the EOPS Office in Room E1-403, (408) 855-5055 or on the web at www.wvccd.cc.ca.us/mc/depts/eops/eops/homepage.html.

FINANCIAL ASSISTANCE

In order to reduce the cost of education, it is the responsibility of the Mission College Financial Aid Office to provide current and potential students with complete information on various student financial assistance options available.

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 the 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 Board of Governors Waiver (BOGW), Cal Grant B and C, 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.

Students are encouraged to complete an application form, available in the Financial Aid Office (Room E1-401), or by calling (408) 855-5065. The applications assist the Financial Aid Office staff to determine eligibility.

**Board of Governors Grant (BOGW)** - The Board of Governors Grant (BOGW) is one of the financial aid programs available at the college. At a minimum this waives the enrollment fee and health fee for all eligible applicants. Applicants must be California residents and meet one of the requirements listed below:

1. (BOGW 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 Dependency 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. (BOGW B) - Meet specific income levels, e.g., household of 1—$13,470 OR:
3. (BOGW C) - Have demonstrated $1 of financial need through the Federal Application process.

Interested applicants should stop by the Financial Aid Office prior to registering for courses and complete a (1) page Board of Governors Fee Waiver (BOGW) application form for the BOGW A or B programs or pick up a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the BOGW C program. Eligibility will be determined within the same day for BOGW A or B. Applications are also available at: <http://www.missioncollege.org/student_services/financial_aid/>

**Scholarship Program** - The Mission College Scholarship Program is administered by the Financial Aid Office. Scholarship funds are provided by the Mission College A.S.B., the West Valley/Mission College Foundation, and various organizations and individual donors. Applications are available the January and February preceding the Fall semester. Scholarship awards are made for the following school year.

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

FOOD SERVICES

**Cafeteria** - Mission College has a cafeteria in the Student Center which is open daily when classes are in session. The College also offers food and snacks from vending machines located throughout the campus.

**Hospitality Management** - During the Fall and Spring, the Hospitality Management Program serves lunch in their dining room several 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 408-855-5245.

The "Hospitality Management Program" prepares students for supervisory and management positions within the ever growing hotel and food service industry. The hospitality industry is the largest employer worldwide. Both nationally and internationally these flourishing industries offer superior opportunities with hotels, restaurants, caterers, public and private institutions. Mission College’s Hospitality Management Program trains students, in a climate of "real life" situations, to develop the skills and knowledge necessary to become successful within that workforce. Through articulation agreements with many other universities and institutions of higher education the students will be able further their academic careers based on the knowledge acquired at Mission College’s Hospitality Management Program.
STUDENT HEALTH SERVICES

The Mission College Student Health Services promotes optimal physical, social, and emotional well-being of students in order to support student retention and success. Illness, injury, and stress deplete the energy that a student has to focus on learning, study 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 physicians, mental health counselors, and other health care specialists, provides student health services. Services include health guidance, limited clinical services, and first aid. All basic services are available to any registered day, evening, and Saturday student.

Specific services include confidential health and personal counseling and advisement, medical evaluation and treatment, and screening procedures for tuberculosis, blood pressure, vision, hearing, cholesterol, pregnancy, and other conditions. Health assessment, education, and referrals to community resources are also available. Optional hospitalization and dental/insurance plans are also 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 W1-303 and operates during hours that are convenient to students. Appointments are encouraged, but walk-ins are welcome if time is available. For more information, call (408) 855 – 5140.

INTERCOLLEGIATE ATHLETICS

The college offers men’s and women’s sports at the intercollegiate level. Mission College is a member of the Coast Conference and participates in men’s and women’s baseball, soccer, and tennis; and women’s basketball and volleyball. The college also offers instruction in men’s and women’s cross-country and track.

Students interested in participation and in learning about eligibility requirements may contact the appropriate coach or the Athletic Director at (408) 855-5290.

THE LEARNING ASSISTANCE AND TUTORIAL CENTERS (LATC)

The courses and services in the center are designed to enable students to succeed in the regular college program. Specialists are available to help students diagnose the academic problems they may be having in their college courses. The services provided by the LATC are as follows:

LATC - The LATC offers skills development and support in the areas of English, English as-a-Second Language, Communications and Reading. Programs and courses offered are individualized and the hours of attendance are by arrangement. Materials are available to accommodate the student’s mode of learning in the following:

Reading Lab: Skills development provides the student a better opportunity for success in college courses. A program is developed which may include such skills as reading comprehension, phonics, spelling, vocabulary development, reading rate and/or study skills.

English Center: Resources are available for practice in grammar, sentence construction, paragraph and essay organization, logical reasoning and argumentation, and advanced writing strategies. These materials supplement the course of study and assignments in English 903, English 905, English 108A, English 1A and 1B and Technical Writing. In addition, entry level skills for English courses may be acquired.

English-as-a-Second Language Center: Multi-level computer, video and audio tape, or print materials for ESL students are available in the Center. These learning materials help non-native speaking students increase skills in writing, grammar, listening, reading, vocabulary and pronunciation of standard American English in preparation for the workplace or college study.

Communications Lab: This lab is designed to give all students help with communication skills and second language speakers extra oral communication practice. Assistance is available to improve both the oral and written skills of all communication students. You will receive individual assistance and feedback, plus complete individualized assignments independently. Credit/No Credit Only

Tutoring Center: Tutoring is available to students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time or who are returning to school after a lengthy absence. Tutoring is a free service conducted by qualified, trained tutors who have received recommendations from faculty in their subject area(s). If you would like to receive tutoring or are interested in becoming a tutor, come to the Tutoring Center in S2-201 or call 855-5097.

LIBRARY SERVICES

The Mission College Library offers numerous resources and services to students and faculty. These include personalized assistance, orientations, and classes in the utilization of materials and research techniques. The library collection includes books, periodicals, pamphlets, video-cassettes and other media materials, and a comprehensive collection of electronic databases. Students also have access to the collections of over 30 California university and public libraries through the library’s LINK+ consortium membership. Collection information and databases are accessible through the online catalog (http://lib.wvcccd.cc.ca.us). The library has over 75 computers for Internet access and research. The library provides study areas with carrels and tables. Rooms are available for group study.

Consult the library staff for information on hours of operation and services. The library is closed on all non-instructional days with limited open hours during summer school.

Mission College Information Desk: 855-5151
Mission College Check-Out Desk: 855-5150
The Mission College Student ID card is your library card. ID cards are available from the Main Center. Library books must be registered in the library’s database. After registration, you may borrow materials from Mission, West Valley, or any LINK+ member college libraries, and access all databases licensed by Mission College from any off-campus computers.

Please do not hesitate to ask for assistance. Enjoy your experience with the Mission College Library.

ORIENTATION

Orientation is required for all new, transferring, and returning non-exempt students (exemptions are listed under Matriculation in the College catalog). Non-exempt students must select and complete one of the Orientation options prior to or during their first semester at Mission. Orientations are offered in various formats from a short video (independent study) to a semester-length course. Orientation is also offered online at www.missioncollege.org. It provides information on college programs, services, academic expectations, procedures and campus facilities. In addition, an orientation packet will be provided for each student which includes a workbook, schedule, program brochure, and registration materials. Orientation is conducted by a Counselor who can assist you in determining your educational goals. For further information, contact the Counseling Office at (408)855-5030.

PUBLIC TRANSPORTATION INFORMATION

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

Mission College students and employees receive FREE one-on-one personal trip planning services provided by ALTRANS, which is located near the Main Entrance to Mission College (across from the police desk). ALTRANS staff can help you identify your best commute option(s) to Mission College. We have bus schedules, carpool information, bike maps, and other stuff to help you get to Mission College safely and conveniently. Stop by our office, or call us at (408) 855-5145. For VTA customer service call (408) 321-2300.

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: Student Government and Student Activities.

Student Government at Mission College is represented by the Associated Student Body 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. In addition to 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 the community 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.

Information about both student government and student activities participation opportunities are available from the Director of Student Activities.
VETERANS’ AFFAIRS
Veterans at Mission College may be eligible for benefits from the Veterans’ Administration. Most, but not all, of the courses at the college are approved for payment of VA benefits. Short-term courses which are less than a full semester in duration pay differently than those which are 16 weeks long. Veterans should be especially concerned about the number of units completed and the grades earned.
All students applying for veterans’ benefits must furnish official transcripts from all prior colleges. An evaluation of all college credit and an Education Plan must be completed before benefit certification can be initiated.

WORKPLACE INSTRUCTION
All academic programs, assessment and support services are available to local employers through the college’s Corporate Training and Economic Development program. Classes and services may be delivered at the workplace or on campus to: upgrade employee skills and education; retrain workers for new job requirements; cross train and broaden communication and critical reasoning skills for team members; improve basic English and math skills. Courses carry full college credit and are scheduled according to employer requirements.
CLASSIFIED STAFF

Aguilar, Melissa
  Instructional Lab Technician, Math
Angelotti, Linda
  Executive Assistant, Senior, President's Office
Ashford, Peggy
  Library Media Technician, Library
Atondo, Arlene
  Supervisor I, Admission & Records
Barajas, Xochitl
  Library Media Technician, Library
Belham, Elinor
  Student Services Account Technician, Cashiers
Bibat, Ana Lisa
  Student Services Technician-Senior, Admission & Records
Blitz, Nan
  Program Specialist, DISC
Brown, Rebecca
  Instructional Lab Technician, Biology
Bunch, Jeff
  Instructional Lab Technician, Math
Burrell, Polina
  Instructional Lab Technician, Physics
Caporaletti, April
  Registered Nurse, Student Health Center
Capurro, Jackie
  Instructional Assistant, Foreign Language
Chang, Lily
  Registered Nurse, Student Health Center
Cheng, Grace
  Financial Analyst, Administrative Services
Cramer, Carole
  Administrative Assistant-Senior, Community Education
Dacanay, Bill
  Financial Analyst-Senior, Administrative Services
Dalton, Arlene
  Office Coordinator-Senior, Commercial Services & Technology
De los Reyes, Amber
  Student Services Technician, Financial Aid
De los Reyes, Melissa
  Student Services Technician, Admission & Records
Domenici, Debbie
  Office Supervisor, Student Services
Domingue, Pertilla
  Program Specialist, REBRAC
Eastom, Joan
  Office Assistant, Allied Health
Estallilla, Christina
  Student Records Advisor, Admission & Records
Fee, Mike
  AV Maintenance Specialist, Telecommunications
Franco, Vicky
  Program Assistant, EOPS
Gaitan, Beverly
  Office Coordinator-Senior, Allied Health

Galang, Roehl
  Advisor, Financial Aid
Gomez, Delia
  Office Coordinator, Counseling
Gonzales, Dee
  Administrative Specialist-Personnel, Office of Instruction
Grayson, Matthew
  Office Coordinator-Senior, Communications, ESL & Math
Ringor, Hozi
  Duplicating Services Specialist, Administrative Services
Guest, Robert
  Desktop Support Technician Senior, CET
Hazan, Grace
  Administrative Assistant-Senior, Academic Senate
Hebert, Betty
  Office Coordinator-Senior, CATA, Natural & Social Sciences
Hee, Ed
  Instructional Lab Technician-Printing, Administrative Services
House-Nelson, Kerry
  Specialist III, Child Development Center
Inoue, Betty
  Program Specialist, Work Experience
Jimenez, Leticia
  Program Assistant, Contract Education
Joice, Andrew
  Library Media Technician, Library
Jones, Arena
  Telephone Operator, Administrative Services
Kuri, Carolyn
  Director, Student Activities
Lasala, Patrice
  Program Assistant, Child Development Center
Le, Diemanh
  Student Services Account Technician, Cashiers
Leonard, Cherie
  Administrative Assistant-Senior, Workforce Dev. & Economic
Lino-isidro, Paulette
  Student Records Advisor, Admission & Records
Loi, My
  Administrative Assistant, Student Activities
Lu, Xuan
  Office Assistant, DISC & LATC
Ludwick, Jennifer
  Executive Assistant, Office of Instruction
Lu, Elaine
  Specialist I, Child Development Center
Ly, Patrick
  Server Systems Administrator, Instructional Technology
Lyon, Nang
  Specialist I, Child Development Center
Malone, Judee
  Advisor, Financial Aid
Masury, Doug
  Financial Analyst, Workforce Development & Economic
Mesaros, Rozi
  Graphic Designer, Marketing & Public Relations
Metz, Rachel
  Office Coordinator, Student Health Center
Monahan, Susan
  Coordinator, Career Transfer
Moralez, Connie
  Care Specialist, EOPS
Munoz, Mimi
  Office Coordinator, Child Development Center
Nguyen, Chau
  Coordinator, International Student Services
Nguyen, Lan
  Specialist I, Child Development Center
Nguyen, Lien
  Student Services Technician, Financial Aid
Olson, Chris
  Research Analyst, Reseach & Matriculation
Ozdemir, Hilal
  Specialist III, Child Development Center
MISSION COLLEGE 2004-2005

FACULTY AND ADMINISTRATIVE STAFF

AKERS-MARTIN, AMELIA, 1997
Coordinator, Learning Assistance and Tutorial Center
M.A. in English (Applied Linguistics/TESOL), Iowa State University; B.A. in Spanish, Iowa State University.

ANNING, PETER, 1980
Marketing Communications Coordinator
M.A. in Education from San Jose State University; B.A. in Liberal Studies, San Jose State University.

ARMSTRONG, KARYN, 2002
Instructor in Foreign Language (Spanish)
M.A. in Education from San Jose State University; B.A. in Liberal Studies, San Jose State University.

BECK, CAROL, 1980
Counselor
Ed.D. in Counseling Psychology, University of San Francisco; M.S. in Clinical Counseling, California State University, Hayward; B.S.N., California State University, Sacramento; R.N., Catherine Labouré School of Nursing, Boston, Mass.

BEGGS, CATHY, 2003
Instructor in Health Occupations
B.S. in Nursing, San Jose State University; A.S. in Nursing, S.U.N.Y.

BERSOLA, SAMUEL, 2001
Vice President of Student Support Services (interim)
Ph.D. in Educational Administration and Policy Analysis, Stanford University; Ed.M. in Administration, Planning and Social Policy, Harvard University; B.S. in Civil Engineering, UC Berkeley.

BOONE, MARGARET ANN D., 1989
Instructor in Health Occupations
M.A. in Counseling of General Psychology, University of Santa Clara, Santa Clara, California; B.S. in Nursing, Berea College, Berea, Kentucky; additional graduate study, San Jose State University and U.C. Berkeley.

BRAUN, ALEXANDER, 1991
Instructor in Management and Supervision
M.A. in Public Administration, University of California at Berkeley; B.A. in Political Science, University of California at Berkeley.

BRENNAN, JONATHAN B., 1998
English Department Chair
Instructor in English
M.A. in English, UC Berkeley, Ph.D in Comparative Ethnic Studies/Literature, UC Berkeley; B.A. in English, UC Berkeley.

BRICHKO, ANNA, 2004
Instructor in Foreign Language (French)
Ph.D. in Linguistics, Moscow University, Russia; M.A. in French, Zaporojhye University, Ukraine; B.A. in French and German, Zaporojhye University, Ukraine; additional linguistic studies in France.

BROCKMEIER, CAROL, 2003
Instructor in Health Occupations
A.S. in Nursing, Columbia Basin College, Pasco WA; Additional studies at University of Phoenix.
BROWN, Christy, 1999
Instructor in English
Ph.D. in English Literature, Indiana University, Bloomington; B.A. in English, UCLA, Los Angeles

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. in Environmental Biology, University of Colorado, Boulder.

BURRELL, James F., 1984
Natural Sciences Division Chair
Instructor in Astronomy and Physics
Ph.D. in Astronomy, Australian National University, Australia; A.B. in Astronomy, University of California, Berkeley

BURROUGHS, Peggy, 1986
Instructor in Emergency Medical Technician/INA
M.P.H. in Health Education, Planning and Administration from San Jose State University; additional graduate study at University of California, Berkeley; B.A. in Health Sciences from San Jose State University; R.N. from Genesee Hospital School of Nursing, Rochester, New York.

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 Physical Education
Women'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.

CHAN, Marsha J., 1986
Instructor in English as a Second Language
M.A. in Foreign Language Education; additional graduate study, San Jose State University and the University of California, Berkeley; B.A. in French and Art, Stanford University.

CHAN, Rosalyn, 1978
Coordinator of Student Health Services
M.S. in Community Health Nursing and Administration, University of California, San Francisco; additional coursework, University of California, Santa Cruz; B.S. in Nursing, University of California, San Francisco.

CHANDLER, Alan C., 1990
Social Science Division Chair
Political Science Department Chair
Instructor in Political Science
Dr. of Arts in Political Science, Idaho State University; J.D., American University, Washington, D.C.; B.S in Political Science, University of Utah.

CHARLAND, Ray, 1999
Counselor
M.A. in Counseling and Guidance, California State University Northridge; additional course work, U.S. International University, Black Hills State College; American Institute of Family Studies, U.C. Santa Cruz; B.A. in History, La Sierra University, Riverside, CA.

CHEUNG, Karen-Bell, 1998
Instructor in Health Occupations
M.S. in Nursing from the University of Michigan; B.S. in Nursing from California State University, Chico.

CHEN, Chia, 2002
Learning Assistance and Tutorial Center
M.S. in Instructional Technology, Arkansas Tech University; B.S. in Biomedical Engineering, Chung Yuan University, Taiwan.

CHONG, Frank, 2003
President
Ed.D. in Educational Administration, Leadership and Training, Dowling College; Graduate School of Education, Institute of Educational Management, Harvard University; M.A. in Public Administration, Harvard University; B.A. in Social Welfare and Asian American, UC Berkeley.

CHRISTOPHER, Betty Paine, 1986
Accounting Department Chair
Instructor in Accounting
Ph.D in Accounting and Finance, University of California at Los Angeles; graduate work in Adult Education, University of California at Santa Cruz. Certified Management Accountant (C.M.A.), Enrolled Agent (E.A.), Certified Financial Planner (C.F.P.); B.A. in German, Stanford University.

COSGROVE, Elizabeth, 2000
Instructor in Health Occupations
MSN, San Jose State University, San Jose, California; BSN, Stanford University, Stanford, California.

COLEMAN, Yolanda, 1999
Articulation Officer
Counselor
M.A. in Counseling/Career Development, CSU, Sacramento; B.A. in Sociology/Organizational Studies, U.C. Davis.

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.

COWELS, Ann, 1996
Applied Science Division Chair
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.

COX, Catherine, 1999
Librarian
M.L.I.S. in Library and Information Science, University of California, Berkeley; B.A. in Social Science-Women's Studies, San Jose State University.

CREED, Kathleen, 1998
Instructor in Health Occupations
M.S. in Education, Instructional Technology, San Jose State University; B.S.N. in Nursing, University of San Francisco.

CROSS, Sue E., 1986
Instructor in English
Ph.D. in American Literature, University of North Dakota; M.S. in Education, Bemidji State University; B.S. in Education, Bemidji State University, Minnesota.

DAVIS, Moira, 1982
Instructor in Mathematics
Ph.D. in Mathematics Education, Stanford University; M.A. in Education, Stanford University; M.S. in Physical Sciences, Stanford University; B.S. in Mathematics, Montana State University.

DEDINSKY, John, 1982
Instructor in Computer Networking Electronics Technology
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.

DEL FRATE, Judie, 1995
Computer Applications Department Chair
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.

DeLongchamp, Jim, 1981
Cultural and Technical Arts Division Chair
Graphic Arts Department Chair
Instructor in Graphic Arts
M.A. in Counseling, Oakland University, Rochester, Michigan; additional course work, Wayne State University, Detroit, Michigan; B.S. in Printing Technology, Graphic Arts, Ferris State University, Big Rapids, Michigan.

DENNIS, Haze, 1996
Hospitality Management Department Chair
Instructor in Hospitality Management/Work Experience
B.S. in Hotel / Restaurant Management, 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.

DINGER, STEVEN A., 1978
Commercial Services and Technology Division Chair
Marketing/Supervision & Management Department Chair
General Business Department Chair
Instructor in Marketing and Sales
M.A. in Educational Administration, University of Iowa and Stanford University; B.A. in Marketing Management and Marketing Distribution Education, University of Northern Iowa.

DISNEY, KATY, 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.

DOOLEY, EDITH, 1993
Health Occupations Department Chair
Instructor in Health Occupations
M.A. in Counseling/Education, University of San Francisco, CA; additional study, University of California, Santa Cruz and Berkeley, CA; B.A. in Liberal Arts, Redlands University, Redlands, CA; R.N. and A.A. San Jose City College, San Jose, CA.

DOOMANI, BIANKA, 2000
Counselor
M.S.W. Master in Social Work, San Jose University, San Jose, California; B.A in Psychology, Stanislaus State University, Turlock, California.

DWORAK, 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.

EAGEN, TODD, 1999
Instructor in Physical Education
Baseball Coach
M.A. in Health, Physical Education and Recreation, Saint Mary’s College; B.S. in Human Performance, San Jose State University.

ENSINGER, BETTY, 1979
Instructor in Communication Studies
M.A. in Speech Communication, University of California, Santa Barbara; B.A. in Speech Communication and History, University of California, Santa Barbara.

ESTRADA, ERLINDA ANNE, 1999
Library Director (Interim)
Librarian
M.L.I.S. in Library and Information Science, San Jose State University; B.A. in Creative Arts, San Jose State University.

FONG, TAT, 2004
Economics
Ph.D. in Economics, University of Pittsburgh, Pittsburgh, PA; M.B.A. in Management, Concordia University, Montreal, Canada; M.A. in Economics, University of Windsor, Windsor, Canada; B.A. in Accounting, Hong Kong Baptist College.

FRanco, DANIEL, 1990
Counselor
M.A. in Guidance and Counseling, Loyola University, Los Angeles, California; B.A. in English.

GAO, HELEN, 2004
Technology Center Director
M.S. in Computer Science and Physics, Iowa State University; B.S. in Physics and minor in Computer Science, Iowa State University, Ames, Iowa.

GARRETT, MARK, 2000
Instructor in Graphic Design
M.F.A. in Fine Art, California State University, Davis; B.F.A. in Fine Art with emphasis in Photography, University of Arizona.

GOODY, ROY W., 1979
Computer Electronics Technology Department Chair
Instructor in Computer Networking Electronics Technology
M.S. and B.S. in Physics, California State University, Northridge.

GRAYSON, BETTY, 1975
Instructor in Health Occupations
M.S. in Medical-Surgical Nursing, University of California, San Francisco; M.A. in Clinical Psychology, JFK University - Orinda and Campbell; additional graduate study University of California, Santa Cruz; Pacific Graduate School of Psychology, Palo Alto; and San Jose State University, San Jose; B.S. in Nursing, Alverno College, Milwaukee.

GREENWOOD, GAIL, 1987
History and Geography Department Chair
Instructor in History
M.A. History, University of Colorado; Ed. Credential, University of Denver. Additional graduate study California State University, Sacramento and graduate creative writing San Francisco State University; B.A. Liberal Arts, Colorado Women’s College.

GUICH, DANIEL, 1990
Psychology Department Chair
Instructor in Psychology
M.S. in Psychology, San Jose State University; B.A. in Philosophy-Psychology, San Jose State University.

HALASA, JASON, 1999
Computer Information Technology Department Chair
Instructor in Computer Information Technology
Ph.D. in Adult Education. Certified as Professional, Engineer and Trainer by Cisco Systems, Microsoft, Novell and Sun Microsystems; M.S. in Math; M.A. in Education and Technology; B.S. in Math and Computer Science; A.S. Computer Programming/System Administration.

HALE, DONNA, 1999
Program Manager, Career Resources Network
M.A. in Counseling, Santa Clara University; B.A. in Health Science: School and Community Health, California State University, Fresno.

HARRISON, CYNTHIA, 2002
Instructor in Health Occupations
B.S. in Nursing (Public Health Nurse), San Jose State University.

HASSON, CATHY, 2004
Assessment Coordinator
Ed.D. in Organizational Leadership, Pepperdine University, CA; M.S. in TESOL Education, CSU Fullerton, CA; BA in English, San Francisco State University, CA.

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.

HIROSE, STEVEN Y., 1988
Instructor in Foreign Language (Japanese)

HOBBS, RICHARD, 1985
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, Kalamazoo College.

HUDAK, PATRICK 1995
Computer Lab Faculty Specialist
M.A. in Linguistics/ESL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JACKINS, QUINLYANN C., 1988
Instructor in Mathematics
M.A. in Mathematics Education, Stanford University; M.S. in Mathematics, Colorado State University; B.A in Mathematics, University of California at Berkeley.

JAHAN, MINA, 1993
Dean of Technology and Distance Learning
M.A. in Instructional Technology, University of Oklahoma, Norman/Oklahoma, 1982; Additional Graduate Study, University of Oklahoma, Norman/Oklahoma; B.A. in English Literature, Damavand College, Tehran/Iran, 1974.

JOH, MINDY, 2004
Instructor in Mathematics
M.A. in Mathematics, University of California, Santa Cruz; B.A. in Mathematics, University of California at Berkeley.
JOHNSON, KEITH, 1999
Instructor in Music Technology
Ph.D. in Music Composition, UC, San Diego; M.M. in Music Composition, Yale University School of Music; B.M. in Music Composition, CSU, Long Beach.

JUNKER, MARGARET, 2002
Instructor in English
M.A. in English Literature, California State University, Fresno; B.A. in English, California State University, Fresno.

KASHIMA, STEPHANIE, 2002
Instructor in English As A Second Language
M.A. in Applied Linguistics, University of Wisconsin, Madison; B.A. in English Literature, California State University, Fresno.

KAWAMOTO, JAMES D., 2001
Engineering Department Chair
Instructor in Engineering
Ph.D. in Civil Engineering, Massachusetts Institute of Technology, Cambridge, Massachusetts; B.S. in Civil Engineering, University of California, Berkeley.

KENDALL, DON, 2004
Instructor in Fire Protection Technology
CA State Fire Marshal Instructor; 1-100, 1-200, 1-300, Strike Team/Task Force Leader (Engine), Division/Group Supervisor, Investigation 1a/1b, State of California

KITTOCK, JAMES, 2004
Instructor in Mathematics
M.S. in Mathematics, San Jose State University; M.S. in Computer Science, Stanford University; B.S. in Mathematics/Computer Science, Duke University.

KLEPPINGER, ED, 1977
Instructor in Humanities and History
M.A. and B.A. in History, California State University, Northridge; M.S. in Library Science, University of Southern California. Further graduate work at U. of Hawaii and U.C., Berkeley, San Francisco State and Oxford University, (U.K.).

KNOWLES, MARJORIE, 1990
Instructor in English as a Second Language
M.Ed in Secondary Education, North Texas State University, Denton; additional graduate studies in Curriculum and Instruction, North Texas State; B.A. in English Education, Ohio State University, Columbus.

KRAINES, MINDA, 1979
Instructor in Physical Education (Dance)
M.A. in Dance, Mills College; B.S. in Theater, Northwestern University.

LAIRD, RUTH M., 2001
Anthropology Program Chair
Instructor in Anthropology and Sociology
M.A. in Anthropology, San Francisco State University; B.A. in Anthropology, University of California, Santa Cruz.

LAM, CLEMENT, 1997
Mathematics Department Chair
Instructor in Mathematics
Ph.D in Mathematics, University of Iowa; M.S. in Mathematics, University of Iowa; B.S. in Mathematics, University of Iowa.

LAMKIN, DIANE, 1990
Biological Sciences Department Chair
Instructor in Biological Science
Ph.D in Physiology, University of California, Berkeley; B.S. in Biological Sciences, University of California, Irvine.

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, UC Santa Barbara; B.A. in Mathematics and minor in Physics, UC San Diego.

LE, SON M., 1975
Philosophy Department Chair
Instructor in Philosophy
Ph.D. in Philosophy, Fordham University.

LEDESMA, ROSALIE, 2001
Counselor
PhD course work in Curriculum and Institution, University of Wisconsin-Madison; MA in Counseling, Harvard University; BA in Child Development, San Jose State University.

LEFAILLE, DEBORAH, 1991
Director, Extended Opportunity Program & Services
M.S. in Urban Affairs, University of Wisconsin-Milwaukee; Management and Supervision Certificate, Mission College; B.A. in Political Science, 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;

LOWENBERG, RACHEL, 1997
English as a Second Language Division Chair
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.

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.

MANSKE, STEVEN, 1990
Instructor in Accounting
M.B.A., University of Wisconsin, La Crosse; Certified Management Accountant (C.M.A.); B.S. in Accounting, University of Wisconsin, La Crosse.

MARELICK, LIN, 1989
Dean of Workforce & Economic Development
M.F.A. in Printmaking/Photography, University of Arizona; additional graduate units at Arizona State University, Tempe, Arizona; B.A. in Studio Art, Sonoma State University.

MARK, NORMA, 2004
Instructor in Graphic Arts
MSW (Master’s Social Work), Case Western Reserve University; School of Applied Social Sciences, OH; Vocational Ed Credential, UC Berkeley Extension; B.A. in Sociology, Douglass College, Rutgers University, NJ.

MARTIN, CHRISTOPHER, 2000
Instructor in Design Drafting Technology

MARTINEZ, ALICIA, 2002
Counselor
B.S. in Counseling Psychology with emphasis in Marriage, Family and Child Counseling, University of San Francisco; B.A. in Psychology, University of California, San Diego.

MCALISTER, ELLEN, 1999
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Ctr Specialist
M.A. Education/Learning Disabilities, San Jose State University, San Jose, CA; B.A. in Health Science, San Jose State University, San Jose, CA; A.S. in Child Development, San Jose State University.

MCgee, DONELLE C., 1998
Counselor
M.A. in Counseling Psychology with emphasis in Marriage, Family and Child Counseling, University of San Francisco; B.A. in Sociology, California State University, Stanislaus.

MCKAY, DIANNE, 1989
Reading Department Chair
Instructor in Reading
M.A. in Reading Instruction/Education, Michigan State University; Additional course work at San Jose State University and University of California, Santa Clara; B.A. in Communications.

MENDOZA, STEPHANIE, 1997
Instructor in Physical Education
Women’s Badminton Coach
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. in Business Administration.

McGEE, DONELLE C., 1998
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.

MCKAY, DIANNE, 1989
Reading Department Chair
Instructor in Reading
M.A. in Reading Instruction/Education, Michigan State University; Additional course work at San Jose State University and University of California, Santa Clara; B.A. in Communications.

MENDOZA, STEPHANIE, 1997
Instructor in Physical Education
Women’s Badminton Coach
M.A. in Physical Education, San Jose State University; B.S. in Physical Education, San Jose State University; A.A. in Business Administration.

continuing educational units at Loyola Marymount University.
MESSERSCHMIDT, MARGARET STANLEY, 1990
Instructor in English/Technical and Creative Writing
M.A. in Comparative Literature, University of California, Santa Barbara; Certificate in Composition, San Francisco State University; additional study at Stanford University, U.C. Berkeley, and the University of Grenoble, France; B.A. in Comparative Literature, University of California, Berkeley.

MEYER, MELANIE, 2002
Instructor in General Business
M.B.A. CSU, Sacramento; B.S. in Marketing and Management, CSU, Sacramento; A.S. in Computer Information Systems, Mission College.

MILLER, BOB, 2001
Counseling Department Chair
Counselor
M.A. in Educational and Psychological Counseling, University of the Pacific; additional graduate studies at San Jose State University and California State University Fullerton; B.A. in Psychology, University of the Pacific.

MOLES, KATHY, 2004
Instructor in English as a Second Language
M.A. in TESOL, University of San Francisco; B.A. in Linguistics, University of California, San Diego.

MONROE, CLIFFORD, 1991
Design Drafting Department Chair
Instructor in Design Drafting Technology
M.A. in Industrial Education, San Jose State University; B.A. in Industrial Arts Education, San Jose State; A.A. in Drafting Technology, College of San Mateo.

MOSTYN, GREG, 1978
Instructor in Accounting
M.B.A., Indiana University; C.P.A.; member of California Certified Public Accountants and American Institute of Certified Public Accountants; B.B.A., Williamette University.

MOYERS, CHRIS, 1997
Sociology Department Chair
Instructor in Sociology
Ph.D. in Sociology/Anthropology (with a specialization in Social Psychology), United States International University in San Diego; M.A. in Behavioral Physiology, San Francisco State University.

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
English as a Second Language Department Chair
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.

NAKAMAHA, JOHN, 2002
Instructor in Mathematics
M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San Jose State University.

NELSON, JEFFREY, 1988
Director of Athletics
Instructor in Physical Education
Tennis Coach
M.A. in Education, Stanford University; B.S. in Physical Education, California State University, Hayward; A.A. Cañada Community College.

NEGASH, WORKU, 1999
Dean of Administrative Services
Ph.D. in Higher Educational Administration and Policy Analysis, Stanford University; M.A. in School Administration, Loma Linda University; Ed.D. in Educational Administration, Loma Linda University; M.A. in Sociology, Stanford University; M.A. in Educational Administration and Policy Analysis, Stanford University; B.A. in Psychology, Loma Linda University.

NGUYEN, PHUONG, 1996
Counselor
M.A. in Social Work, San Jose State University; B.A. in Child Development, San Jose State University.

NGUYEN, THANH, 2001
Instructor in Foreign Language (Vietnamese Language & Culture)
B.A. in Education, Van Hanh University; M.A. in Counseling Psychology, University of Notre Dame de Namur; .

NGUYEN, THOI T., 1990
Instructor in Mathematics
Ph.D. (candidate) in Human Science, Saybrook Graduate School and Research Center; M.A. in Math, University of California, San Diego in La Jolla; B.A. in Math with minor in History and French.

OBORN, CHRISTINA, 1997
Program Manager, Corporate Education and Training
M.A., Public Administration, San Francisco State University; additional study, University of California, Santa Cruz; B.A., Political Science, Sonoma State University; A.A. Liberal Arts, Santa Rosa Community College.

OLIVER, MARSHA, 2001
Instructor in Health Occupations
A.S. in Nursing, Oregon Institute of Technology.

ORDAZ, JOSEPH, 1997
Music Department Chair
Instructor in Music
M.M. in Music, San Francisco Conservatory of Music, 1992; additional study at Hart School of Music - University of Hartford, Texas Christian University; B.M. in Music, San Jose State University, 1989.

OSTRANDER, HELEN, 2001
Lab Faculty Specialist, DISC
Alternate Media Specialist/High Tech Center Specialist
M.A. in Education/Special Education; Certificate in Assistive Technology Applications, California State University, Northridge; Additional course work at University of Southern Maine, Portland, ME; B.A. in Child Development, San Jose State University, San Jose, CA; A.A. in Business, West Valley College, Saratoga, CA.

PARICH, PHILIP, 1987
Dean, Community Education
Ph.D and M.S. in Curriculum and Instruction, University of Wisconsin-Madison; B.S.in Physical Education, University of Wisconsin-LaCrosse.

PANCELLA, SUSANNA, 1997
Instructor in Computer Applications
M.A. in Mathematics/Education, Brooklyn College; Advanced Certificate in Educational Administration, Hofstra University; B.A. in Mathematics, St. Joseph's College; B.S. in Computer Science, City University of New York (NSF Grant).

PATTERSON, JANE, 1986
Communication Division Chair
Communication Studies Department Chair
Instructor in Communication Studies
Ed.D. in Higher Education at University of Southern California; M.A. in Communication Arts, University of the Pacific; B.A. in Drama and Speech, University of the Pacific.

PAVANO, ROD, 2000
Fire Protection Technology Department Chair
Instructor in Fire Protection Technology

PEMBROOK, CURTIS, 2001
Instructional Designer
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.

PERLAS, CHAR, 2001
Counselor, MESA Director
M.S. in School Counseling and Personnel Services Cedental, CSU, Sacramento; B.A.in Psychology, Fresno State University; Currently working towards Masters in Public Administration, CSU, Hayward.

PHAM, HUNG, 1998
Instructor in Computer Networking Electronics Technology
M.S. and B.S. in Electrical Engineering, University of Louisville, Kentucky.

NGUYEN, MYTRA, 2001
Instructor in Child Development
M.A. in Child Development, San Jose State University; additional graduate study at NOVA Southeastern University; B.A. in Psychology, San Jose State University.
POE, CLINT H., 1995
Physics and Astronomy Department Chair
Instructor in Physics
Ph.D. in Astrophysics, University of Wisconsin, Madison; M.S. in Astronomy, Vanderbilt University, Nashville, TN; B.A. in Physics, University of North Carolina, Chapel Hill.

POWERS, JOAN T., 1989
Instructor in English as a Second Language
M.A. in Education (Curriculum and Instruction), University of California, Riverside; Certificate in TESOL, University of California - Riverside Extension; B.A. in Individual Plans of Study (International Relations and Foreign Affairs), University of Illinois, Champaign-Urbana.

PREJIN, JEAN, 1995
Instructor in Biological Sciences
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

REITER, 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 U.C.S.C. Extension.

RIVAS, MONICA, 1999
Foreign Languages Department Chair
Instructor in Foreign Language (Spanish)
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, CSU, Chico.

RIVAS, RICK, 2004
Instructor in Graphic and Multimedia Design
M.S. in Multimedia Design and Marketing, California State University, Chico, CA; B.A. in Philosophy, University of California, Los Angeles, CA; additional course work and certification at Butte College and Mission College.

ROBLES, HARRIETT, 1981
Vice President, Instruction
Ed.D. in Educational Leadership and Change, The Fielding Institute; M.A. in Comparative Literature, University of California, Berkeley; B.A. in Comparative Literature, Occidental College; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University and University of California, Berkeley.

ROSEN, JULIAINE, 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
Nutritional Science Department Chair
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.

ROUNDS, MARY LIN, 2001
Instructor in Reading
M.A. in Education with emphasis in Reading, San Jose State University; B.A. in History, Seattle, Public University.

SABBEK, SARAI, 1986
Computer Information Systems Department Chair
Instructor in Computer Information Systems
Ph.D. in Numerical Analysis (Computer Science), Indian Institute of Technology; M.A. in Mathematics (Operations Research), Delhi University; B.A. in Mathematics (Statistics) Honors, Delhi University, India.

SANCHEZ, REBECA, 1990
Counselor
M.S. Clinical Psychology, San Jose State University; LMFTC, Licensed Marriage, Family and Child Counselor, State of California; B.A. in Social Work, San Jose State University.

SANIDAD, DANIELA A., 2001
Administrator of Extended Programs and Services
M.P.A. in Public Administration, San Jose State University; B.A. in Liberal Studies, San Jose State University.

SHEA, CATHERINE, 1984
Chemistry Department Chair
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.

SIENNA, PHILLIP, 1979
Physical Education Department Chair
Instructor in Physical Education
Ed.D. in Physical Education, Brigham Young University; M.S. in Physical Education, University of Colorado; B.S. in Physical Education, Springfield.

SIPPEL, LEIGH ANNE, 1999
Instructor, Learning Assistance & Tutorial Center
M.A., TESOL, from The School for International Training, Vermont; TEFL/TESL Certificate from Transworld Schools in San Francisco, CA; B.A. in Drama from SFSU, CA.

SMIRYBE, RON, 1995
Instructor in Computer Applications
B.A. in Business Administration, California State University, Fullerton; additional work at USC, University of Maryland (while in Saigon), and teaching professional courses at Xerox Corporation for 17 years.

SMITH, JUDIE, 1987
Librarian
M.A. in Library Science, San Jose State University; B.A. in Social Science, San Jose State University.

STEPHENS, HYACINTH, 1988
Child Development Department Chair
Instructor in Children Development
Diploma in Agricultural Science, University of Guyana; Certificate in Early Childhood Education, San Jose City College; additional graduate study, Santa Clara University; B.S. in Education, University of Guyana.

SABADOS, ANNA, 1991
Graphic Design and Multimedia Department Chair
Instructor in Graphic and Multimedia Design
M.A. Sculpture, San Jose State University; B.S. Industrial Design, San Jose State University.

THICKENPenny, HELAYNA, 1999
Art/Art History Department Chair
Instructor in Art History and Humanities
Ph.D. candidate in Art History, The University of Chicago; additional graduate study, The American School of Classical Studies in Athens, Greece; M.A. and B.A. in Art History, The Ohio State University.

THOMAS, JAMES, 2004
Counselor
M.A. in Counseling and Guidance, Cal Poly State University, San Luis Obispo; Bilingual Credential/MA Program, University of California, Los Angeles; B.A. in, Pomona College, Claremont, CA.
### INSTRUCTORS 2004-2005

**TING, KARL, 1992**  
Instructor in Mathematics  
M.S. in Mathematics and Computer Science, San Jose State University; B.A. in Mathematics, San Francisco State University.

**TODARO, LYNNETTE, 2002**  
Instructor in Art  
M.F.A. from San Francisco Art Institute; B.S. from Southwest Missouri State University.

**TOPPEL, CAROL, 1982**  
Student Development Division Chair  
Learning Disabilities Specialist  
Coordinator, Disability Instructional Support Center  
Ed.D Curriculum and Instruction, University of San Francisco; additional graduate study, University of Santa Clara, University of California, Berkeley; M.A., Education of Emotionally Disturbed, University of Michigan; B.S., Education of Visually Handicapped, Wayne State University.

**TRAN, REBECCA, 2004**  
Counselor  
M.A. in Counseling Education, San Jose State University; B.A. in Liberal Studies, 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, UC Santa Cruz.

**TRASK, THOMAS, 1975**  
Instructor in Biology  
Ph.D. in Biology, University of Southern California; post-doctoral research at Marine Sciences Center, Oregon State University, Newport, Oregon; M.A. in Biology, Humboldt State College; A.B. in Zoology, Humboldt State College.

**VAN TASSEL, JAMES D., 1986**  
Instructor in General Business  
Ph.D., Golden Gate University; MBA, Pepperdine University; B.A., California State University at Los Angeles; M.Div., The Church Divinity School of the Pacific; A.A., El Camino College.

**VERMA, KAMELESH, 1987**  
Instructor in Computer Information Systems  
Ph.D. in Educational Statistics and Computer Technology, University of Wyoming, Laramie; M.S. in Pure Mathematics, University of Nebraska, Lincoln; M.S. in Mathematics and Computer Science Education, Kansas State University, Manhattan; B.A. in Mathematics, Punjab University, India; M.A. in Mathematics, Delhi University, India.

**WALTON, IAN G., 1978**  
Instructor in Mathematics  
Ph.D. in Mathematics, University of California, Santa Cruz; M.S. in Mathematics, University of California, Santa Cruz; B.S. in Pure Mathematics, University of St. Andrews, Fulbright Exchange Scholar.

**WILSON, CAROL, 1988**  
Instructor in English  
M.A. in Linguistics, San Jose State University; B.A. in English, San Diego State University.

**WINER, SALLIE, 2000**  
Computer Lab Faculty Specialist/Webmaster  
M.F.H. in Health Services Administration, University of California, Berkeley; Certificate in Graphic Design, Mission College; B.S. in Nursing, Loyola University, Chicago.

**WITTSCHI, LAURA L., 2001**  
Librarian  
M.I.L.S. in Information and Library Science, University of Michigan, Ann Arbor; B.A. in Art History, Oakland University, Rochester, Michigan.

**WONG, ELAINE, 2004**  
Librarian  
M.I.L.S. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TESL/TEFL Certificate, University of California, San Diego; A.A. in Art, Mira Costa College.

**WONG, REYNOLD J., 1978**  
Instructor in Computer Networking Electronics Technology  
B.S. in Electrical Engineering, University of California, Berkeley; additional graduate study in Mathematics, San Francisco State University; additional graduate study in Biological Sciences, University of California, Santa Barbara.

**WUNDRAM, BRENNA, 2001**  
Instructor in Physical Education (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, WEXIAN (WILBERT), 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.

**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.

**ZUMMO, LYNN, 1999**  
Instructor in Health Occupations  
M.A. in Nursing, CSU, San Francisco; B.A. in Health Education, CSU, Chico.

### ASSOCIATE FACULTY

**ASSOCIATE FACULTY 2004-2005**  
(Faculty are current as of Summer 2004)

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Morgan, Amanda  ESL  Tran, Jane  Health Occupations
Morgan, Janice  Physical Education  Tran, Rebecca  Counseling
Morrone, Peter  Mathematics  Tully, Dorothy  Spanish
Murthyuntaya, Mallika  Computer Applications  Turner, Pat  Fire Science
Nagid, David  Computer Applications  Valine, Helen  English
Nguyen, Daniel  CNET  Valter, Michael  English/LATC
Nguyen, H.G.  Vietnamese  Van Buskirk, George  Mathematics
Nishiki-Finley, Richard  Chemistry  VanEcke, Yolanda  Psychology
O’Brien, Thomas  CNET  Vargas, Phil  Music
O’Connell, Katherine  Sociology  Venkata, Lakshmamma  Accounting
O’Klock-Stein, Pamela  Library  Vincent, Peter  ESL
O’Toole, June  ESL/LATC  Vinesburg, Shawn  Art
Palmer, Lisa  Physics  Waitt, David  Engineering
Pantiga, Marianne  Psychology  Wang, Fang-Yi  Allied Health
Pasion, Mark  Health Occupations  Wang, Li  Mathematics
Parker, Pamela  English  Waringer, Stephan  Design Drafting Technology
Peat, Bruce  Business/Work Experience  Watson, Alfrieda  History
Pesso, Kenneth  Computer Applications  Weiss, Patricia  Counseling
Petty, Clint  CIS  Whistler, Bruce  ESL
Poirifoy, Barbara  Health Occupations  Whitehill, Anita  Business/CIS
Pham, Loan  Nutritional Science  Wiley, John  ESL
Philion, Matthew  English  Wilson, Natalie  ESL
Pinkus, Ruth  Child Development  Wisner, Sallie  Computer Applications
Porcella, Clara  Nutritional Science  Wolf, Jessy  English/LATC
Porcella, Lisa  Biological Science  Wong, Elaine  Library
Provost, John  Spanish  Wong, Wallace  CIT
Plyer, Sandra  ESL  Wyatt, Jim  Fire Science
Qazi, Carol  Retail Floristry  Yang, J. C.  Mathematics
Quaintance, Tina  Mathematics  Yang, Ling  Art
Rahmama, Hamid  ESL  Yarza, Myrna  Allied Health
Raine, Kimberley  Accounting  Yu, Kenneth  Business
Randali, Howard  Music  Zaragoza, Gamaliel  Design Drafting Technology
Ray, Emily  Music  Zarghami, Fatemeh  Child Development
Rea, John  Mathematics  Rasmussen, Scott  Manufacturing Technology
Richmond, Barbara  Counseling  Richmond, Barbara  Counseling
Ricossa, Katherine  Pharmacy Tech.  Riemhart, John  Mathematics
Rienhard, James  Mathematics  Riesenfeld, James  Mathematics
Ringel, Kay  Computer Applications  Rodriguez, Susan  ESL
Ritoss, Robin  Applied Science  Rogers, Marybeth  Health Occupations
Rivera, George  Art  Rogge, Monika  English
Roberts, Joe  Fire Science  Rose, David  Fire Science
Rodriguez, Susan  Health Occupations  Ross, Nina  ESL
Rogers, Marybeth  Counseling  Rubenstein, Clifford  Psychology
Rogge, Monika  English  Schild, Natalie  Physical Education
Rose, David  Fire Science  Sanford, Dorothy  Economics
Ross, Nina  ESL  Santos, Carlo  Physical Education
Rubenstein, Clifford  Psychology  Savage, Glenda  CIT
Russakovskii, Yeugeniy  Mathematics  Schieck, Margaret  ESL
Ryn, Natalie  Physical Education  Schwab, Jean  Library
Sanford, Dorothy  Economics  Sellers, Michael  Graphic Arts
Santos, Carlo  Physical Education  Serran, Antonio  English/LATC
Savage, Glenda  CIT  Sheldon, Marge  Work Experience
Schweik, Margaret  ESL  Sherry, Paul  Retail Floristry
Schwab, Jean  Library  Shweikeh, Jamal  Engineering
Sellers, Michael  Graphic Arts  Skyes, Edward  Computer Applications
Serran, Antonio  English/LATC  Smith, Lester  Chemistry
Sheldon, Marge  Work Experience  Smith, Lester  Reading
Sherry, Paul  Retail Floristry  Smith, Sharon  Computer Applications
Shweikeh, Jamal  Engineering  Snapp, Marilyn  Computer Applications
Skies, Edward  Computer Applications  Stamps, Roy  Manufacturing Technology
Smith, Lester  Chemistry  Staudinger, Jeffrey  Engineering
Smith, Lester  Reading  Stine, David  Retail Floristry
Smith, Sharon  Computer Applications  Stulliman, Roy  Retail Floristry
Snapp, Marilyn  Computer Applications  Sullivan, Robert  Communication
Staudinger, Jeffrey  Manufacturing Technology  Sundarajan, Nalla  Graphic Art
Stine, David  Retail Floristry  Sutherland, Brenda  CNET
Stulliman, Roy  Retail Floristry  Szeto, Luan  CNET
Sundaraj, Nalla  Communication  Tarver, Donald  CIS
Sutherland, Brenda  Graphic Art  Taylor, James  English
Thaggent, Henry  Mathematics  Thielke, Katsuko  Retail Floristry
Thomas, James  Mathematics  Thordson, Marge  ESL/LATC
Titus, Michele  Anthropology  Toribio, Agnes  Health Occupations
Torres, Paul  Political Science
EMERITI ADMINISTRATION AND FACULTY

(Dates indicate year of employment and year of retirement.)

**Alameda, Cora A.**
Instructor in Business Office Technology
(1977-1993)

**Amarell, Dietrich**
Instructor in Hospitality Management
(1979-1998)

**Bartlett, N. Jean**
Instructor in Nursing
(1979-1996)

**Bergmann, Robert L.**
Instructional Dean
(1965-1990)

**Bicocca, Dianna Dee**
Instructor in Health Occupations

**Boegeholz, Manfred**
Instructor in Hospitality Management
(1968-1994)

**Callaway, Lee W.**
Vice President, Instruction

**Chiang, Yun-Hwa (Teri)**
Instructor in Mathematics
(1975-2004)

**Claudio, Cesare S.**
Instructor in Music
(1964-1986)

**Cordero, Don**
Articulation Officer
Counselor
(1974-2004)

**DeMarco, Philip**
Instructor in Business
(1972-2002)

**Fisher, Carolyn**
Instructor in Health Occupations
(1977-2004)

**Fletcher, Mary**
Instructor in Sociology
(1970-1996)

**Floto, Helene**
Instructor in Health Occupations

**Ford, Jonel**
Instructor in English
(1968-1996)

**Gard, Ina**
Instructor in English

**Hacker, Jo Ann**
Instructor in English As a Second Language

**Hansen, Gerald**
Instructor in Drafting
(1980-1991)

**Harris, Lydia**
Instructor in Child Development and Reading
(1976-2000)

**Hawks, Doris B.**
Instructor in Vocational Nursing
(1967-1979)

**Hayden, Richard**
Instructor in Political Science
(1964-1991)

**Hom, Gloriatth E.**
Instructor in Economics

**Hooper, Judith E.**
Counselor
(1990-2003)

**Hull, Al**
Instructor in Graphic Technology
(1979-1988)

**Huston, Vivian L.**
Counselor
(1966-1979)

**Jackins, Timothy**
Instructor in Mathematics
(1976-2004)

**Jensen, Mary**
Instructor in Allied Health
(1973-1998)

**Jimenez, Chris**
Counselor
(1979-2002)

**Johnson, Joni**
Counselor
(1987-2004)

**Joslyn, Don D.**
Instructor in Art
(1975-1998)

**Lorie, Ileana**
Instructor in Mathematics (1988-2002)

Madalena, Ruth
Instructional Dean
Vocational Education and Matriculation (1974-1997)

Magallon, Manuel

Matarangas, Dan
Vice President, Student Services (1969-2003)

McClellan, Joyce
Counselor (1975-2000)

McKenna, Michael
Instructor in Fire Technology (1979-2001)

Michelozzi, Betty N.
Counselor (1968-1986)

Moore, Mary
Instructor in Health Education Counselor (1980-2002)

Morales, Tab
Counselor (1987-2001)

Naugle, Elizabeth J.
Instructor in Nursing Education (1970-1993)

Noon, Rozanne
Instructor in History (1967-1987)

Pette, Diane

Pinto, Joseph
Chemistry Department Chair
Instructor in Chemistry (1981-2000)

Rieger, Evelyn
Instructor in Health Occupations Counselor (1967-2001)

Ringel, Kay
Instructor in Computer Application (1977-2002)

Roberts, Ann
Instructor in Reading (1986-2003)

Smith R. J.
Counselor/Athletic Director (1966-1993)

Tanabe, Sumi
Manager, Instruction (1973-2002)

Taylor, James R.
Instructor in English (1967-2001)

Taylor, Louis Jr.
Instructor in Psychology (1969-1987)

Thode, Thomas A.
Instructor in Physical Science (1964-1993)

Tiernan, Gregory S.
Instructor in English (1968-2001)

Xiques, Peter
Instructor in Drafting (1977-2002)

Zerboni, Carolyn
Instructor in English (1969-2003)
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