This publication is available in alternative media on request. Please contact the Disability Instructional Center in Room S2-201 or call (408)855-5085 or TTY (408)727-9243.

CHANGES IN RULES AND POLICIES
Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies change and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the West Valley-Mission Community College District, or by the Chancellor or designee of the institution.
CATALOG
2005-2006

3000 Mission College Blvd.
Santa Clara, CA 95054-1897
(408) 988-2200
http://www.missioncollege.org
COLLEGE CALENDAR

SUMMER SESSION 2005 (May 31, 2005 – August 18, 2005)
Instruction begins ............................................................................................................. May 31
Legal holiday, Independence Day ................................................................................... July 4
End of summer session ......................................................................................................... August 18

Instruction begins ............................................................................................................. August 29
Legal holiday, Labor Day ................................................................................................... September 5
Last day to register and add classes .................................................................................... September 10
Legal holiday, Veterans' Day .............................................................................................. November 11
Last day to drop semester-length classes with a "W" ............................................................. November 18
Thanksgiving Holiday ........................................................................................................ November 24-27
Fall semester final examinations ...................................................................................... December 12-17
Last day for Saturday classes ............................................................................................ December 17
Semester Break .............................................................................................................. December 22–January 3

Instruction begins ............................................................................................................. January 30
Last day to register and add classes ................................................................................... February 11
Legal holiday, President's Birthday ................................................................................... (to be determined)
Spring Break .................................................................................................................. March 27-April 1
Last day to drop semester-length classes with a "W" ............................................................. April 28
Last day for Saturday classes ............................................................................................. May 27
Spring semester final examinations ................................................................................... May 22-27
Commencement ............................................................................................................. May 26
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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.

General Mission College number is (408) 988-2200
Academic Senate Office 855-5413
Access Program 855-5192
Admissions 855-5000
Administrative Offices
  Office of Instruction 855-5180
  Student Services 855-5016
  Work Force and Economic Dev. 855-5218
  Technology 855-5235
  President’s Office 855-5123
  Community Education 855-5105
Allied Health 855-5375
Applied Science 855-5375
Articulation Office 855-5036
ASB Office 855-5400
Associate Faculty Center 855-5052
Athletic Director 855-5367
Audio Visual Services 855-5135
Bookstore 855-5080
Cafeteria 855-5117
Career Placement 855-5101
Career Resources Network (CalWorks) 855-5228
Career/Transfer Center 855-5114
Cashier 855-5602
Child Development Center 855-5173
Commercial Services 855-5335
Communications 855-5295
Community Education 855-5105
Computer Lab 855-5359
Cooperative Work Experience 855-5170
Corporate Training/Contract Education 855-5200
Counseling 855-5030
CATA 855-5291
Dean of Administrative Services:
  Worku Negash 855-5232
Dean of Workforce and Continuing Ed:
  Phil Pabich 855-5109
Dean of Technology:
  Mina Jahan 855-5238
Disability Instructional Support Center (DISC) 855-5085
Duplicating Center  855-5410
EOPS 855-5055
ESL 855-5295
Evening / Weekend Administration 855-5139
Fees/Refunds 855-5602
Financial Aid 855-5065
Fire Protection Technology 855-5375
Fitness Lab 855-5371
Grades by Telephone  741-8734
Health Services (Student) 855-5140
Hospitality Management 855-5246
Institute for International Studies (IIS) 855-5110
Learning Assistance & Tutoring Center (LATC) 855-5085
Library (LIB) Circulation
  Reference Desk 855-5151
Lost and Found 855-5435
Mathematics Department 855-5295
  Math Tutorial Lab 855-5334
Natural Sciences/ Engineering 855-5255
Parking Permits 855-5435
Police Office 855-5439
President’s Office 855-5123
Records Office 855-5022
Registration by Telephone (T-Reg)  741-8734
Social Sciences 855-5255
Staff Development Office 855-5411
Student Development 855-5197
Technologies 855-5335
Teleconference/Television 855-5132
Testing 855-5098
Transcripts 855-5024
Tutorial Center 855-5097
Veteran Services 855-5010
Vice President, Instruction:
  Harriett Robles 855-5182
Vice President, Student Services:
  Sam Bersola 855-5195
Vocational Nursing 855-5375
Message from Mission College President

I would like to thank you for your interest in attending Mission College. It will not take you very long to understand that the strength of our college is in the personal attention you will receive from our faculty, staff, administrators and yes, even from your fellow students. Our College is a vibrant learning community that is committed to your success. Our faculty members are creative, hardworking and will provide you the support you need to attain your educational goals.

Besides the wonderful people that work here, the passage of Measure H last November will provide funding for over $100 Million dollars of improvements to our campus facilities! We will be reconstructing the entire Main Building inside and out, constructing a new General Education Building and completely revamping our Hospitality Management Building. I ask for your patience during our remodeling, but assure you that you will be pleased with the results; more modern classrooms, labs, and offices!

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.

So I invite you to join the Mission College community and please stop by my office and let me know how you are doing!

Sincerely,

Frank Chong, Ed.D.
President
EQUAL OPPORTUNITY AND NONDISCRIMINATION 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 AL WALANG DISKRIMINASYON

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

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

IGUAL OPORTUNIDAD SIN DISCRIMINACION

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

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

Title IX Gender Equity
Chief Student Services Officer  
3000 Mission College Blvd.  
Santa Clara, CA 95054-1897

Title VI Civil Rights, Equal Opportunity  
Director of Human Resources and Employee Relations  
Human Resources  
West Valley-Mission College District  
14000 Fruitvale Ave.  
Saratoga, CA 95070-9698  
(408)741-2060

Section 504 Disabled  
Director of Human Resources and Employee Relations  
Human Resources  
West Valley-Mission College District  
14000 Fruitvale Ave.  
Saratoga, CA 95070-9698  
(408)741-2060

CHANGES IN RULES AND POLICIES

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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 objectives, 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:
   Materials of an OPTIONAL nature. These are materials that enhance a student’s learning experience in the classroom, but are not essential to completion of course objectives.

NO SMOKING POLICY

In accordance with the Statutes of the State of California (AB 846, Chapter 342), Mission College establishes a smoke-free campus. Effective July 1, 2005, smoking is prohibited in all campus areas with the exception of the college parking lots. All smoking materials must be extinguished and properly disposed of in ash urns distributed along the boundary of the parking lot and main campus. Please help us to notify others, including campus guests, of this new policy.

vii
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.

ACCREDITATION
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.

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

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

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

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

English as a Second Language

Mathematics

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

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

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

Technology
• Computer Information Systems
• Computer Information Technology
• Computer Networking Electronics
• Design Drafting
• General Business
• Manufacturing Technology
• Real Estate
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 a vocational/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.
MISSION COLLEGE 2005-2006

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. In occupational programs students may earn Associate degrees as well as certificates.

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 the 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 as well as the catalog of the institution to which they intend to apply.

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 interrelationships 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.

(Requirements subject to change and these changes may alter the information contained in this publication. Visit the Counseling Office for updated information.)
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 commenced.

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

A through E listed 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 053, 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.
2. Successful completion of the proficiency exam, or
3. 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 CNET 053, Math 000B, 000C, 000G 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001A</td>
<td>English Composition (I)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 053</td>
<td>Electronics Calculations</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 004</td>
<td>Small Group Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015</td>
<td>Career Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 020</td>
<td>Argumentation and Debate</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition (II)</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Clear Thinking In Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>ESL 125</td>
<td>Composition in ESL</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 135</td>
<td>Reading Comprehension &amp; Vocab.</td>
<td>3.0</td>
</tr>
<tr>
<td>FRNCH/SPAN 003, 004, 005, 006</td>
<td>Intermediate/Advanced Language</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 000B</td>
<td>Plane Geometry or adv. Math course</td>
<td>4.0</td>
</tr>
<tr>
<td>PHIL 002</td>
<td>Logic</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 009</td>
<td>Symbolic Logic</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 017</td>
<td>Logic and Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>READ 053</td>
<td>Speed and Critical Reading</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR</td>
<td>Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001L</td>
<td>Anthropology Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>ASTRO</td>
<td>Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>ASTRO 002</td>
<td>Astronomy Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BIOSC 001A</td>
<td>General Biology – Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B</td>
<td>General Biology – Oceans</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004</td>
<td>Microbiology</td>
<td>5.0</td>
</tr>
<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>
</tr>
<tr>
<td>BIOSC 009</td>
<td>Human Physiology</td>
<td>5.0</td>
</tr>
<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>
<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>Anatomy &amp; Physiology for Allied Health</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOG 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOG 030</td>
<td>Tropical Ecology</td>
<td>3.0</td>
</tr>
<tr>
<td>CNET 005</td>
<td>How It Has Changed Our World</td>
<td>3.0</td>
</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>
</tr>
<tr>
<td>CHEM 030A,B</td>
<td>Fundamentals of Chemistry</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGR 005</td>
<td>How Everyday Technology Works</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOG 01</td>
<td>Introduction to Physical Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>NS 015</td>
<td>Human Nutrition</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 010</td>
<td>Introduction to Physics</td>
<td>4.0</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>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 0045 and 045L</td>
<td>Technical Physics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 001B</td>
<td>Survey of Western Art II</td>
<td>3.0</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>
</tr>
<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 Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 011</td>
<td>(Also listed as GDES 011)</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 021A</td>
<td>Drawing</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033B</td>
<td>Basic Design: Three-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 034A</td>
<td>Computer-Aided Art</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 035A,B</td>
<td>Life Drawing</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 037A,B</td>
<td>Intro/Adv Computer Animation</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 039A</td>
<td>Survey of Printmaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 043A</td>
<td>Digital Character Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 045A</td>
<td>Animation</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 047A,B</td>
<td>Watercolor</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 048A</td>
<td>Airbrush Painting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 049A</td>
<td>Painting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 065A</td>
<td>Ceramics-Handbuilding</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 067A</td>
<td>Ceramics-Potter’s Wheel</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 075A,B</td>
<td>Metallurgysmithing</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 078A,B</td>
<td>Furniture Design and Construction</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 085A</td>
<td>Sculpture</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 088A</td>
<td>Metal Sculpture Casting</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ART 190A</td>
<td>Cultural Events</td>
<td>0.5/1.0</td>
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<tr>
<td>CHIN 005A,B</td>
<td>Basic Conversational Chinese</td>
<td>3.0 each</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 005A,B</td>
<td>Survey of English Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 006A,B</td>
<td>World Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 007A,B</td>
<td>American Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 012</td>
<td>African American Literature</td>
<td>3.0 each</td>
</tr>
<tr>
<td>ENGL 014</td>
<td>Native American Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ENGL 015 Introduction to Film Analysis 3.0
ENGL 018 Asian American Literature 3.0
ENGL 043 Classical Mythology 3.0
ENGL 044 The Bible as Literature 3.0
ENGL 045 Popular Fiction in America 3.0
ENGL 047 Introduction to Poetry 3.0
ENGL 048 Introduction to Shakespeare 3.0
ENGL 049 Modern Fiction 3.0
ENGL 070 Creative Writing 3.0
FRNCH 001,002 First/Second Semester French (Elem) 5.0 each
FRNCH 003,004 Third/Fourth Semester French (Int) 5.0 each
FRNCH 005,006 Fifth/Sixth Semester French (Adv) 5.0 each
FRNCH 001L,002L French Lab 0.5 each
FRNCH 050A,B Basic Conversational French 3.0 each
FRNCH 051A,B Intermediate Conversational French 3.0 each
FRNCH 058A Immersion French 3.0
FRNCH 062 Intro. to Culture of France 2.0
GDES 011 The History of Modern Design 3.0
GDES 013 Creative and Visual Communication (Also listed as ART 011) 3.0
HUMAN 001A,B Human Values in and from the Arts 3.0 each
HUMAN 007 International Films (Also listed as POLIT 007) 3.0
HUMAN 013 Creative and Visual Communication (Also listed as GDES 013) 3.0
HUMAN 015 Introduction to Film Analysis (Also listed as ENGL 015) 3.0
HUMAN 016A,016B Hispanic Roots and Culture 3.0 each
HUMAN 018 African American Culture/Humanities 3.0
HUMAN 020 Asian Roots and Culture 3.0
HUMAN 022 Introduction to Islam 3.0
ITAL 001 First Semester Italian (Elem Level) 5.0
ITAL 001L Italian Laboratory 0.5
ITAL 050A,B Beginning Conversational Italian 3.0 each
ITAL 051A,B Intermediate Conversational Italian 3.0 each
JPN 001,002 First/Second Semester Japanese (Elem) 5.0 each
JPN 003A,B Second Year Japanese Language 5.0 each
LATIN 001 Elementary Latin 3.0
MUSIC 001 Music History and Literature 3.0
MUSIC 002 Music History and Literature 3.0
MUSIC 005 Fundamentals of Music 4.0
MUSIC 005A Fundamentals of Music Lecture 3.0
MUSIC 010 Music Appreciation 3.0
MUSIC 015A,B,C,D Song Writing 3.0 each
MUSIC 016 History of Rock Music 3.0
MUSIC 017 Musics of the World 3.0
MUSIC 030A,B Beginning Piano 1.0 each
MUSIC 031A,B Intermediate Piano 1.0 each
MUSIC 032A,B Beginning Voice 1.0 each
MUSIC 033A,B Intermediate Voice 1.0 each
MUSIC 036A,B,C,D Beginning Guitar 1.0 each
MUSIC 041A,B,C,D Mixed Chorus 1.0 each
PE 003B Ballet - Beginning 1.0
PE 003C Ballet - Intermediate 1.0
PE 003F Dance: Hip Hop - Funk Styles 1.0
PE 003J Jazz Dance - Beginning 1.0
PE 003K Jazz Dance - Intermediate 1.0
PE 003L Modern Dance - Beginning 1.0
PE 003M Modern Dance - Intermediate 1.0
PE 003N Choreography for Modern and Jazz Dance 2.0
PE 003P Rehearsal and Performance in Dance 2.0
PE 003R Beginning Musical Theater Dance 1.0
PE 003S Beginning Social Dance 1.0
PE 003T Beg. Country Western Line Dance 1.0
PE 003U Beginning Tap Dance 1.0
PE 003V Social Dance: Intermediate 1.0
PE 003W Dance: Beginning Hip Hop 1.0
PE 003X Dance: Intermediate Hip Hop 1.0
PE 003Y Social Dance: Salsa/Latin 1.0
PE 003Z Social Dance: Swing 1.0
PE 040 Dance Appreciation 3.0
PHIL 001 Introduction to Philosophy 3.0
PHIL 002 Logic 3.0
PHIL 003 Introduction to Problems in Ethics 3.0
PHIL 004 Patterns in Comparative Religions 3.0
PHIL 005 Introduction to Social and Political Philosophy 3.0
PHIL 007 Introduction to Philosophy of Science 3.0
PHIL 008 Introduction to Asian Philosophy 3.0
PHIL 010 Introduction to the Philosophy of Art 3.0
PORTG 049A,B Portuguese for the Portuguese Speaking 3.0 each
PORTG 050A,B Basic Conversational Portuguese 3.0 each
PORTG 051A,B Intermediate Conversational Portuguese 3.0 each
RUSS 050A Beginning Conversational Russian and Culture 3.0
SPAN 001,002 First/Second Spanish (Elem) 5.0 each
SPAN 003,004 Third/Fourth Spanish (Int) 5.0 each
SPAN 005,006 Fifth/Sixth Spanish (Adv) 5.0 each
SPAN 001L,002L Spanish Lab 0.5 each
SPAN 049A,B Spanish for the Spanish Speaking 3.0 each
SPAN 050A,B Basic Conversational Spanish 3.0 each
SPAN 051A,B Intermediate Conversational Spanish 3.0 each
SPAN 058 Immersion Spanish 3.0
VIET 001,002 First/Second Vietnamese (Elem) 5.0
VIET 001L,002L Vietnamese Language & Culture for Fluent Speakers 3.0 each
VIET 050A,B Basic Conversational Vietnamese 3.0 each

Area D—Social &Behavioral Sciences – 6.0 units minimum
Series 1: American History and institutions: Demonstrate proficiency in American history or American government on a departmental examination OR complete three (3) semester units with a Credit or a grade of C or better in one of the following:
Course Course Title Units
HIST 017A United States History 3.0
HIST 017B United States History 3.0
HIST 020 History and Geography of California 3.0
HIST 017A United States History 3.0
HIST 017B United States History 3.0

Series 2: Social and Behavioral Sciences: Three (3) to six (6) semester units dealing with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:
Course Course Title Units
ANTHR 001 Introduction To Archeology 3.0
ANTHR 002 Cultural Anthropology 3.0
ANTHR 003 American Cultures through Travel and Experience: Native American Cultures of the Southwest (Also listed as SOC 039A) 3.0
ANTHR 004 Cultural Traditions in Health Care 3.0
ANTHR 005 Food Survey & Sampling 3.0
ANTHR 007 Native People of North America 3.0
ANTHR 008 Magic, Witchcraft, & Religion 3.0
ANTHR 009 Contemporary Education in a Changing Society 3.0
COMM 005 Mass Communication and Society 3.0
ECON 001A Principles of Macroeconomics 3.0
ECON 001B Principles of Microeconomics 3.0
GEOG 002 Introduction to Cultural Geography 3.0
GLOBL 001 Global Perspectives 3.0
GLOBL 002 Global Issues (Also listed as SOCSC 001) 3.0
GLOBL 003 Introduction to Peace Studies (Also listed as SOCSC 002) 3.0
GLOBL 004 The Developing World (Also listed as SOCSC 004) 3.0
GLOBL 005 Global Focus (Also listed as SOCSC 005) 3.0
HIST 003 Intro. to Asian American Experience: The Chinese 3.0
HIST 004A,B History of Western Civilization 3.0 each
HIST 006 The Middle East 3.0
HIST 017A,B United States History 3.0 each
HIST 018 Intro to Latin American History 3.0
HIST 020 History and Geography of California 3.0
HIST 030 History of Southeast Asia 3.0
HIST 031 History of East Asia 3.0
HIST 033 Women's Issues Past and Present 3.0
POLIT 001 American Government 3.0
POLIT 002 Comparative Government 3.0
POLIT 004 International Relations 3.0
POLIT 006 Politics of Race, Class and Gender 3.0
POLIT 007 International Film (Also listed as HUMAN 007) 3.0
POLIT 010 Introduction to Law and the Legal System 3.0
PSYCH 001 General Psychology 3.0
PSYCH 002A Experimental Psychophysiology 4.0
PSYCH 010 Social Psychology 3.0
PSYCH 007 Physiological Psychology 3.0
PSYCH 012 Human Growth and Development 3.0
PSYCH 025 Introduction to Abnormal Psychology 3.0
PSYCH 030 Psychology of Addiction and Substance Abuse 3.0
PSYCH 033 The Psychology of Personal Growth 3.0
SOC 001 Introduction to Sociology 3.0
SOC 002 Social Problems 3.0
SOC 021 Sociology of Minorities in the U.S. 3.0
SOC 022 Research Methods in Social Sciences 3.0
SOC 024 Social Aspects of Aging 3.0
SOC 028 American Culture Through Film and Experience: Native American Cultures of the Southwest (Also listed as ANTHR 039A) 3.0
SOC 039A American Cultures through Travel and Experience: Urban Cultures of San Francisco (Also listed as ANTHR 039B) 3.0
SOC 040 Marriage and Family 3.0
SOC 041 Family Issues 3.0
SOC 043 Sociology of Religion 3.0
SOC 045 Human Sexuality 3.0
SOC 046 Human Sexuality: A Global Perspective 3.0
SOC 047 Sociology of Criminology 3.0
SOCSC 001 Global Perspectives (Also listed as GLOBL 001) 3.0
SOCSC 002 Global Issues (Also listed as GLOBL 002) 3.0
SOCSC 003 Introduction to Peace Studies (Also listed as GLOBL 003) 3.0
SOCSC 004 The Developing World (Also listed as GLOBL 004) 3.0
SOCSC 005 Global Focus (Also listed as GLOBL 005) 3.0
SOCSC 032 Introduction to Community Service 3.0
SOCSC 033 Intermediate Community Service 3.0
SOCSC 034 Advanced Community Service 3.0
SOCSC 035 Internship in Community Service 3.0
SOCSC 061 Basics of Human Services 3.0

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 to acquire the skills necessary to adapt to change, gain self-understanding, and set achievable goals, and which include consideration of such matters as cognitive, affective and psychomotor development, health, stress management, and key relationships of humans to their social and physical environment.

**Course**

**Course Title**

**Units**

ACADEMIC PROGRAMS

MISSION COLLEGE 2005-2006

**Course**

**Course Title**

**Units**

COUNS 001 College Survival 2.0
COUNS 003 Strategies For Academic Excellence 2.0
COUNS 005 Strategies For Success 3.0
COUNS 012 Careers and Life Skills 3.0
COUNS 012A,B,C Careers and Life Styles 1.0 each
H ED 002 Health and Lifestyle 3.0
H ED 009 Health, Drug Abuse and Human Disease 2.0
LIB 006 Using the Internet for Research 1.0
LIB 010 Basic Information Competency 1.0
NS 015 Human Nutrition 3.0
PSYCH 012Q Human Growth and Development 3.0
PSYCH 025 Intro. to Abnormal Psychology 3.0
PSYCH 030 Psychology of Addiction and Substance Abuse 3.0
PSYCH 033 The Psychology of Personal Growth 3.0
PSYCH 040 Environmental Psychology 3.0
SOC 002 Social Problems 3.0
SOC 021 Sociology of Minorities in the U.S. 3.0
SOC 040 Marriage and Family 3.0
SOC 045 Human Sexuality 3.0
SOC 046 Human Sexuality: A Global Perspective 3.0
NOTE: Only one unit from the physical education area in Area E will be included as General Education.

PE 001A Adaptive Physical Education 1.0
PE 001F Adaptive Physical Education 1.0
PE 001M Adaptive Physical Education 1.0
PE 003A Social Dance: Club Dance 1.0
PE 003C Ballet: Intermediate 1.0
PE 003F Dance: Hip Hop - Funk Styles 1.0
PE 003J Jazz Dance - Beginning 1.0
PE 003K Jazz Dance - Intermediate 1.0
PE 003L Modern Dance - Beginning 1.0
PE 003M Modern Dance - Intermediate 1.0
PE 003N Choreography for Modern and Jazz Dance 2.0
PE 003O Intermediate Rehearsal and Performance in Dance 1.0
PE 003P Rehearsal and Performance in Dance 1.0
PE 003Q Social Dance: Intermediate Salsa/Latin 1.0
PE 003R Beginning Musical Theater Dance 1.0
PE 003S Beginning Social Dance 1.0
PE 003T Beg Country Western Line Dance 1.0
PE 003U Beginning Tap Dance 1.0
PE 003V Social Dance: Intermediate 1.0
PE 003W Dance: Beginning Hip Hop 1.0
PE 003X Dance: Intermediate Hip Hop 1.0
PE 003Y Social Dance: Salsa/Latin 1.0
PE 003Z Social Dance: Swing 1.0
PE 004A Yoga 1.0
PE 004B Fitness: Stretch and Flex 1.0
PE 004D Fitness: Fire Agility Training 2.0
PE 004E Physical Fitness: Aerobics 2.0
PE 004G Step Aerobics 1.0
PE 004H Fitness: Emphasis-Aerobic Dance 1.0
PE 004I Fitness: Competitive Athlete 1.0
PE 004K Fitness: Cardio Cross Training 1.0
PE 004L Fitness: Aerobics 1.0
PE 004P Fitness: Cardio Blast 1.0
PE 004Q Fitness: Stretch and Strengthen 1.0
PE 004T Physical Fitness-Coeducational 1.0
PE 004U Weight Training-Coeducational 1.0
PE 004V Laboratory Exercise in Exercise Physiology 1.0
PE 004W Laboratory Exercise in Exercise Physiology 0.5 to 2.0
PE 004Y Fitness: Ultimate (Frisbee) 1.0
PE 004X Stress Testing 1.0
PE 005H Self Defense 1.0
PE 005J Karate: Beginning 1.0
PE 005K Tai Chi: Beginning 1.0
PE 007E Bowling: Beginning 1.0
PE 007J Golf - Beginning 1.0
PE 007K Golf - Intermediate 1.0
PE 007T Tennis - Beginning 1.0
PE 007U Tennis - Advanced Beginner 1.0
PE 007V Tennis - Intermediate 1.0
PE 007W Tournament Tennis 1.0

6
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>24</td>
</tr>
<tr>
<td>Business (Transfer)</td>
<td>31</td>
</tr>
<tr>
<td>Global Studies</td>
<td>90</td>
</tr>
<tr>
<td>General Studies</td>
<td>102</td>
</tr>
<tr>
<td>Mathematics</td>
<td>113</td>
</tr>
<tr>
<td>Music*</td>
<td>117</td>
</tr>
<tr>
<td>Psychology*</td>
<td>133</td>
</tr>
<tr>
<td>Social Science</td>
<td>140</td>
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</tbody>
</table>

Associate in Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>17</td>
</tr>
<tr>
<td>Biological Science</td>
<td>29</td>
</tr>
<tr>
<td>Business</td>
<td>31</td>
</tr>
<tr>
<td>Community Health Worker</td>
<td>40</td>
</tr>
<tr>
<td>Community Health Worker for the Develop. Disabled</td>
<td>41</td>
</tr>
<tr>
<td>Computer Electronics Technology</td>
<td>61</td>
</tr>
<tr>
<td>Computer Networking Technology*</td>
<td>61</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>49</td>
</tr>
<tr>
<td>Design Drafting - Options in: Electronic</td>
<td>66</td>
</tr>
<tr>
<td>Mechanical</td>
<td>66</td>
</tr>
<tr>
<td>Electro/Mechanical</td>
<td>66</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>56</td>
</tr>
<tr>
<td>Engineering</td>
<td>70</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>79</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>80</td>
</tr>
<tr>
<td>Global Marketing Management &amp; Business</td>
<td>111</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>91</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>93</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>99</td>
</tr>
<tr>
<td>Management &amp; Supervision</td>
<td>106</td>
</tr>
<tr>
<td>Marketing</td>
<td>110</td>
</tr>
<tr>
<td>Office Administration</td>
<td>43</td>
</tr>
<tr>
<td>Office Information Systems</td>
<td>43</td>
</tr>
<tr>
<td>Physical Science</td>
<td>28, 35, 129</td>
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<tr>
<td>Psychiatric Technician</td>
<td>131</td>
</tr>
<tr>
<td>Real Estate</td>
<td>136</td>
</tr>
<tr>
<td>Semiconductor Manufacturing Technician</td>
<td>108</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>144</td>
</tr>
</tbody>
</table>

* 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 higher 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 themselves 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 each individual discipline. Please note that a certificate is awarded only upon completion of all courses with a grade of “C” or better.

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>Accounting</td>
<td>17</td>
</tr>
<tr>
<td>Allied Health - Community Health Worker</td>
<td>40</td>
</tr>
<tr>
<td>Allied Health - Comm Health Worker for the</td>
<td></td>
</tr>
<tr>
<td>Developmentally Disabled</td>
<td>41</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>36</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 - Instruction Aide in the Elem School</td>
<td>37</td>
</tr>
<tr>
<td>Child Development - Master Teacher</td>
<td>36</td>
</tr>
<tr>
<td>Child Development - Site Supervisor</td>
<td>37</td>
</tr>
<tr>
<td>Child Development - Teacher</td>
<td>36</td>
</tr>
<tr>
<td>CNET - Computer 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>Computer Information Systems</td>
<td></td>
</tr>
<tr>
<td>Comp - Cisco Certified Network Administration (CCNA)</td>
<td>56</td>
</tr>
<tr>
<td>Comp - Cisco Certified Network Professional (CCNP)</td>
<td>56</td>
</tr>
<tr>
<td>Comp - Certified Network Engineer (CNE)</td>
<td>56</td>
</tr>
<tr>
<td>Comp - Microsoft Certified Systems Engineer</td>
<td>56</td>
</tr>
<tr>
<td>Comp - Microsoft Certified Database Admin (MCDBA)</td>
<td>56</td>
</tr>
<tr>
<td>Comp - 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>93</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>79</td>
</tr>
<tr>
<td>Food Services Restaurant Management</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>
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<tr>
<td>Multimedia</td>
<td>94</td>
</tr>
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<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>Communicator Manufacturing Technician</td>
<td>105</td>
</tr>
<tr>
<td>Technical Communication</td>
<td>71</td>
</tr>
<tr>
<td>Web Graphic Design</td>
<td>94</td>
</tr>
<tr>
<td>Webmaster</td>
<td>94</td>
</tr>
</tbody>
</table>

* Pending State Approval

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 but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.)

Transfer Applicant - A transfer applicant is a student who has completed high school 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 from the web at www.ucop.edu/pathways.

**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 not enroll in 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 courses 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 2005-2006,” on the web at www.ucop.edu/pathways.

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

(Requirements subject to change and these changes may alter the information contained in this publication. Visit the Counseling Office for updated information.)

**Area 1 - English Communication**

(2-3 courses - 6-9 units total required)

**Group A: English Composition**

<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>
</tbody>
</table>

**Group B: Critical Thinking**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001C</td>
<td>Clear Thinking in Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 003</td>
<td>Introduction to Problems in Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 017</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 (only 4 units transfer to UC)</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 - Art 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”.

**Arts**

<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>
</tr>
<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>
</tr>
</tbody>
</table>

**Humanities**

<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>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 014</td>
<td>Native American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 015</td>
<td>Introduction to Film Analysis</td>
<td>3.0</td>
</tr>
<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>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 047</td>
<td>Introduction to Poetry</td>
<td>3.0</td>
</tr>
<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>FRNCH 002</td>
<td>Second Semester French (Elem)</td>
<td>5.0</td>
</tr>
<tr>
<td>FRNCH 003,004</td>
<td>Third/Fourth Semester French (Inter)</td>
<td>5.0 each</td>
</tr>
<tr>
<td>FRNCH 005,006</td>
<td>Fifth/Sixth Semester French (Adv)</td>
<td>5.0 each</td>
</tr>
<tr>
<td>HIST 003</td>
<td>Intro to Asian American Experience: The Chinese</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 004AB</td>
<td>History of Western Civilization</td>
<td>3.0 each</td>
</tr>
<tr>
<td>HIST 006</td>
<td>The Middle East</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 001AB</td>
<td>Human Values in and from the Arts</td>
<td>3.0 each</td>
</tr>
<tr>
<td>HUMAN 007</td>
<td>International Films</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 015</td>
<td>Introduction to Film Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
<td>3.0</td>
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<tr>
<td>HUMAN 018</td>
<td>African-American Cultural Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 020</td>
<td>Asian Roots and Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>HUMAN 022</td>
<td>Introduction to Islam</td>
<td>3.0</td>
</tr>
<tr>
<td>IJNS 002</td>
<td>Second Semester Japanese (Elem)</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 001</td>
<td>Introduction to Social and Political</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 004</td>
<td>Patterns in Comparative Religions</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

(Area 1 - English Communication continued)

**Group C: Oral Communication**

<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.)*

9
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.
Course | Course Title | Units
ANTHR 002 | Introduction to Archaeology | 3.0
ANTHR 003 | Cultural Anthropology | 3.0
ANTHR 051 | Culture and Food | 3.0
ANTHR 055 | Magic, Witchcraft, & Religion | 3.0
ANTHR 057 | Native People of North America | 3.0
COMM 025 | Mass Communication and Society | 3.0
ECON 001A | Principles of Macroeconomics | 3.0
ECON 001B | Principles of Microeconomics | 3.0
GEOG 002 | Introduction to Cultural Geography | 3.0
GLOBL 001 | Global Perspectives | 3.0
(Also listed as SOCSC 001) **3.0**
GLOBL 002 | Global Issues | 3.0
(Also listed as SOCSC 002) **3.0**
GLOBL 003 | Introduction to Peace Studies | 3.0
GLOBL 004 | The Developing World | 3.0
HIST 004A,B | Western Civilization | 3.0 each
HIST 017AB | United States History | 3.0 each
HIST 018 | Introduction to Latin American Hist | 3.0
HIST 020 | History and Geography of California | 3.0
HIST 030 | History of Southeast Asia | 3.0
HIST 031 | History East Asia | 3.0
HIST 033 | Women's Issues Past & Present | 3.0
HUMAN 016A | Hispanic Roots and Culture | 3.0
PHIL 005 | Introduction to Social and Political Philosophy | 3.0
POLIT 001 | American Government | 3.0
POLIT 002 | Comparative Government | 3.0
POLIT 004 | International Relations | 3.0
POLIT 006 | The Politics of Race, Class, and Gender | 3.0
POLIT 010 | Introduction to Law and the Legal System | 3.0
PSYCH 001 | General Psychology | 3.0
PSYCH 002A | Experimental Psychophysiology | 4.0
PSYCH 007 | Physiological Psychology | 3.0
PSYCH 012 | Human Growth and Development | 3.0
PSYCH 025 | Introduction to Abnormal Psychology | 3.0
SOC 001 | Introduction to Sociology | 3.0
SOC 002 | Social Problems | 3.0
SOC 021 | Sociology of Minorities in the U.S. | 3.0
SOC 024 | Social Aspects of Aging | 3.0
SOC 035 | American Culture through Film | 3.0
SOC 043 | Sociology of Religion | 3.0
SOC 045 | Sociology of Human Sexuality | 3.0
SOC 046 | Marriage Customs and Sexual Behavior/A Global Perspective | 3.0
SOC 047 | Sociology of Criminology | 3.0
SOCSC 001 | Global Perspectives | 3.0
(Also listed as GLOBL 001) **3.0**
SOCSC 002 | Global Issues | 3.0
(Also listed as GLOBL 002) **3.0**
SOCSC 003 | Introduction to Peace Studies | 3.0
(Also listed as GLOBL 003) **3.0**
SOCSC 004 | The Developing World | 3.0
(Also listed as GLOBL 004) **3.0**
SOCSC 006 | The Global Economy | 3.0
(Also listed as GLOBL 006) **3.0**

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.)

### Biological Sciences
Course | Course Title | Units
ANTHR 001 | Physical Anthropology | 3.0
ANTHR 001L | Physical Anthropology Lab | 1.0
BIOC 001A | General Biology | 5.0
BIOC 001B | General Biology | 5.0
BIOC 004 | Microbiology | 5.0
BIOC 005 | Anatomy and Physiology | 5.0
BIOC 008 | Exploring Biology | 3.0
BIOC 010* | Introduction to Biology | 4.0
BIOC 015 | Human Heredity and Disease | 3.0
BIOC 016 | Marine Biology | 3.0
BIOC 025 | Environmental Biology | 3.0

### Physical Sciences
Course | Course Title | Units
ASTRO 001 | Astronomy | 3.0
ASTRO 002 | Astronomy Lab | 1.0
CHEM 001AB* | General Chemistry | 5.0 each
CHEM 002* | Introductory Chemistry | 4.0
CHEM 005 | Quantitative Analysis | 4.0
CHEM 030AB* | Fundamentals of Chemistry | 3.0 each
ENGR 003 | Science at Work | 4.0
GEOG 001 | Introduction to Physical Geography | 3.0
PHYS 002AB | Engineering Physics - Mechanics | 5.0
PHYS 004AB* | Engineering Physics - Electricity and Magnetism | 5.0
PHYS 004C* | Engineering Physics - Light and Heat | 5.0
PHYS 010* | Introduction to Physics | 4.0

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

### Foreign Language (UC Requirement Only)
Proficiency equivalent to two years of high school study in the same language with a grade of "C" or better or completion of one of the following (Student must present documentation to show proficiency for 2, 3, and 4):
1. FRNCH 001, JPN 001, SPAN 001 or VIET 001 or higher
2. A score of 3 or higher on the Foreign Language Advanced Placement Exam
3. Minimum score of 550 on the appropriate CEEB Foreign Language Proficiency Achievement Test
4. Satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth grade level of higher in an institution where language of instruction is not English.

### U.S. History, Constitution and American Ideals (UC Requirement Only)
Complete one of the following combinations:
HIST 017A and POLIT 001 OR HIST 017B and POLIT 001
(This will not count as part of the IGETC for CSU but should be completed prior to transfer.)
CALIFORNIA STATE UNIVERSITY

Astronomy Lab 1.0

Engineering

General

Astronomy

Quantitative

Introduction

Technical Physics 4.0

General

Introductory

CALIFORNIA STATE UNIVERSITY TRANSFER STUDENTS

GENERAL EDUCATION RECOMMENDATIONS FOR

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 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.

**Physical Sciences**

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 001</td>
<td>Astronomy</td>
<td>3.0</td>
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<tr>
<td>ASTR 002</td>
<td>Astronomy Lab</td>
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<tr>
<td>CHEM 001A, B</td>
<td>General Chemistry</td>
<td>5.0 each</td>
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<td>CHEM 003</td>
<td>Introductory Chemistry</td>
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<tr>
<td>CHEM 008</td>
<td>Quantitative Analysis</td>
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<tr>
<td>CHEM 030A, B</td>
<td>Fundamentals of Chemistry</td>
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<td>ENGR 003</td>
<td>Science at Work: Technology in the Modern World</td>
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<td>GEOG 001</td>
<td>Introduction to Physical Geography</td>
<td>3.0</td>
</tr>
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<td>PHYS 002A, B</td>
<td>General Physics</td>
<td>5.0 each</td>
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<tr>
<td>PHYS 004A, E, C</td>
<td>Engineering Physics</td>
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<tr>
<td>PHYS 004D</td>
<td>Atomic Physics</td>
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<td>PHYS 010 and (M5L)</td>
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<td>Introduction to Physics</td>
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**Biological Sciences**

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<td>ANTHR 001</td>
<td>Physical Anthropology</td>
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<tr>
<td>ANTHR 001A</td>
<td>Physical Anthropology Lab</td>
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<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>
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<td>BIOSC 007</td>
<td>Field Methods for Natural Study</td>
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<td>Exploring Biology</td>
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<td>BIOSC 009</td>
<td>Human Physiology</td>
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<td>Introduction to Biology</td>
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<td>BIOSC 015</td>
<td>Human Heredity and Disease</td>
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<td>Marine Biology</td>
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<td>BIOSC 022</td>
<td>Anatomy &amp; Physiology for Allied Health Workers</td>
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<td>BIOSC 025</td>
<td>Environmental Biology</td>
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<td>BIOSC 030</td>
<td>Rainforest Ecology</td>
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2. Mathematics

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<td>MATH 000D</td>
<td>Trigonometry</td>
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<tr>
<td>MATH 009G</td>
<td>Math for the Liberal Arts Student</td>
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<tr>
<td>MATH 001</td>
<td>Pre-Calculus Algebra</td>
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<tr>
<td>MATH 002</td>
<td>Pre-Calculus Algebra and Trig.</td>
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<tr>
<td>MATH 003A, B</td>
<td>Analytic Geometry and Calculus</td>
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<td>MATH 004A</td>
<td>Intermediate Calculus</td>
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</tr>
<tr>
<td>MATH 004B</td>
<td>Differential Equations</td>
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<td>MATH 004C</td>
<td>Linear Algebra</td>
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<td>MATH 008</td>
<td>Finite Mathematics</td>
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<tr>
<td>MATH 010</td>
<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>
<thead>
<tr>
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<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>
<td>ART 001C</td>
<td>Survey of Non-Western Art</td>
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<tr>
<td>ART 001D</td>
<td>Art of the 20th Century</td>
<td>3.0</td>
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<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>3.0</td>
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<tr>
<td>ART 007*</td>
<td>Survey of Asian Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 010</td>
<td>Art of the United States</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 011</td>
<td>History of Modern Design</td>
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</tr>
<tr>
<td>ART 031A</td>
<td>(Also listed as GDES 011)</td>
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<tr>
<td>ART 031A</td>
<td>Drawing</td>
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<td>ART 033A</td>
<td>Basic Design; Two-Dimensional</td>
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<tr>
<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>GDES 011</td>
<td>History of Modern Design</td>
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<tr>
<td>MUSIC 001</td>
<td>Music History and Literature</td>
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<tr>
<td>MUSIC 002</td>
<td>Music History and Literature</td>
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<tr>
<td>MUSIC 005</td>
<td>Fundamentals of Music</td>
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<tr>
<td>MUSIC 005A</td>
<td>Fundamentals of Music Lecture</td>
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<tr>
<td>MUSIC 010</td>
<td>History of Rock Music</td>
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<tr>
<td>MUSIC 016</td>
<td>Musics of the World</td>
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<tr>
<td>MUSIC 017*</td>
<td>Dance Appreciation</td>
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<tr>
<td>PE 040</td>
<td>Dance Appreciation</td>
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### ACADEMIC PROGRAMS

#### MISSION COLLEGE 2005-2006

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<tr>
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<tr>
<td>ENGL 005A,B</td>
<td>Survey of English Literature</td>
<td>3.0 each</td>
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<td>ENGL 006A,B</td>
<td>World Literature</td>
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<td>ENGL 007A,B</td>
<td>American Literature</td>
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<td>ENGL 012</td>
<td>African American Literature</td>
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<td>ENGL 014</td>
<td>Native American Literature</td>
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<td>Introduction to Film Analysis</td>
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<td>Asian American Literature</td>
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<td>Classical Mythology</td>
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<td>The Bible as Literature</td>
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<td>ENGL 070</td>
<td>Creative Writing</td>
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<td>FRNCH 001L,002L</td>
<td>First/Second Semester French (Elem)</td>
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<td>FRNCH 003,004</td>
<td>Third/Fourth Semester French (Inter)</td>
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<td>Fifth/Sixth Semester French (Adv)</td>
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<td>French Lab</td>
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<td>FRNCH 050A,B</td>
<td>Basic Conversational French</td>
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<td>FRNCH 051A,B</td>
<td>Intermediate Conversational French</td>
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<tr>
<td>HUMAN 001A,B</td>
<td>Human Values in and from the Arts</td>
<td>3.0 each</td>
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<td>HUMAN 007</td>
<td>Film &amp; the InternationalCommunity</td>
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<td>HUMAN 015</td>
<td>Introduction to Film Analysis</td>
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<td>HUMAN 016A</td>
<td>Hispanic Roots and Culture</td>
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<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>Japanese (Elem)</td>
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<tr>
<td>JPNS 050A,B</td>
<td>Beginning Conversational Japanese</td>
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<td>PHI 001</td>
<td>Introduction to Philosophy</td>
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<td>PHI 004</td>
<td>Patterns in Comparative Religions</td>
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<td>Introduction to Social and Political Philosophy</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>PORTG 049A,B</td>
<td>Portuguese for the Portuguese Speaking</td>
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<td>Intermediate Conversational Portuguese</td>
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<td>SPAN 001L,002L</td>
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<td>Spanish for the Spanish Speaking</td>
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<td>3.0 each</td>
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<td>Intermediate Conversational Spanish</td>
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<td>VIET 001</td>
<td>First Semester Vietnamese (Elem)</td>
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<td>Second Semester Vietnamese (Elem)</td>
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<td>Vietnamese Lab</td>
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<tr>
<td>VIET 049A,B</td>
<td>Vietnamese Language &amp; Culture for Fluent Speakers</td>
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<td>VIET 050A,B</td>
<td>Basic Conversational Vietnamese</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

<table>
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<tr>
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<tr>
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<td>US History</td>
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<td>POLIT 001</td>
<td>American Government, and</td>
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<td>HIST 017B</td>
<td>US History</td>
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<td>POLIT 001</td>
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#### Section 2

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<tr>
<td>ANTHR 003</td>
<td>Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039A</td>
<td>Native Amer. Cultures of the Southwest</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 039B</td>
<td>Urban Cultures of San Francisco</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 048*</td>
<td>Cultural Traditions in Health Care</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 051</td>
<td>Culture &amp; Food: A Multi-cultural</td>
<td>Food Survey &amp; Sampling</td>
</tr>
<tr>
<td>ANTHR 055</td>
<td>Magic, Witchcraft and Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 057</td>
<td>Native Peoples of North America</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### D2: ECONOMICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 006</td>
<td>The Global Economy</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### D3: ETHNIC STUDIES

#### D4: GENDER STUDIES

#### D5: GEOGRAPHY

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG 002</td>
<td>Intro. to Cultural Geography</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### D6: HISTORY

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 001A,B</td>
<td>Intro to Asian American Experience: The Chinese</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 004A,B</td>
<td>History of Western Civilization</td>
<td>3.0 each</td>
</tr>
<tr>
<td>HIST 006</td>
<td>The Middle East</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 017A,17B</td>
<td>United States History</td>
<td>3.0 each</td>
</tr>
<tr>
<td>HIST 018</td>
<td>Intro to Latin American History</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 020</td>
<td>History and Geography of California</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 030</td>
<td>History of Southeast Asia</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 031</td>
<td>History of East Asia</td>
<td>3.0</td>
</tr>
<tr>
<td>HIST 033</td>
<td>Women’s Issues Past and Present</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### D7: INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 025</td>
<td>Mass Communication and Society</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 001</td>
<td>Global Perspectives</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 002</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 003</td>
<td>Introduction to Peace Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 004</td>
<td>The Developing World</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL 005</td>
<td>Global Focus</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 001</td>
<td>Global Perspectives</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 002</td>
<td>Global Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 003</td>
<td>Introduction to Peace Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 004</td>
<td>The Developing World</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCSC 005</td>
<td>Global Focus</td>
<td>3.0</td>
</tr>
</tbody>
</table>
**D8: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>Comparative Government</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 006</td>
<td>Politics of Race, Class and Gender</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 007</td>
<td>Film &amp; the International Community (Also listed as HUMAN 007) (May only be counted in Area C)</td>
<td>3.0</td>
</tr>
<tr>
<td>POLIT 010</td>
<td>Intro to Law and the Legal System</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**D9: PSYCHOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 002A</td>
<td>Experimental Psychology</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYCH 007</td>
<td>Physiological Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 025</td>
<td>Intro to Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 030</td>
<td>Psychology of Addiction and Substance Abuse</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 033</td>
<td>The Psychology of Personal Growth</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 040</td>
<td>Environmental Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 055</td>
<td>Psychology of Death and Dying</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**D10: SOCIOLOGY AND CRIMINOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 021</td>
<td>Sociology of Minorities in the U.S.</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 024</td>
<td>Social Aspects of Aging</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 032</td>
<td>Introduction to Community Service</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 038</td>
<td>American Culture through Film</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 039A</td>
<td>Native Amer. Cultures of the Southwest (Also listed as ANTH 039A)</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 039B</td>
<td>Urban Cultures of San Francisco (Also listed as ANTH 039B)</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 041</td>
<td>Family Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 043</td>
<td>Sociology of Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Human Sexuality: A Global Perspective</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 047</td>
<td>Sociology of Criminology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>COMH 010</td>
<td>Community Health Problems</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Intro to Intercultural Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>COUN 005</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 012</td>
<td>Careers and Life Styles</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS 012A,B,C</td>
<td>Careers and Life Styles 1.0 each</td>
<td>1.0</td>
</tr>
<tr>
<td>H ED 002</td>
<td>Health and Lifestyle</td>
<td>3.0</td>
</tr>
<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>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH 055</td>
<td>Psychology of Death and Dying</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 046</td>
<td>Human Sexuality: Global Perspective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**NOTE:** 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 001A</td>
<td>Adaptive Physical Education</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 001F</td>
<td>Adaptive PE: Rhythmic Aerobics 0.5 - 1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 003Y</td>
<td>Social Dance: Latin/Salsa</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 003Z</td>
<td>Social Dance: Swing</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004A</td>
<td>Yoga</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004B</td>
<td>Fitness: Stretch &amp; Flex</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004D</td>
<td>Fitness: Fire Agility Training</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004E</td>
<td>Physical Fitness: Aerobics</td>
<td>2.0</td>
</tr>
<tr>
<td>PE 004G</td>
<td>Step Aerobics</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004H</td>
<td>Fitness, Emphasis: Aerobic Dance</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004J</td>
<td>Fitness: Competitive Athletics</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004K</td>
<td>Fitness: Cardio Cross Training</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004L</td>
<td>Fitness: Aerobics</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004P</td>
<td>Fitness: Cardioblast</td>
<td>1.0</td>
</tr>
<tr>
<td>PE 004Q</td>
<td>Fitness: Stretch &amp; Strengthen</td>
<td>1.0</td>
</tr>
</tbody>
</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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 038A</td>
<td>Word Processing Internship</td>
</tr>
<tr>
<td>PE 003B</td>
<td>Ballet - Beginning</td>
</tr>
<tr>
<td>PE 003C</td>
<td>Ballet - Intermediate</td>
</tr>
<tr>
<td>PE 003J</td>
<td>Jazz Dance - Beginning</td>
</tr>
<tr>
<td>PE 003K</td>
<td>Jazz Dance - Intermediate</td>
</tr>
<tr>
<td>PE 003L</td>
<td>Modern Dance - Beginning</td>
</tr>
<tr>
<td>PE 003M</td>
<td>Modern Dance - Intermediate</td>
</tr>
<tr>
<td>PE 006DE</td>
<td>Laboratory Experience In Exercise Physiology Assessment &amp; Evaluation</td>
</tr>
<tr>
<td>PE 007E</td>
<td>Bowling - Beginning</td>
</tr>
<tr>
<td>PE 007K</td>
<td>Golf - Intermediate</td>
</tr>
<tr>
<td>PE 007S</td>
<td>Tennis - Beginning</td>
</tr>
<tr>
<td>PE 007T</td>
<td>Tennis - Advanced Beginning</td>
</tr>
<tr>
<td>PE 007U</td>
<td>Tennis - Intermediate</td>
</tr>
<tr>
<td>PE 007V</td>
<td>Tennis - Advanced</td>
</tr>
<tr>
<td>PE 007W</td>
<td>Tennis - Tournament Tennis</td>
</tr>
<tr>
<td>PE 008H</td>
<td>Soccer - Beginning</td>
</tr>
<tr>
<td>PE 008I</td>
<td>Soccer - Advanced - Men</td>
</tr>
<tr>
<td>PE 008K</td>
<td>Softball - Beginning</td>
</tr>
<tr>
<td>PE 008L</td>
<td>Softball - Intermediate</td>
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</tbody>
</table>

The following courses have a maximum combined limit of 6 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ART 190AB</td>
<td>Cultural Events</td>
</tr>
<tr>
<td>COUNS 040AB</td>
<td>Leadership Training</td>
</tr>
<tr>
<td>PE 004V</td>
<td>Laboratory Experience in Exercise Physiology Assessment and Evaluation</td>
</tr>
<tr>
<td>PE 004W</td>
<td>Laboratory Experience in Exercise Physiology Assessment and Evaluation</td>
</tr>
</tbody>
</table>

The following courses have a maximum combined limit of 12 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRKEX 301G</td>
<td>General Work Experience</td>
</tr>
<tr>
<td>WRKEX 302G</td>
<td>General Work Experience</td>
</tr>
<tr>
<td>WRKEX 303G</td>
<td>General Work Experience</td>
</tr>
</tbody>
</table>

The following courses have a maximum combined limit of 16 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRKEX 301</td>
<td>Occupational Work Experience</td>
</tr>
<tr>
<td>WRKEX 302</td>
<td>Occupational Work Experience</td>
</tr>
<tr>
<td>WRKEX 303</td>
<td>Occupational Work Experience</td>
</tr>
<tr>
<td>WRKEX 304</td>
<td>Occupational Work Experience</td>
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</table>

The following courses have a maximum combined limit of 3 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 940ABCDEF</td>
<td>English Lab</td>
</tr>
<tr>
<td>ESL 901, 902, 903, 904, 905, 906</td>
<td>ESL Skills Development Lab</td>
</tr>
<tr>
<td>READ 975, 976, 977, 978</td>
<td>Reading Skills</td>
</tr>
</tbody>
</table>
## Mission College Course Number & Name

<table>
<thead>
<tr>
<th>CAN Number</th>
<th>Mission College Course Number &amp; Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN HIST 2</td>
<td>HIST 4A, History of Western Civilization</td>
</tr>
<tr>
<td>CAN HIST 4</td>
<td>HIST 4B, History of Western Civilization</td>
</tr>
<tr>
<td>CAN HIST 8</td>
<td>HIST 17A, United States History</td>
</tr>
<tr>
<td>CAN HIST 10</td>
<td>HIST 17B, United States History</td>
</tr>
<tr>
<td>CAN HIST SEQ A</td>
<td>HIST 4A+4B</td>
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<tr>
<td>CAN HIST SEQ B</td>
<td>HIST 17A+17B</td>
</tr>
<tr>
<td>CAN HIST SEQ C</td>
<td>HIST 4A+HIST 4B</td>
</tr>
</tbody>
</table>

#### 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 ENGL 2) 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.

### Course Descriptions

- CAN ANTH 4 ANTHR 3, Cultural Anthropology
- CAN ART 2 ART 1A, Survey of Western Art 1
- CAN ART 4 ART 1B, Survey of Western Art 2
- CAN ART 6 ART 65A, Ceramics - Hand building
- CAN ART 8 ART 31A, Drawing
- CAN ART 10 ART 49A, Painting
- CAN ART 12 ART 85A, Sculpture
- CAN ART 14 ART 33A, Basic Design: Two-Dimensional
- CAN ART 20 ART 41A
- CAN ART SEQ A ART 1A+1B

- CAN BUS 2 ACCTG 1A, Principles of Accounting
- CAN BUS 4 ACCTG 1B, Principles of Accounting
- CAN BUS 6 BUS 21, Introduction to Business Computing
- CAN BUS SEQ A ACCTG 1A+1B

- CAN CHEM 2 CHEM 1A, General Chemistry
- CAN CHEM 4 CHEM 1B, General Chemistry
- CAN CHEM 8 CHEM 30A, Fundamentals of Chemistry
- CAN CHEM 8 CHEM 30B, Fundamentals of Chemistry
- CAN CHEM SEQ A CHEM 1A+1B
- CAN CHEM SEQ B CHEM 30A+30B

- CAN CSCI 2 CIS 21, Intro to Prgming for Sci& Engineers

- CAN ECON 2 ECON 1A, Principles of Macroeconomics
- CAN ECON 4 ECON 1B, Principles of Macroeconomics

- CAN ENGL 2 ENGL 1A, English Composition 1
- CAN ENGL 4 ENGL 1B, English Composition 2
- CAN ENGL 6 ENGL 70, Creative Writing
- CAN ENGL 8 ENGL 5A, Survey of English Literature
- CAN ENGL 10 ENGL 5B, Survey of English Literature
- CAN ENGL 14 ENGL 7A, American Literature
- CAN ENGL 16 ENGL 7B, American Literature
- CAN ENGL 18 ENGL 49, Modern Fiction
- CAN ENGL 20 ENGL 47, Introduction to Poetry
- CAN ENGL SEQ A ENGL 1A+1B
- CAN ENGL SEQ B ENGL 5A+5B
- CAN ENGL SEQ C ENGL 7A+7B

- CAN ENGR 4 ENGR 26, Engineering Materials
- CAN ENGR 6 ENGR 24+24L, Circuit Analysis + Laboratory
- CAN ENGR 8 ENGR 23, Mechanics - Statics
- CAN ENGR 12 ENGR 24, Introduction to Circuit Analysis

- CAN FCS 2 NS 15, Human Nutrition

- CAN GEOG 2 GEOG 1, Introduction to Physical Geography
- CAN GEOG 4 GEOG 2, Introduction to Cultural Geography

- CAN GOVT 2 POLIT 1, American Government

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**Description of Courses & Programs**

- CAN MATH 2 MATH G, Math. for Liberal Arts Students
- CAN MATH 4 MATH 14, Math. for Elem School Teachers
- CAN MATH 8 MATH D, Trigonometry
- CAN MATH 12 MATH 8, Finite Mathematics
- CAN MATH 16 MATH 2, Pre-Calculus Algebra and Trig
- CAN MATH 18 MATH 3A, Analytic Geometry and Calculus
- CAN MATH 20 MATH 3B, Analytic Geometry and Calculus
- CAN MATH 22 MATH 4A, Intermediate Calculus
- CAN MATH 24 MATH 4B, Differential Equations
- CAN MATH 26 MATH 4C, Linear Algebra
- CAN MATH SEQ B MATH 3A+3B
- CAN MATH SEQ C MATH 3A+3B+4A

- CAN MATH SEQ A MATH 3A+3B
- CAN MATH SEQ B MATH 3A+3B+4A

- CAN PHYS 2 PHYS 1A, General Physics
- CAN PHYS 4 PHYS 2A, General Physics
- CAN PHYS 8 PHYS 4A, Engineering Physics - Mechanics
- CAN PHYS SEQ A PHYS 2A+2B

- CAN PSY 2 PSYCH 1, General Psychology
- CAN SOC 2 SOC 1, Introduction to Sociology
- CAN SOC 4 SOC 2, Social Problems

- CAN SPCH 4 COMM 1, Public Speaking
- CAN SPCH 6 COMM 20, Argumentation and Debate

- CAN STAT 2 MATH 10, Elementary Statics
DESCRIPTION OF COURSES & PROGRAMS

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 course 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 fill out a prerequisite challenge form (may be obtained at the Counseling office), and bring an official college transcript, verifying that the prerequisite requirement was met at another college. Both prerequisite challenge form and official transcript must be submitted with the add slip to the Admissions and Records office.

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.

CSU, IGETC, Major Articulation:
At the time this catalog was printed, the following courses, certificates and degrees require approval by either the CSU, UC or Community College State System Office. To confirm their status, contact the Office of Instruction (408-855-5180) for stand-alone courses, certificates and degrees. For CSU General Education, IGETC or major articulation status, contact the Articulation Officer at (408) 855-5045.

Stand-alone Courses, Certificates, Degrees:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 022</td>
<td>Coreal Accounting</td>
<td>18</td>
</tr>
<tr>
<td>ACCTG 059A</td>
<td>Accounting</td>
<td>19</td>
</tr>
<tr>
<td>BUS 055A</td>
<td>Business Administration</td>
<td>33</td>
</tr>
<tr>
<td>BUS 077A</td>
<td>Business Administration</td>
<td>34</td>
</tr>
<tr>
<td>BUS 078D, E, F, G</td>
<td>Business Administration</td>
<td>34</td>
</tr>
<tr>
<td>BUS 086A</td>
<td>Business Administration</td>
<td>34</td>
</tr>
<tr>
<td>COUNS 007</td>
<td>Counseling</td>
<td>64</td>
</tr>
<tr>
<td>FDRST 105</td>
<td>Financial Development</td>
<td>101</td>
</tr>
<tr>
<td>MUSIC 040A</td>
<td>Music</td>
<td>118</td>
</tr>
<tr>
<td>MUSIC 050</td>
<td>Music</td>
<td>119</td>
</tr>
<tr>
<td>CNET (Computer Networking Techn., AS Degree &amp; Certificate)</td>
<td>Computer Networking</td>
<td>61</td>
</tr>
<tr>
<td>Graphic Design and Multimedia (e-Commerce, Certificate)</td>
<td>Graphic Design</td>
<td>93</td>
</tr>
<tr>
<td>Music (AA Degree)</td>
<td>Music</td>
<td>117</td>
</tr>
<tr>
<td>Psychology (AA Degree)</td>
<td>Psychology</td>
<td>133</td>
</tr>
</tbody>
</table>

Course, Certificate and Degree Approval:
At the time this catalog was printed, the following courses, certificates and degrees require approval by either the CSU, UC or Community College State System Office. To confirm their status, contact the Office of Instruction (408-855-5180) for stand-alone courses, certificates and degrees. For CSU General Education, IGETC or major articulation status, contact the Articulation Officer at (408) 855-5045.
Program Description and Student 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
• Accounting 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>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>D,E,O</td>
<td>D,E,O</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>ACCTG 021A</td>
<td>O</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 021B</td>
<td>O</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 022</td>
<td>O</td>
<td>O</td>
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<td></td>
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<tr>
<td>ACCTG 033</td>
<td>E</td>
<td>E</td>
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<tr>
<td>ACCTG 034</td>
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<td>E</td>
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<td></td>
</tr>
<tr>
<td>ACCTG 040</td>
<td>E,O</td>
<td>E,O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 042</td>
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<td></td>
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<tr>
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<td></td>
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<tr>
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<td>E,O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>E</td>
<td>E</td>
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<td></td>
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<tr>
<td>ACCTG 051A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 052</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 057B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>E</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 058B</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 059A</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 060</td>
<td>E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

D= DAY CLASSES / E= EVENING CLASSES / O=ONLINE

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

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

Accounting - A.S. Degree

Core Curriculum Courses (Required) Units
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Laboratory</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
</tbody>
</table>

Plus 3 units from the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 060</td>
<td>Computerized Accounting:Quickbooks/Windows</td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>Computerized Accounting:Peachtree/Windows</td>
</tr>
</tbody>
</table>

Or

ACCTG 033 Projected Cash Flow & Financial Statements Using Excel

Plus 10 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 040</td>
<td>Introduction To Personal Financial Planning</td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>Insurance Planning</td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>Investment Planning</td>
</tr>
<tr>
<td>ACCTG 043</td>
<td>Tax Planning</td>
</tr>
<tr>
<td>ACCTG 044</td>
<td>Retirement Planning</td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>Estate Planning</td>
</tr>
<tr>
<td>ACCTG 051A</td>
<td>Income Tax</td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>Income Tax</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
</tr>
<tr>
<td>BUS 064</td>
<td>Business Math Using Calculators</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management I</td>
</tr>
<tr>
<td>MKT 06A</td>
<td>Marketing Principles</td>
</tr>
</tbody>
</table>

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

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

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>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>ACCTG 033</td>
<td>Projected Cash Flow &amp; Financial</td>
</tr>
<tr>
<td>ACCTG 034</td>
<td>Business Financial Planning Using Excel</td>
</tr>
<tr>
<td>ACCTG 040</td>
<td>Introduction To Personal Financial Planning</td>
</tr>
<tr>
<td>ACCTG 041</td>
<td>Insurance Planning</td>
</tr>
<tr>
<td>ACCTG 042</td>
<td>Investment Planning</td>
</tr>
<tr>
<td>ACCTG 043</td>
<td>Tax Planning</td>
</tr>
<tr>
<td>ACCTG 044</td>
<td>Retirement Planning</td>
</tr>
<tr>
<td>ACCTG 045</td>
<td>Estate Planning</td>
</tr>
<tr>
<td>ACCTG 051A</td>
<td>Income Tax</td>
</tr>
<tr>
<td>ACCTG 051B</td>
<td>Income Tax</td>
</tr>
<tr>
<td>ACCTG 052</td>
<td>Payroll and Business Tax Accounting</td>
</tr>
<tr>
<td>ACCTG 057A</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCTG 057B</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCTG 058A</td>
<td>Intermediate Accounting</td>
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<td>Intermediate Accounting</td>
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<td>Computerized Accounting:Quickbooks/Windows</td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>Computerized Accounting:Peachtree/Windows</td>
</tr>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing Laboratory</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: ...................................... 24.0
ACCOUNTING (ACCTG) 4.0 units

001A • PRINCIPLES OF ACCOUNTING
CAN BUS 2
CAN BUS SEQ A (ACCTG 001A + 001B)
Total lecture 73.6 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: University of California, California State University

This course introduces basic accounting theory and procedure, the accounting entity, generally accepted accounting principles, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing entries, fixed assets, inventory, receivables, payables, depreciation, payroll, and present value and compound interest concepts. This course may also be offered online. Grade Only.

001B • PRINCIPLES OF ACCOUNTING 4.0 units
CAN BUS 4
CAN BUS SEQ A (ACCTG 001A + 001B)
Total lecture 73.6 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: University of California, California State University

This course covers accounting theory and procedure dealing with the operation of partnerships and corporations, accounting for stocks and bonds, intangible assets, the Statement of Cash Flow, manufacturing, cost accounting, budgeting, analysis of financial statements, and practical managerial problems in accounting. This course may also be offered online. Grade Only.

021A • BASIC ACCOUNTING I 2.0 units
Total lecture 36.8 hours
Acceptable for credit: California State University

This is the first course designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who: are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting; or need a basic accounting review, but do not have time for a standard full-semester course. This course includes basic business concepts, transaction analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. This course may also be offered online. Credit/No Credit Option.

021B • BASIC ACCOUNTING II 2.0 units
Total lecture 36.8 hours
Prerequisite: ACCTG 021A
Acceptable for credit: California State University

This course is designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review, but do not have time for a standard full-semester course. This course continues the study of foundation concepts, terminology, and procedures. Topics include adjustments and closing, accounting completing the cycle, merchandising, and accrual vs. cash basis. A supplementary math review for basic accounting is also provided. This course may also be offered online. Credit/No Credit Option.

022 • BASIC ACCOUNTING PRINCIPLES & PROCEDURES 5.0 units
(Pending approval - See pg. 16)
Total lecture 89.6 hours
Acceptable for credit: California State University

Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and those who need a review or who have had difficulty in other introductory accounting classes. This course consists of a foundation module that includes: what a business is, assets and claims on assets, in-depth event analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, adjustments, closing, introduction to financial statement preparation, and introduction to the conceptual framework of accounting. The completion module consists of the worksheet, merchandising operations, special journals, introduction to computerized accounting, and internal control for cash. A supplementary basic math review is also available. This course may also be offered online. Credit/No Credit Option.

033 • PROJECTED CASH FLOW AND FINANCIAL STATEMENTS USING EXCEL 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A
Acceptable for credit: California State University

This course combines the theory and procedure of cash budgeting and financial statement projection with the use of the spreadsheet program Excel for Windows. Students will learn how to apply these procedures to actual cases through lecture, reading, problems and project assignments. Building on a simple model, and progressing to the more complex, students will forecast an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. No previous Excel experience is required. Grade Only.

034 • BUSINESS FINANCIAL PLANNING USING EXCEL 2.0 units
Total lecture 27.2 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: ACCTG 001A (Note: ACCTG 033 is not a prerequisite)
Acceptable for credit: California State University

This course combines theory and procedure of financial planning and analysis with the use of Excel for Windows. Students will learn through lecture, reading, problems, and project assignments. Includes Excel for Windows models for loan amortization, break even analysis, capital budgeting and project selection, lease versus buy analysis, and net present value and the time value of money. No previous Excel experience is required. Grade Only.

040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University

This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets will be introduced, and students will prepare their own personal budget and statements of net worth. The time value of money and its importance in the financial planning process will be stressed. This course may also be offered online. Credit/No Credit Option.

041 • INSURANCE PLANNING 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University

This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance will be studied. Students will prepare their own personal insurance plans. Credit/No Credit Option.

042 • INVESTMENT PLANNING 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University

This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students will prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. This course may also be offered online. Credit/No Credit Option.
### 043 • TAX PLANNING 1.0 unit
**Total lecture 20.8 hours**
**Acceptable for credit:** California State University

- This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. **Credit/No Credit Option.**

### 044 • RETIREMENT PLANNING 1.0 unit
**Total lecture 20.8 hours**
**Acceptable for credit:** California State University

- This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. **This course may also be offered online. Credit/No Credit Option.**

### 045 • ESTATE PLANNING 1.0 unit
**Total lecture 20.8 hours**
**Acceptable for credit:** California State University

- This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. **Credit/No Credit Option.**

### 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 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. **Grade Only.**

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

- The course, through textual, case study, and problem materials develops a basic understanding of the taxation principles applied to corporations, partnerships, estates and trusts. **Grade Only.**

### 052 • PAYROLL AND BUSINESS TAX ACCOUNTING 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, sales taxes and personal property taxes and other tax costs (other than income tax) as related to businesses. Basic payroll procedures used in business today will be stressed. Various methods of manual and automated payroll preparation will be presented. **Grade Only.**

### 057A • COST ACCOUNTING 4.0 units
**Total lecture 73.6 hours**
**Advisory:** MATH 903
**Prerequisite:** ACCTG 001B
**Acceptable for credit:** California State University

- Provides students a thorough presentation of cost accounting terminology and concepts used in current practice and develops a basic facility in practical applications of cost accounting techniques and systems. Cost systems development and control aspects are stressed. Emphasis is placed on the use of cost accounting data rather than on cost accumulation. Course covers job order system, process system, and standard costs, flexible budgets, full-absorption vs. direct cost, relevant cost, and cost-volume-profit concepts. **Grade Only.**

### 057B • COST ACCOUNTING 4.0 units
**Total lecture 73.6 hours**
**Advisory:** MATH 903
**Prerequisite:** ACCTG 001B
**Acceptable for credit:** California State University

- Accounting 57B is the second course of two complementary one-semester courses that complete a detailed investigation of the main theories and procedures of Cost Accounting. Subject areas include capital budgeting, inventory control, cost allocation procedures, process cost accounting, performance measurement, and sales and production mix analysis. **Grade Only.**

### 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 covers income statement analysis, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. **Grade Only.**

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

- This course provides comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, lease, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. **Grade Only.**

### 059A • FINANCIAL AUDITING 4.0 units
**Total lecture 73.6 hours**
**Advisory:** MATH 903
**Prerequisite:** ACCTG 001B
**Acceptable for credit:** California State University

- This course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. **Grade Only.**

### 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 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.

Student 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:

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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. CNA’s who complete Level II course work are eligible to receive a California Certificate as a Home Health Aide (CCHA). 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 Course Requirements: ...................................... 6.0

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

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

Total Level II Course Requirements: ..................................... 2.5

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

Core Curriculum Courses (Required) Units
- AH 011 Cardiopulmonary Resuscitation ...................... 0.5
- AH 020H Acute Care Nurse Assistant Theory ................. 1.5

Total Level III Certificate Requirements: ................................ 4.0

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**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

Total Program Certificate Requirements: ............................. 12.0

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**ALLIED HEALTH (AH)**

**003 • MEDICAL TERMINOLOGY**

3.0 units

Total lecture 54.2 hours
Advisory: MATH 900
Acceptable for credit: California State University

This course provides techniques of medical word building and interpretation using basic word elements (root words, prefixes and suffixes.) Students learn anatomical, physiological, pathological medical terminology, as well as therapeutic and diagnostic words with the overview of each body system. Students demonstrate their ability to spell, pronounce and understand the meaning of medical terms through medical record and professional journal activities. **Grade Only.**

**010 • CARDIOPULMONARY RESUSCITATION INSTRUCTOR**

1.0 unit

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

This course is designed to afford a CPR provider the opportunity to become a CPR instructor. The course is taught according to the established guidelines of the American Heart Association and requires demonstration of CPR skills and teaching presentations. **Credit/No Credit Option.**

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

0.5 units

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

The BLS for Healthcare Providers Course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). This course is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. The course is also designed for anyone who is required to take a healthcare provider course for employment. **May be repeated three times. Credit/No Credit Option.**

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

0.5 units

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

This course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. **Grade Only.**

**020D • NURSING ASSISTANT FUNDAMENTALS**

3.5 units

Total lecture 54.2 hours; Total lab 27.2 hours
Advisory: MATH 900
Corequisite: AH 020E
Acceptable for credit: California State University

This beginning course in nursing fundamentals will give the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with AH 020E, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. **Grade Only.**
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 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 020D provides eligibility for a California Home Health Aide (HHA) certificate. Grade Only.

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 020F is eligible to apply for the California Home Health Aide Certificate. 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 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 theoretical concepts to assure safe skills in expanded nursing care to the client in the acute care setting. Grade Only.

020H • ACUTE CARE NURSING ASSISTANT 1.5 units
Total lecture 27.2 hours
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 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.

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 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.

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.
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.

Student Learning Outcomes:
The Anthropology Program at Mission College is part of the Sociology/Anthropology Department. As such, Anthropology furthers the goals of Mission College to provide students with a learning experience that will meet their needs for credit/transfer, vocational programs or lifelong learning, and will enhance their abilities to live and work in a diverse society. Students completing courses in Anthropology will:
• Differentiate between individual choices and choices made for us by our culture
• Identify ethnocentrism (centered in one’s own culture) in self and others, and assess the effects of ethnocentrism on cross-cultural relations among individuals, groups and nations
• Demonstrate in written or oral work, or lab exercise, knowledge and application of scientific method and the development of cultural and biological theory about humans
• Classify universal shared elements of culture and assess alternative ways that human groups meet needs for stability, reproduction and social control.
• Name and describe living patterns and worldviews of several groups in the world today as well as that of their own group, in a series of small ethnography assignments and noted field trips.
• Investigate past life and culture, educating others through oral and creative projects about the value of preservation and reconstruction of the past.
• Learn the place of humans in the biological continuum, identify and critique principles of human evolution, and see humans and themselves as part of Nature, not apart from nature.

Students will demonstrate analysis and mastery of program materials through written tests, quizzes, term papers or projects, oral presentations and discussions.

Career Options:
• Anthropologist
• Museum Curator
• Transcultural Nursing
• Transcultural Health-Care Worker
• Archaeologist
• 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

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 Anthropology | 3.0 |
| ANTHR 003 | Introduction to Cultural Archaeology | 3.0 |
| ANTHR 057 | Native Peoples of North America | 3.0 |
| CA 030A | Introduction to Word Processing | 3.0 |
| ENGL 001A | English Composition | 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 nonprofit industries that provide “human services” or “community services” to those persons qualified for such services.

Required core courses:

| 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 |
| SOC 001 | Introduction to Sociology | 3.0 |
| SOC 032 | Community Services | 3.0 |
| SOC 061 | Basics of Human Services | 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 056A | Family Services A | 4.0 |
| SOC 056B | Family Services B | 4.0 |

Total Program Certification Requirements: 8.0

ANTHROPOLOGY (ANTHR)

001 • PHYSICAL ANTHROPOLOGY
3.0 units

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.
and ethnic foods are “tasted” at local restaurants, ethnic food gatherings, or as well as opportunity for volunteer work at nonprofit food agencies. Cultural Course includes a brief look at hunger in Silicon Valley and the United States, the light of ecological and economic practices and processes of distribution. supply, cash cropping, malnutrition, hunger and over nutrition are examined in or constrain nutritional status of groups all over the world. Globalization of food relationships of biological and sociocultural forces that shape food use, and balance chosen by anthropologist/instructor. The course involves understanding rela-
tionships of ecology, subsistence, 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 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.

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 urban cultures 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
Advisory: ANTH 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.

051 • 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 nonprofit 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.
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 Art 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 interdepartmental 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.

Student Learning Outcomes:

Art 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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A.A. Degree:
- Art
- Creative Arts

Certificate:
- Art
- Creative Arts

Art Certificate

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

Area | Units
--- | ---
A. Survey of Art - 6 units selected from: | 3.0 each
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 | ... - 1.0 - 3.0

Non-Traditional Media

Units

A. Survey of Art - 6 units selected from: | 3.0 each
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 | ... - 1.0 - 3.0

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 01A Survey of Western Art I
- ART 01B Survey of Western Art II
- ART 04 Art Appreciation
- ENGL 04A World Literature
- ENGL 04B World Literature
- ENGL 04C World Literature
- ENGL 04D World Literature
- HUMAN 17 Introduction to Film
- HUMAN 18 African-American Culture
- MUSIC 04 Fundamentals of Music
- MUSIC 05 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)

001A • SURVEY OF WESTERN ART 1  3.0 units
CAN ART 2
CAN ART SEQ A (ART 001A + 001B)
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
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. Credit/No Credit Option.

001B • SURVEY OF WESTERN ART II  3.0 units
CAN ART 4
CAN ART SEQ A (ART 001A + 001B)
Total lecture 54.4 hours
(NOTE: ART 001A is not a prerequisite for ART 001B)
Acceptable for credit: University of California, California State University
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. Credit/No Credit Option.

001C • SURVEY OF ASIAN, AFRICAN, NATIVE AMERICAN AND OCEANIC ART  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A survey of the art and architecture of Asian, African, Native American, Pre-Colombian and Oceanic cultures from ancient to modern times. Works of art will be viewed within their historical, social and cultural context. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

001D • ART OF THE 20TH CENTURY  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of the changing attitudes toward form and content. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

004 • ART APPRECIATION  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A study of the purposes, techniques, media and terminology of the visual arts which make them a form of communication and language. Works of art from many different periods and cultures will be discussed. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

007 • SURVEY OF ASIAN ART  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a general survey of the painting, sculpture, architecture and minor arts from prehistoric times to the present day in India, China, Korea, Japan, Indonesia and Southeast Asia, emphasizing aesthetic, cultural and historical values. Credit/No Credit Option.

010 • ART OF THE UNITED STATES  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture, and architecture in the United States from colonial times to the present day. Slide lectures. Field trips to museums are a possibility. Credit/No Credit Option.

011 • THE HISTORY OF MODERN DESIGN  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This introductory survey course focuses on the history, perception and development of design as an art form during the Twentieth Century. The students 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.

020A • MUSEUM/GALLERY INTERNSHIP  1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
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. Credit/No Credit Option.

020B • MUSEUM/GALLERY INTERNSHIP  2.0 units
Total lab 108.8 hours
Acceptable for credit: California State University
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. Credit/No Credit Option.

020C • MUSEUM/GALLERY INTERNSHIP  3.0 units
Total lab 161.6 hours
Acceptable for credit: California State University
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 162 hours per semester. Course may be repeated three times. Credit/No Credit Option.

NOTE: University of California limits studio art courses marked with one asterisk (**) to a total of 16 units. Studio art courses marked with a double asterisk (***) are limited to a total of 12 units. These limitations apply to the University of California only.

031A • DRAWING  3.0 units
CAN ART 8
Total lecture 36.8 hours; Total lab 72.0 hours
Acceptable for credit: *University of California, California State University
Beginning drawing course for students with no former drawing experience. Drawing of natural and man-made forms from observation directed toward realistic rendering of objects; introduction to pictorial composition and perspective; introduction to drawing media: pencil, charcoal, conte, pen and ink, pastels and chalk. Studio practice emphasizes basic shading principles, techniques and development of "line" qualities of graphic presentation. Credit/No Credit Option.

031B • DRAWING  3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Prerequisite: ART 031A
Acceptable for credit: *University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Credit/No Credit Option.
### 033A • BASIC DESIGN: TWO-DIMENSIONAL 3.0 units
CAN ART 14
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 theory is 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 course is an introductory digital art course. The course introduces students to microcomputers (Macintosh and PCs), their operating systems and graphic software (Adobe Photoshop) for creating and manipulating images. This course will introduce the student to basic Design Elements and Principles. Specific projects will be executed relating to visual awareness, line, shape, form, space, and color. Students will learn drawing skills on a computer. Students will learn drawing skills on a computer. Students will work with peripheral devices. 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 utilize microcomputers (PCs & Macs) and Adobe Photoshop to create digital art. Course will introduce the student to advanced design 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 technique needed to use microcomputer, and peripheral devices as creative tools for the artist. May be repeated two times. Credit/No Credit Option.

### 034C • ADVANCED COMPUTER-AIDED ART 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Prerequisite: ART 034B
Acceptable for credit: University of California, California State University
An advanced course combining Computer Graphics and Fine Arts image processing. Course utilizes microcomputers to create and manipulate images. Course will introduce the student to advanced concepts and principles. Specific projects will be executed related to unity, variety, rhythm/pattern, color, movement, balance, computer animation with shape tables and multiple screens technique. Students will learn the technique needed to use microcomputer, and peripheral devices as creative tools for the artist. May be repeated two times. 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
Prerequisite for ART 035B: ART 035A
Prerequisite for ART 035C: ART 035B
Prerequisite for ART 035D: ART 035B
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 solid 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 3-D modeling software and a variety of animation software (i.e., StrataStudioPro and/or 3-D 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.
### ART 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
ART 047A is instruction in techniques utilizing related aqueous media. In-depth development of composition, utilizing field trips as major instructional settings. Introduction to contemporary materials for watercolors.
ART 047B is continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student’s artistic direction.
ART 047C and ART 047D 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.

### ART 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 048A and ART 048B 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 048C and ART 048D 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.

### ART 049A, B, C, D • PAINTING 3.0 units each
CAN ART 10 (ART 049A)
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 049A 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 049B 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 049C and ART 049D 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.

### ART 056A, B, C, D • CERAMICS-HANDBUILDING 3.0 units each
CAN ART 6 (ART 056A)
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 056A: ART 033A
for ART 056B: ART 056A
for ART 056C: ART 056B
for ART 056D: ART 056C
Acceptable for credit: **University of California, California State University
ART 056A 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 056B 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 056C and ART 056D 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.

### ART 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 067A 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 067B is an advanced 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 067C and ART 067D 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.

### ART 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
for ART 075C: ART 075B
for ART 075D: ART 075C
Prerequisite for ART 075B: ART 075A
Acceptable for credit: California State University
ART 075A and ART 075B are studio courses introducing students to the elements of design, jewelry and metalsmithing techniques used in the creation of metal objects. Problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc.
ART 075C and ART 075D 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.

### ART 078A, B • FURNITURE DESIGN AND WOODWORKING 3.0 units each
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 078A: ART 031A or ART 033A
for ART 078C: ART 078B
for ART 078D: ART 078C
Prerequisite for ART 078B: ART 078A
ART 078A develops basic technical skills in furniture design, construction and finishing. Emphasis is on individual design and innovative use of materials in the construction.
ART 078B develops more advanced skills of technique and design in furniture construction. Credit/No Credit Option.

### ART 085A, B, C, D • SCULPTURE 3.0 units each
CAN ART 12 (ART 085A)
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory for ART 085A: ART 031A or ART 033A
for ART 085C: ART 085B
for ART 085D: ART 085B
Prerequisite for ART 085B: ART 085A
ART 085A 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 085B concentrates study and exploration on the development of a personal style of sculptural design.
ART 085C and ART 085D 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.
**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. *Grade Only.*

**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. *Grade Only.*

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**Metal Sculpture Casting**

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 085A*

*for ART 088C: ART 085B*

*for ART 088D: ART 085C*

*Acceptable for credit: California State University*

ART 088A is a basic course in metal sculpture casting. Developing skill in lost wax and lost Styrofoam techniques with emphasis on three-dimensional design.

ART 088B is advanced study of the metal casting process with emphasis on development of a personal form.

ART 088C 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.*

**Art Practice Lab**

090 • ART PRACTICE LAB  1.0 unit

*Total lecture 10.4 (20.8) 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. *(UC credit is limited; see a counselor) May be repeated three times. *Credit/No Credit Option.*

**Open Ceramic Studio**

190A, B • CULTURAL EVENTS  0.5-1.0 unit

*Total lecture 10.4 hours; Total lab 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 Option.*

**Open Ceramic Studio**

790 • OPEN CERAMIC STUDIO  2.0 units

*Total lecture 17.6 hours; Total lab 54.4 hours*

*Advisory: Concurrent enrollment in an art studio course*

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 Option.*
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-year degree should consult the lower division requirements of the transfer program of the university to which they plan to attend.

Student 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 to 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, printer, 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:

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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D= DAY CLASSES, E= EVENING CLASSES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 General Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 001B General Biology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 004 Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 005 Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BIOSC 007 Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 010 Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOSC 015 Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 016 Marine Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 025 Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOSC 030 Tropical Ecology</td>
<td>3.0</td>
</tr>
<tr>
<td>ANTHR 001 Physical Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>NS 015 Human Nutrition</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program A.S. Degree Requirements:</td>
<td>18.0</td>
</tr>
</tbody>
</table>

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

BIOLOGICAL SCIENCES (BIOSC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>001A</td>
<td>General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>001B</td>
<td>General Biology: Cells</td>
<td>5.0</td>
</tr>
<tr>
<td>004</td>
<td>Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>005</td>
<td>Anatomy and Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>007</td>
<td>Field Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>010</td>
<td>Introduction to Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>015</td>
<td>Human Heredity and Disease</td>
<td>3.0</td>
</tr>
<tr>
<td>016</td>
<td>Marine Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>030</td>
<td>Tropical Ecology</td>
<td>3.0</td>
</tr>
<tr>
<td>001B</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
<td>010</td>
<td>General Biology: Organisms</td>
<td>5.0</td>
</tr>
<tr>
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<td>Microbiology</td>
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</tr>
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</tr>
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<td>030</td>
<td>Tropical Ecology</td>
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Mission College 2005-2006

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<td>3.0</td>
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Mission College 2005-2006

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

BIOLOGICAL SCIENCES (BIOSC)

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</tr>
<tr>
<td>030</td>
<td>Tropical Ecology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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
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: University of California, California State University
This course provides students with a basic understanding of the physiological mechanisms underlying body function in order to provide a foundation for more in-depth study and practical application. With an emphasis on cause and effect, details of the chemical and cellular basis for the workings of the nervous, muscular, cardiovascular, respiratory, renal and digestive systems are emphasized. Laboratory investigations of physiological processes familiarize students with scientific analysis and research techniques. Grade Only.

010 • INTRODUCTION TO BIOLOGY
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. (No UC credit if taken after BIOSC 001A or 001B) Grade Only.

015 • HUMAN HEREDITY AND DISEASE
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. Credit / No Credit Option.

016 • MARINE BIOLOGY
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 experience marine habitats and organisms firsthand through several required field trips. Credit / No Credit Option.

022 • ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH WORKERS
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course is an overview of the normal structure and function of the human body and is designed to provide a foundation for the study of disease and dysfunction in the clinical setting. The body systems, from microscopic to macroscopic levels, are covered, as well as general principles of physiology. Laboratory work includes dissection of preserved materials. BIOSC 022 is designed to meet the state board requirements for the vocational nursing and psychiatric technician programs. Grade Only.

025 • ENVIRONMENTAL BIOLOGY
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. Grade Only.
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053

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 64B, 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.

Dept. Core Courses (14 units required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Laboratory</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math Using Calculators</td>
</tr>
</tbody>
</table>

Total Core Course Requirements: 14.0

Total Additional Electives Required: 16.0

Business - A.A. Degree Confirmation: 30.0

Business - A.A. Degree (Transfer)†

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021L</td>
<td>Introduction to Business Computing Laboratory</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
</tr>
<tr>
<td>ACCTG 001A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>ACCTG 001B</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

Total A.A. Units Transferable to Major: 20.0 - 27.0

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.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021</td>
<td>Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 028B</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUS 052</td>
<td>Financial Investments</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
</tr>
<tr>
<td>BUS 064B</td>
<td>Business Math Using Calculators</td>
</tr>
<tr>
<td>BUS 078B</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations in Business</td>
</tr>
<tr>
<td>BUS 086</td>
<td>Building Business Websites</td>
</tr>
</tbody>
</table>

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 2005-2006

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

Business - 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 Certificate:

Core Curriculum Course (Required) Units
BUS 051A Introduction to American Business .................. 3.0
BUS 064B Business Math Using Calculators ................... 4.0

Plus 9 units from the following:
BUS 010 Global Business ........................................... 3.0
BUS 021 Introduction to Business Computing ................. 3.0
BUS 021L Introduction to Business Computing Lab .......... 1.0
BUS 028A Business Law I ............................................ 3.0
BUS 055 Business Strategy For Success ....................... 3.0
BUS 077 Quality Customer Service ................................ 3.0
BUS 078B Business Communications ............................. 3.0
BUS 079 Human Relations Applied in Business ............. 3.0

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

LEVEL II Certificate:

Choice of 9 units from the following: Units
BUS 027 Principles of E-Business ................................ 3.0
BUS 050 Administrative Office Procedures ...................... 4.0
BUS 052 Fundamentals of Financial Investing .................. 3.0
BUS 054 Small Business Start Up and Management .......... 4.0
BUS 061 Business and Society ....................................... 3.0
BUS 082A Business Spreadsheets Using Excel ................. 3.0
BUS 083A Business Presentations Using PowerPoint .......... 3.0
BUS 086 Business and Society ....................................... 3.0
BUS 086 Building Business Websites ............................. 3.0

Choice of 7 units from the following:
ACCTG 001A Principles of Accounting .......................... 4.0
MGMT 103 Functions of Management ............................. 3.0
MKT 056A Marketing Principles .................................... 3.0
RLEST 090 Principles of Real Estate ............................. 3.0
WRKEX Business Work Experience ................................ 3.0

Total Level II Certificate Requirements: ............................. 16.0

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 051L Introduction to American Business .................. 3.0
BUS 061 Business and Society ....................................... 3.0
BUS 077 Quality Customer Service ................................ 3.0
BUS 078B Business Communications ............................. 3.0
BUS 079 Human Relations Applied in Business ............. 3.0
BUS 082A Business Spreadsheets Using Excel ................. 3.0
BUS 083A Business Presentations Using PowerPoint .......... 3.0
BUS 086 Business and Society ....................................... 3.0

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

Business Computing - 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/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 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 Relations in Business ......................... 3.0
MKT 040 Sales Principles I .......................................... 3.0
ACCTG 021A Basic Accounting I ................................. 3.0

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

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/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 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 Relations in Business ......................... 3.0
MKT 040 Sales Principles I .......................................... 3.0
ACCTG 021A Basic Accounting I ................................. 3.0

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

BUSINESS (BUS)

(See also Accounting, Marketing, Management & Supervision, Real Estate, and Computer Applications)

010 • GLOBAL BUSINESS

Total lecture 54.4 hours
Acceptable for credit: 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. Credit/No Credit Option.

021 • INTRODUCTION TO BUSINESS COMPUTING 3.0 units

Total lecture 54.4 hours
Advisory: MATH 903
Corequisite: BUS 021L
Acceptable for credit: University of California, California State University

This course provides an overview of computer information systems and introduces computer hardware, software, procedures, systems analysis and design, business applications software and their integration and application in business and other segments of society. 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 unit

Total lab 54.4 hours
Advisory: MATH 903
Corequisite: BUS 021
Acceptable for credit: University of California, California State University

This course provides an overview of how to use common software packages for business applications including word processing, spreadsheets, graphic presentations and how to use the Internet. This hands-on computer work will augment the basic concepts covered in BUS 021. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

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 is an introduction to systems development methodologies, techniques and tools. Emphasis is on enterprise, process, data and object modeling techniques. Students use Computer Aided Systems Analysis (CASE) and prototyping tools to analyze and design an information system. 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

027 • PRINCIPLES OF E-BUSINESS  3.0 units
Total lecture 54.4 hours; Total lab 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
CAN BUS 12
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. (Note: UC credit limited to either BUS 28A or 28B)
This course may also be offered online. Credit/No Credit Option.

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
In this survey course, students are introduced 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 conduct of business, and covers laws governing sales and leases, debtor-creditor relations, negotiable instruments, international law and governmental regulation. (Note: UC credit limited to either BUS 28A or 28B)
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.

055 • BUSINESS STRATEGY FOR SUCCESS  3.0 units
Total lecture 54.4 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.

056 • 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.
**BUSINESS MISSION COLLEGE 2005-2006**

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

**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 nonverbal 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.

**077A • CUSTOMER RELATIONSHIP MANAGEMENT** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lecture 20.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course provides an overview of customer relationship management (CRM) including identifying the benefits of loyal customers and how creating and developing customer relationships are essential to all organizations' success. Credit/No Credit Option.

**078B • BUSINESS COMMUNICATIONS** 3.0 units  
(Formerly known as BUS 078)  
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.

**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, solve problems, present ideas persuasively, and evaluate alternatives. This course may also be offered online. Credit/No Credit Option.

**078D • GRANT WRITING** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lecture 20.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course covers the practical aspects of grant writing. Credit/No Credit Option.

**078E • PERSUASIVE BUSINESS WRITING** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lecture 20.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course covers the practical aspects of persuasive business writing. Credit/No Credit Option.

**078F • BUSINESS WRITING FOR THE WEB** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lecture 20.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course covers the practical aspects of business writing for the Web. Credit/No Credit Option.

**078G • BUSINESS WRITING FOR HUMAN RESOURCES** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lecture 20.8 hours  
Advisory: MATH 903  
Acceptable for credit: California State University  
This course covers the practical aspects of business writing for human resources. 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.

**086A • BUILDING BUSINESS WEB SITES: BASICS** 1.0 unit  
(Pending approval -- See pg. 16)  
Total lab 54.4 hours  
Acceptable for credit: California State University  
This course is an introduction to creating and managing business Web sites. Basic experience with the Windows operating system is assumed. Credit/No Credit Option.
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.

**Student Learning Outcomes:**

Students will be able to understand fundamental chemical concepts and techniques.

**Career Options:**

- Chemist
- Pharmacist
- Dentist
- Veterinarian
- Biologist
- Physician
- Geologist/Geochronist
- 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>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>D,E</td>
<td>D,E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>E,E</td>
<td>E</td>
<td>E</td>
<td>X</td>
</tr>
<tr>
<td>CHEM 002</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
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<tr>
<td>CHEM 030A</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>CHEM 030B</td>
<td>E</td>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 001</td>
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<tr>
<td>ASTRO 002</td>
<td>1.0</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>5.0 each</td>
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<tr>
<td>CHEM 002</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 005</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>3.0 each</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>5.0 each</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>5.0</td>
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<tr>
<td>PHYS 004C</td>
<td>5.0</td>
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<tr>
<td>PHYS 004D</td>
<td>2.0</td>
</tr>
<tr>
<td>PHYS 010</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 18.0 units

**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

- CAN CHEM 2
- CAN CHEM SEQ A (CHEM 001A + 001B)
- Total lecture 72.0 hours; Total lab 54.4 hours
- Prerequisite: MATH 000C, CHEM 002 or high school chemistry with a "B" or better.

Acceptable for credit: University of California, California State University

Chemistry 001A is a pre-professional chemistry preparation for students 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. The course includes both lecture and laboratory work designed to prepare students to enter fields of study as chemistry, engineering, medicine, dentistry as well as biological sciences. (UC credit may be limited; see a counselor) This course may also be offered online. Grade Only.

**001B • GENERAL CHEMISTRY**

5.0 units

- CAN CHEM 4
- CAN CHEM SEQ A (CHEM 001A + 001B)
- 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. (UC credit may be limited; see a counselor) This course may also be offered online. Grade Only.

**002 • INTRODUCTORY CHEMISTRY**

4.0 units

- Total lecture 54.4 hours; Total lab 54.4 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. (No UC credit if taken after CHEM 001A or CHEM 030A) Grade Only.

**030A • FUNDAMENTALS OF CHEMISTRY**

3.0 units

- CAN CHEM 6
- CAN CHEM SEQ B (CHEM 030A + 030B)
- 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. (UC credit may be limited; see a counselor) Grade Only.

**030B • FUNDAMENTALS OF CHEMISTRY**

3.0 units

- CAN CHEM 8
- CAN CHEM SEQ B (CHEM 030A + 030B)
- 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. (UC credit may be limited; see a counselor) Grade Only.
Student Learning Outcomes:

Students will be prepared for a variety of careers related to early care and education, including family child care provider, center-based aid or teacher, school age caregiver and preparation for transfer to teacher credentialing programs for K-12. Upon successful completion of course work including Core Courses, students will:

- Demonstrate knowledge of child development theory and its application to Early Care and Education by identifying key developmental theorists and recognizing children's developmental stages;
- Demonstrate competence in facilitating the development of each young child as a unique individual through the creation of individual and group curriculum that promotes physical, cognitive and/or socio-emotional development; and,
- Achieve eligibility for certification on the Early Childhood Education Permit Matrix from the California State Department of Education through the completion of at least 6 units of early childhood development coursework.

Students will be assessed through exams, observation reports, case studies, demonstration of skills, research papers and practicum evaluation.

Core Curriculum Courses (Required)

- CHD 012 Field Work ............................................................ 3.0
- CHD 017 Child Health and Safety ....................................... 3.0
- CHD 021 Children and Play .................................................. 3.0
- CHD 020 Intro to Early Childhood Education ......................... 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 Mgmt. Issues in Child Development....................... 3.0
- CHD 014 Art and Creative Dev. For Young Children .......... 3.0
- CHD 016 Understanding the Young Child ............................ 3.0

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

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)

- 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 Mgmt. Issues in Child Development ....................... 3.0
- CHD 014 Art and Creative Dev. For Young Children .......... 3.0
- CHD 016 Understanding the Young Child ............................ 3.0

Total Program Certificate Requirements: .......................... 15.0 - 18.0

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)

- 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 Mgmt. Issues in Child Development ....................... 3.0
- CHD 014 Art and Creative Dev. For Young Children .......... 3.0
- CHD 016 Understanding the Young Child ............................ 3.0

Total Program Certificate Requirements: .......................... 15.0 - 18.0
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. This course may also be offered online. Grade Only.

### Core Curriculum Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 005</td>
<td>Movement and Melody for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 006</td>
<td>Supervision and Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 007</td>
<td>Management Issues of Child Development Programs</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 008</td>
<td>Practicum in Child Development</td>
<td>6.0</td>
</tr>
<tr>
<td>CHD 010</td>
<td>Intro to Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 014</td>
<td>Art &amp; Creative Development of Young Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation of Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 022</td>
<td>Adult Supervision</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 45.0 units

### Instructional Aid 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 003</td>
<td>Language Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 011</td>
<td>School Age Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 023</td>
<td>School Age Program Planning &amp; Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>READ 053</td>
<td>Tutoring Reading in Elementary Schools</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 37.3 hours

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 002</td>
<td>Child, Family and Community</td>
<td>3.0</td>
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<tr>
<td>CHD 010</td>
<td>Intro to Early Childhood Education</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 012</td>
<td>Field Experience in Early Intervention</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 016</td>
<td>Infant Toddler Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 020</td>
<td>The Child with Special Needs in the Community</td>
<td>3.0</td>
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<tr>
<td>CHD 024</td>
<td>Positive Guidance in Early Childhood Programs:</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Managing Challenging Settings and Solutions</td>
<td></td>
</tr>
<tr>
<td>CHD 025</td>
<td>Facilitating Inclusion in Early Childhood Programs</td>
<td>3.0</td>
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</table>

Plus three units from one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 003</td>
<td>Language Experiences for Children</td>
<td>3.0</td>
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<td>CHD 004</td>
<td>Cognitive Experiences for Children</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 015</td>
<td>Observation and Assessment</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 018</td>
<td>Parenting Issues for Teachers</td>
<td>3.0</td>
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<tr>
<td>CHD 017</td>
<td>Child Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>CHD 021</td>
<td>Children and Play</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 27.0 units

### 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 001</td>
<td>Child Growth and Development</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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. This course may also be offered online. Grade Only.

### Child, Family, and Community

**002 • CHILD, FAMILY, AND COMMUNITY**

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 relationship among children, families, and the community. Variations in family structure, cultural patterns, and the nature of parent-child relationships will be examined. Emphasis will be on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers and the media will be examined. Current issues and problems facing families today will be discussed. There will be a focus on integration of curriculum with community resources available to families and children. Agencies and resources which offer services or provide support to families will be introduced. This course meets licensing requirements for child care teachers and directors. Course equivalent to WVC CHS 003. Grade Only.

### Language and Literacy for the Young Child

**003 • LANGUAGE AND LITERACY FOR THE YOUNG CHIL**

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, and playing), 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 for adaptations for children with special needs. Observations of children, language sampling, and group activities are included. Grade Only.

### Cognitive Experiences for Children

**004 • COGNITIVE EXPERIENCES FOR CHILDREN**

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. Grade Only.

### Movement and Melody for Children

**005 • MOVEMENT AND MELODY FOR CHILDREN**

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 knowledge of children's movement and creativity in the classroom. Some field work experience and observation of children are required. Grade Only.

### Supervision and Administration

**006 • SUPERVISION AND ADMINISTRATION**

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. Grade Only.

### Management Issues of Child Dev. Programs

**007 • MANAGEMENT ISSUES OF CHILD DEV. PROGRAMS**

Total lecture 54.4 hours

Acceptable for credit: California State University

This is an interdisciplinary vocational certificate leading to employment in child care programs. Topics include staff relationships, staff-parent relationships, and administration issues and management styles. Grade Only.

### Practicum in Child Development

**008 • PRACTICUM IN CHILD DEVELOPMENT**

Total lecture 54.4 hours; Total lab 161.6 hours

Acceptable for credit: California State University

This course focuses on assisting the student in being able to integrate and apply knowledge of children's movement and creativity in the classroom. 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. Grade Only.
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. Grade Only.

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. Grade Only.

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 programs. Students are also expected to attend one hour lecture class which will include topics such as observation techniques, lesson planning, writing goals and objectives. Grade Only.

015 • OBSERVATION OF CHILDREN
4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course is the 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. Students are required to conduct supervised observations within the lab child development center. Grade Only.

053 • CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This course is specifically 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. Grade Only.

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. This course meets the state AB 962 requirement. Grade Only.

018 • PARENTING ISSUES FOR TEACHERS
3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Designed to help parents 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. Grade Only.

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 is designed for students who are considering a professional career in special education or desire to work with children with special needs and their families. The course provides an overview of common disabilities of children and the impact on families. The course examines PL 94-142 and the development of the IFSP and IEP. Observation of children will be required. Grade Only.

021 • CHILDREN AND PLAY
3.0 units
Total lecture 54.4 hours
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 Mission College Certificate and AA/AS degree applicable. This course also partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. Grade Only.

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 designed for persons working with children both in the classroom and in the home setting. 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 professional development. Grade Only.

023 • SCHOOL AGE PROGRAM PLANNING AND IMPLEMENTATION
3.0 units
Total lecture 54.4 hours
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). Grade Only.

025 • FACILITATING INCLUSION IN EARLY CHILDHOOD PROGRAMS
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 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). Grade Only.

053 • CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, 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. Grade Only.
MISSION COLLEGE 2005-2006

COMMUNICATION STUDIES – COMM

DIVISION: Communication
DEPARTMENT: Communication Studies
DEPT CHAIR: Betty Emsinger
PHONE: 408-855-5308

COMMUNICATION STUDIES

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

COMMUNICATION STUDIES (COMM)

001 • PUBLIC SPEAKING
CAN SPCH 4
Total lecture 54.4 hours
Advisory: ENGL 108A
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: ENGL 108A
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. (UC credit may be limited; see a counselor) Grade Only.

008 • INTERPERSONAL COMMUNICATION
CAN SPCH 8
Total lecture 54.4 hours
Advisory: ENGL 108A
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. (UC credit may be limited; see a counselor) Credit/No Credit Option.

010 • PERSUASIVE SPEAKING
Advisory: ENGL 108A
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: ENGL 108A
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.

015 • THE FUNDAMENTALS OF COMMUNICATION
CAN SPCH 14
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. Grade Only.

39
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.

ARGUMENTATION AND DEBATE 3.0 units
CAN SPCH 6
Total lecture 54.4 hours
Advisory: ENGL 108A
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.

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.

MASS COMMUNICATION AND SOCIETY 3.0 units
Total lecture 54.4 hours
Advisory: ENGL 108A
Acceptable for credit: University of California, California State University
This course is a survey of the mass media, including the history of the development of each of the covered media and an examination of the impact of each on the institutions and individuals in our society. Theories of mass communications as they apply to each of the covered media are explored. The ethical and legal implications of media in society and an exploration of the impact of media on perceptions, power, culture, class, and gender are examined. Covered media include radio, television, magazines, newspapers, books, film, and the Internet. Grade Only.

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.

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.

EFFECTIVE SPEECH-OVERCOMING SPEECH ANXIETY 1.0 unit
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 in COMM 51C overcoming speech anxiety. Credit/No Credit Option.

COMMUNITY HEALTH – COMHL

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

The main focus of the Community Health Program is to prepare people to work in community and residential care agencies. Prospective students should make an appointment with the program counselor to clarify career goals and establish an educational plan. For an application, contact the Applied Sciences Office, W2-402.

Student Learning Outcomes:
Provide theoretical and clinical experiences to prepare students for employment as a Community Health Worker in community and residential care agencies. Clients are individuals of diverse ages, cultural backgrounds and intellectual and emotional abilities.

A.S. Degree:
• Community Health Worker
• Community Health Worker for Developmentally Disabled

Certificate:
• Community Health Worker
• Community Health Worker for Developmentally Disabled

Schedule Matrix:

COURSE FALL SPRING WEEKEND
COMHL 010 X X X
COMHL 042 X

* = Available Only On Demand

Community Health Worker - A.S. Degree and Certificate
The Community Health Worker is a member of the health care team who acts as a bridge between health care facilities and the people requiring health services. Duties include sharing information with community groups and clients so that they may utilize a variety of health care services; teaching preventive health measures; and using clinical skills and knowledge to interpret and extend health services to groups in need of care.

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>Units</th>
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<tbody>
<tr>
<td>AH 012 Emergency and Disaster Preparation</td>
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<tr>
<td>COMHL 010 Community Health Problems</td>
<td>3.0</td>
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<tr>
<td>COMM 008 Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>H ED 002 Health and Life Style</td>
<td>3.0</td>
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<tr>
<td>H ED 004 Standard First Aid</td>
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<tr>
<td>H ED 009 Drug Use and Human Disease</td>
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<tr>
<td>SOC 001 Introduction to Sociology</td>
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<tr>
<td>PSYCH 012 Human Growth and Development</td>
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<tr>
<td>WRKEP 301-304 Cooperative Work Experience</td>
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</table>

Plus 4 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AH 011 Cardiopulmonary Resuscitation</td>
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<tr>
<td>AH 020D Nurse Assistant Fundamentals</td>
<td>3.5</td>
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<tr>
<td>AH 020E Nurse Assistant Clinicals</td>
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<tr>
<td>VN 056 Obstetrical Nursing</td>
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<tr>
<td>VN 057 Introduction to Gerontology</td>
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</tr>
<tr>
<td>VN 058 Principles of Child Health Care</td>
<td>2.0</td>
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</tbody>
</table>

Total Program Requirements: 30.0
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
COMHl 010 Community Health Problems ....................... 3.0
COMHl 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:

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

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

(continued next page)
The Clerical Assistant program is designed to provide students with basic skills to work in clerical tasks. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required) Units

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<th>Course</th>
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<td>CA 070</td>
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<td>CA 081B</td>
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<tr>
<td>CA 046D</td>
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</tbody>
</table>

Total Program Certificate Requirements: 7.5 - 9.5

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

Computer Applications - Level II Certificate

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

Core Curriculum Courses (Required) Units

<table>
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<th>Course</th>
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<td>CA 081B</td>
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<tr>
<td>CA 046D</td>
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</table>

Total Program Certificate Requirements: 16.0 - 17.0

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

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) Units

<table>
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<td>CA 097D</td>
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</tbody>
</table>

Total Program Certificate Requirements: 7.5 - 9.5

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

Help Desk Specialist - Certificate

The Help Desk Specialist Certificate is designed to provide students with the basic skills to work in the computer user support industry. Supporting a user 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.

Core Curriculum Courses (Required) Units

<table>
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Total Program Certificate Requirements: 16.0 - 17.0

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) Units

<table>
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<tr>
<th>Course</th>
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<tr>
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</table>

Total Program Certificate Requirements: 17.5

Microsoft Office - Certificate

The Microsoft Office Certificate is designed to provide students with the basic skills to work with the 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) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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Total Program Certificate Requirements: 17.5
### Office Administration - A.S. Degree

<table>
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<td>BUS 021</td>
<td>Introduction to Business Computing Lab</td>
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<tr>
<td>BUS 028A</td>
<td>Business Law</td>
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<td>BUS 050</td>
<td>Administrative Office Procedures</td>
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<tr>
<td>BUS 078</td>
<td>Business Communications</td>
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<tr>
<td>CA 013</td>
<td>Ten Key Numeric Keypad</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 031</td>
<td>Word Processing - Course 2</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>
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</tr>
<tr>
<td>Total Program A.S. Degree Requirements:</td>
<td>40.0 - 42.0</td>
<td></td>
</tr>
</tbody>
</table>

**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.

### Core Curriculum Courses (Required)

**Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 013</td>
<td>Ten Key Numeric Keypad</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 031</td>
<td>Word Processing - Course 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 037A</td>
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<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>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>23.0</td>
<td></td>
</tr>
</tbody>
</table>

**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.

### Core Curriculum Courses (Required)

**Units**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>CA 031</td>
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<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>
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<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>Desktop Publishing</td>
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</tr>
<tr>
<td>Total Program A.S. Degree Requirements:</td>
<td>32.5</td>
<td></td>
</tr>
</tbody>
</table>

**Office Information Systems - Certificate**

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.

### Core Curriculum Courses (Required)

**Units**

<table>
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<td>CA 046D</td>
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<tr>
<td>CA 062B</td>
<td>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 081B</td>
<td>Using Microsoft Access</td>
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</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>26.5</td>
<td></td>
</tr>
</tbody>
</table>

**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.

### Core Curriculum Courses (Required)

**Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 084A</td>
<td>Oracle – Introduction to SQL and PL/SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 084B</td>
<td>Oracle – Forms</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 084C</td>
<td>Oracle – Reports</td>
<td>3.0</td>
</tr>
<tr>
<td>CA 084D</td>
<td>Oracle – Forms 2</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
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<td></td>
</tr>
</tbody>
</table>

**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.

### Core Curriculum Courses (Required)

**Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 10A</td>
<td>Keyboarding</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>CA 082</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>CA 031</td>
<td>Word Processing - Course 2</td>
<td>1.0</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>
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</tr>
<tr>
<td>Total Program Certificate Requirements:</td>
<td>12.5</td>
<td></td>
</tr>
</tbody>
</table>

**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 to introduce students to the proper technique, and improve speed and accuracy. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
011 • BEGINNING KEYBOARDING WITH WORD PROCESSING 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed for both business and non-business majors who wish to improve their keyboarding skills. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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
This course is designed for both non-business and business majors who need to improve their keyboarding skills.
013 • TEN-KEY NUMERIC KEYPAD 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
This course is designed to introduce students to the use of 10-key numeric keypad. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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, files, printing, and loading an applications program. Software concepts will be introduced using paint and word processing programs. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
021A • LEARNING THE MACINTOSH DESKTOP 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A
Acceptable for credit: California State University
This course introduces the user to the Macintosh graphical user interface. Topics covered include the desktop, opening and closing files, icons, menu structure, rulers, accessing the Internet and customizing the menu. Creating, saving and printing files will also be covered. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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 ClarisWorks, develop documents and produce graphics. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
028 • 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 focuses on applying Microsoft Office for business by integrating Microsoft Access with other Office Applications. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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 provides the opportunity to learn to integrate Microsoft Access with other Microsoft Office Applications. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
028D • MS 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 focuses on applying Microsoft Office for business by integrating Microsoft Word and Excel. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
033 • WORD PROCESSING - COURSE 1 3.0 units
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. It is recommended that you are eligible to enroll in ENGL 108A and READ 053
034 • MS WORD-ADVANCED FEATURES 2.0 units
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 0.5 units
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 0.5 units
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 Only.

034C • MICROSOFT WORD: REPORT FORMATTING FEATURES 0.5 units
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 0.5 units
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 0.5 units
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 3.0 units
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

Extensive practice in preparation of business correspondence using computers and transcription machines. Intensive drills on transcription skills with emphasis on the quality of production for mailable copy. Review of punctuation, spelling, vocabulary building, letter styles, proofreading, and grammar. Student may select the software package: WordPerfect, Microsoft Word, or Microsoft Works. Credit/No Credit Option.

036A • BEGINNING WORKSHOP IN WORDPERFECT 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 011
Acceptable for credit: California State University

The 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 designed to be 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 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 011 and CA 036A
Acceptable for credit: California State University

The basics of word processing are reinforced, and intermediate functions are introduced: search/replace, tabulation, macros, thesaurus, formatting, headers, and footers, 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 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A or CA 011
Acceptable for credit: California State University

Explores the effect of computer technology 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 1.0 unit
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 compilation, 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 Option.

038A • COMPUTER APPLICATIONS INTERNSHIP 1.0,1.5,2.0 units
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 work 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 1.0 unit
Total lecture 17.6 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.

045B • INTERMEDIATE MICROSOFT PROJECT 2.0 units
Total lecture 36.8 hours
Advisory: CA 010A, CA 021 or CA 070, CA 045A
Acceptable for credit: California State University

This course will continue the concepts of project management. Students will 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 Option.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

046C • CREATING A PRESENTATION USING POWERPOINT 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, CA 070
Acceptable for credit: California State University
This 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. Scheduled As Needed. Credit/No Credit Only.

046D • USING MICROSOFT POWERPOINT 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University
Microsoft PowerPoint is a popular program used by many people to prepare computer presentations. This course will provide an introduction of how this software is used in industry. The student will be provided with an overview of the features of PowerPoint. Computer literacy skills and keyboarding skills recommended. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

046E • INTERMEDIATE MICROSOFT POWERPOINT 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070, CA 046D
Acceptable for credit: California State University
This course covers more advanced features of PowerPoint. Students will create slides that contain charts. They will integrate PowerPoint with MS Word, Excel, and Web pages. They will learn to customize a slide show. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

051 • HELP DESK AND SUPPORT SPECIALIST 2.0 units
Total lecture 36.8 hours
Advisory: CA 010A, CA 070
This course covers the concepts of working in the computer user support area (or help desk). Students will cover the skills and abilities commonly used in this position and the task employers expect an entry-level support staff to be able to perform. May be repeated one time. This course may also be offered online. Credit/No Credit Option.

052 • INTRODUCTION TO PC AND PRINTER 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A
Acceptable for credit: California State University
This course introduces students to the uses of PCs, compatible equipment, and printer. Topics covered include the parts and care of hardware; the care and use of software, diskettes and the printer; a brief overview of the operating system; how to handle and access the drives; and how to copy disks and files. Students will receive a brief introduction to application software used for word processing. May be repeated one time. Credit/No Credit Only.

054A • QUICKEN BASICS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021 or CA 070
Acceptable for credit: California State University
This course is designed to introduce students to the basic features of Quicken. 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 Only.

062B • AN INTRODUCTION TO MICROSOFT EXCEL 1.0 unit
Total lecture 20.8 hours
Advisory: CA 021 or CA 052
Acceptable for credit: California State University
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 Option.

062C • CREATING CHARTS IN 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 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 Only.

063 • INTRODUCTION TO LOTUS 1-2-3 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
This course will introduce students to the spreadsheet functions in Lotus 1-2-3. Students will learn how to enter data, store, organize, retrieve and format reports from a database file. In addition students will perform calculations and check the validity of information generated. May be repeated one time. Scheduled As Needed. Credit/No Credit Option.

063B • INTERMEDIATE MICROSOFT EXCEL 2.0 units
Total lecture 36.8 hours
Advisory: CA 062B
Acceptable for credit: California State University
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 Option.

070 • USING MICROSOFT WINDOWS 1.0 unit
Total lecture 20.8 hours
Advisory: CA 052
Acceptable for credit: California State University
Microsoft Windows is the standard graphical user interface for the IBM and compatible personal computers. It provides a "graphical environment" for access to application programs and system functions through the use of a mouse and icon-oriented commands. This course introduces the student to the use of Windows, its application programs and utilities. It also prepares the student to use the computer in more efficient manner through proper use of the Windows system. May be repeated one time. Credit/No Credit Only.

070A • GETTING AROUND IN WINDOWS 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A
Acceptable for credit: California State University
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. Scheduled As Needed. Credit/No Credit Only.

071E • MICROSOFT OUTLOOK 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
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 Only.

081B • BEGINNING DATABASE: USING MICROSOFT ACCESS 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A
Acceptable for credit: California State University
An introduction to Microsoft Access, a powerful Microsoft database program. Students will learn how to enter data, store, organize, retrieve and format reports from a database file. In addition students will perform calculations and check the validity of information generated. May be repeated one time. Credit/No Credit Option.

082B • INTERMEDIATE MICROSOFT ACCESS 2.0 units
Total lecture 36.8 hours
Advisory: CA 081B
Acceptable for credit: California State University
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 Option.
083 • INTRODUCTION TO dBASE 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
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.

084 • INTRODUCTION TO DATABASE MANAGEMENT 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
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. Scheduled As Needed. Credit/No Credit Option.

084A • ORACLE-INTRODUCTION TO SQL AND PL/SQL 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
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.

084B • ORACLE – FORMS 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 021, or CA 070
Prerequisite: CA 084A
Acceptable for credit: California State University
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.

084C • ORACLE – REPORTS 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 021, or CA 070
Prerequisite: CA 084A
Acceptable for credit: California State University
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.

084D • ORACLE FORMS 2 3.0 units
Total lecture 54.4 hours
Advisory: CA 010A, CA 021, or CA 070
Prerequisite: CA 084B
Acceptable for credit: California State University
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, redifining 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.

085 • INTRODUCTION TO FileMaker PRO 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
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.

095 • INTRODUCTION TO EUDORA 0.5 units
Total lecture 10.4 hours
Advisory: CA 010A, CA 021, or CA 070
Acceptable for credit: California State University
Students will learn the basic features of Eudora, a program or composing, sending, and receiving electronic mail and files. This course will provide an overview of the software package and will teach students how to configure Eudora and create, read, receive, and cancel messages. Computer literacy skills and keyboarding skills are recommended. May be repeated one time. Scheduled As Needed. Credit/No Credit Only.

096A • INTERNET USE: PERSONAL AND BUSINESS 1 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
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.

096B • INTERNET USE: PERSONAL AND BUSINESS 2 1.0 unit
Total lecture 20.8 hours
Advisory: CA 096A
Acceptable for credit: California State University
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.

096D • INTRODUCTION TO NETSCAPE COMPOSER 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A
Acceptable for credit: California State University
Students will learn the basic features of the Netscape Composer to simplify the development and creation of a Web page. This course provides 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.

096E • INTRODUCTION TO CLARIS HOME PAGE 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A
Acceptable for credit: California State University
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.

096F • INTRODUCTION TO MICROSOFT FRONTPAGE 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 097A
Acceptable for credit: California State University
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.

097A • WEB PAGES WITH HTML-COURSE I 1.0 unit
Total lecture 20.8 hours
Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 096C
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 once. 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 once. 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 once. 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.
## Computer Information Systems

### Core Curriculum Courses (Required) - A.S. Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 037A</td>
<td>&quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172A</td>
<td>Computer Lab: &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 037B</td>
<td>Advanced &quot;C&quot; Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172B</td>
<td>Computer Lab: Advanced &quot;C&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 040</td>
<td>Software Development with Visual C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 178</td>
<td>Open Computer Lab: C++</td>
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<tr>
<td>CIS 043</td>
<td>JAVA Programming</td>
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</tr>
<tr>
<td>CIS 183</td>
<td>Computer Lab: JAVA</td>
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<tr>
<td>CIS 044</td>
<td>Introduction To Data Structures Using Java</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184</td>
<td>Computer Lab: Data Structures Using Java</td>
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</tr>
<tr>
<td>CIS 054B</td>
<td>Advanced MS Operating System</td>
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<tr>
<td>MATH 003A</td>
<td>Analytic Geometry and Calculus</td>
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<tr>
<td>MATH 003B</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 019</td>
<td>Discrete Mathematics</td>
<td>4.0</td>
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<tr>
<td>C/ C++/Unix Programming (Level I) - Certificate</td>
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<tr>
<td>CIS 037A</td>
<td>&quot;C&quot; Programming</td>
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</tr>
<tr>
<td>CIS 172A</td>
<td>Computer Lab: &quot;C&quot;</td>
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</tr>
<tr>
<td>CIS 040</td>
<td>Object Oriented Programming with C++</td>
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</tr>
<tr>
<td>CIS 178</td>
<td>Computer Lab: C++</td>
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<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
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<tr>
<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A</td>
<td>UNIX Shell Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181A</td>
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<tr>
<td>CIS 054B</td>
<td>Advanced to the MS Operating System</td>
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<tr>
<td>C/ C++/Unix Programming (Level II) - Certificate</td>
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<tr>
<td>CIS 037B</td>
<td>Advanced &quot;C&quot; Programming</td>
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<tr>
<td>CIS 172B</td>
<td>Computer Lab: Advanced &quot;C&quot;</td>
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<tr>
<td>CIS 047A</td>
<td>Introduction to UNIX System Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>C/C++/Unix Programming - Certificate</td>
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<tr>
<td>CIS 037A</td>
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</tr>
<tr>
<td>CIS 172A</td>
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<td>CIS 040</td>
<td>Object Oriented Programming with C++</td>
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</tr>
<tr>
<td>CIS 178</td>
<td>Computer Lab: C++</td>
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<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
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</tr>
<tr>
<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A</td>
<td>UNIX Shell Programming</td>
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</tr>
<tr>
<td>CIS 181A</td>
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<tr>
<td>CIS 054B</td>
<td>Advanced to the MS Operating System</td>
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</table>

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 002</td>
<td>Intro. to Computer Systems with Visual Basic ...</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Computer Lab: Visual Basic (VB.NET) ...</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 014</td>
<td>Data Structures and Algorithms</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172C</td>
<td>Computer Lab: Data Structures with &quot;C&quot;</td>
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</tr>
<tr>
<td>CIS 031A</td>
<td>Fundamentals of MicroSoft Visual Basic .NET</td>
<td>1.0</td>
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<tr>
<td>CIS 170A</td>
<td>Computer Lab: Introduction to Visual Basic.NET</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>3.0</td>
</tr>
<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 046A</td>
<td>UNIX Shell Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181A</td>
<td>Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 054B</td>
<td>Advanced MS Operating System</td>
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</tr>
<tr>
<td>CIS/CET 081</td>
<td>Introduction to Computer Networking</td>
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<tr>
<td>CIS 049A</td>
<td>Client -Side Web Programming</td>
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<td>Total A.S. Degree Requirements:</td>
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### Plus 2 (two) or more additional courses from the following electives (at least 10 units):

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>CIS 031A</td>
<td>Fundamentals of MicroSoft Visual Basic .NET</td>
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<tr>
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<td>Computer Lab: Perl Programming Language</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 181</td>
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<tr>
<td>CIS 181A</td>
<td>Computer Lab: UNIX</td>
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<tr>
<td>CIS 054B</td>
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<tr>
<td>Total Core Certificate Requirements:</td>
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### Plus 2 or more additional courses from the following electives (at least 10 units):

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
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<tr>
<td>CIS 180</td>
<td>Computer Lab: Visual Basic (VB.NET) ...</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 014</td>
<td>Data Structures and Algorithms</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 172C</td>
<td>Computer Lab: Data Structures with &quot;C&quot;</td>
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<tr>
<td>CIS 031A</td>
<td>Fundamentals of MicroSoft Visual Basic .NET</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 170A</td>
<td>Computer Lab: Introduction to Visual Basic.NET</td>
<td>1.0</td>
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<tr>
<td>CIS 044A</td>
<td>Introduction to Perl Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 184A</td>
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</tr>
<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
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</tr>
<tr>
<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
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<tr>
<td>CIS 046A</td>
<td>UNIX Shell Programming</td>
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<tr>
<td>CIS 181A</td>
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<tr>
<td>CIS 054B</td>
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<tr>
<td>Total Program Certificate Requirements:</td>
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</table>
## COMPUTER INFORMATION SYSTEMS

**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>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<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>
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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 Code</th>
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<tbody>
<tr>
<td>CIS 043</td>
<td>Introduction to Java Programming Language</td>
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<td>CIS 183</td>
<td>Computer Lab: Java Programming Language</td>
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</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>
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</tr>
<tr>
<td>WRKEX 301</td>
<td>Work Experience (recommended)</td>
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</table>

Total Program Certificate Requirements: 16.0 units

**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 Code</th>
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<tbody>
<tr>
<td>CET 067</td>
<td>Computer Diagnostics, Repair and Upgrade</td>
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<tr>
<td>CIS 054C</td>
<td>Introduction to Windows NT</td>
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<tr>
<td>CIS 056A</td>
<td>Supporting MS Windows</td>
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<tr>
<td>CIS 056B</td>
<td>Supporting MS Windows NT</td>
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<tr>
<td>CIS 081</td>
<td>Introduction to Computer Networking</td>
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Total Program Certificate Requirements: 17.0 units

**Java Programming - 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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<th>Course Code</th>
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<tbody>
<tr>
<td>CIS 045B</td>
<td>UNIX Operating System</td>
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<tr>
<td>CIS 181</td>
<td>Computer Lab: UNIX</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 043</td>
<td>Software Development with Java Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 183</td>
<td>Computer Lab: JAVA</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 044B</td>
<td>Web Design/Programming (UNIX)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 051</td>
<td>Networking Programming Using Java</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS 053</td>
<td>Distributed programming With Java</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 16.0 units

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**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)**

Total lecture 54.4 hours  
Advisory: MATH 903  
Corequisite: CIS 180  
Acceptable for credit: University of California, California State University  
This course is an Introduction to Programming using Visual Basic.NET. This course will cover fundamentals of digital computers, hardware, software, and introduce concepts of algorithms, flowcharting, and program design aids. Students will design, code, and execute programs on microcomputers in GUI environment using programming language VB.NET. The course will include VB.Net Controls, Events, Strings, Input Output (I/O) Techniques, Subprograms/Functions, Decision Making and Looping Techniques, Arrays, Sequential Files, and Relational Database and SQL. Concurrent enrollment in CIS 180 is required. (UC credit may be limited; see a counselor) Credit/No Credit Option.

**004A • COMPUTER PROGRAMMING I (PASCAL)**

Total lecture 54.4 hours  
Advisory: MATH 903, CIS 002 and CIS 054A  
Corequisite: CIS 171A  
Acceptable for credit: University of California, California State University  
This is a beginning course for students in Computer Science. The emphasis of the course is on the techniques of algorithm development and programming with style. Students will be introduced to a high-level programming language (PASCAL) and will use that language to design, code and execute programs with an emphasis on efficient algorithms, structure programming techniques and good documentation. (UC credit may be limited; see a counselor) Credit/No Credit Option.

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**004B • COMPUTER PROGRAMMING II (PASCAL)**

Total lecture 54.4 hours  
Advisory: MATH 903  
Prerequisite: CIS 004A  
Corequisite: CIS 171B  
Acceptable for credit: University of California, California State University  
Computer Programming II is a continuation of Computer Programming I. Introducing the analysis and more programming concepts such as string processing, recursion and simple data structures development. Programming assignments in PASCAL will be completed in the CIS Computer Lab using terminals and/or microcomputers. Credit/No Credit Option.

**005A • APPLICATIONS PROGRAM DEVELOPMENT (COBOL)**

Total lecture 54.4 hours  
Advisory: MATH 903  
Corequisite: CIS 174  
Acceptable for credit: University of California, California State University  
This is a beginning computer problem solving and programming course using COBOL. Structured COBOL syntax will be studied in detail. Emphasis will be placed on taking a number of business applications from the initial job definition phase through programming and testing. Programs will be compiled and executed on computer. Credit/No Credit Option.

**014 • DATA STRUCTURES AND ALGORITHMS**

Total lecture 54.4 hours  
Advisory: MATH 003A  
Prerequisite: CIS 037B  
Corequisite: CIS 172C  
Acceptable for credit: University of California, California State University  
This is an advanced course in the Computer Science option. The course reviews basic data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics introduced are the definition and terminology of graphs, internal and external sorting/merging/searching, dynamic storage allocation and the algorithms for implementing each topic. Credit/No Credit Option.

**021 • INTRODUCTION TO PROGRAMMING FOR SCIENTISTS AND ENGINEERS**

Total lecture 54.4 hours  
Advisory: MATH 003A, CIS 002 and CIS 054A  
Corequisite: CIS 172  
Acceptable for credit: University of California, California State University  
Overview of the basic concepts of a computer. Major emphasis on the use of the computer as a tool to aid solving the scientific problems. To this end a high-level programming language such as C and numerical methods are employed to program and execute a variety of scientific computing problems. Familiarity with computers is not necessary. (UC credit may be limited; see a counselor) Credit/No Credit Option.

**031 • PROGRAMMING IN BASIC / VISUAL BASIC**

Total lecture 54.4 hours  
Advisory: MATH 903, CIS 002 and CIS 054A  
Corequisite: CIS 170  
Acceptable for credit: University of California, California State University  
An introduction to the concepts and methods of computer programming. The BASIC/ VB language is commonly used min/microcomputers with both business/commercial and scientific/mathematical applications. This course presents language features and processing concepts applicable to a wide variety of problems. Credit/No Credit Option.

**031A • FUNDAMENTALS OF MICROSOFT VISUAL BASIC.NET**

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 beginning 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 a beginning computer problem solving and programming course using PROLOG. This course will include PROLOG objects, relationships, facts, rules and variables. Presentation of PROLOG syntax will include characters, operators, equality and arithmetic. Satisfying goals of representing objects and relationships by using trees and lists data structures, backtracking and “Cut,” Input/Output and built-in predicates will be covered. The course will also include an introduction to Prolog windows, graphics and sound, as well as building a small expert system. Credit/No Credit Option.

036 • PASCAL PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and CIS 002 and CIS 054A
Corequisite: CIS 171
Acceptable for credit: University of California, California State University
PASCAL is a relatively easy-to-learn language that is rapidly gaining popularity because of its suitability for structured programming. This course presents principles of the language in a problem solving environment. (Credit not given for both CIS 4A and CIS 36) (UC credit may be limited; see a counselor) 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
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.

037B • ADVANCED “C” PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: CIS 037A
Corequisite: CIS 172B
Acceptable for credit: University of California, California State University
This is an advanced course in the “C” programming language. The course will include more complex/advanced topics in the “C” programming language, such as run-time libraries, “C” - UNIX interface, “C” - Assembly interface, and basic data structures with stacks, queues, lists and trees. Students will design, code and execute complex programs with an emphasis on efficient algorithms, structured programming techniques, and good documentation. Credit/No Credit Option.

040 • SOFTWARE DEVELOPMENT WITH VISUAL C++
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903, CIS 037A and CIS 054B
Corequisite: CIS 178
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.

043 • SOFTWARE DEVELOPMENT WITH JAVA PROGRAMMING
3.0 units
Total lecture 54.4 hours
Advisory: CIS 37A and CIS 054B
Corequisite: CIS 183
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming with an emphasis on OOP, (Object-Oriented Programming). Fundamentals of Java programming language are taught in the Internet environment. Java programming language concepts include introduction to objects and classes, designing classes, data types, iterations, loops, testing and debugging techniques. The course includes OOP concepts such as interfaces, polymorphism and inheritance. This course also includes applets, GUI (graphical user interface), arrays lists, arrays, streams and exception handling. Credit/No Credit Option.

044 • INTRODUCTION TO DATA STRUCTURES USING JAVA
3.0 units
Total lecture 20.8 hours
Advisory: CIS 002 and MATH 009
Acceptable for credit: California State University
This course will introduce students to the Java programming language and its use in developing web site applets. Students will analyze existing Java code to learn its syntax and to cut-and-paste into their own applets. Credit/No Credit Option.

045 • JAVA FOR NON-PROGRAMMERS
3.0 units
Total lecture 54.4 hours
Advisory: MATH 903 and CIS 054B
Corequisite: CIS 183B
Acceptable for credit: California State University
This is an introductory course in the Java programming language. This course focuses on the use of Java and Java applets in Web design, review of HTML (HyperText Markup Language) and introducing intermediate level HTML. The course also includes the details of how Java applets work and use of existing applets, such as graphics and sound applets. In addition, handling user interface events, using Java libraries and uploading portfolio-quality Web sites with Java applets is also included. It also reviews Java programming and introduces students to object-oriented programming and Java's feature. Credit/No Credit Option.

046 • INTRODUCTION TO DATA STRUCTURES USING JAVA
3.0 units
Total lecture 54.4 hours
Advisory: MATH 003A
Prerequisite: CIS 043 and CIS 183
Corequisite: CIS 184
Acceptable for credit: University of California, California State University
This course is an advanced course in Java Programming Language. It covers basic data structures such as stacks, lists, dynamic arrays, trees, and the algorithms of their implementation. Other topics introduced are the definition and terminology of graphs, internal and external sorting, merging, searching, Hashing, Big-O notation, and Standard collection of Classes. Concurrent enrollment in CIS 184 is required. Credit/No Credit Option.
### 044A • INTRODUCTION TO PERL PROGRAMMING 3.0 units

**Total lecture**: 54.4 hours  
**Advisory**: CIS 047A and MATH 000C  
**Corequisite**: CIS 184A  
**Acceptable for credit**: University of California, California State University  
This is an introductory course in Perl programming. This course includes instruction on the basic features of perl scripting/programming. It also includes regular expressions, arrays and array functions and different perl operators and perl functions, file handlers, interfacing with the system and exception handling. Introduction to network addressing client/server programs in perl, Common Gateway Interface (CGI) and Object Oriented Concepts in perl are emphasized.  
**NOTE**: Students must be familiar with UNIX operating system.  
**Credit/No Credit Option.**

### 045A • INTRODUCTION TO UNIX OPERATING SYSTEM 1.0 unit

**Total lecture**: 20.8 hours  
**Advisory**: MATH 903 and CIS 054A  
**Acceptable for credit**: California State University  
An introduction to the UNIX operating system, its structure and capabilities. UNIX is one of the most recently developed and most popular operating systems.  
**Credit/No Credit Option.**

### 046A • UNIX SHELL PROGRAMMING 3.0 units

**Total lecture**: 54.4 hours  
**Advisory**: MATH 903 and CIS 054A  
**Corequisite**: CIS 181  
**Acceptable for credit**: University of California, California State University  
This is an introductory course in the UNIX operating system. This course includes basic UNIX commands, setup vi environment, using advanced vi features, UNIX file and directory manipulation, processes and standard files, access permission, and UNIX mail, write and talk. The course also includes an introduction to the Bourne Shell, including the shell command line, setup, customizing the shell environment, the alias mechanism, pipes, filters, I/O redirection and the text manipulation commands troff and nroff. In addition, document formatting packages and an introduction to system administration will be covered.  
**Credit/No Credit Option.**

### 046B • ADVANCED UNIX OPERATING SYSTEM 3.0 units

**Total lecture**: 54.4 hours  
**Advisory**: MATH 903  
**Prerequisite**: CIS 046A  
**Corequisite**: CIS 181B  
**Acceptable for credit**: University of California, California State University  
This course will include hierarchical file systems and directories of the UNIX operating system and the frequently used facilities of UNIX such as communication facilities. The course contains word processing/text preparation, run-time libraries, debuggers, controlling large programs, network of UNIX systems, and security issues. The course also includes Shell programming, system administration functions, and use of different programming languages.  
**Credit/No Credit Option.**

### 047A • INTRODUCTION TO UNIX SYSTEM ADMINISTRATION 3.0 units

**Total lecture**: 44.8 hours; **Total lab**: 27.2 hours  
**Advisory**: MATH 903  
**Prerequisite**: CIS 046A  
**Acceptable for credit**: California State University  
This is an introductory course in the UNIX system administration series. This course includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools. The course also includes mounting and unmounting the file system. This course utilizes UNIX tools to administer users accounts and groups and administer devices, printers and networking services. This course includes planning, setting up and administering mail services, customizing send mail configuration files, use of shell programming, UNIX tools to administer hardware and troubleshooting file access problems.  
**Credit/No Credit Option.**

### 047B • ADVANCED UNIX SYSTEM ADMINISTRATION 3.0 units

**Total lecture**: 44.8 hours; **Total lab**: 27.2 hours  
**Advisory**: MATH 903  
**Prerequisite**: CIS 047A  
**Acceptable for credit**: California State University  
This is an advanced course in the UNIX system administration series. This course includes setup, configuration, maintenance and performance issues of Domain Name Servers (DNS), Network File System (NFS), Network Information Service (NIS) and Network Information Service Plus (NIS+). DNS, NFS, NIS, NIS+ are configured on a networked UNIX System. The course also includes configuration, setting up and mounting Berkeley Internet Name Domain (BIND) and troubleshooting DNS and BIND. Shell programming with nslookup and C programming with Resolver Library Routines is also included. The course also includes the use of Service Access Facility (SAF), using SAF commands, setting up modern, character terminals and printing services, installing and managing application software.  
**Credit/No Credit Option.**

### 048 • UNIX NETWORKING AND SECURITY 3.0 units

**Total lecture**: 44.8 hours; **Total lab**: 27.2 hours  
**Advisory**: CIS 047A  
**Credit/No Credit Option.**

### 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 advanced course in the Web design/programming on a UNIX platform. This course includes web design concepts and HTML commands and setting up and creating websites including e-commerce. This course is specific to the UNIX operating system tools, web servers, search engines, and web design for communication. The course also includes introduction to Java scripts, Common Gateway Interface (CGI), and Java applet integration. Students will create complex web sites, upload commercial web sites, and use corporate web design with Intranet implementation.  
**NOTE**: Students should have knowledge of UNIX and windows environment.  
**Credit/No Credit Option.**

### 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 pages that require data collection and other user interactions. Students will learn how to write Javascript and embed them into the HTML documents to enhance the dynamics 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.**
50A • COMPUTER PROGRAMMING I (JAVA) 3.0 units
Total lecture 54.4 hours
Advisory: CIS 057A 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, multi-threading and other applications using Java applets, Java class libraries and JavaScript. Credit/No Credit Option.

50B • 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

Computer Programming II is the continuation of Computer Programming I. This course includes the analysis and design structure for complex programming concepts and methods. Students will use Java programming language to design, code and execute computer programs with an emphasis on efficient algorithms and documentation. Students will be implementing Java exception handling, Java beans, networking with Java, accessing WWW resources. Students will use AWT (Abstract Windows Toolkit) containers, GUI (Graphical User Interface) containers and Layout Managers containers. This course also includes an introduction to servlets and the Java web server, RMI (Remote Method Invocation), multi-threading, JDBC (Java Data Base Connectivity) and Java Beans. Credit/No Credit Option.

51 • 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 for network access including internet address, URL (Uniform Resource Identifier), and Applet. There will be discussion of Java's low-level sockets classes for network access: socket, serversocket, DatagramPacket, and DatagramSocket. Additional topics include multithreading protocol and content handler, concepts unique to Java that makes it possible to write dynamically extensible programs that automatically understand protocols and new kinds of contents. This course focuses on developing network programs (both applets and applications) using Java, covering networking fundamentals to remote method invocation (RMI). Additional topics include TCP and UDP sockets, multithreading protocol and content handlers, and servlets. Credit/No Credit Option.

52 • 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 introduction mechanism used to expose the events, methods, and properties of a Bean. Property Edits and Customizers. The relationship between Java Beans and Active X Bridge will be examined. Credit/No Credit Option.

53 • 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 is an introduction to designing and writing distributed applications in Java. The course explores Java’s Remote Method Invocation (RMI) facility and CORBA protocols to build message-passing systems using Java’s security facilities, and writing multithreaded servers. Special emphasis is given to distributed database systems, collaboration, and applications with high bandwidth requirements. The course focuses primarily on how to structure and wire distributed application and, therefore discusses issues like designing protocols, security, working with databases, and dealing with low bandwidth situations. Credit/No Credit Option.
081 • INTRODUCTION TO COMPUTER NETWORKING 3.0 units
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 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This is a an introductory course in Transmission Control Protocol/Internet Protocol (TCP/IP) networks and its 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 3.0 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, Designer/Developers, and Application Developers. May be repeated three times. Credit/No Credit Option.

150A • COMPUTER PROGRAMMING I (JAVA) LAB 1.0 unit
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 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 031
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in BASIC/VB and using the Mission Computer lab for BASIC/VB programming. 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 1.0 unit
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 1.0 unit
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.

171 • COMPUTER LAB: PASCAL 1.0 unit
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. May be repeated three times. Credit/No Credit Option.

171A • COMPUTER LAB: INTRODUCTION PROGRAMMING IN PASCAL 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 004A
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 4A students using the computer lab. Credit/No Credit Option.

172 • COMPUTER LAB: “C” 1.0 unit
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: INTRO TO “C” PROGRAMMING 1.0 unit
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.

172B • COMPUTER LAB: ADVANCED “C” 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 037B
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 37B students using the computer lab. Credit/No Credit Option.

172C • COMPUTER LAB: DATA STRUCTURES AND ALGORITHMS 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 014
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 14 students using the computer lab. Credit/No Credit Option.

173 • COMPUTER LAB: FORTRAN 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 032
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in FORTRAN and using the Mission Computer lab for FORTRAN programming. It is required for CIS 32 students using the computer lab. Credit/No Credit Option.
174 • COMPUTER LAB: COBOL 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 005A
Acceptable for credit: University of California, California State University
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.

175 • COMPUTER LAB: PROLOG 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 034
Acceptable for credit: University of California, California State University
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.

178 • COMPUTER LAB: C++ 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 040
Acceptable for credit: University of California, California State University
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.

180 • COMPUTER LAB: VISUAL BASIC.NET (VB.NET) 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 002
Acceptable for credit: University of California, California State University
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.

181 • COMPUTER LAB: UNIX 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 045B
Acceptable for credit: University of California, California State University
This course is designed for students writing programs in shell and using the Mission Computer lab for shell programming and UNIX. It is a required laboratory course for CIS 45B. May be repeated three times. Credit/No Credit Option.

181A • COMPUTER LAB: UNIX SHELL PROGRAMMING 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 046A
Acceptable for credit: University of California, California State University
This course is designed for students writing program in shell and using the Mission Computer lab for shell programming and UNIX> it is a required laboratory course for CIS 46A. Credit/No Credit Option.

181B • COMPUTER LAB: ADVANCED UNIX OPERATION SYSTEM 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 046B
Acceptable for credit: University of California, California State University
This course is designed for students writing program in shell and using the Mission Computer lab for Advanced UNIX Operating Systems. It is a required laboratory course for CIS 46B. Credit/No Credit Option.

183 • COMPUTER LAB: JAVA 1.0 unit
Total lab 54.4 hours
Advisory: MATH 903
Corequisite: CIS 043
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 43, and credit is given to students for hands-on experience using Java and writing programs in Java. Credit/No Credit Option.
### Cisco Certified Network Administration (CCNA) Certificate

The Cisco Certified Network Associate (CCNA) 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.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 011 Desktop Operating Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 012 Network Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 014 Introduction to Computer Hardware</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 021 Network Essentials (Cisco 1)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 022 Router and IOS Software (Cisco 2)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 023 LAN Design &amp; Case Study (Cisco 3)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 024 WAN Design &amp; Case Study (Cisco 4)</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 015 Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 27.0

### Cisco Certified Network Professional (CCNP) Certificate

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) | Units**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 025 Advanced Routing</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 026 Remote Access Networks</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 027 Multilayer Switching</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 028 Internetwork Troubleshooting</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 12.0

### Certified Network Engineer (CNE) Certificate

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.

**Core Curriculum Courses (Required) | Units**

<table>
<thead>
<tr>
<th>Courses</th>
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</tr>
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<tbody>
<tr>
<td>CIT 011 Desktop Operating Systems</td>
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</tr>
<tr>
<td>CIT 012 Network Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 014 Introduction to Computer Hardware</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 060 Netware Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 062 Netware Advanced Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 063 NDS Design and Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 064 Service and Support</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 067 Integrating NetWare with Windows O.S.</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 160 Netware Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 162 Netware Advanced Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015 Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 31.0

### Microsoft Certified Systems Engineer (MCSE) Certificate

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.

**Core Curriculum Courses (Required) | Units**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 014 Network Hardware &amp; Software</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 014 Introduction to Computer Hardware</td>
<td>4.0</td>
</tr>
<tr>
<td>CIT 041 Microsoft OS Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 042 Microsoft Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 044 Supporting MS Windows Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 045 Implementing and Administering Windows</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 046 Designing a Secure Windows 2000 Network</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 141 Microsoft OS Essentials Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 143 Microsoft Server Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015 Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus choose two courses from the following:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 049 System Admin for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 052A Designing and Implementing a Data Warehouse</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 057A Implementing and Supporting MS Exchange</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

### Microsoft Certified Database Administrator (MCDBA) Certificate

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.

**Core Curriculum Courses (Required) | Units**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 041 Microsoft OS Essentials</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 043 Microsoft Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 044 Supporting MS Windows Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 049 System Administration for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 051A Designing and Implementing Databases with Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 052A Designing and Implementing a Data Warehouse</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 141 Microsoft OS Essentials Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 143 Microsoft Server Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015 Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus choose one course from the following:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 107 Distributed Applications with Microsoft Visual C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 108 Distributed Applications w/ Microsoft Visual Basic</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 26.0

### Oracle Database Administration (DBA) Certificate

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.

**Core Curriculum Courses (Required) | Units**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 014 Introduction to Oracle: SQL and PL/SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 049 System Administration for Microsoft SQL Server</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 082 DBA: Architecture and Admin</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 084 DBA: Backup and Recovery</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 086 DBA: Performance Tuning</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 088 DBA: Network Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 182 DBA: Architecture and Admin Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 184 DBA: Backup and Recovery Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 186 DBA: Performance Tuning Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIT 188 DBA: Network Administration Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 015 Career Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Plus choose one course from the following:**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CIT 107 Distributed Applications with MS Visual C++</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 108 Distributed Applications with MS Visual Basic</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements:** 25.0
MISSION COLLEGE 2005-2006

COMPUTER INFORMATION TECHNOLOGY

011 • DESKTOP OPERATING SYSTEMS (A+ PART I) 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Acceptable for credit: California State University

This is the first of a two-course program designed to prepare students for the A+ certification exam. This course covers DOS (Command prompt functions) in Windows 9x, Windows 2000 OS. It also includes navigating through the OS from commandline prompts and procedures for accessing and retrieving information, network capabilities and how to connect to networks on the client side. In addition, students will also diagnose and troubleshoot common problems relating to Windows 9x and Windows 2000. This includes understanding normal operation and symptoms relating to common problems. Credit/No Credit Option.

012 • NETWORK HARDWARE AND SOFTWARE 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Acceptable for credit: California State University

This class is designed to give an overview of two distinct groups: Knowledge of Networking Technology, TCP/IP utilities and Knowledge of Networking Practices. The course will cover the basic network features of Microsoft Windows NT/2000, 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.

014 • INTRODUCTION TO COMPUTER HARDWARE (A+ PART II) 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Acceptable for credit: California State University

This is the second of a two-course program designed to prepare students for the A+ certification exam. This course will teach students to install, configure, and upgrade microcomputer modules and peripherals. Students will also learn to diagnose and troubleshoot common module problems and system malfunctions. Students will also learn specific terminology, facts, ways and means of dealing with classifications, categories and principles of motherboards, process, and memory in microcomputer systems. Credit/No Credit Option.

016 • SECURITY+ 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University

Students will learn to develop communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Credit/No Credit Option.

021 • NETWORK ESSENTIALS (CISCO) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: CIT 021
Acceptable for credit: California State University

This is the first part of a four-semester program designed to prepare students for the Cisco Certified Network Associate (CCNA) certification test. Semester One covers the fundamentals of Wide Area Network (WAN) protocols and Cisco router technologies. Students will learn Cisco router configuration and Internetwork Operating System (IOS) software. The course also covers routing protocols such as Routing Information Protocol (RIP), Interior Gateway Routing Protocol (IGRP), Enhanced IGRP (EIGRP), and Open Shortest Path First (OSPF). Credit/No Credit Option.

022 • ROUTER AND IOS SOFTWARE (CISCO) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: CIT 021
Acceptable for credit: California State University

This is the second part of a four-semester program designed to prepare students for the Cisco Certified Network Associate (CCNA) certification test. Semester Two covers the fundamentals of Local Area Network (LAN) analysis and design. Students will examine and study a LAN design as implemented in a typical environment. Credit/No Credit Option.

023 • LOCAL AREA NETWORK DESIGN & CASE STUDY (CISCO) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Prerequisite: CIT 022
Acceptable for credit: California State University

This is the third part of a four-course program designed to prepare students for the Cisco Certified Network Associate (CCNA) certification test. Course Three covers the fundamentals of Local Area Network (LAN) analysis and design. Students will examine and study a LAN design as implemented in a typical environment. Credit/No Credit Option.

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
Acceptable for credit: California State University

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
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 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 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 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 offices of 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 026
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 027
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 and 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 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 Querry. Credit/No Credit Option.

054 • IMPLEMENTING AND SUPPORTING MICROSOFT 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.

057 • 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 networking 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 Services) 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 re-used 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 Oracle9i database. The student learns to use an administration tool to startup and shut down 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

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.).

### 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

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.

### 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 course provides students with the necessary knowledge and skills to perform fundamental network management tasks on a NetWare 5.1 network. 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 provides students with the 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
Prerequisite: CIT 041
Corequisite: CIT 043
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.

### 143 • MICROSOFT SERVER LAB
1.0 unit

Total lab 54.4 hours
Prerequisite: CIT 041
Corequisite: CIT 043
Acceptable for credit: California State University

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.
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 NOS 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.

Student 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
- Electronics/Computer Tech

CET option:
- Assistant Network Administrator
- Network Help Desk
- Network Technician
- Network Consultant Aide
- PC/Network Installation Support

Some career options require more than two years of college study

Highlights - CET option:
- Solid foundation in basic electronics, with a strong emphasis on computer technology
- A board-based, 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

Computer Networking Technology - A.S. Degree and Certificate

Core Curriculum Courses (Required)  Units

- CNET 052 DC Circuit Theory and Analysis ................................. 4.0
- CNET 062 AC Circuit Theory and Analysis ................................. 4.0
- CNET 063 Digital/Programmable Logic ..................................... 4.0
- CNET 071 Solid State Devices and Circuits ................................. 4.0
- CNET 073 Microprocessors/Microcontrollers ............................... 4.0
- CNET 078 Telecommunications/Networking ................................. 3.0
- CNET 082 Analog/Circuit Simulation/Calculus ............................. 3.0
- CNET 083 Object-Oriented Programming ................................... 4.0
- CNET 090A Computer Service Tech (A+) - Hardware .................. 4.0
- CNET 090B Computer Service Tech (A+) - Operating System ........ 4.0

Plus 3 units from the following:**  Units

- CNET 060 Science: How Changed World .................................... 3.0
- CNET 066A Level I: Eng. Hign-Tech Assembly .............................. 3.0
- CNET 066B Level II: Eng. Hign-Tech Assembly .............................. 3.0
- CNET 067 Computer Diagnostics, Repair and Upgrade ................. 3.0
- CNET 077 Inside the IBM PC ................................................... 2.0
- CNET 079 Adv. Software Design .............................................. 3.0
- CNET 081 Intro to Local Area Networking ................................. 3.0
- CNET 084 Circuit Simulation Using PSPICE ............................... 3.0
- CNET 088A Introduction to RF/Microwave/Wireless .................... 3.0
- CNET 088B Advanced RF/Microwave/Wireless ............................. 3.0
- CNET 177 Laboratory Skills .................................................... 0.5
- DRAFT 058A Electronic Drafting .............................................. 3.0

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

Computer Networking Technology - A.S. Degree and Certificate

Core Curriculum Courses (Required)  Units

- CNET 041 TCP/IP for the PC .................................................... 3.0
- CNET 042 Intro to Network Operating Systems ......................... 3.0
- CNET 043 Router & Internetworking Fundamentals ....................... 3.0
- CNET 044 Network Management Fundamentals ............................ 3.0
- CNET 045 Introduction to LAN/WAN design ............................... 3.0
- CNET 046 Routing and Switching Technology ............................ 3.0
- CNET 047 Advanced Network Protocols .................................... 3.0
- CNET 078 Telecommunications / Networking ............................... 3.0
- CNET/CIS 081 Local Area Networks ......................................... 3.0
- CNET 090A A+ (hardware) .................................................... 3.0
- CNET 090B A+ (operating systems) ........................................ 4.0

Total Program A.S. Degree/Certificate Requirements: 35.0
COMPUTER NETWORKING ELECTRONICS TECHNOLOGY
MISSION COLLEGE 2005-2006

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

Computer Networking Technology - Network Associate Certificate

<table>
<thead>
<tr>
<th>Core Curriculum Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 055</td>
<td>IBM PC: A Technical Introduction</td>
</tr>
<tr>
<td>CNET 078</td>
<td>Data Communications</td>
</tr>
<tr>
<td>CNET/CIS 081</td>
<td>Introduction to Networking and LAN</td>
</tr>
<tr>
<td>CNET 041</td>
<td>TCP/IP for the PC</td>
</tr>
<tr>
<td>CNET 042</td>
<td>Introduction to Network Operating Systems</td>
</tr>
<tr>
<td>CNET 043</td>
<td>Internetworking Fundamentals</td>
</tr>
<tr>
<td>Total Program Certificate Requirements</td>
<td>17.0</td>
</tr>
</tbody>
</table>

COMPUTER NETWORKING ELECTRONICS TECHNOLOGY (CNET)

041 • TCP/IP FOR THE PC (Formerly known as CNT 041) 3.0 units
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 (Formerly known as CNT 042) 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
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 (Formerly known as CNT 043) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: CET/CIS 081 and CNT 041
Acceptable for credit: California State University
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 protocols, 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. Grade Only.

053 • ELECTRONICS CALCULATIONS 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
A comprehensive course in the fundamentals of electronics. DC voltages, resistance, series and parallel circuits. Credit/No Credit Option.

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. Grade Only.

62
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. Grade Only.

064 • MICROCOMPUTER SOFTWARE DESIGN 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University
This course will cover the major aspects of software design in a product development environment. A high-level structured language such as C or Java will be the primary programming language. Additional topics may include structured design and software development techniques. Grade Only.

066A • LEVEL I-INTRODUCTION TO ENGINEERING HIGHER-TECH ASSEMBLY(THROUGH-HOLE/SMT) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This is a fundamental overview course on engineering high-tech assembly. Coverage includes such topics as micro-electronic production, touch-up, component preparation and replacement as applied to multi-layer PC boards, component package processes, cabling, and hardware assembly. This course is designed to provide a total understanding of current engineering practices on high-tech PC board production process with Through-Hole(TH), Mixed-Tech(MT), and Surface Mounted(SM) Technologies. May be repeated one time. Credit/No Credit Option.

066B • LEVEL II-ENGINEERING ASSEMBLY REWORKS TECHNICIAN(EART) ON MIXED TECHNOLOGY 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Acceptable for credit: California State University
This is a second level high-tech manufacturing engineering assembly course on microelectronic production, touch-up, and engineering rework as applied to multi-layer PC boards. The course focuses on Engineering Change Notification(ECN) includes PCB and rework troubleshooting, bridging methodology, trace and pad replacement, and defective trace repair. This course is designed to provide the current engineering technician with a complete understanding of, as well as practical skills related to, the essential high-tech PC board production process with Mixed-Tech and Surface Mounted technologies. May be repeated one time. Credit/No Credit Option.

067 • COMPUTER DIAGNOSTICS, REPAIR, AND UPGRADE 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University
This is an introductory course on the diagnostics, repair, and upgrade of IBM PC/compatibles. This course requires no previous experience with computers, and is designed to provide for a wide range of needs: from entry-level high-tech positions, to job retraining, to skill upgrading. This course will include hardware configuration, software diagnostics, maintenance procedures, memory upgrade, floppy and hard disk installation and setup, power supply analysis, troubleshooting, and much more. May be repeated one time. Credit/No Credit Option.

071 • SOLID STATE DEVICES AND CIRCUITS 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 course in semiconductor devices and circuits, including diode, bipolar and FET transistor characteristics and specifications. Emphasis is on biasing and DC/AC analysis of amplifier and buffer configurations. Practical applications include amplifiers, power supplies, regulators, and other circuits and systems. Practical lab exercises will reinforce the theoretical concepts. Grade Only.

073 • MICROPROCESSORS/MICROCONTROLLERS 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903 and CET 063
Acceptable for credit: California State University
This is a comprehensive course on microprocessors and microcontrollers, featuring a balanced hardware/software approach. Emphasis will be on the Intel family of microprocessors. Laboratory experience will emphasize hardware design, assembly-language programming, and basic concepts of interfacing and troubleshooting. Grade Only.

077 • INSIDE THE IBM PC 2.0 units
Total lab 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
This is an intermediate-level technically-based course on the IBM PC. It emphasizes system hardware, operating system theory, and design of IBM PC and compatible computers. Topics include: video formats, disk and keyboard basics, ROM BIOS software, DOS interrupts, RS232 serial interface, PC bus structure, DMA, mouse, coprocessors, modes, sound, and structure of EXE files. Credit/No Credit Option.

078 • TELECOMMUNICATIONS/NETWORKING 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903
Acceptable for credit: California State University
This is an introductory course in telecommunications and networking. Topics include related computer hardware and software, the PLL, PCM, the phone system, modems, DSL, fiber optics, error correction, and local and wide-area networks. Theory is enhanced by laboratory and demonstration experience. Credit/No Credit Option.

079 • C# PROGRAMMING AND .NET FRAMEWORK 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903 and CET 083
Acceptable for credit: California State University
This class provides a comprehensive description of the C# language. The students will learn this new art of programming that goes beyond the programming heritage from C/C++, Visual Basic, and Java. Grade Only.

081 • INTRODUCTION TO COMPUTER NETWORKING 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903 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 CIS 81). Credit/No Credit Option.

082 • ANALOG/CIRCUIT SIMULATION/CALCULUS 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Advisory: MATH 903 and CET 052
Acceptable for credit: California State University
This course stresses operational amplifier (OP AMP) theory and application as applied to closed-loop feedback systems. Topics covered include feedback configurations, active filters, oscillators, and A/D converters. Calculus is introduced during the presentation of integrators and differentiators. Practical laboratory experience will emphasize computer circuit simulation. Grade Only.

083 • OBJECT-ORIENTED PROGRAMMING 4.0 units
Total lecture 54.4 hours; Total lab 54.4 hours
Advisory: MATH 903 and CET 064
Acceptable for credit: California State University
This is an introductory class in software design using an object-oriented programming language such as C++, Java, or C#. Course includes such topics as arrays, classes, inheritance, graphical user interface (GUI), interaction, animation, and multi-threading. Emphasis will be on direct hands-on laboratory experience. Grade Only.
COURSE FALL SPRING SUMMER WEEKEND
COUNS 001 x x x
COUNS 003 x x
COUNS 005 x x
COUNS 012 x x x
COUNS 040A,B,C x x
COUNS 051A x
COUNS 102 x
COUNS 012A,B,C,012A1, 050A, 053, 055 (TAUGHT AS NEEDED)

Credit/No Credit Option.

Credit/No Credit Option.
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
(NON-ASSOCIATE DEGREE COURSE)
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  0.5 units
(NON-ASSOCIATE DEGREE COURSE)
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.
**BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053**

### 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>
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**D = DAY CLASSES; ** **E = EVENING CLASSES**

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<th>Design Drafting - Electronic - A.S. Degree and Certificate</th>
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**Core Curriculum Courses (Required)**

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<tr>
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<td>DRAFT 058A Electronic Drafting</td>
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<td>DRAFT 058B Electronic Drafting - Printed</td>
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<td>DRAFT 058C Electro/Mechanical Packaging Design</td>
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<tr>
<td>DRAFT 058D Surface Mount and Integrated</td>
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<tr>
<td>DRAFT 058E Circuit Board Design</td>
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<tr>
<td>DRAFT 058F Dimensioning &amp; Tolerancing</td>
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<td>DRAFT 058G CAD Applications-Mechanical</td>
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<td>DRAFT 058H CAD Applications-Electronics</td>
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<td>DRAFT 059A CAD Applications-PCB</td>
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<tr>
<td>DRAFT 059B Solid Modelling Illustration</td>
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<tr>
<td>DRAFT 059D Introduction to CAD</td>
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<td>DRAFT 059E Advanced CAD Applications - Electronic</td>
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<td>DRAFT 072 CAD Applications-PCB</td>
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**Plus one of the following: Units**

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**DESIGN DRAFTING TECHNOLOGY**

**DRAFT**

**022 • DESCRIPTIVE GEOMETRY**

**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

The student determines the true size, shape and length of lines, planes and intersections not congruent with the standard orthographic planes of projection.

This course, created for Design Drafting majors, helps develop the student's ability to visualize in three dimensions, and is useful to anyone pursuing a career in Engineering and Design. **Credit/No Credit Option.**

**051A • TECHNICAL DRAFTING-BEGINNING**

**3.0 units**

Total lecture 36.8 hours; Total lab 72.0 hours

Advisory: MATH 903, DRAFT 070

Acceptable for credit: California State University

The study of drafting practices includes orthographic projections (multi-view), full and half sections, primary auxiliaries, pictorial drawing, dimensioning and lettering practice. Basic computer aided drafting (CAD) will be experienced. **May be repeated one time. Credit/No Credit Option.**

**051B • TECHNICAL DRAFTING-INTERMEDIATE**

**3.0 units**

Total lecture 36.8 hours; Total lab 72.0 hours

Advisory: MATH 903, DRAFT 072

**Prerequisite:** DRAFT 051A

Acceptable for credit: California State University

This course is a continuation of the study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions developments and intersections, dimensioning and tolerancing, axonometric projection, broken out, revolved, removed and offset section drawings. CAD will be used to produce drawings. **May be repeated one time. Credit/No Credit Option.**

**051C • TECHNICAL DRAFTING-ADVANCED GENERALIZATION**

**3.0 units**

Total lecture 36.8 hours; Total lab 72.0 hours

Advisory: MATH 903

**Prerequisite:** DRAFT 051B and DRAFT 072

Acceptable for credit: California State University

This course will introduce the American National standards and specifications as they are applied to the following special fields in drafting: machine drafting (detail and sub-assemblies), sheet metal fabrication drawing, casting and forging drawings, gears and cams, welding representation (weldments). Design process and documentation standards will be stressed. **May be repeated one time. Credit/No Credit Option.**
MISSION COLLEGE 2005-2006

DEsign Drafting

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

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
Advisory: MATH 903
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 • ELECTRO/MECHANICAL 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.

05D • SURFACE MOUNT & INTEGRATED CIRCUIT DESIGN TECHNOLOGY 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
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.

060 • DIMENSIONING AND TOLERANCING 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Prerequisite: DRAFT 051A
Acceptable for credit: California State University
This course covers interpretation of drawings for manufacturing as prescribed by the American National Standards Institute (ANSI Y14.5M); application of the precepts described in the ANSI Y14.5M; and a discussion of the advantages and methods for implementation of this geometric system to ensure quality and reliability of product. Credit/No Credit Option.

070 • INTRODUCTION TO COMPUTER AIDED DRAFTING 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903 and DRAFT 051A
Acceptable for credit: California State University
This course introduces the beginning student to the operation of Computer Aided Design and Drafting (CADD) systems. Students receive hands-on instruction using AutoCad software on both MS DOS and WINDOWS platforms. Formal written assignments and laboratory-project work are required. The CADD skills provided are a prerequisite for industry employment. May be repeated one time. Credit/No Credit Option.

071A • COMPUTER AIDED DESIGN APPLICATION - ELECTRONIC 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903 and DRAFT 070
Corequisite: DRAFT 058A
Acceptable for credit: California State University
This class is designed to accommodate the needs of students and the electronic industry in the area of Computer Aided Design and Drafting systems equipment operation. Students will be afforded the opportunity to acquire “hands-on” experience using Protel Schematic capture and Advanced PCB Computer Aided Drafting system. These skills are a prerequisite for employment as an operator in industry. Formal laboratory and written assignments are required. May be repeated one time. Credit/No Credit Option.

071B • CAD APPLICATIONS-ELECTRONICS PCB 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 071A
Acceptable for credit: California State University
This class is an advanced design course for printed circuit designers. The course teaches and uses the automated Computer-Aided-Design (CAD) systems equipment operation. Students will be afforded the opportunity to acquire “hands-on” experience using Protel Schematic capture and Advanced PCB management system for up to four hours a week. These skills are a prerequisite for employment as an operator in industry. Formal laboratory and written assignments are required. May be repeated one time. Credit/No Credit Option.

072 • COMPUTER AIDED DESIGN APPLICATIONS - MECHANICAL 3.0 units
Total lecture 36.8 hours; Total lab 72.0 hours
Advisory: MATH 903
Prerequisite: DRAFT 070
Acceptable for credit: California State University
This class is designed to accommodate the needs of students and the industry in the area of Advanced Mechanical Computer-Aided Design and Drafting (CADD) systems equipment operation. Students will be afforded the opportunity to acquire “hands-on” experience in the operation of a Computer Aided Design system for up to four hours a week. These skills are a prerequisite for employment as an operator in industry. Formal laboratory and written assignments are required. May be repeated one time. Credit/No Credit Option.

092 • DESIGN DRAFTING LABORATORY/PORTFOLIO 2.0 units
Total lab 108.8 hours
Advisory: MATH 903
Prerequisite: DRAFT 051C, DRAFT 058D, DRAFT 072
Acceptable for credit: California State University
This is a self-paced course individualized instruction course using Computer Aided Design and Drafting (CADD) application software in conjunction with the PC computer systems. Depending on the needs of the student one or more of the four different CADD application software packages available will be used to gather, develop and formalize a student portfolio demonstrating his/her design capabilities. This course will culminate with a formal portfolio presentation. This should be taken the final semester of the certificate/Associate Degree program. 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:
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 the University of California and/or 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.
Economics studies how people and societies produce various commodities and distribute them for consumption, now or in the future. Missions 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.

**Student Learning Outcomes:**

In addition to developing a strong foundation for advanced study in economics, the Economics Program at Mission College also provides information that is basic to inquiry in many other disciplines, such as business, law, and political science. Emphasis is placed not only on mastery of theories but also on their applications in everyday life. The two principles of economics courses are designed to introduce students to the functioning of a market-oriented economic system. Students will be able to grasp the causes and effects of economic events, develop models for explaining commonly observed economic behaviors and apply relevant economic concepts for making critical economic decisions. Upon completion of macroeconomics and microeconomics, students will be able to articulate their views on economics and engage in debates on current economic issues.

**Economics 1A - Principles of Macroeconomics**

With a focus on society's goal of achieving growth, equity and economic stability, the study of Principles of Macroeconomics enables students to:

- Evaluate the condition and performance of a macro-economy using economic indicators such as gross domestic product, unemployment rate and consumer price index;
- Develop and apply macroeconomic models for economic forecasting and economic impact studies, including the effect of fiscal and monetary policies on aggregate output and employment; and,
- Discern the theoretical differences between Classical and Keynesian economics and, through this knowledge, articulate the role of government in a market economy with an objective view.

Learning outcomes will be evaluated through a series of embedded class assessments including participation, reflection/reaction papers, problem-solving exercises and written examinations.

**Economics 1B - Principles of Microeconomics**

The study of Principles of Microeconomics focuses on the problem of scarcity and how markets, through the interaction of self-interested individuals, function to achieve efficient use of resources. Students will be able to:

- Develop models that simulate the decision-making process of individual households and business firms and, from such framework, derive basic economic guidelines that can be applied to making critical decisions in a cutthroat economy that demands quick thinking;
- Explain how the forces of demand and supply in competitive markets lead to efficient allocation of resources and why the existence of pricing power in non-competitive markets is deemed undesirable; and,
- Articulate the philosophical basis of a market-oriented economic system and evaluate objectively the pros and cons of government rules and regulations in the market place.

Learning outcomes will be evaluated through a series of embedded class assessments, including participation, project/experiment, problem-solving exercises and written examinations.

**Career Options:**

- Accountant
- Attorney
- Business Analyst
- Economist
- Macroeconomist
- Budget Analyst
- Arbitrator
- Research Economist
- Economic Forecaster
- Project Economist
- Investment Analyst
- Manpower Economist
- Commodity Economist
- Business Conditions Forecaster
- Industrial Relations Specialist
- Commodity Price Forecaster
- Development Economist
- Operations Research Analyst
- Natural Resource Economist
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.

Student 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 Computing 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:

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D= DAY CLASSES, E= EVENING CLASSES

**ENGINEERING (ENGR)**

**003 • HOW EVERYDAY TECHNOLOGY WORKS**

*4.0 units*

Total lecture 54.4 hours; Total lab 54.4 hours

Advisor: 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, stereos 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

Advisor: 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*

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. Grade Only.

**024 • INTRODUCTION TO CIRCUIT ANALYSIS**

*3.0 units*

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. Grade Only.
024L • INTRODUCTION OF CIRCUIT ANALYSIS LAB 1.0 unit
CAN ENGR 6 (ENGR 024 + 024L)
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. Grade Only.

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. Will be using Board Drawing/Sketching and Computers. Primarily for Engineering Transfer Students. Grade Only.

026 • ENGINEERING MATERIALS 4.0 units
CAN ENGR 4
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 provides an introduction to the properties of engineering materials and their relation to the internal structure of materials. A laboratory is included which uses experiments on campus and field trips to the local industry. Grade Only.

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:
Upon completion of the sequence of English composition courses, students will develop the skills and confidence to write successfully in academic and workplace settings:
• Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;
• Demonstrate critical thinking skills by analyzing and evaluating academic essays and literature;
• Formulate and clearly communicate their positions on diverse issues; and
• Write a research paper that demonstrates the effective evaluation, integration, and documentation of sources.

Possible Career Options:
• Advertising • Business • Civil Service
• Editing • Information Systems • Insurance
• Journalism • Law • Library Science
• Management • Marketing Communications • Politics
• Public Relations • Publishing • Research
• Teaching • Technical Communications • Writing

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.
• Online 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/GENES 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 ........... 3.0
BUS 021L Introduction to Business Computing, Laboratory 1.0

Total Program Certificate Requirements: .......................... 18.0
English Progression

**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 E1-301.

<table>
<thead>
<tr>
<th>001A • ENGLISH COMPOSITION</th>
<th>3.0 units</th>
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<tbody>
<tr>
<td>CAN ENGL 2</td>
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<tr>
<td><strong>Total lecture:</strong></td>
<td>54.4 hours</td>
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<tr>
<td><strong>Advisory:</strong></td>
<td>READ 053</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong></td>
<td>ENGL 108A or qualifying score on placement test.</td>
</tr>
<tr>
<td><strong>Acceptable for credit:</strong></td>
<td>University of California, California State University</td>
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<tr>
<td><strong>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. Grade Only.</strong></td>
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<tr>
<th>001B • ENGLISH COMPOSITION</th>
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<tr>
<td>CAN ENGL 4</td>
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<td><strong>Total lecture:</strong></td>
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<td><strong>Advisory:</strong></td>
<td>READ 053</td>
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<tr>
<td><strong>Prerequisite:</strong></td>
<td>ENGL 001A</td>
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<tr>
<td><strong>Acceptable for credit:</strong></td>
<td>University of California, California State University</td>
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<tr>
<td><strong>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. Grade Only.</strong></td>
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**005A • SURVEY OF ENGLISH LITERATURE**

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<td><strong>Prerequisite:</strong></td>
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<td><strong>Acceptable for credit:</strong></td>
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<tr>
<td><strong>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.</strong></td>
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**006A • WORLD LITERATURE**

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<td><strong>Advisory:</strong></td>
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<td><strong>Prerequisite:</strong></td>
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<td><strong>Acceptable for credit:</strong></td>
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<tr>
<td><strong>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.</strong></td>
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**007A • AMERICAN LITERATURE**

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| **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.** 

**009C • CLEAR THINKING IN WRITING**

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| **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. Grade Only.**

**ENGLISH MISSION COLLEGE 2005-2006**
### 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 stores, 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 nonfiction 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) Credit/No Credit Option.

### 018 • ASIAN 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 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.

### 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
CAN ENGL 20
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
CAN ENGL 18
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.

### 059 • WRITING IN THE WORKPLACE 3.0 units
Total lecture 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test

Concentration is on writing technical abstracts, reports and manuals. This course will include a review of diction, syntax, punctuation, and spelling, but the emphasis will be on technical writing skills. Not a baccalaureate level course. Credit/No Credit Option.

### 059A • WRITING IN THE WORKPLACE/Writing Abstracts 1.0 unit
Total lecture 20.8 hours
Advisory: READ 53
Prerequisite: ENGL 905 or qualifying score on placement test

This course is the same as English 59, except that the units are modularized. English 59A focuses on the skills needed to write abstracts based on observation and reading. 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.

### 059B • WRITING IN THE WORKPLACE/Writing Reports 1.0 unit
Total lecture 20.8 hours
Advisory: READ 53
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.
**ENGLISH MISSION COLLEGE 2005-2006**

**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.

**059D • Writing in the Workplace/Advanced**
1.0 unit
Total lecture 20.8 hours
Advisory: READ 053
Prerequisite: ENGL 905 or qualifying score on placement test
Documentation methods and techniques; analysis and solution of technological problems. The formats will include in-depth reports, proposals, and concept/position papers. Both hypothetical and actual writing problems will be used in assignments. This course is intended for students who have completed English 59A, B, and C. Partially fulfills English requirement for Associate degree. Credit/No Credit Option.

**070 • Creative Writing**
3.0 units
CAN ENGL 6
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 will build on the skills developed in English 75, applying the principles of reader-based prose to longer, more complex documents. The course will also focus on the management and editing skills needed to track longer projects and those needed in technical training. Credit/No Credit Option.

**077 • Design of Technical Publications, Training Materials, and Visuals**
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.

**099A • Oregon Shakespeare Festival Tour**
1.0 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 17.6 hours
This is a five-day trip to Ashland, Oregon, to experience one of America’s premiere theatre venues offering Shakespeare’s plays as well as other classics. Credit/No Credit Option.

**099B • Ashland Independent Film Festival**
1.0 unit
(NON-ASSOCIATE DEGREE COURSE)
Total lecture 17.6 hours
This is a four-day trip to attend the 3rd annual Ashland Independent Film Festival in Ashland, Oregon. This festival features over 60 films and videos from countries around the world, and celebrates the diversity of cultures, traditions and philosophies revealed in the films. 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. Not a baccalaureate level course. Qualifies student for English 1A. Credit/No Credit Option.

**900 • English Computer Lab**
0.5 units
(NON-ASSOCIATE DEGREE COURSE)
(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. T opics 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)
Total lecture 54.4 hours
Prerequisite: ENGL 903, ESL 970LS, ESL 970G 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
(NON-ASSOCIATE DEGREE COURSE)
(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.
**ENGLISH AS A SECOND LANGUAGE**

**MISSION COLLEGE 2005-2006**

**ENGLISH AS A SECOND LANGUAGE – ESL**

**DIVISION/DEPT:** English As A Second Language  
**DEPT CHAIR:** Myo Myint  
**PHONE:** 408-855-5316  
**COUNSELING:** Dr. Phuong Nguyen  
**PHONE:** 408-855-5043

**Student Learning Outcomes:**

Upon completion of the ESL program at Mission College, students will be able to communicate successfully both orally and in writing, as well as comprehend written and spoken language at the college level. Students will also become increasingly acculturated to American culture and gain confidence in communicating in English. The students will demonstrate their abilities in English as follows:

- Identify and use the grammatical elements of college level standard English to write a 5 paragraph essay.
- Read a novel at the adult level and respond orally and in writing to fictional elements such as character, plot and theme.
- Write an outline for and answer detailed questions about academic lectures and news broadcasts.
- Summarize lectures, literary and non-literary works orally and in writing.
- Participate in group discussions that lead to consensus using appropriate social and linguistic forms to interrupt, add information, disagree and summarize in both academic and professional settings on a variety of concrete and abstract topics.
- Produce speech which is intelligible and accurately articulated.
- Begin to identify with the American culture by demonstrating sensitivity to cultural differences.

Students will be assessed through written and oral quizzes and exams that are based on criterion-referenced rubrics, as well as various other authentic assessments.

**Modes of Study:**

- Semester-Length Courses
- Weekend Courses
- Distance Learning
- Telecourses
- On-Line Courses
- ESL Center
- Institute for International Studies

The Institute for International Studies (IIS) provides English language instruction for international students who want to increase their English proficiency before starting college. (For information, call 408/855-5108.)

- ESL in the Workplace
- Communication Skills for the American Workplace

This new program offers foreign-born professionals oral and written communication courses to learn how to communicate in a variety of work situations. These are fee-based courses offered through Community Education.

Call 408/855-5108. Sample Courses:

- After taking the 970 level courses, students will move into English 905 & Writing.
- Produce speech which is intelligible and accurately articulated.
- Begin to identify with the American culture by demonstrating sensitivity to cultural differences.

**SKILL AREAS**

**LEVEL 1: FOUNDATIONS 1**

| Writing, Grammar, Listening, Speaking & Vocabulary | ESL 910 Foundations in ESL | 0.5 units |
| Listening & American Culture (TV course) | ESL 970LC Foundations in Listening & Culture | 3.0 units |
| Language for Child Care | ESL 920CC ESL for Child Care Providers | 3.0 units |

**LEVEL 2: BEGINNING ESL**

| Listening & American Culture | ESL 970G Foundations in Listening & Culture | 3.0 units |
| Listening & American Culture (TV course) | ESL 970LC Foundations in Listening & Culture | 3.0 units |
| Language for Child Care | ESL 920CC ESL for Child Care Providers | 3.0 units |

**LEVEL 3: HIGH BEGINNING**

| ESL 930LS High Beginning Listening | 3.5 units |
| ESL 930RW Reading | 3.5 units |
| ESL 930G Grammar | 3.5 units |
| ESL 930LS Listening | 3.5 units |

**LEVEL 4: LOW INTERMEDIATE**

| ESL 940LS High Intermediate Listening | 3.5 units |
| ESL 940RW Reading | 3.5 units |
| ESL 940G Grammar | 3.5 units |
| ESL 940LS Listening | 3.5 units |

**LEVEL 5: INTERMEDIATE**

| ESL 950S Listening & Speaking | 3.0 units |
| ESL 950G Grammar | 3.0 units |
| ESL 950R Reading & Writing | 3.0 units |
| ESL 950P Pronunciation & Listening* | 3.5 units |

**LEVEL 6: HIGH INTERMEDIATE**

| ESL 960S Listening & Speaking | 3.0 units |
| ESL 960G Grammar | 3.0 units |
| ESL 960R Reading & Writing | 3.0 units |

**LEVEL 7: ADVANCED**

| ESL 970S Listening & Speaking | 3.0 units |
| ESL 970G Grammar Review & Editing | 3.0 units |
| ESL 970R Reading & Writing | 3.0 units |
| ESL 970AR Accent Reduction* | 3.0 units |

In levels 5, 6 & 7, students must complete all courses at each level before moving on to the next level. *ESL 950P and ESL 970AR are recommended courses, separate from the 3-course requirements at levels 5 & 7.

**COURSE FOR ESL STUDENTS IN ENGLISH 905, 108A, 001A, 001B, 001C**

| ESL 966 Applied Grammar & Editing | 2.0 units |
| ESL 906-906 Individualized and small group instruction in ESL (LATC) | 0.5 unit |

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

**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.
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 (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
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, audiotape, and videotape materials assigned by the ESL classroom or lab instructor. May be taken for a total of 3 units. Credit/No Credit Only.

910 • FOUNDATIONS IN ESL (NON-ASSOCIATE DEGREE COURSE) 9.5 units
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.

910C • FOUNDATIONS IN LISTENING AND CULTURE (NON-ASSOCIATE DEGREE COURSE) 3.0 units
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 (NON-ASSOCIATE DEGREE COURSE) 9.5 units
Total lecture 161.6 hours; Total lab 27.2 hours
Prerequisite: ESL 910 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.

920C • 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 (NON-ASSOCIATE DEGREE COURSE) 3.0 units
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.

930G • 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.
### English as a Second Language

**940GW • LOW INTERMEDIATE GRAMMAR AND WRITING**

**3.0 units**

- **Total lecture:** 54.4 hours
- **Advisory:** Recommend concurrent enrollment in ESL 940LS and ESL 940RV

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**

- **Total lecture:** 54.4 hours; **Total lab:** 27.2 hours
- **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 in sentences, monologs, dialogs, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. *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**

- **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, monologs, dialogues, pronunciation patterns, and vocabulary usage. *May be repeated three times.* This course may also be offered online. Credit/No Credit Option.

**950G • HIGH INTERMEDIATE GRAMMAR**

**3.0 units**

- **Total lecture:** 54.4 hours
- **Advisory:** ESL 940RV and ESL 940LS with a C or better.

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.

**950PL • INTERMEDIATE PRONUNCIATION AND LISTENING**

**3.5 units**

- **Total lecture:** 54.4 hours; **Total lab:** 27.2 hours
- **Prerequisite:** ESL 940LS or a qualifying score on the ESL Placement Test

This course develops intermediate level pronunciation and extensive practice in oral production and listening skills. Listening focuses on comprehension of sentences, dialogs, and paragraphs, and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, and linking, as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken communication more intelligible. This course includes 1-1/2 hours of laboratory work to facilitate skill development. Course may be taken twice for credit. *May be repeated three times.* Credit/No Credit Option.

**950RW • INTERMEDIATE READING AND WRITING**

**5.0 units**

- **Total lecture:** 89.6 hours
- **Advisory:** ESL 940LS and CA 010A with a C or better.

This intermediate level course develops students’ writing fluency and reading skills through the study of a variety of fiction and nonfiction reading materials. Students will increase their ability to write effective, grammatically correct sentences and short compositions. Writing skills focus on 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. *May be repeated three times.* This course may also be offered online. Credit/No Credit Option.

**960G • HIGH INTERMEDIATE GRAMMAR**

**3.0 units**

- **Total lecture:** 54.4 hours
- **Prerequisite:** ESL 950G, ESL 950RW and ESL 950LS, or a qualifying score on the ESL Placement Test

This course is 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**

- **Total lecture:** 54.4 hours
- **Prerequisite:** ESL 950LS, ESL 960G and ESL 950LS, or ESL 950RW and ESL 950LS, 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 of this course is on 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.

**960PL • INTERMEDIATE PRONUNCIATION AND LISTENING**

**3.5 units**

- **Total lecture:** 54.4 hours; **Total lab:** 27.2 hours
- **Prerequisite:** ESL 940LS 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**

- **Total lecture:** 89.6 hours
- **Advisory:** CA 010A with a C or better.

This course is 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.
966 • APPLIED GRAMMAR AND EDITING  
(NON-ASSOCIATE DEGREE COURSE)  
2.0 units  
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.

970R • ACCENT REDUCTION  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
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  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
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. Advanced ESL students receive guidance and extensive practice in editing 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.

970LS • ADVANCED LISTENING AND SPEAKING  
(NON-ASSOCIATE DEGREE COURSE)  
3.0 units  
Total lecture 54.4 hours  
Prerequisite: ESL 960LS, ESL 960RW and ESL 960G, or a qualifying score on the ESL Placement Test. Advanced ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas and supporting details through audio taped, videotaped and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. May be repeated three times. This course may also be offered online. Credit/No Credit Option.

970RW • ADVANCED READING AND WRITING  
(NON-ASSOCIATE DEGREE COURSE)  
5.0 units  
Total lecture 89.6 hours  
Advisory: CA 010A with a C or better.  
Prerequisite: ESL 960RW, ESL 960LS and ESL 970G (ESL 970G may be taken concurrently), or a qualifying score on the ESL placement test. This course focuses on producing fluency and accuracy in reading and writing for second language learners. Study includes organization and structure of texts, summarizing and paraphrasing, abstract inferencing, vocabulary development, essay development with thesis statements, coherence, and verb sequencing. The reading materials are varied to develop different reading strategies. Students learn to utilize various textual clues to anticipate the development of a topic through the analysis of the organization and structure of texts. This course prepares students for appropriate English classes. May be repeated three times. This course may also be offered online. Credit/No Credit Option.
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)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 055</td>
<td>Anatomy and Physiology</td>
<td>2.0</td>
</tr>
<tr>
<td>BIOSC 025</td>
<td>Environmental Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 040</td>
<td>Fundamentals of Environmental Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 041</td>
<td>Waste Stream Generation/Reduction/Treatment</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 043</td>
<td>Fundamentals of Toxicology</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 044</td>
<td>Hazardous Waste Management Applications</td>
<td>4.0</td>
</tr>
<tr>
<td>ET 047</td>
<td>Hazardous Materials Management Applications</td>
<td>4.0</td>
</tr>
<tr>
<td>ET 050</td>
<td>Safety and Emergency Response</td>
<td>4.0</td>
</tr>
<tr>
<td>ET 051</td>
<td>Principles of Accident Prevention</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 053</td>
<td>Fundamentals of Industrial Hygiene</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 059</td>
<td>Technical Writing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus one of the following Communications Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Introduction to Intercultural Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 35.0

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 either enter the workforce at the technician level or transfer into a bachelor's degree program.

Core Curriculum Courses (Required)  

<table>
<thead>
<tr>
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<th>Units</th>
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<td>BIOSC 025</td>
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</tr>
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<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 040</td>
<td>Fundamentals of Environmental Health and Safety</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 041</td>
<td>Waste Stream Generation/Reduction/Treatment</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 042</td>
<td>Health Effects of Hazardous Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>ET 044</td>
<td>Hazardous Waste Management Applications</td>
<td>4.0</td>
</tr>
<tr>
<td>ET 047</td>
<td>Hazardous Materials Management Applications</td>
<td>4.0</td>
</tr>
<tr>
<td>ET 050</td>
<td>Safety and Emergency Response</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL 059</td>
<td>Technical Writing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Recommended Electives for an A.S. Degree:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 010</td>
<td>Persuasive Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 001</td>
<td>American Government</td>
<td>3.0</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 Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to American Business</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 35.0

Firefighter I Certification Educational Requirements:

Mission College provides classes that meet the educational requirements for a Firefighter I certification as defined by the office of 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 051</td>
<td>Fire Protection Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 055</td>
<td>Building Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 056</td>
<td>Fundamentals of Fire Prevention</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 060*</td>
<td>Wildland Control Technology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 065</td>
<td>Emergency Medical Technician - 1 (EMT)</td>
<td>6.0</td>
</tr>
<tr>
<td>FPT 065C</td>
<td>Emergency Medical Technician - Clinical Exper.</td>
<td>0.5</td>
</tr>
<tr>
<td>FPT 065L</td>
<td>Emergency Medical Technician - I Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 004D</td>
<td>Firefighter Physical Agility Training</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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 2005-2006**

### 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 persons 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 one of the several areas concerned with safeguarding and preserving human life and property against fire and disaster, but will also increase the student’s potential for advancement.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 030A Fundamentals of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 051 Fire Protection Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 052 Fire Behavior and Combustion</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 053 Fire Protection Equipment and Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 054 Building Construction For Fire Protection</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 055 Fire Prevention Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FPT 056 Hazardous Materials Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 000C Intermediate Algebra</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Plus 6 units from the following:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 057 Rescue Practices</td>
</tr>
<tr>
<td>FPT 058 Fire Apparatus and Equipment</td>
</tr>
<tr>
<td>FPT 059 Firefighting Tactics &amp; Strategy</td>
</tr>
<tr>
<td>FPT 060 Wildland Fire Control Technology</td>
</tr>
<tr>
<td>FPT 061 Fundamentals of Fire Suppression</td>
</tr>
<tr>
<td>FPT 065 Emergency Medical Technician I</td>
</tr>
<tr>
<td>FPT 065C EMT I - Clinical Experience</td>
</tr>
<tr>
<td>FPT 065L EMT I Lab</td>
</tr>
<tr>
<td>FPT 075 Emergency Response Training</td>
</tr>
<tr>
<td>FPT 180 Emergency Medical Technician I Recertification</td>
</tr>
<tr>
<td>FPT 180A EMT Recertification Part I (MCTV)</td>
</tr>
<tr>
<td>FPT 180B EMT Recertification Part II (MCTV)</td>
</tr>
</tbody>
</table>

**Total Program A.S. Degree Requirements:** 31.0 units

### Emergency Medical Technician Certification

FPT 65, FPT 65C and FPT 65L meet the educational requirements for certification as an EMT-I 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, 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**

**3.0 units**

**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. Recommended for Credit by Examination. Credit/No Credit Option.

**041 • WASTE STREAM GENERATION/REDUCTION/TREATMENT**

**3.0 units**

**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. Recommended for Credit by Examination. Credit/No Credit Option.

**042 • HEALTH EFFECTS OF HAZARDOUS MATERIALS**

**3.0 units**

**Total lecture 54.4 hours**

Advisory: MATH 903 and BIOSC 055

Acceptable for credit: California State University

This course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS. Recommended for Credit by Examination. Credit/No Credit Option.

**044 • HAZARDOUS WASTE MANAGEMENT APPLICATION**

**4.0 units**

**Total lecture 54.4 hours; Total lab 54.4 hours**

Advisory: ET 040 and MATH 903

Acceptable for credit: California State University

This course provides an overview of hazardous waste regulation with emphasis in generator compliance, site investigation and remediation, permitting, enforcement, and liability. The lecture portion of the course explains the hazardous waste regulatory framework, introduces the student to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory portion of the course compliments the lectures by providing "hands on" application of the regulations at the technician level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting environmental consultants are among the many skills developed in the laboratory. Recommended for Credit by Examination. Credit/No Credit Option.

**045 • HAZARDOUS MATERIALS MANAGEMENT APPLICATIONS**

**4.0 units**

**Total lecture 54.4 hours**

Advisory: ET 040 and MATH 903

Acceptable for credit: California State University

A study of the requirements and applications of federal, state, and local laws and regulations relating to hazardous materials. The course will emphasize compliance with Department of Transportation, OSHA Hazard Communication, SARA Title III Right-to-know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. The lecture portion of the course will provide the student with an understanding of the legal framework of hazardous materials laws; the laboratory portion will focus on application of these laws, such as: proper labeling, interpreting MSDS’s, permitting and monitoring functions, as well as planning and reporting functions. Recommended for Credit by Examination. Credit/No Credit Option.

**050 • SAFETY AND EMERGENCY RESPONSE**

**4.0 units**

**Total lecture 54.4 hours; Total lab 54.4 hours**

Advisory: MATH 903

Acceptable for credit: California State University

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of personal protective equipment, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of Powered Air-Purifying Respirator and Self-Contained Breathing Apparatus, and an understanding of the Incident Command System. This course satisfies the requirements for generalized employee training under the Occupational Safety and Health Administration (29 CFR 1910.120). Recommended for Credit by Examination. Credit/No Credit Option.

**051 • PRINCIPLES OF ACCIDENT PREVENTION**

**3.0 units**

**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 extent and causes of industrial accidents. Topics to be discussed include industrial accident prevention; risk analysis and accident analysis models; safety personnel functions and responsibilities; health and safety programs; regulatory, common and administrative law; mandatory and voluntary compliance; applicable government agencies and their roles in health and safety; and OSHA regulations. Recommended for Credit by Examination. 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

051 • FIRE PROTECTION ORGANIZATION 3.0 units
Total lecture 54.4 hours
Advisory: ET 051 and 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. Credit/No Credit Option.

052 • FIRE BEHAVIOR AND COMBUSTION 3.0 units
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. Credit/No Credit Option.

053 • FIRE PROTECTION EQUIPMENT AND SYSTEMS 3.0 units
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. Credit/No Credit Option.

054 • BUILDING CONSTRUCTION FOR FIRE PROTECTION 3.0 units
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. Credit/No Credit Option.

055 • FIRE PREVENTION TECHNOLOGY 3.0 units
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. Credit/No Credit Option.

056 • HAZARDOUS MATERIALS TECHNOLOGY 3.0 units
Total lecture 54.4 hours
Advisory: FPT 052 and MATH 903
Acceptable for credit: California State University
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. Credit/No Credit Option.

057 • RESCUE PRACTICES 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: FPT 051
Acceptable for credit: California State University
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; extrication procedures; various rescue techniques. Safety equipment required. Credit/No Credit Option.

058 • FIRE APPARATUS AND EQUIPMENT 2.0 units
Total lecture 36.8 hours
Advisory: FPT 051 and FPT 052
Acceptable for credit: California State University
Principles of fire control through the utilization of manpower, equipment and extinguishing agents; fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; and organized approach to decision making on the fire ground. Fire simulation problems. Credit/No Credit Option.

059 • FIREFIGHTING TACTICS AND STRATEGY 2.0 units
Total lecture 36.8 hours
Advisory: FPT 052
Acceptable for credit: California State University
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. Credit/No Credit Option.

060 • WILDLAND FIRE CONTROL TECHNOLOGY 2.5 units
Total lecture 27.2 hours; Total lab 54.4 hours
Acceptable for credit: California State University
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. Credit/No Credit Option.

061 • FUNDAMENTALS OF FIRE SUPPRESSION 3.0 units
Total lecture 27.2 hours; Total lab 81.6 hours
Corequisite: PE 004D
Acceptable for credit: California State University
Manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and 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. Credit/No Credit Option.

065 • EMERGENCY MEDICAL TECHNICIAN I THEORY 6.0 units
Total lecture 108.8 hours
Prerequisite: AH 011, or American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065L and FPT 065C
Acceptable for credit: California State University
This EMT-I training program is designed to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the 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 on October 10, 2004. Students must successfully complete concurrently FPT 065L and FPT 065C to be eligible for certification. May be repeated three times. Grade Only.
065C • EMT I CLINICAL EXPERIENCE 0.5 units
Total lab 27.2 hours
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: Concurrent enrollment in or completion of FPT 065 and FPT 065L
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician – I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. This course allows the student to experience “hands-on” skills while caring for patients under the supervision of a preceptor. The student will need to show proof of a current t.b.skin test (<6 months ago), either immunizations for or blood tests for the following: rubeola, rubella, varicella, Hepatitis B, tetanus. Students must retake this course to gain an expanded educational experience.
Accepted for credit: California State University
May be repeated three times. Credit/No Credit Option.

065L • EMERGENCY MEDICAL TECHNICIAN I LAB 1.5 units
Total lab 81.6 hours
Advisory: MATH 903
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent
Corequisite: FPT 065 and FPT 065C
Acceptable for credit: California State University
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the clinical laboratory requirements at the mandated instructor student ratio of 1:10 for certification as an Emergency Medical Technician – I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification. May be repeated three times. Credit/No Credit Option.

073 • FIRE GROUND HYDRAULICS 2.0 units
Total lecture 36.8 hours
Prerequisite: Firefighter I Certification requirements or equivalent.
Acceptable for credit: California State University
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.

075 • EMERGENCY RESPONSE TEAM TRAINING 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
A course designed to meet Federal, State and Local laws and regulations that require industry personnel to be trained to respond to incipient 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. Credit/No Credit Option.

180 • EMT I REFRESHER COURSE 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Prerequisite: AH 011, American Heart Association BLS for the Healthcare Provider or equivalent.
Current certification as an EMT-I or a certification that will have been lapsed less than 24 months at the time of application for recertification. For lapses between 6 and 24 months there are educational requirements in addition to the refresher course. Please contact your local EMS Agency for details.
Acceptable for credit: California State University
For California State University, Los Angeles, maximum credit allowed is 2 semester units.
The purpose of this EMT-I training course is to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the refresher course requirements for certification as an Emergency Medical Technician – I as specified in the regulations approved by the State of California Emergency Medical Services Authority on October 10, 2004. May be repeated three times. Credit/No Credit Option.
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.

**Student Learning Outcomes:**
Upon completion of a Foreign Language program students at Mission College will be able to communicate at the respective level on common daily topics, and to recognize the significance of major historic and cultural topics. Within the context of the vocabulary and structures presented in each course, students will be able to:

- Demonstrate comprehension by responding appropriately to written and spoken expressions of the target language according to level of study.
- Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language.
- Express ideas clearly and accurately in writing according to level of study.
- Develop and demonstrate ability to value diverse cultural aspects and global awareness.
- Customize the mode of communication appropriate to the specific audience. Students will demonstrate their progress and mastery through oral and written tests, quizzes, projects.

**Career Options:**
- Airlines/Travel
- Banking
- Social Security Officer
- Import & Export
- Police Work
- Intelligence/Military Service
- Tourism
- Translator/Interpreter
- International Business
- Social Service
- Teacher’s Aide
- Foreign Language Teacher
- Bilingual Education
- IRS/State Franchise Tax Board
- 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.
- Superbly trained faculty and dedicated staff.
- Fully equipped modern language laboratory.
- Customize the mode of communication appropriate to the specific audience.

**Schedule Matrix:**

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D= DAY CLASSES; E= EVENING CLASSES

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**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 050A. 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.

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**FRENCH — FRNCH**

**001 • FIRST SEMESTER FRENCH (ELEMENTARY LEVEL)**
5.0 units
(Formerly known as FRNCH 001A)
Total lecture 89.6 hours
Credit/No Credit Option.

**001L • FRENCH LABORATORY**
0.5 unit
(Formerly known as FRNCH 001LA)
Total lab 27.2 hours
Credit/No Credit Option.

**002 • SECOND SEMESTER FRENCH (ELEMENTARY LEVEL)**
5.0 units
(Formerly known as FRNCH 001B)
Total lecture 89.6 hours
Credit/No Credit Option.

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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**
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. FRNCH002L 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

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.*

**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 005 is a continuation of FRNCH 004. 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 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.*

**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

This course is a continuation of French 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. *Credit/No Credit Option.*

**051 • INTERMEDIATE CONVERSATIONAL FRENCH AND CULTURE** 3.0 units

**Total lecture 54.4 hours**

**Advisory:** FRNCH 050A

*Acceptable for credit:* California State University

Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use French while furthering their knowledge of the customs and culture of France and other French-speaking countries. *Credit/No Credit Option.*

**058A • IMMERSION FRENCH** 3.0 units

**Total lecture 36.8 hours; Total lab 54.4 hours**

**Prerequisite:** FRNCH 051A or demonstrate appropriate competency

*Acceptable for credit:* California State University

French 58 A is designed to give students the opportunity to be in a French-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 French during this extended period. Students pay Mission College tuition and fees as well as an additional fee to cover food, lodging, and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the immersion weekend and a post-weekend assignment. There will be a mandatory Saturday or weekday-evening meeting early in the semester. *Credit/No Credit Option.*

**062 • INTRODUCTION TO THE CULTURE OF FRANCE** 2.0 units

**Total lecture 36.8 hours**

*Acceptable for credit:* California State University

A multi-disciplinary introduction to the culture of France (taught in English). Topics include the regions of France, French food and wine, a brief introduction to the French language, Paris, French art, the French character, and business customs. Of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. *Credit/No Credit Option.*

**001 • FIRST SEMESTER ITALIAN (ELEMENTARY LEVEL)** 3.0 units

(Pending approval -- See pg. 16)

**Total lecture 89.6 hours**

**Corequisite:** ITAL 001L

*Acceptable for credit:* California State University

The student will acquire the basic skills for communication in Italian: listening, speaking, reading, and writing. The student will be exposed to a general overview of Italian civilization and culture. *Credit/No Credit Option.*
001A • ITALIAN LABORATORY 0.5 unit
(Pending approval --See pg. 16)
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 Italy through a variety of media. The student will be exposed to the Italian culture 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 Italian 001, and is designed to further enhance course material. Italian 001L may also be taken independently by students who are not enrolled in a foreign language course. May be repeated once for credit. Credit/No Credit Option.

050A • BEGINNING CONVERSATIONAL ITALIAN 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 the fundamental aspects of the Italian language, this course emphasizes conversational skills and vocabulary-building with a moderate amount of grammar. The student is also introduced to the cultural aspects of Italy through the use of audio-visual materials. Cultural topics (customs, cuisine, travel, traditions, etc.) and useful vocabulary (numbers, foods, telling time, clothing, etc.) will be further explored through classroom activities which encourage students to use the language in simulated situations. Credit/No Credit Option.

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
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.

001A • JAPANESE 5.0 units
(Formerly known as JPNS 001A)
Total lecture 89.6 hours
Acceptable for credit: 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 become 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.

003A • SECOND SEMESTER JAPANESE (ELEMENTARY LEVEL) 5.0 units
(Formerly known as JPNS 001B)
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.

003B • SECOND YEAR JAPANESE LANGUAGE 3.0 units
(Pending approval --See pg. 16)
Total lecture 54.4 hours
Prerequisite: JPNS 002A or its equivalent (2 years of high school Japanese)
Acceptable for credit: California State University
Japanese 003A is a continuation of Japanese 002 and is the first in the series of four, 3-credit, second-year Japanese language courses. The student will continue to develop proficiency in Japanese oral and written language skills through the study of new vocabulary and idioms; more advanced grammar structures; and mastery of the Japanese written scripts, including new Kanji characters. Course activities will emphasize self-expression in speaking and writing on topics of everyday importance to demonstrate understanding of newly learned language skills and historical/cultural topics. Credit/No Credit Option.

003C • SECOND YEAR JAPANESE LANGUAGE 3.0 units
(Pending approval --See pg. 16)
Total lecture 54.4 hours
Prerequisite: JPNS 003B or its equivalent (3 years of high school Japanese)
Acceptable for credit: California State University
Japanese 003B is a continuation of Japanese 003A and is the second in the series of four, 3-credit, second-year Japanese language courses. The student will continue to develop proficiency in Japanese oral and written language skills through the study of new vocabulary and idioms; more advanced grammar structures; and mastery of the Japanese written scripts, including new Kanji characters. Course activities will emphasize self-expression in speaking and writing on topics of everyday importance to demonstrate understanding of newly learned language skills and historical/cultural topics. Credit/No Credit Option.

011A • JAPANESE LAB 0.5 unit
Total lab 27.2 hours
Acceptable for credit: California State University
This is a separate lab course, offered by arrangement at the student's convenience, which aims to present the culture of Japan through a variety of media. The student will review the customs and culture of Japan through slides, filmstrips, audio and videotapes, films, books, and current publications. Students may also use the Japanese language programs to reinforce speaking skills and oral comprehension and to improve pronunciation. This course provides an excellent supplement to Japanese 1A. It may be taken independently, however, by students not enrolled in a foreign language course as many cultural materials have texts in both English and Japanese. May be repeated one time for credit. Credit/No Credit Option.

011B • 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. May be repeated one time for credit. Credit/No Credit Option.

050A • BEG CONVERSATIONAL JAPANESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
This is a separate lab course, offered by arrangement at the student's convenience, which aims to present the culture of Japan through a variety of media. The student will review the customs and culture of Japan through 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. May be repeated one time for credit. Credit/No Credit Option.
FOREIGN LANGUAGES

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

050B • BEGINNING CONVERSATIONAL JAPANESE AND CULTURE 3.0 units
Total lecture 54.4 hours
Advisory: JPNS 050A
Acceptable for credit: California State University
A continuation of Japanese 50A, in which further vocabulary is introduced and the student’s conversational ability is expanded. The culture of Japan will be presented through lectures, newspaper and magazine articles, and a variety of audio-visual materials. Credit/No Credit Option.

099W • SECOND YEAR JAPANESE LANGUAGE (Experimental Course) 3.0 units
Total lecture 54.4 hours
Intermediate Japanese is designed for the Japanese Language student who has successfully completed a one-year course mastering basic Japanese reading, writing, and speaking skills. The student will continue to develop intermediate-level language skills by learning new vocabulary, Kanji (Chinese pictographs), sentence structures, idioms, and cultural factors affecting oral and written communication. Credit/No Credit Option.

001 • FIRST SEMESTER SPANISH (BEGINNING LEVEL) 5.0 units
Total lecture 89.6 hours
Corequisite: SPAN 001L
Acceptable for credit: University of California, California State University
Designed for students without previous experience, desiring a basic, practical conversational approach to learning a language, this course emphasizes conversational skills and vocabulary building with a basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Russian customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. Credit/No Credit Option.

051B • 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.

RUSSIAN — RUSS

050A • BEGINNING CONVERSATIONAL RUSSIAN 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, this course emphasizes conversational skills and vocabulary building with a basic grammar. A variety of classroom activities will permit the student to actively use the language while studying it. Cultural topics (Russian customs and traditions, cuisine, travel, etc.) and useful vocabulary (courtesy, numbers, foods, telling time, understanding directions, clothing, etc.) will be explored through classroom activities which encourage students to use the language in simulated situations. Credit/No Credit Option.

SPANISH — SPAN

001 • FIRST SEMESTER SPANISH LABORATORY 0.5 unit
(Fomerly known as SPAN 001A)
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. May be repeated one time for credit. Credit/No Credit Option.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Notes</th>
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<td>SPAN 002</td>
<td>SECOND SEMESTER SPANISH (ELEMENTARY LEVEL)</td>
<td>5.0</td>
<td>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. It may be repeated three times for credit.</td>
<td>Acceptable for credit: California State University</td>
</tr>
</tbody>
</table>
### 002 • SECOND SEMESTER VIETNAMESE
**ELEMENTARY LEVEL**
5.0 units

- **Total lecture:** 89.6 hours
- **Prerequisite:** VIET 050A or equivalent

**Acceptable for credit:** University of California, 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.**

### 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.**

### 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.**

### 049B • VIETNAMESE LANGUAGE AND CULTURE FOR FLUENT SPEAKERS
3.0 units

- **Total lecture:** 54.4 hours
- **Prerequisite:** VIET 049A

**Acceptable for credit:** University of California, California State University

This course, designed for those whose first language is Vietnamese, is a continuation of Vietnamese 049A. It consists of three segments: language, culture, and Vietnamese-Americans. The course includes (1) a further study of the spoken language and the different styles of writing; (2) a detailed examination of the distinctive features of the Vietnamese culture through readings in Vietnamese poetry, prose, and the arts; and (3) a study of the accomplishments of the Vietnamese in their home country and in the U.S. **Credit/No Credit Option.**

### 050A • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE
3.0 units

- **Total lecture:** 54.4 hours
- **Acceptable for credit:** California State University

**Prerequisite:** VIET 050A

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 Vietnamese customs and traditions, including family concepts, religion, special events, food, etc. **Credit/No Credit Option.**

### 050B • BASIC CONVERSATIONAL VIETNAMESE AND CULTURE
3.0 units

- **Total lecture:** 54.4 hours
- **Advisory:** VIET 050A

**Acceptable for credit:** California State University

This course is a continuation of Vietnamese 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Vietnam 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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### GEORGRAPHY (GEOG)

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### GEOGRAPHY — GEOG

- **Division:** Social Sciences
- **Department:** Geography
- **Dept Chair:** Wilbert Xu
- **Phone:** 408-855-5273
- **Counseling:** 408-855-5030

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:**
- CAN GEOG 1
- CAN GEOG 2
- CAN GEOG 4

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**001 • INTRODUCTION TO PHYSICAL GEOGRAPHY**
3.0 units

**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

**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 human cultures. **Credit/No Credit Option.**
GLOBAL STUDIES – GLOBL

DIVISION: Cultural And Technical Arts
PROGRAM: Global Studies
COORDINATOR: Joan Powers
PHONE: 408-855-5298
COUNSELING: 408-855-5030

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.

Student Learning Outcomes:
Graduates from the Global Studies program will possess an increased understanding of the world's social, political, economic and natural systems and an appreciation of the diversity of human culture which in turn will enable them to better work in the global economy, live in a multicultural society and make intelligent decisions as global citizens.

- Analyze major global challenges superseding the diverse traditions, values and practices in existence
- Identify varying worldviews on the same issues and occurrences
- Differentiate multiple perspectives affecting behaviors and decisions
- Explain how/why the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
- Describe core civic values which generate socially responsible behavior at both local and global levels
- Explain the interconnectedness of global decisions and events
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts
- Student ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

- 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:

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

Global Studies and Academic Requirements:

- For transfer students to the University of California and California State University:

The following two Global Studies courses meet the Area 4 - Social and Behavioral Sciences requirement for the University of California, Social Sciences requirement for California State University, and the Social and Behavioral Sciences/Series 2 requirement for the A.A. degree:

- GLOBL 1/SOC SC 1 Global Perspectives
- GLOBL 2/SOC SC 2 Global Issues

Global Studies - Certificate

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

Core Curriculum Courses (Required)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>GLOBL/SOC SC 002</td>
<td>Global Issues</td>
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</tbody>
</table>

Foreign Language

- Choose one: Units

- 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:

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Some career options require more than two years of college study.
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 behavior, 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) Units

1. GLOBAL/SOC SC 001 Global Perspectives 3.0
2. GLOBAL/SOC SC 002 Global Issues 3.0
3. Foreign Language 5.0 - 6.0
4. BOSC 025 Environmental Biology 3.0
5. BUS 010 Global Business 3.0

People and Culture - Choose One: Units

1. ANT 008 Introduction to Anthropology 3.0
2. GEOG 002 Cultural Geography 3.0
3. COMM 012 Intercultural Communication 3.0

History and Humanities - Choose One: Units

1. HIST 004B History of Western Civilization 3.0
2. HIST 033 Women’s Issues Past & Present 3.0
3. HUMAN 001B Human Values in and from the Arts 3.0
4. ENGL 006B World Literature 3.0

Politics - Choose One: Units

1. POL 002 Comparative Government 3.0
2. POL 004 International Relations 3.0

Plus 9 units from the following: Units

1. ANTH 003 Cultural Anthropology 3.0
2. ART 001AB Survey of Western Art 3.0
3. BIOC 030 Rainforest Ecology 3.0
4. HIST 004B History of Western Civilization 3.0
5. HIST 006 The Middle East 3.0
6. HIST 010 Introduction to Latin American History 3.0
7. HIST 030 History of Southeast Asia 3.0
8. HIST 033 Women’s Issues Past & Present 3.0
9. HUMAN 001AB Human Values in and from the Arts 3.0
10. HUMAN 016A Hispanic Roots and Culture 3.0
11. HUMAN 018 African-American Culture and Humanities 3.0
12. HUMAN 020 Asian Roots and Culture 3.0
13. GMT 116 Global Management 3.0
14. MKT 060 International Marketing 3.0
15. MKT 062 Global Exporting and Importing 3.0
16. MKT 066 Global Finance Strategies 3.0
17. MKT 070 Global Marketing Research 3.0
18. MKT 075 Marketing Ethics 3.0
19. MKT 076 Global Purchasing 3.0
20. MKT 082 Global Advertising 3.0
21. MKT 085 How to Sell Your Products & Services in Mexico 3.0
22. PHI 003 Introduction to Problems in Ethics 3.0
23. PHI 004 Intro. to Patterns in Comparative Religions 3.0
24. PHI 005 Intro. to Political and Social Philosophy 3.0
25. PHI 007 Intro. to Asian Philosophy 3.0
26. POLIT 002 Comparative Government 3.0
27. POLIT 004 International Relations 3.0
28. POL/HUMAN 007 Films and the International Community 3.0
29. SOC 046 Marriage Customs and Sexual Behavior: A Global Perspective 3.0
30. WRKEX 301-304 Occupational Cooperative Work Exp. Education 3.0

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 Technology
Certificate: Graphic Arts

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
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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>
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<td>GRART 068</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree Requirements: 27.0 units

**Graphic Arts - Certificate**

The Certificate Program in Graphic Design is a practical experiential training program in graphic design and production processes that go from concept to final printed product. Core courses cover 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) Units

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRART 050</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 063</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>GRART 063</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 065</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 067</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068</td>
<td>3.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>GRART 063</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 24.0 units

**GRAPHIC ARTS - CERTIFICATE**

050 • INTRODUCTION TO GRAPHIC ARTS TECHNOLOGY 3.0 units

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 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 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 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.

063 • INTRODUCTION TO DESKTOP PUBLISHING 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

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 photo 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.

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 quadtone 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 064

Prerequisite: GRART 063

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 093
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.

075 • GRAPHIC ARTS OFFSET PRESS 3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: GRART 050
Acceptable for credit: California State University
Operation and maintenance of offset presses. Covers designs and nomenclature of offset presses and duplicators, press setup procedure, controlling registration, controlling ink and water balance, Ph balance in fountain solution, running a variety of uncoated and coated stocks, the use of dry power spray, ink mixing and matching, platemaking, and maintenance and care of the offset press. Students will run single and double sided work using different imposition methods; both single-color and multi-color, tight register printing are covered in lab assignments. Maintenance procedures for each press are carried out by class members. May be repeated one time. Credit/No Credit Option.
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 this 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>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 034A Introduction to Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062 Production Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 Photoshop Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085 Professional Portfolio &amp; Design Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select a minimum of two additional course electives to complete a minimum of 17 semester units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 034B Advanced Digital Art</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 037A Introduction to Computer Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 068 Advanced Digital Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 066 Advanced Production Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 050 Graphic Design Presentation and Illustration Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035 Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAFT 055A Illustration 3-D-CAD</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037 Intermediate Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073 Digital Photography and Quicktime VR</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 17.0

e-Commerce - Certificate

(Pending approval -- See pg. 16)

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 commercial Web presence including the design and application of effective interfaces and information architecture. Web marketing strategies including product-based, customer-based and business to business will be covered. Web auctions, portals and virtual communities will also be covered. Payment systems based on product-based, customer-based and business to business will be covered. Web auctions, portals and virtual communities will also be covered. Payment systems based on product-based, customer-based and business to business will be covered.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 084 Marketing Using the Internet</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 021 Intro to Business Computing</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS 027 e-Business</td>
<td>4.0</td>
</tr>
<tr>
<td>GDES 045 Webpage Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 046 Intermediate Webpage Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 083 Design for e-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085 Portfolio &amp; Professional Career Preparation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select a minimum of two additional course electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028A Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CTE 113 Database Programming for the Web</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 045 Career Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047 Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072 Information Architecture</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 073 Digital Photography &amp; QTVR</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 074 Digital Video</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 068 Global Distributors &amp; Agents</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 82 Global Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS 083 Digital Audio</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 28.0

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog.

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>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A Advertising Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 001A English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A Graphic Design-Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ENGL 077 Design of Technical Publications</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075 Graphic in Visual Communications Assistant</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070 Web Production &amp; PDF Publishing</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 Photoshop Digital Imaging</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program Certificate Requirements: 33.0

Some graduation requirements occasionally change. Consult a counselor for information on the requirements or see the appropriate catalog.

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 through 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, design and application of effective interfaces and information architecture. This award winning design program provides opportunities for the student to develop sensitivity to and an understanding of contemporary graphic design issues.

Core Curriculum Courses (Required) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031A Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART 033A Basic Design: Two-Dimensional</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 035 Introduction to Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 045 Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055A Graphic Design - Image and Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 055B Advanced Topics in Graphic Design - The Agency</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 050 Introduction to Graphic Art Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 062 Production Illustration Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 060 Electronic Page Layout and Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 085 Professional Portfolio and Design</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Plus an additional course (or additional courses) required from the following to bring your total to a minimum of 33 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDES/ART 011 The History of Modern Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 040 Applied Typography</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 047 Web Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 072 Info. Architecture &amp; Interface Design</td>
<td>2.0</td>
</tr>
<tr>
<td>GDES 080 Packaging Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 087 TradeShow Exhibit Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES/ENGL 077 Technical Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 050 Graphic Design &amp; Illustration Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>GDES 037 Inter. Computer Graphic Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 075 Graphic in Visual Communications Assistant</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 070 Web Production &amp; PDF Publishing</td>
<td>3.0</td>
</tr>
<tr>
<td>GRART 064 Photoshop Digital Imaging</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Program A.S. Degree/Certificate Requirements: 33.0

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, video in an interactive manner. The potentials for our students are 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
--- | ---
ART 033 | Basic Design 3.0
ART 034A | Introduction to Computer Aided Design 3.0
GDES 035 | Introduction to Computer Graphic Design 3.0
GDES 037 | Intermediate Computer Graphic Design 3.0
GDES 045 | Web Page Design 3.0
GDES 070 | Introduction to Multi-Media Design 3.0
GDES 075 | Macromedia Director Studio 3.0
MUSIC 083 | Music for Multimedia 3.0
GDES 085 | Professional Portfolio and Design Career Preparation 2.0

Plus an additional course (or additional courses) required from the following to bring your total to a minimum of 25 units:

- Introduction Adobe Premiere 3.0
- The History of Modern Design 3.0
- Web Animation 3.0
- Intermediate Web Animation 3.0
- Digital Photography & Quicktime VR 3.0
- Digital Video and Multimedia 3.0
- Motion Graphics 3.0
- Production Illustration-Adobe Illustrator 3.0
- Advanced Photoshop 3.0
- Web Page Design 3.0
- Intermediate Web Page Design 3.0
- Electronic Page Layout and Typography 3.0
- Information Architecture & Interface Design 2.0
- Web Page Design 3.0
- Professional Portfolio and Design Career 2.0

Total Program Certificate Requirements: 25.0

Some graduation requirements occasionally change. Consult a counselor for current graduation requirements or see the appropriate catalog. For additional information, please visit the Mission College website at: http://www.missioncollege.org.

Webmaster - Certificate

This multidisciplinary certificate will provide a combination of technical and creative skills required for junior Webmasters. 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
--- | ---
GDES 045 | Web Page Design 3.0
GDES 046 | Intermediate Web Page Design 3.0
CIS 043 | Java Programming 3.0
CIT 111 | Servlets & JSP 3.0
CIT 112 | Advanced Web Programming 3.0
GDES 046 | Professional Portfolio and Design Career Development 2.0

Plus select an additional course (or courses) to complete the required minimum total of 25 semester units:

- Web Animation 3.0
- Intermediate Web Animation 3.0
- Digital Video and Multimedia 3.0
- Macromedia Director Studio 3.0
- Internet for Business Users 4.0
- Design for e-Commerce 3.0
- Digital Photography & Quicktime VR 3.0
- Information Architecture & Interface Design 2.0
- Introduction to Multimedia Design 3.0
- Database Programming for the Web 3.0
- Database Programming for the Web 3.0
- Advanced Photoshop 3.0
- Electronic Page Layout and Typography 3.0
- Introduction to the UNIX Operating System 1.0
- Career Communications 3.0
- Networking Hardware & Software 4.0
- Microsoft Professional 2000 4.0

Total Program Certificate Requirements: 25.0

**GRAPHIC DESIGN (GDES)**

**011 • THE HISTORY OF MODERN DESIGN**

<table>
<thead>
<tr>
<th>Units</th>
<th>Total lecture 54.4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 011 • THE HISTORY OF MODERN DESIGN 54.4 hours</td>
<td>Acceptable for credit: University of California, California State University</td>
</tr>
</tbody>
</table>

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.

**013 • CREATIVITY AND VISUAL COMMUNICATION**

<table>
<thead>
<tr>
<th>Units</th>
<th>Total lecture 54.4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 086 • CREATIVITY AND VISUAL COMMUNICATION (PENDING APPROVAL) 54.4 hours</td>
<td>Acceptable for credit: California State University</td>
</tr>
</tbody>
</table>

This survey course will examine the concept of creativity and the way we communicate messages. The effects of technology on visual communication, the use of the Web and new media techniques will be discussed. The course will include the examination of what makes a visual message effective and memorable in different cultures. In-depth examination of the creative process and its application to visual communication will be incorporated. Credit/No Credit Option.
035 • INTRODUCTION TO COMPUTER GRAPHIC DESIGN  3.0 units
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. This course may also be offered online. Credit/No Credit Option.

037 • INTERMEDIATE COMPUTER GRAPHIC DESIGN  3.0 units
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  3.0 units
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  3.0 units
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 develop 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 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  3.0 units
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  3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory:  GDES 045
Acceptable for credit:  California State University
This introductory 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 is assumed. May be repeated one time. Credit/No Credit Option.

049 • CAREERS IN VISUAL COMMUNICATION  2.0 units
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.

050 • GRAPHIC DESIGN PRESENTATION AND ILLUSTRATION TECHNIQUES  3.0 units
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 packages software. 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  3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory:  ART 031A, ART 034A and GDES 050
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.

055P • ADVANCED TOPICS IN GRAPHIC DESIGN - THE AGENCY  3.0 units
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite:  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 course 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 architecture, 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 course will introduce students to the basic principles of professional digital photography and the use of Quicktime VR. The students 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 multimedia 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 multimedia 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 skill 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.
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.

Student Learning Outcomes:
Students will be able to focus on healthy living styles.

Schedule Matrix:

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D= DAY CLASSES; E= EVENING CLASSES

HEALTH EDUCATION (H.ED)

002 • HEALTH AND LIFESTYLE 3.0 units
(2 A,B,C,D,E,F • HEALTH & LIFESTYLE) (0.5 unit each)
Total lecture 54.4 (10.4) hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University

This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in class are: understanding behavior and change, cardiovascular health, fitness, nutrition and weight control, stress, drug and alcohol abuse, self-care and the use of the health care system. NOTE: This course may also be taken in modules. Credit/No Credit Option.

004 • STANDARD FIRST AID 0.5 unit
Total lecture 10.4 hours
Advisory: MATH 900
Acceptable for credit: University of California, California State University

A concentrated course in the principles and the application of Adult CPR and first aid skills. This course is designed to equip lay persons to provide first aid to adult victims. Those successfully completing the course will receive American Red Cross certificates. Credit/No Credit Option. May be repeated three times.

009 • DRUG ABUSE AND HUMAN DISEASE 2.0 units
Total lecture 36.8 hours
Advisory: MATH 900
Acceptable for credit: California State University

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.

Mission College Health Occupations department provides a variety of opportunities to learn about healthy lifestyles.

Programs are offered to develop specific careers in the health care fields listed on the following pages.

Student 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
HISTORY MISSION COLLEGE 2005-2006

Student Learning Outcomes:

Students in the History Program will acquire the necessary analytical skills and tools to understand the historical past of many different cultures and societies. Students will learn to study and think critically about different races, ethnic groups, political systems, religions, cultural assumptions, and experiences of the past. Students can also meet the general education and lower division course requirements in History for associate degree and/or transfer to four-year institutions. Upon completion of the program:

- Students will demonstrate the ability to identify major historical issues.
- Students will identify the main participants in historical events of the culture under study.
- Students will analyze major historical events either verbally or in writing.
- Students will define and be able to contrast key historical issues and cultural assumptions.
- Students will become familiar with values of different cultures and societies and learn to appreciate them.

Students will demonstrate their knowledge of history through quizzes, research projects, group discussions, and written tests.

Career Options:

- Administrator
- Pre-Law/Lawyer
- Foreign Service
- Teacher
- Journalist
- Museum Curator
- Business Consultant
- State Park Historian
- Historian
- Archivist
- Research Analyst
- Government Service
- Writer
- Librarian

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:

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HISTORY (HIST)

004A • HISTORY OF WESTERN CIVILIZATION 3.0 units
CAN HIST 4
CAN HIST SEQ A (HIST 004A + 004B)

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, social, political and economic movements that have influenced the current Middle East. Grade Only.

017A, B • UNITED STATES HISTORY 3.0 units each
CAN HIST 8 (HIST 017A)
CAN HIST 10 (HIST 017B)
CAN HIST SEQ B (HIST 017A + 017B)

Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

History 017A is a survey of the political, economic, social and cultural history of the United States from 1870 to the present. Topics covered include industrialization and urbanization, the rise of big business, completion of westward expansion, Native American cultures, the Progressive Era, World War I, the 1920s and Franklin Roosevelt’s New Deal, World War II, the Cold War, the Vietnam War, the Civil Rights and other social, ethnic, and gender movements of the post-World War II era, and post-Cold War American domestic and foreign policy. This course may also be offered by telecourse online. Grade Only.

019 • 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 effects 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

This course examines California geographic regions, the Native Americans of California, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Credit/No Credit Option.

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. Credit/No Credit Option.

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 topics 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 futures 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
- Meeting Planning
- Restaurant Manager
- Front Desk Supervisor
- Chef
- 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

*** Non Associate Degree Level Courses

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 services 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) Units

- FDRST 050A Introduction to the Hospitality Industry............. 2.0
- FDRST 051 Basic Food Preparation.................................. 5.0
- FDRST 052 Quantity Foods Operation.............................. 5.0
- FDRST 053 Restaurant Operations.................................. 5.0
- FDRST 054 Hotel and Restaurant Accounting...................... 3.0
- FDRST 055 Food Purchasing........................................ 3.0
- FDRST 058 Food, Beverage and Labor Cost Controls............. 3.0
- FDRST 059 Hospitality Management............................... 3.0
- FDRST 060A Food Service Facilities Planning..................... 3.0
- FDRST 075 Menu Planning.......................................... 2.0
- INFDS 050 Sanitation and Safety.................................. 2.0
- MKT 056A Marketing Principles.................................... 3.0
- NS 015 Human Nutrition............................................ 3.0
- CA 021 Introduction to Computers.................................. 1.0
- WRKEX 301-304 Cooperative Work Experience...................... 5.0*

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

Recommended Electives: Units

- FDRST 073 Beginning Baking and Confectionery.................... 2.0
- FDRST 074 Intermediate Baking and Confectionery............... 2.0
- FDRST 900** Chocolates Creations ................................ 2.0
- FDRST 901** Wines and Spirit..................................... 2.0
- HM 075 Housekeeping Operations.................................. 2.0
- HM 076 Hotel and Motel Front Office Management................ 3.0

** Non Associate Degree Level Courses
FOOD SERVICE & RESTAURANT MANAGEMENT (FDRST)

050A • INTRODUCTION TO THE HOSPITALITY INDUSTRY  2.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University

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. Grade Only.

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. Grade Only.

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. Grade Only.

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. Grade Only.

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. Grade Only.

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 services 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. Grade Only.

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. Grade Only.

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 incuding 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.

060A • 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. Grade Only.

070A • 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. Grade Only.

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. Grade Only.

073 • FUNDAMENTALS OF BAKING AND CONFECTIONERY  2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours

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. Grade Only.

074 • INTERMEDIATE BAKING AND CONFECTIONERY  2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: FDRST 073 and MATH 903

A continuation of FDRST 73 with emphasis on advanced techniques of baking skills and confectionery design. Uniform required. A fee is charged; check schedule of classes for exact amount. Grade Only.

075 • MENU PLANNING  2.0 units
Total lecture 36.8 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. Grade Only.

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

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. Credit/No Credit Option.
105 • CATERING MANAGEMENT AND OPERATIONS 3.0 units
(Pending approval – See pg. 16)
Total lecture 36.8 hours; Total lab 54.4 hours
Advisory: MATH 900
Corequisite: FDRST 050A, FDRST 051
This course will provide an in-depth look at the professional caterer, from prospecting and initial client contact to executing the event and follow-up. Students will learn about the physical and mental challenges of managing a full service catering operation, safety and sanitation, identifying the market and managing the client. Students will become familiar with the primary business segments of the catering market, specialty markets, and on and off premise events. Operational aspects including menu details and design, service styles, food production, staffing, and recognizing service limits, will be discussed. Course may be repeated, credit/no credit option available. Lab fee and uniform requirements apply. Credit/No Credit Option.
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. Grade Only.
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.
951 • WORKPLACE SANITATION (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total lecture 10.4 hours
This course is an intensive one day session designed to certify food-service workers in safe and sanitary food handling. Topics include personal cleanliness, sanitary practices in food preparation, cause, control and investigation of illnesses caused by food contamination, dishwashing, storage and refrigeration sanitation of kitchen equipment, cleansing materials, garbage and refuse disposal, safety precautions and training for accident prevention. This course is sponsored by the National Restaurant Association’s Education Foundation. The certification exam is administered at the end of the session. May be repeated one time. Credit/No Credit Option.
HOTEL AND MOTEL MANAGEMENT (HM) 075 • HOUSEKEEPING IN HOTELS, MOTELS AND INSTITUTIONS 3.0 units
Total lecture 54.4 hours
Acceptable for credit: California State University
Introduction to the fundamentals and principles involved in the management of the housekeeping functions in hotels, motels, and institutions such as hospitals and nursing homes. Grade Only.
076 • HOTEL AND MOTEL FRONT OFFICE MANAGEMENT 3.0 units
Total lecture 54.4 hours
Advisory: MATH 903
Acceptable for credit: California State University
Introduction to the principles of effective front office management. Will cover the front office’s significance to hotelkeeping; describe the roles and functions of the office staff as well as the forms, machines and procedures used from the guests’ arrival to departure. This is a certificate course sponsored by the American Hotel/Motel Association’s Educational Institute. Grade Only.
INSTITUTIONAL FOODS (INFDS) 050 • SANITATION AND SAFETY 2.0 units
Total lecture 36.8 hours
Advisory: MATH 903
Acceptable for credit: California State University
Personal cleanliness. Sanitary practices in food preparation. Cause, control and investigation of illnesses caused by food contamination. Dishwashing, storage and refrigeration, sanitation of kitchen and equipment. Cleansing materials; garbage and refuse disposal. Safety precautions and training for accident prevention. This is a certificate course sponsored by the National Restaurant Association’s Education Foundation. Grade Only.
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. 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 a critical look at the world and its problems through some of the finest international films. Films from Asia, Africa, Europe, South America and the United States will be viewed and analyzed to explore such topics as nationalism, sovereignty, war and peace, ethnic conflict, economics and immigration. This course is cross-listed as Political Science 7 (POLIT 7).  
Credit/No Credit Option.

013 • CREATIVITY AND VISUAL COMMUNICATION  
3.0 units  
(Pending approval -- See pg. 16)  
Total lecture 54.4 hours  
This survey course will examine the concept of creativity and the way we construct visual messages. The effects of technology on visual communication, the use of the Web and new media techniques will be discussed. The course will include the examination of what makes a visual message effective and memorable in different cultures. In-depth examination of the creative process and its application to visual communication will be incorporated. 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). Credit/No Credit Option.

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 the Asian world view. Aspects of culture and values reflected in art, literature, philosophy/religion, 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.
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. Credit/No Credit Option.

LEARNING SERVICES — LS
DIVISION: Student Development
COORDINATOR: Carol Toppel
PHONE: 408-855-5085
TTY: 408-727-9243
www.missioncollege.org/depts/dsps/DSPS.html

LEARNING SERVICES
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.

Schedule Matrix:

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<tr>
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(See PE Listings)
D= 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. Credit/No Credit Only.

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

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 to assist in the mastery of these basic concepts. May be repeated one time. 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 Only.

951 • DISABLED INSTRUCTIONAL SUPPORT CENTER SKILLS LAB  
(NON-ASSOCIATE DEGREE COURSE)  
Total lecture 1.0 unit  
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.
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.

Student Learning Outcomes:
Upon completion of the library courses, students will have acquired the necessary skills to find, evaluate and use information effectively in a variety of contexts for academic success, lifelong learning and enrichment. Students will learn to:
- Locate, evaluate and use information in print, non-print and electronic formats.
- Properly cite sources according to established formats such as APA and MLA.
- Explain the legal and ethical aspects of research including copyright and plagiarism.
Outcomes will be assessed by a series of embedded class assignments, exams and problem-solving exercises and activities.

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

The 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 with documentation 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.

LIBRARY SKILLS — LIB
http://www.missioncollege.org/lib/lib.html

BUSINESS: MANAGEMENT & SUPERVISION — MGMT

The Management and Supervision Program is designed to provide a realistic learning experience in acquiring the knowledge and skills necessary for a successful career in Management and Supervision. Many of the skills taught in the program can also be used to improve one’s promotability and can be used by non-manager/supervisors to enhance current job performance.

Graduates are trained to: understand the functions of management and leadership, effectiveness; develop problem solving and decision-making skills; apply the principles of Total Quality Management; and increase abilities to negotiate successfully, build teams, manage projects, apply listening skills, resolve conflicts, manage meetings, manage time and handle difficult people.

Student Learning Outcomes:
The Management Department has developed curriculum based on advise from industry in order to prepare graduates for a career in management. In preparing to function as contributing members of a management team, students develop an understanding of the basic functions of management, leadership skills, problem and decision analysis, interpersonal and human relations skills, total quality management in addition to specific skills such as negotiation, conflict management, team building, meeting management, project management and job stress management skills. The management curriculum will provide the proper perspective about management to the aspiring manager and will also provide the seasoned manager with specific skills necessary to effectively handle the challenges of organizational life.

Career Options:
Salary expectations for managers have a very diverse range depending upon experience and level of responsibility. Almost all organizations have managers in one form or another. Some common businesses employing entry level managers include:
- Fast food restaurants
- Retail stores
- Grocery stores
- Public agencies
- Small, mid, and large-sized businesses

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

A.S. Degree:
- Management and Supervision
- Certificate:
  - Management and Supervision (Levels I and II)

Schedule Matrix:

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

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 - 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)

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<td>ACCTG 060</td>
<td>Computerized Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCTG 065</td>
<td>Computerized Accounting</td>
<td>3.0</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 078</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Human Relations Applied in Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>Total Program A.S. Requirements</td>
<td></td>
<td>38.0 - 43.0</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 101</td>
<td>Interpersonal Effectiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 103</td>
<td>Functions of Management I</td>
<td>3.0</td>
</tr>
<tr>
<td>WRKEX 301-304</td>
<td>Cooperative Work Experience</td>
<td>1.0 - 4.0</td>
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<tr>
<td>Total Level I Cert. Requirements</td>
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<td>10.0 - 13.0</td>
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</table>

#### LEVEL II: Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 111</td>
<td>Problem and Decision Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 113</td>
<td>Functions of Management II</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 117</td>
<td>Total Quality Management</td>
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<tr>
<td>Total Level II Cert. Requirements</td>
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<td>9.0</td>
</tr>
</tbody>
</table>

### 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.

### MANAGEMENT AND SUPERVISION

#### (MGMT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>009</td>
<td>INTRODUCTION TO SUPERVISION AND MANAGEMENT</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>NEGOTIATIONS SKILLS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

This course provides insights into what is required to negotiate successfully, including attitudes, strategies, plans, and a six-step interactive negotiating process. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>DECISION-MAKING SKILLS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>012</td>
<td>MANAGING QUALITY</td>
<td>0.5</td>
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</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>013</td>
<td>JOB STRESS MANAGEMENT</td>
<td>0.5</td>
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</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>015</td>
<td>MANUFACTURING MANAGEMENT</td>
<td>0.5</td>
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</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>016</td>
<td>CONFLICT MANAGEMENT</td>
<td>0.5</td>
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</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>017</td>
<td>CONDUCTING PERFORMANCE APPRAISALS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>018</td>
<td>EFFECTIVE SUPERVISORY COMMUNICATION</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>019</td>
<td>DEALING WITH DIFFICULT PEOPLE</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total lecture 10.4 hours Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>DEVELOPING MANAGEMENT SKILLS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>021</td>
<td>MANAGING ORGANIZATION SKILLS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

This course explores how to successfully manage manufacturing operations. It focuses upon the human element, Japanese manufacturing techniques, worker participation techniques, and process control. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>022</td>
<td>MANAGING DISRUPTIONS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>023</td>
<td>MANAGING CONFLICTS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>024</td>
<td>MANAGING STRESS</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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. Acceptable for credit: California State University.
020 • BUILDING TEAMS
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
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
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
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
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
Total lecture 54.4 hours
Acceptable for credit: California State University
Leadership increases individual and group effectiveness through developing an 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
Total lecture 54.4 hours
Acceptable for credit: California State University
Students will achieve an operational understanding of the basic concepts and techniques of management as practiced in the United States and major European and Asian economics. Major differences of the basic concepts and techniques of management as practiced in the United States and major European and Asian economics. Major concepts dealt with in the nine preceding courses. Credit/No Credit Option.

111 • PROBLEM AND DECISION ANALYSIS
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
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
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
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
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
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
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
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 TECHNOLOGY — MFG
DIVISION: Technology
DEPARTMENT: Manufacturing Technology
DEPT CHAIR: Cliff Monroe
PHONE: 408-855-5349
COUNSELING: 408-855-5030

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).

Graduates of the program will possess a broad range of skills including strong backgrounds in mathematics, basic electronics, physics, chemistry, communications, and teamwork and will be trained to test, operate, and maintain equipment, analyze processes and assure quality control.

Student 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:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 020</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
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<tr>
<td>MFG 050</td>
<td>D,E</td>
<td>D,E</td>
<td>D</td>
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<tr>
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<td>E</td>
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<td>MFG 050B</td>
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<tr>
<td>MFG 061</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
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<td>MFG 062</td>
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</tr>
<tr>
<td>MFG 082</td>
<td>E</td>
<td>E</td>
<td>E</td>
</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

Manufacturing Technology Mission College 2005-2006

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)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 020</td>
<td>3.0</td>
</tr>
<tr>
<td>MFG 050</td>
<td>4.0</td>
</tr>
<tr>
<td>MFG 061</td>
<td>3.0</td>
</tr>
<tr>
<td>MFG 062</td>
<td>3.0</td>
</tr>
<tr>
<td>MFG 080</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Program Cert. Requirements: 17.0

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)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 020</td>
<td>3.0</td>
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<tr>
<td>MFG 050</td>
<td>4.0</td>
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<tr>
<td>MFG 061</td>
<td>3.0</td>
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<tr>
<td>MFG 062</td>
<td>3.0</td>
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<tr>
<td>MFG 080</td>
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</table>

Total Program Cert. Requirements: 17.0

Semiconductor Manufacturing Technician - A.S. Degree and Certificate

Core Curriculum Courses (Required)

<table>
<thead>
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<th>COURSE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>CET 063</td>
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<tr>
<td>CET 071</td>
<td>4.0</td>
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<tr>
<td>MATH 000C</td>
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<td>CHEM 030A</td>
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<tr>
<td>PHYS 045</td>
<td>3.0</td>
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<tr>
<td>CA*</td>
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Total Program Cert. Requirements: 45.0

Core Curriculum Courses (Required)

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<tr>
<td>ENGL 001A</td>
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<tr>
<td>ENGL 059</td>
<td>3.0</td>
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<tr>
<td>COMM 004</td>
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<tr>
<td>Humanities and Social Studies</td>
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<tr>
<td>Total Program A.S. Requirements</td>
<td>63.0</td>
</tr>
</tbody>
</table>

*Any individual or combination totalling two units of Microsoft classes.

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

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 and MATH 903  
Acceptable for credit: California State University  
This course covers theory and application of mechanical devices and their control circuits. Topics include component recognition, understanding electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems and servomechanisms. Students will experience assembly, disassembly, operation and troubleshooting of small-scale electro-mechanical 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: 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 vacuum power 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  
Advisory: CET 050  
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, etch, 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, etch, 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.

Students have a number of career options and may wish to obtain their (A.S.) Associate of Science degree or simply upgrade their skills quickly by entering our Marketing Level I and Level II Certificate Programs. No matter what marketing occupational choice you select, marketing will prepare you to handle the customers needs and wants now and into the future.

Student 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.

Level entry marketing and sales representatives are needed in Electronics, Manufacturing, Retail, and in Service Industry as a whole. Those with the highest Level entry marketing and sales representatives are needed in Electronics, Manufacturing, Retail, and in Service Industry as a whole. Those with the highest

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>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>WEEKEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 060</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 030</td>
<td></td>
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<tr>
<td>MKT 031</td>
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<tr>
<td>MKT 032</td>
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<tr>
<td>MKT 033</td>
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<tr>
<td>MKT 034</td>
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<tr>
<td>MKT 035</td>
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</tr>
<tr>
<td>MKT 040</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>MKT 056A</td>
<td>E</td>
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</tr>
<tr>
<td>MKT 056B</td>
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<tr>
<td>MKT 062</td>
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<tr>
<td>MKT 081A</td>
<td>E</td>
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</tr>
<tr>
<td>MKT 084</td>
<td>E</td>
<td></td>
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</tr>
</tbody>
</table>
| De= 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

### Marketing - A.S. Degree

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 040 Sales Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 042 Sales Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056A Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 056B Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 060 International Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 081A Advertising Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A Business Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Plus 1 of the following courses:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 057 Retailing Principles</td>
</tr>
<tr>
<td>MKT 058 Marketing Research</td>
</tr>
<tr>
<td>MKT 062 Global Export &amp; Import</td>
</tr>
<tr>
<td>ACCTG 001A Principles of Accounting</td>
</tr>
<tr>
<td>BUS 021 Introduction to Business Computing</td>
</tr>
<tr>
<td>BUS 021L Introduction to Business Computing Lab</td>
</tr>
</tbody>
</table>

### Plus 2 of the following courses:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001B Principles of Accounting</td>
</tr>
<tr>
<td>ACCTG 060 Computerized Accounting:Quickbooks/IBM</td>
</tr>
<tr>
<td>ACCTG 065 Computerized Accounting:Peachtree/IBM</td>
</tr>
<tr>
<td>BUS 051 Introduction to American Business</td>
</tr>
<tr>
<td>BUS 064 Business Math Using Calculators</td>
</tr>
<tr>
<td>BUS 078 Business Communications</td>
</tr>
<tr>
<td>BUS 079 Human Relations Applied in Business</td>
</tr>
<tr>
<td>MGMT 103 Functions of Management</td>
</tr>
<tr>
<td>Total Program A.S. Requirements</td>
</tr>
</tbody>
</table>

### 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)**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 040 Sales Principles I</td>
</tr>
<tr>
<td>MKT 056A Marketing Principles</td>
</tr>
<tr>
<td>MKT 081A Advertising Principles</td>
</tr>
<tr>
<td>MKT 081B Principles of Accounting</td>
</tr>
<tr>
<td>BUS 028A Business Law</td>
</tr>
<tr>
<td>BUS 064 Business Math Using Calculators</td>
</tr>
<tr>
<td>BUS 078 Business Communications</td>
</tr>
<tr>
<td>BUS 079 Human Relations Applied in Business</td>
</tr>
<tr>
<td>Total Level I Cert. Requirements</td>
</tr>
</tbody>
</table>

**LEVEL II: Core Curriculum Courses (Required)**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 060 International Marketing</td>
</tr>
<tr>
<td>MKT 057 Retailing Principles</td>
</tr>
<tr>
<td>MKT 058 Marketing Research</td>
</tr>
<tr>
<td>MKT 030-035 Selected Topics in Marketing</td>
</tr>
<tr>
<td>MKT 062 Global Exporting and Importing</td>
</tr>
<tr>
<td>MKT 084 Marketing Using the Internet</td>
</tr>
<tr>
<td>Total Level II Cert. Requirements</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Core Curriculum Courses (Required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 010 Global Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 028A Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOG 002 Cultural Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>MGMT 116 Global Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 060 International Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 062 Global Exporting and Importing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT 066 Global Finance Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL/SOC SC 1 Global Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>GLOBL/SOC SC 2 Global Issues</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### OR

| Foreign Language                    | 0.0 - 6.0 |

### Plus one of the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 115 Global Manufacturing Management</td>
</tr>
<tr>
<td>MGMT 088 Global Distributors and Agents</td>
</tr>
<tr>
<td>MGMT 070 Global Marketing Research</td>
</tr>
<tr>
<td>MGMT 072 Marketing Ethics</td>
</tr>
<tr>
<td>MGMT 074 Global Purchasing</td>
</tr>
<tr>
<td>MGMT 082 Global Advertising</td>
</tr>
<tr>
<td>MGMT 084 Marketing Using the Internet</td>
</tr>
<tr>
<td>Total Program A.S. Requirements</td>
</tr>
</tbody>
</table>
MISSION COLLEGE 2005-2006

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

**MARKETING (MKT)**

<table>
<thead>
<tr>
<th>030 • PRODUCT STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

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.

<table>
<thead>
<tr>
<th>031 • PRICING STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

This course provides a composite of pricing strategies. Each strategy is examined for its underlying assumptions and relevance in specific situations. The applications of different strategies is illustrated with the help of examples from pricing literature. The course will summarize each strategy by giving its definition, objectives, requirements, and expected results. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>032 • DISTRIBUTION/PLACE STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>033 • PROMOTIONAL STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>034 • TELEMARKETING STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

A "how-to" presentation of the principles, features, and techniques of effective telemarketing that may be applied to direct sales, promotion, public relations, customer service, survey interviewing and data collection. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>035 • MARKETING RESEARCH AND DEVELOPMENT STRATEGIES</th>
<th>0.5 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 10.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

This course is concerned with providing information to those decision makers responsible for the efficient and effective operation of the company's marketing function and activities. The primary focus of this type of research is on the users and potential users of the company's products and the factors that influence their decision to purchase. Basically, this means analyzing those factors that have an influence on product, price, promotion, and distribution decisions. The course will investigate research activities within or between foreign countries for their unique problems. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>040 • SALES PRINCIPLES I</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

This course is designed to aid the student in the integration of marketing knowledge previously acquired in BUS 56A, Marketing Principles. The course will cover marketing strategies dealing with the marketing mix; product, price, promotion and distribution. Emphasis will be placed on solving practical marketing problems. Computer assisted instruction will be incorporated to provide students with the opportunity to apply theoretical principles learned in class. Marketing simulation exercises, reading and case studies will actively involve students with the newest marketing concepts and practices. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>042 • SALES PRINCIPLES II</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

This is a course for the student who has had some sales experience and is considering entering the field of sales management. Topics to be covered in this course include organizing the sales force, developing high sales morale within the work force, developing bonus and salary plans, handling specific case type problems in sales. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>056A • MARKETING PRINCIPLES</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to ultimate customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>056B • MARKETING STRATEGIES</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

This course is designed to aid the student in the integration of marketing knowledge previously acquired in BUS 56A, Marketing Principles. The course will cover marketing strategies dealing with the marketing mix; product, price, promotion and distribution. Emphasis will be placed on solving practical marketing problems. Computer assisted instruction will be incorporated to provide students with the opportunity to apply theoretical principles learned in class. Marketing simulation exercises, reading and case studies will actively involve students with the newest marketing concepts and practices. Credit/No Credit Option.

<table>
<thead>
<tr>
<th>057 • RETAILING PRINCIPLES</th>
<th>3.0 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lecture 54.4 hours</td>
<td></td>
</tr>
<tr>
<td>Advisory: MKT 056A</td>
<td></td>
</tr>
</tbody>
</table>

Acceptable for credit: California State University

Retailing involves the study of all activities required to sell consumer goods and services to ultimate consumers or customers. Opportunities in retailing are studied including store location and layout; store organization; pricing and buying; receiving; retail control; sales promotion and customer services. Credit/No Credit Option.
Marketing Research is the process of using procedures including, design, methods of collecting data, sampling methods, applications of marketing research in the measurement of potential markets, consumer motivation, advertising and sales control. Credit/No Credit Option. 

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. 

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. 

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.
**Mathematics - A.A. Degree**

### Core Curriculum Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 003A Analytic Geometry and Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 003B Analytic Geometry and Calculus</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH 004A Intermediate Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004B Differential Equations</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 004C Linear Algebra</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Plus one of the following:**

Units

- ASTRO 001* Astronomy ........................................ 3.0
- BISC 001A* General Biology-Cells ...................... 5.0
- CHEM 001A* General Chemistry ........................ 5.0
- PHYS 002A* General Physics ............................ 5.0

**Plus one of the following:**

Units

- CIS 004A* Computer Programming I (PASCAL) ........ 3.0
- CIS 031* Programming in BASIC .......................... 3.0
- CIS 031A Fundamentals of Microsoft Visual Basic .... 3.0
- CIS 037A "C" Programming .................................. 3.0
- ENGR 030 Introduction to Computing for Engineers ... 4.0
- MATH 019 Discrete Math .................................. 4.0

Total A.A. Requirements ................................ 28.0 - 31.0

* Or a more advanced course in that department

### Mathematics - A.A. Degree

#### Courses with prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 900 Arithmetic Functions (no prerequisite)</td>
<td></td>
</tr>
<tr>
<td>MATH 902 Pre-Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH B Plane Geometry</td>
<td></td>
</tr>
<tr>
<td>MATH 903 Elementary Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 904 Preparation for Intermediate Algebra (Review Course)</td>
<td></td>
</tr>
<tr>
<td>MATH 000C Review of Intermediate Algebra (Review Course)</td>
<td></td>
</tr>
<tr>
<td>MATH 000D Trigonometry</td>
<td></td>
</tr>
<tr>
<td>MATH 001 Pre-Calculus Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 002 Pre-Calculus Algebra and Trigonometry</td>
<td></td>
</tr>
<tr>
<td>MATH 008 Finite Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 014 Mathematics for Elementary School Teachers</td>
<td></td>
</tr>
<tr>
<td>MATH 003A Analytic Geometry and Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 003B Analytic Geometry and Calculus II</td>
<td></td>
</tr>
<tr>
<td>MATH 004A Intermediate Calculus</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 000G Mathematics for the Liberal Arts Student</td>
<td></td>
</tr>
<tr>
<td>MATH 004B Differential Equations</td>
<td></td>
</tr>
<tr>
<td>MATH 004C Linear Algebra</td>
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<td>MATH 019 Discrete Mathematics</td>
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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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Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem-solving and computational skills necessary for success in any field of study.

**Student Learning Outcomes:**

The Mathematics Department at Mission College offers courses at three levels: basic skills, associate's degree, and transfer. Students completing mathematics courses will be able to:

- solve problems using mathematical terminology, symbols, operations, and techniques according to the course content and level of study;
- apply technology including calculators and computers to mathematical problems;
- improve computational and problem-solving skills;
- construct mathematical models of "real life" problems and draw conclusions from these models;
- formulate and test mathematical conjectures;
- adapt general mathematical techniques to course-specific problems; display logical thought processes; and
- value mathematical ways of thinking.

Students will be assessed through written homework, quizzes, tests, and/or oral and written projects.

**Career Options:**

- Actuary
- Auditor
- Casualty Rater
- Demographer
- Epidermiologist
- Management Scientist
- Public Opinion Analyst
- Systems Analyst

**Highlights:**

- A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and videos in the teaching of mathematics.
- A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
- A math tutoring center providing free tutoring and alternative modes of instruction and support for students.
- A technology-mediated alternative for students in arithmetic and algebra.
- Comprehensive department site on the college webpage with updated schedule information and details of courses and faculty.

### A.A. Degree:

#### Mathematics

**Schedule Matrix:**

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

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**DEPT CHAIR:** Dr. Clement Lam

**PHONE:** 408-855-5295

**E-MAIL:** clement_lam@wvmccd.cc.ca.us

**TUTORIAL LAB:** 408-855-5320

**http://www.missioncollege.org/depts/math/**
MATH 000 • PLANE GEOMETRY 4.0 units
Total lecture 72.0 hours
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Test
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, triangles and spheres, congruence, similarity, parallelism and perpendicularity, length, area, and volumes. 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 4.0 units
Total lecture 72.0 hours
Advisory: MATH 000B
Prerequisite: MATH 903 or satisfactory score on an appropriate Mathematics Placement Test
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 3.0 units
CAN MATH 8
Total lecture 54.4 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: California State University
The student will study and demonstrate knowledge and understanding of trigonometric functions including applications to triangles, circular functions, radian measure, graphs, polar coordinates, trigonometric identities, inverse trigonometric functions, vectors, and complex numbers. Credit/No Credit Only.

000G • MATHEMATICS FOR THE LIBERAL ARTS STUDENT 4.0 units
CAN MATH 2
Total lecture 72.0 hours
Advisory: MATH 000B, MATH 000C, and ENGL 108A
Acceptable for credit:
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.

001 • PRE-CALCULUS ALGEBRA 3.0 units
Total lecture 54.4 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: University of California, California State University
NOTE: UC credit may be limited. See a counselor.
This course is intended to provide a sample of current mathematical techniques for the non-specialist. Credit/No Credit Option.

002 • PRE-CALCULUS ALGEBRA AND TRIGONOMETRY 5.0 units
CAN MATH 16
Total lecture 89.6 hours
Advisory: MATH 000B
Prerequisite: MATH 000C or satisfactory score on an appropriate Mathematics Placement Test
Acceptable for credit: University of California (4 units only), California State University
NOTE: UC credit may be limited. See a counselor.
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra (MATH 001) and trigonometry (MATH 000D). This course is designed for the honor student in mathematics who desires to fulfill the requirements of MATH 000D and MATH 001 in one semester. It prepares the student for the Calculus 003A sequence. Credit/No Credit Option.

003A • ANALYTIC GEOMETRY AND CALCULUS I 5.0 units
CAN MATH 18
CAN MATH SEQ B (MATH 003A + 003B)
CAN MATH SEQ C (MATH 003A + 003B + 004A)
Total lecture 89.6 hours
Advisory: MATH 000B
Prerequisite: MATH 002, or Math 000D and Math 001, or satisfactory score on an appropriate Mathematics Placement Exam
Acceptable for credit: University of California, California State University
NOTE: UC credit is limited if MATH 12 also taken.
NOTE: Completion of MATH 3A, 3B and 4A is equivalent to San Jose State University sequence of MATH 29, 30, 31 and 32, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all courses in the sequence at one college.

This is the first part of the three-semester calculus sequence for math, physics and engineering majors. The student will study and demonstrate knowledge and understanding of infinite series, vectors in the plane, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work. Credit/No Credit Option. This course may also be offered online.

003B • ANALYTIC GEOMETRY AND CALCULUS II 5.0 units
CAN MATH 20
CAN MATH SEQ B (MATH 003A + 003B)
CAN MATH SEQ C (MATH 003A + 003B + 004A)
Total lecture 89.6 hours
Prerequisite: MATH 003A
Acceptable for credit: University of California, California State University
This is the second part of the three semester calculus sequence for math, physics and engineering majors. The student will study and demonstrate knowledge and understanding of infinite series, vectors in the plane, parametric equations, conic sections, polar coordinates, integration techniques including inverse trigonometric and hyperbolic functions, and applications to area, volume and work. Credit/No Credit Option. This course may also be offered online.

004A • INTERMEDIATE CALCULUS 4.0 units
CAN MATH 22
CAN MATH SEQ C (MATH 003A + 003B + 004A)
Total lecture 72.0 hours
Prerequisite: MATH 003B
Acceptable for credit: University of California, California State University
This is the third part of the three semester calculus sequence. The student will study and demonstrate knowledge and understanding of vectors in two and three dimensional space, vector-valued functions, calculus of functions for several variables, differentials, gradients, Lagrange Multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes Theorem. Credit/No Credit Option.

004B • DIFFERENTIAL EQUATIONS 4.0 units
CAN MATH 24
Total lecture 72.0 hours
Advisory: MATH 003B
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace Transforms, Fourier Series, power series and numerical solutions. Emphasis will be placed on applications. Credit/No Credit Option.

004C • LINEAR ALGEBRA 4.0 units
CAN MATH 26
Total lecture 72.0 hours
Advisory: MATH 004A
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of basic linear algebra and its applications. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. Credit/No Credit Option.
004 • MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (NUMBER SYSTEMS) 3.0 units
CAN MATH 4
Total lecture 54.4 hours
Advisory: Math 000B
Prerequisite: Math 000C
Acceptable for credit: University of California, California State University
This course is intended to provide a foundation in numeral systems and number theory, primarily with respect to counting numbers, whole numbers, integers, rational numbers, and real numbers. It will emphasize 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 problems solving, critical thinking, and communication. This course is designed for students who intend to become elementary school teachers. Credit/No Credit Option.

019 • DISCRETE MATHEMATICS 4.0 units
Total lecture 54.4 hours
Advisory: MATH 001
Acceptable for credit: University of California, California State University
The student will study and demonstrate knowledge and understanding of the discrete mathematics appropriate for computer applications. Topics may include graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra and algebraic structures such as groups, rings and fields. Computer implementations of these mathematical techniques will be incorporated throughout the course. Credit/No Credit Option.

900 • ARITHMETIC FUNCTIONS (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
This is a course in basic computational skills and is a prerequisite for all other math courses. Course includes review and practice in fundamental arithmetic skills including whole numbers, fractions and decimals, ratio, proportion and percent, signed numbers, simple equations, problem analysis, and practical applications. This course provides a good background for students who wish to take elementary algebra. Credit/No Credit Option.

901 • ARITHMETIC REVIEW (NON-ASSOCIATE DEGREE COURSE) 1.0 unit
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.

901A • ARITHMETIC REVIEW (SIGN NUMBERS) (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total lecture 10.4 hours
The student will study signed numbers and practice addition, subtraction, multiplication, and division. Credit/No Credit Option.

901B • ARITHMETIC REVIEW (FRACTIONS) (NON-ASSOCIATE DEGREE COURSE) 0.5 unit
Total lecture 10.4 hours
The student will study fractions and practice addition, subtraction, multiplication, and division. Credit/No Credit Option.
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, repelling, 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. Grade Only.

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 for 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. Grade Only.

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 and leadership. The class includes a hands-on leadership laboratory. Grade Only.

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. Grade Only.

MUSIC — MUSIC

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.

Student 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 • Soloist
• Private Teaching • Music Librarian
• Music Criticism • Music Publishing
• Piano Performance • Public Teaching
• Vocal Performance • Accompanist
• Studio Performer • Recreation Specialist
• Instrumental Instructor • Music Instructor
• Organist • Music 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 G5 Computers, Opcode Vision, Protools, Encore, Encore, Finale and VST Plugins.
• Chamber Orchestra, Chorus, Jazz Ensemble, Steel Drum, Drum and Bugle Corp (part of the World Famous Santa Clara Vanguard).
• Performances and audition opportunities for various community and industry positions.

Degree and Certificates:
• Music AA Degree
• Digital Music Certificate

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
### Music - A.A. Degree

(Pending approval – See pg. 16)

**Core Music Curriculum (16.0 Units Required)**

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**Total Core Units: 16.0 Units**

**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 hand-on experience and a working knowledge of the creative and technical issues surrounding the production of digital audio content and its application and synchronization within other media. The certificate will help prepare students for career opportunities, professional development, and personal enrichment in the areas of digital music production and distribution, multimedia audio design, and music/multimedia software design.

**Music Certificate Requirements**

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**Total Core Units: 12.0 Units**

**Plus any one of the following courses:**

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<td>ART 034</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Program Certificate Requirements: 17.0 Units**

**MUSIC (MUSIC)**

### 002 • MUSIC HISTORY AND LITERATURE

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 090</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total lecture 54.4 hours**

**MUSIC HISTORY AND LITERATURE**

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 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.

### 005 • FUNDAMENTALS OF MUSIC

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 090</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total lecture 54.4 hours**

**FUNDAMENTALS OF MUSIC**

A course for students interested in learning music fundamentals as related to music reading, writing, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in reading and sight singing, and techniques of listening to music. Credit/No Credit Option.

### 006A • HARMONY AND MUSICIANSHIP I

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 090</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total lecture 72.0 hours**

**HARMONY AND MUSICIANSHIP I**

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 and 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 090</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total lecture 72.0 hours**

**HARMONY AND MUSICIANSHIP II**

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 reinforced through 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 090</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total lecture 72.0 hours**

**HARMONY AND MUSICIANSHIP III**

Harmony and Musicianship III is an advanced-intermediate course that continues the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are reinforced through 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.
007 • HARMONY AND MUSICSHIPANSHIP IV 4.0 units
Total lecture 72.0 hours
Prerequisite: Music 007A
Corequisite: Music 090
Acceptable for credit: University of California, 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 3.0 units
Total lecture 54.4 hours
Advisory: COURS 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 3.0 units each
Total lecture 54.4 hours
Advisory: Recommended 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 Total lecture 54.4 hours
Advisory: COURS 001 and recommend concurrent enrollment in MUSIC 090
Acceptable for credit: University of California, California State University
The course examines the History of Rock and Roll music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion. 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.

029 • KEYBOARD PROFICIENCY 1.0 unit
Total lecture 27.2 hours
Advisory: MUSIC 005 or equivalent experience
Acceptable for credit: California State University
This course is intended for music majors and other interested musicians. Students will investigate the essential applications of contemporary music theory using the piano keyboard. Areas of study include scales, modes, chords, chord progressions, bass lines, melody, chord voicing, with introductions to arranging, composition, and improvisation. For music majors, primary focus will be on developing the specific piano keyboard skills and understanding necessary for passing the Keyboard Proficiency Exam, which is a requirement for the A.A. Degree in Music. The course will also benefit transfer music majors by helping prepare them for a more successful undergraduate experience. Note: This course is not intended to replace the piano sequence and will not focus on the development of a complete piano technique. Credit/No Credit Option.

030A, B • BEGINNING PIANO 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory for MUSIC 030B: MUSIC 030A or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
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.

031A, B • INTERMEDIATE PIANO 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory for MUSIC 031A: MUSIC 030B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A continuation of MUSIC 30A, B. Designed for those who wish to improve their keyboard skills through a continued study of pianistic technique, interpretation, and style in the works of various composers from different musical periods as well as the continued study of the history of the piano and piano music, including famous composers and performers of piano music. 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
Acceptable for credit: University of California, California State University
A course for developing the singing voice and vocal presentation. Elements of vocal production are studied, including tone placement, correct breathing, vocal production, and good diction. The student also learns how to "perform" vocal music, as well as the important psychological aspects of singing, such as the building of vocal confidence and the lessening of vocal anxiety. A song repertoire is studied that represents a variety of musical and cultural styles, and practice is provided with both live piano and recorded taped accompaniment. Credit/No Credit Option.

033A, B • INTERMEDIATE VOICE 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 continuation of MUSIC 32A, B. Designed for those who wish to improve their vocal singing skills through a continued study and development skills in vocal technique, interpretation, presentation (including critical analysis), history of singing and vocal music, and style in the works of various composers from different musical periods and cultures. Practice is provided with both live piano and recorded taped accompaniment. Credit/No Credit Option.

036A, B, C, D • BEGINNING GUITAR 1.0 unit each
Total lecture 18.4 hours; Total lab 18.4 hours
Advisory: MUSIC 090
Prerequisite for 039A, B: MUSIC 031B or demonstrate proficiency skill
Corequisite: MUSIC 090
Acceptable for credit: University of California, California State University
A survey of advanced music for the guitar and other keyboard instruments from the Baroque Period to 20th Century musical styles. Assignments include preparation and performances of different piano repertoire each semester. Discussions and projects related to standard piano repertoire, literature and appropriate performance practices. Course is repeatable for credit. Students will be assigned new musical works each semester from the vast amount of piano repertoire that is available, allowing the student to continue development of his/her technical skills. May be repeated three times. Credit/No Credit Option.

040 • PERCUSSION ENSEMBLE 1.0 unit
(Percussion approval – See pg. 16)
Total lab 54.4 hours
Advisory: MUSIC 90
Acceptable for credit: California State University
This course focuses on the study and performance of percussion music from West Africa, Cuba, Brazil, Trinidad and the Western European musical tradition. Emphasis will be placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. 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.

118
048A • SYMPHONY ORCHESTRA 1.0 unit
Total lab 54.4 hours
Advisory: Recommend concurrent enrollment in MUSIC 090
Prerequisite: MUSIC 048A
Acceptable for credit: University of California, California State University

This is an 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.

048B • SYMPHONY ORCHESTRA 1.0 unit
Total lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: MUSIC 048B
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
Advisory: MUSIC 090
Prerequisite: MUSIC 048C
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
Advisory: MUSIC 090
Prerequisite: MUSIC 048D
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 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.

050 • MISSION STEELBAND 1.0 unit
(Pending approval – See pg. 16)
Advisory: MUSIC 090
Approval: MUSIC 090

This performance ensemble focuses on the study and performance of music from Trinidad, South America and the Caribbean musical tradition. Ensemble members will learn how to play Caribbean steeldrums. Emphasis will be placed on participation and public performance. Attendance at all scheduled performances is required. Prior experience with percussion/music is not required. May be repeated three times. Credit/No Credit Option.

051 • JAZZ ENSEMBLE 2.0 units
Total lecture 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 lecture 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 a 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. Credit/No Credit Option.

066A • DRUM AND BUGLE CORPS II 2.0 units
Total lecture 17.6 hours; Total lab 54.4 hours
Advisory: MUSIC 090
Prerequisite: Admission 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 lecture 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 operation 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.

083 • DIGITAL MUSIC SYSTEMS 3.0 units
Total lecture 36.8 hours; 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 publishing, copyright, and licensing; professional organizations; artist management; music product merchandising; 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, videos 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.

087 • THE MUSIC INDUSTRY - AN OVERVIEW 3.0 units
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.

081 • DIGITAL MUSIC SYSTEMS 3.0 units
Total lecture 36.8 hours; 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 publishing, copyright, and licensing; professional organizations; artist management; music product merchandising; 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, videos 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.

094 • MUSIC DEGREE JURY 1.0 unit
Total lecture 27.2 hours
Advisory: Completion of a majority of the music degree coursework and consultation with the music faculty
Acceptable for credit: California State University

This course is intended for music majors who have completed most of their degree courses and are preparing for graduation. Students prepare a final presentation of their music and other degree work. The presentation may take the form of recital, an electronic music presentation, or some combination of elements that best represents the student's musical interests and accomplishments. The final presentations are open to the college community. Students will arrange for a music faculty to supervise the preparation and performance arrangements. Grade Only.
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.

Student 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.
- Telecourse offerings of some classes which provide flexibility to students.
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>NS 015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>NS 040</td>
<td>X</td>
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<tr>
<td>DS 011</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>DS 031</td>
<td>X</td>
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Dietary Service Supervisor (DS) - 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.

Core 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>
</tr>
</tbody>
</table>

<table>
<thead>
<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

- 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)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>011 FOOD PRODUCTION MANAGEMENT</td>
<td>2.0 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total lab 36.8 hours</td>
<td></td>
<td></td>
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<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
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<tr>
<td>033 SUPERVISED CLINICAL EXPERIENCE</td>
<td>2.5 units</td>
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<td></td>
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<tr>
<td>Total lab 9.6 hours</td>
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<tr>
<td>Acceptable for credit:</td>
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</table>

Human Nutrition (NS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>015 HUMAN NUTRITION</td>
<td>3.0 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total lab 54.4 hours</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Acceptable for credit:</td>
<td>University of California, California State University</td>
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</table>

Diet in Health and Disease (NS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>040 DIET IN HEALTH AND DISEASE</td>
<td>2.0 units</td>
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<td></td>
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<tr>
<td>Total lab 36.8 hours</td>
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</tr>
<tr>
<td>Acceptable for credit:</td>
<td>California State University</td>
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</table>

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. Credit/No Credit Option.
Philosophy, the original home of the sciences, is an attempt at comprehensive understanding. Among the perennial questions philosophy investigates are the nature of reality, human knowledge, the nature of mind, morality and the good life, etc. In this investigation, philosophy uses not only historical insights but also logical and conceptual methods.

**Student Learning Outcomes:**

The Philosophy Department at Mission College seeks to promote the educational ideals of the College District. Specifically, upon the completion of the Department's courses, each student will be able to:

1. Appreciate the value dimension in human life;
2. Demonstrate a measure of rational autonomy; and
3. Show the role of philosophy in different areas of life.

**Academic Preparation and Career Paths:**

Undergraduate training in philosophy seeks to inculcate and develop higher-level cognitive abilities that are excellent preparation for graduate and professional study. In GRE exams, philosophy undergraduates, when compared with undergraduates from other disciplines, have consistently obtained the highest verbal scores.

Training in philosophy also enables students to pursue numerous career paths. Below are some career options open to philosophy students:

- Administrator
- Author/Lecturer
- Columnist
- Editor
- Educator
- Foreign Service Officer
- Journalist
- News Editor
- Priest
- Rabbi
- Tour Guide

**Department Focus**

As enrollment and funding increase, the Department plans to offer more courses. The focus of the Department is to provide students with rigorous preparation in ethics, critical thinking, and writing.

**Philosophy and Academic Requirements:**

For transfer students to the University of California and California State University:

- The following IGETC-approved courses meet the Critical Thinking requirement under Area 1, English Communication:
  - PHIL 003 • Introduction to Problems in Ethics 3.0 units
  - PHIL 017 • Logic and Critical Thinking 3.0 units

- The following courses meet the Oral and Written Communication requirement for the California State University transfer students:
  - PHIL 002 • Introduction to Logic 3.0 units
  - PHIL 003 • Introduction to Problems in Ethics 3.0 units
  - PHIL 009 • Introduction to Symbolic Logic 3.0 units
  - PHIL 017 • Logic and Critical Thinking 3.0 units

- The following courses meet the Humanities requirement for California State University Students:
  - PHIL 001 • Introduction to Philosophy 3.0 units
  - PHIL 004 • Patterns in Comparative Religion 3.0 units
  - PHIL 005 • Introduction to Social and Political Philosophy 3.0 units
  - PHIL 007 • Introduction to Philosophy of Science 3.0 units
  - PHIL 009 • Introduction to Symbolic Logic 3.0 units
  - PHIL 010 • Introduction to the Philosophy of Art 3.0 units

- For Associate in Arts (A.A.) students and Associate in Science (A.S.) students:
  - PHIL 002, 003, 004, 005, 007, 008, 009, 010, 017

- For Associate in Arts (A.A.) and Associate in Science (A.S.) students:
  - PHIL 001, 002, 003, 004, 005, 007, 008, 009, 010, 017

**Scholarship Awards**

To recognize the value of philosophy education, every year the Philosophy Department awards up to two scholarships to promising students.

**Schedule Matrix:**

<table>
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D= DAY CLASSES; E= EVENING CLASSES

**PHILOSOPHY (PHIL)**

001 • INTRODUCTION TO PHILOSOPHY 3.0 units
CAN PHIL 1
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 answers to such questions 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
CAN PHIL 6
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 void 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
CAN PHIL 4
Total lab 54.4 hours
Advisory: READ 053
Prerequisite: ENGL 001A
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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

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 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.

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 Option.

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 Option.

017 • LOGIC AND CRITICAL THINKING
3.0 units
Total lab 54.4 hours
Prerequisite: ENGL 001A
Advisory: READ 053

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 - 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.

003A • SOCIAL DANCE: CLUB DANCE 1.0 unit
(Pending approval -- See pg. 16) Total lab 54.4 hours
Advisory: PE 003S
Acceptable for credit: California State University

This course is designed to introduce students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. Credit/No Credit Option.

003B • BALLET-BEGINNING 1.0 unit 003B.2 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 003C.2 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.

003F • DANCE: HIP HOP - FUNK STYLES 1.0 unit 003F.2 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 students an introductory experience 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 003J.2 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 students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. Credit/No Credit Option.

003K • JAZZ DANCE-INTERMEDIATE 1.0 unit Total lab 54.4 (27.2) hours Acceptable for credit: University of California, California State University

This course is designed to introduce students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. 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 is designed to introduce students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. 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 is designed to introduce students to Club Style dance including Night Club 2-Step, Hustle, Merengue, Salsa, and others. There will be an emphasis on alignment and posture, etiquette, leading and following. For intermediate students, more advanced techniques, variations, spontaneous leading and following, elegance and style, and performance skills will be provided. May be repeated three times. 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. Classes 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.
### PHYSICAL EDUCATION

**003O • INTER REHEARSAL & PERFORMANCE IN DANCE** 2.0 units  
(Pending approval – See pg. 16)  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003X • DANCE: SWING** 1.0 unit  
This course is designed to introduce the student to swing dance including variations, spontaneous leading and following, elegance and style, and the performance skills will be emphasized. May be repeated three times. Credit/No Credit Option.

**003S • SOCIAL DANCE: INTERMEDIATE SALSA/LATIN** 1.0 unit  
*Advisory: PE 003S or equivalent*  
**Total lab 54.4 (27.2) hours**  
**Credit/No Credit Option.**

**003Z • SOCIAL DANCE: SWING** 1.0 unit  
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.

**003W • DANCE: INTERMEDIATE HIP HOP** 1.0 unit  
This course will introduce the student to selected Latin and rhythmic dances. 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.

**003V • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 (27.2) hours**  
**Credit/No Credit Option.**

**003Y • YOGA** 1.0 unit  
*Advisory: PE 003S or equivalent*  
**Total lab 54.4 (27.2) hours**  
**Credit/No Credit Option.**

**003T • BEGINNING COUNTRY WESTERN LINE DANCE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**004A • FITNESS: STRETCH & FLEX** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**004B • FITNESS: STRETCH & FLEX** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**004C • FITNESS: CORPORATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**004D • DANCE APPRECIATION** 3.0 units  
**Total lecture 54.4 hours**  
**Credit/No Credit Option.**

**003P • REHEARSAL AND PERFORMANCE IN DANCE** 2.0 units  
**Total lab 54.4 hours**  
May be repeated three times. Credit/No Credit Option.

**003R • BEGINNING MUSICAL THEATER DANCE** 1.0 unit  
**Total lab 54.4 hours**  
May be repeated three times. Credit/No Credit Option.

**003Q • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
Advisory: PE 003S or equivalent  
**Credit/No Credit Option.**

**003N • BEGINNING TAP DANCE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003M • INTER REHEARSAL & PERFORMANCE IN DANCE** 2.0 units  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003L • SOCIAL DANCE: SWING** 1.0 unit  
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.

**003K • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003J • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003I • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003H • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003G • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003F • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003E • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003D • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003C • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003B • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003A • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**003 • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**002 • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**001 • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**Credit/No Credit Option.**

**000 • SOCIAL DANCE: INTERMEDIATE** 1.0 unit  
**Total lab 54.4 hours**  
**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.
BEFORE YOU ENROLL IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU ARE ELIGIBLE TO ENROLL IN ENGL 108A AND READ 053

004D • FITNESS: FIRE AGILITY TRAINING 2.0 units
Total lab 108.8 hours
Acceptable for credit: California State University
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 welcome. May be repeated three times. Credit/No Credit Option.

004E • FITNESS: AEROBICS-INTERMEDIATE/ADVANCED 2.0 units
Total lab 108.8 hours
Acceptable for credit: California State University
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
Acceptable for credit: California State University
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
Acceptable for credit: California State University
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
Acceptable for credit: California State University
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 (27.2) hours
Acceptable for credit: California State University
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, t'ai 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
Acceptable for credit: California State University
This course is designed to enhance the students cardiovascular 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: PILATES MATWORK 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed to improve cardiorespiratory endurance by teaching a variety of aerobic activities. Step aerobics, aerobic dance, circuit training, interval training, the parcours 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.

004M • FITNESS: STRETCH AND STRENGTHEN 1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
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.

004N • AEROBIC INSTRUCTOR INTERNSHIP 0.5 unit
Total lab 27.2 hours
Acceptable for credit: California State University
This course can be taken in conjunction with the Aerobic Instructor Training Course. It will allow students to serve as an intern in the aerobic 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.

004P • WEIGHT TRAINING INTERNSHIP 0.5 unit
Total lab 27.2 hours
Acceptable for credit: California State University
This course provides students with an opportunity to serve as an intern in a weight training class presently offered at the college. Each intern will serve as an aide to the instructor of the class to acquire the skills and confidence needed to be a personal trainer. This course is one of the requirements of the Fitness Specialist Certificate program. May be repeated one time. Credit/No Credit Option.

004Q • AEROBIC INSTRUCTOR INTERNSHIP 0.5 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
This course is designed to introduce the student to various components of physiological 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.

004R • WEIGHT TRAINING INTERNSHIP 0.5 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
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.

004S • LABORATORY EXPERIENCE IN EXERCISE PHYSIOLOGY ASSESSMENT AND EVALUATION 1.0 unit
Total lecture 20.8 hours
Acceptable for credit: California State University
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.
PHYSICAL EDUCATION MISSION COLLEGE 2005-2006

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
Acceptable for credit: California State University
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
Acceptable for credit: California State University
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.

PHYSICAL EDUCATION - MARTIAL ARTS

005H • FLI DEFENSE 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
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
Acceptable for credit: California State University
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, striking 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 • TAI CHI: BEGINNING 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course will introduce the student to the fundamentals and health enhancing aspects of T’ai Chi. Instruction will cover history and philosophy and emphasize T’ai Chi body movements and forms utilizing energy flow and stress reducing elements that are generated in the process. May be repeated three times. Credit/No Credit Option.

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.

PHYSICAL EDUCATION - LIFETIME SPORTS

Lifet ime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

007A • BOWLING-BEGINNING 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Credit/No Credit Option.

007B • GOLF-BEGINNING 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of golf. May be repeated three times. Credit/No Credit Option.

007C • GOLF-INTERMEDIATE 1.0 unit
Total lab 54.4 hours
Advisory: PE 007J
Acceptable for credit: California State University
This sequence course is designed 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.

007D • RACQUETBALL 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
This course is designed to introduce the student to the fundamentals 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.

007E • TENNIS-BEGINNING 1.0 unit
Total lab 54.4 (27.2) hours
Acceptable for credit: California State University
This course is designed to teach the 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.

007F • TENNIS-ADVANCED BEGINNER 1.0 unit
Total lab 54.4 (27.2) hours
Advisory: PE 007S
Acceptable for credit: California State University
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.

007G • TENNIS-ADVANCED 1.0 unit
Total lab 54.4 (27.2) hours
Advisory: PE 007T
Acceptable for credit: California State University
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.

007H • TOURNAMENT TENNIS 1.0 unit
Total lab 54.4 hours
Advisory: PE 007U
Acceptable for credit: California State University
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.

007I • GOLF-INTERMEDIATE 1.0 unit
Total lab 54.4 hours
Advisory: PE 007U
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of bowling. May be repeated to total 4 units. Credit/No Credit Option.

007M • GOLF-ADVANCED 1.0 unit
Total lab 54.4 hours
Advisory: PE 007U
Acceptable for credit: California State University
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.

007N • GOLF-INTERMEDIATE 1.0 unit
Total lab 54.4 hours
Advisory: PE 007U
Acceptable for credit: California State University
This course is designed to teach the fundamentals of the game of bowling. May be repeated three times. Credit/No Credit Option.

008H • SOCCER-BEGINNING 1.0 unit
Total lab 54.4 hours
Acceptable for credit: California State University
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>008K</td>
<td>SOFTBALL-BEGINNING</td>
<td>1.0</td>
<td>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.</td>
</tr>
<tr>
<td>008O</td>
<td>BEGINNING VOLLEYBALL</td>
<td>1.0</td>
<td>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.</td>
</tr>
<tr>
<td>008P</td>
<td>BASKETBALL-BEGINNING</td>
<td>1.0</td>
<td>This course is designed to teach the basic skills and techniques of basketball. Drills will be utilized to develop offense, shooting, passing, and defensive skills. The game will be played every class period. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009A</td>
<td>BASEBALL-ADVANCED</td>
<td>1.0</td>
<td>This course is designed to provide an opportunity for men with advanced baseball skills, to participate and learn activity geared to their level of ability. Offered in the Fall semester. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009B</td>
<td>INTERCOLLEGIATE BASEBALL-MEN</td>
<td>2.0</td>
<td>This course is designed for men interested in competing for an intercollegiate men's team. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009C</td>
<td>INTERCOLLEGIATE SOFTBALL-WOMEN</td>
<td>2.0</td>
<td>This course is designed to teach the basic skills and techniques of softball. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009D</td>
<td>INTERCOLLEGIATE TENNIS - WOMEN</td>
<td>2.0</td>
<td>This course is designed to teach the skills and techniques of women's tennis. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009H</td>
<td>INTERCOLLEGIATE TENNIS - MEN</td>
<td>2.0</td>
<td>This course is designed to teach the basic skills and techniques of men's tennis. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009I</td>
<td>SOCCER TRAINING - MEN &amp; WOMEN</td>
<td>2.0</td>
<td>This course is designed to teach the basic skills and techniques of soccer. May be repeated three times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009J</td>
<td>ADVANCED SOCCER- MEN &amp; WOMEN</td>
<td>1.0</td>
<td>This course is designed to provide an opportunity for men and women with advanced soccer skills, to participate and learn activity geared to their level of ability. May be repeated to total 4 units. Credit/No Credit Option.</td>
</tr>
<tr>
<td>009K</td>
<td>INTERCOLLEGIATE BASEBALL-WOMEN</td>
<td>2.0</td>
<td>This course is designed for women interested in competing for an intercollegiate women's team. May be repeated three times. Credit/No Credit Option.</td>
</tr>
</tbody>
</table>
### PHYSICAL EDUCATION MISSION COLLEGE 2005-2006

**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>Title</th>
<th>Units</th>
<th>Total Lecture</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>010E</td>
<td>INTERCOLLEGIATE BADMINTON - WOMEN</td>
<td>2.0</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>010F</td>
<td>INTERCOLLEGIATE BASKETBALL - WOMEN</td>
<td>2.0</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>020</td>
<td>AEROBIC INSTRUCTOR TRAINING</td>
<td>3.0</td>
<td>27.2 hours</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>021</td>
<td>SPORTS INJURIES</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>022</td>
<td>SPORTS NUTRITION</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>023</td>
<td>FITNESS TESTING</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>025</td>
<td>ANATOMY AND KINESIOLOGY</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>026</td>
<td>WEIGHT TRAINING PRINCIPLES AND ROUTINES</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>027</td>
<td>EXERCISE PHYSIOLOGY</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>028</td>
<td>BODY ALIGNMENT AND STRETCHING TECHNIQUES</td>
<td>1.5</td>
<td>27.2 hours</td>
<td>California State University</td>
</tr>
<tr>
<td>029</td>
<td>PERSONAL TRAINING FOR SPECIAL POPULATIONS</td>
<td>1.0</td>
<td>20.8 hours</td>
<td>California State University</td>
</tr>
</tbody>
</table>

**Advisory:** PE 025

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.

**Physics (Phy)**

**002A • General Physics**

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. Grade Only.

**002B • General Physics**

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. Grade Only.

**004A • Engineering Physics-Mechanics**

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. Grade Only.

**004B • Engineering Physics-Electricity and Magnetism**

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 RCL circuits. Problem solutions are emphasized. This course may also be taught as an online course. Grade Only.

**004C • Engineering Physics-Light and Heat**

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. Grade Only.

**004D • Atomic Physics**

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. Grade Only.
### PHYSICS • POLITICAL SCIENCE

**010 • INTRODUCTION TO PHYSICS**  
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  
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. Grade Only.

### SEMICONDUCTOR PHYSICS

**040 • SEMICONDUCTOR PHYSICS**  
3.0 units  
Total lecture 54.4 hours  
Advisory: ENGL 108A, READ 053  
Acceptable for credit: California State University  
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.

### TECHNICAL PHYSICS

**045 • TECHNICAL PHYSICS**  
3.0 units  
Total lecture 54.4 hours  
Advisory: ENGL 108A, READ 053 and MATH 903  
Acceptable for credit: California State University  
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. Grade Only.

### TECHNICAL PHYSICS LABORATORY

**045L • TECHNICAL PHYSICS LABORATORY**  
1.0 unit  
Total lab 54.4 hours  
Acceptable for credit: California State University  
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. Grade Only.

### POLITICAL SCIENCE

**POLITICAL SCIENCE — POLIT**

**DIVISION:** Social Sciences  
**DEPARTMENT:** Political Science  
**DEPT CHAIR:** Dr. Alan Chandler  
**PHONE:** 408-855-5258  
**COUNSELING:** 408-855-5030

Taking Political Science classes at Mission is an ideal and fascinating part of acquiring a broad liberal education and, in career terms, the degree is highly versatile pointing the way in many vocational directions. The study of political science involves not only the examination of the structure of government and political systems but the examination of the interaction of individuals and institutions within those systems. These courses offer valuable insight into these events on the local, state, national, and international levels and they also encourage involvement of the citizenry.

### Student Learning Outcomes:

As one of the departments in the Division of Social Sciences, the Department of Political Science strives to further the primary goals of the College’s Mission Statement. Thus completion of its courses will assist students in meeting their career, transfer and lifelong educational and intellectual needs as members of a diverse and changing society.

In addition to these general objectives, the specifically designed outcomes of the Political Science program will enable students to:

- Identify the institutions, players and processes in both American national and state government, and the democratic skills needed to navigate and actively participate in government and its decision making process.
- Analyze the exercise of power in formal governmental institutions and non-governmental institutions, from interest groups to human rights organizations to corporate board rooms.
- Differentiate and classify political systems, their historical context, development, and the social and economic systems with which they interact.
- Explain and assess the ideas of the salient political thinkers, and how those ideas might apply in contemporary practice.
- Trace how public policy gets formulated, legislated, implemented and evaluated and assess how democratic and accessible the process is.
- Compare the U.S. political system to those elsewhere in the world in nations in Europe, Asia, Africa, Latin America, and the Middle East.
- Explain and critique the political relations among nations, and the transnational relations increasingly practiced by peoples, organizations, and local institutions across national boundaries.

Students will demonstrate their progress and mastery through written and oral quizzes, exams, individual and/or group projects, and reports.

### Career Options:

- Public Relations Specialist  
- Public Opinion Surveyor  
- Researcher/Research Analyst  
- Government Worker  
- Occupational Analyst  
- Public Information Officer  
- Political Economist  
- Foreign Service Officer  
- Attorney  
- Campaign Aide  
- City Planner  
- Lobbyist  
- Military Officer  
- Paralegal  
- Teacher  
- Administrator  
- Businessperson

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

### Highlights:

- Transferable courses in both American and international politics.
- Experienced, professional, widely traveled instructors.
- Opportunity for political internships.
- Discussions with leading experts and officials.
- Fill General Education requirements for transfer or degree.
- Develop crisp reasoning and analytical skills.

### 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.
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>POLIT 001</td>
<td>D,E</td>
<td>D,E</td>
<td>D,E</td>
<td>X</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>E</td>
<td></td>
<td></td>
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<tr>
<td>POLIT 004</td>
<td>E</td>
<td></td>
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<tr>
<td>POLIT 007</td>
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<td></td>
</tr>
<tr>
<td>D= DAY CLASSES; E= EVENING CLASSES</td>
<td></td>
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</tr>
</tbody>
</table>

**POLITICAL SCIENCE (POLIT)**

001 • AMERICAN GOVERNMENT 3.0 units
- CAN GOVT 2
- 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. Grade Only.

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.

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 begins the study of the beginning student to world politics. This course 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 political 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 continue to 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.

007 • INTERNATIONAL FILMS 3.0 units
- Total lecture 54.4 hours
- Acceptable for credit: University of California, California State University
- This film course represents a humanistic and interdisciplinary approach to studying the major and driving concepts vital to the international community: sovereignty, nationalism, balance of power, dominance, and deterrence. International films explore the impact of abstract clashes of interests and ideologies on individuals and their communities, and emphasize specifically how resolutions are complicated by culture conflicts. This course is cross-listed as HUMAN 7. Credit/No Credit Option.

010 • INTRODUCTION TO LAW AND THE LEGAL SYSTEM 3.0 units
- Total lecture 54.4 hours
- Acceptable for credit: University of California, California State University
- An introduction to law and the American legal system. Focus will be on establishing a basic understanding of the legal system including those institutions, public and private, that enact, interpret, and implement the law. Attention will also be given to the role law plays in society and its interaction with the political, social and economic spheres. Topics to be considered will variously include the nature and sources of law, the judicial system, including courts and procedure, judges and juries, litigants and attorneys, and the penal system. The major branches of law and methods of alternative dispute resolution are also surveyed. Credit/No Credit Option.

**PSYCHIATRIC TECHNICIAN – PT**

- DIVISION: Applied Science
- DEPARTMENT: Health Occupations
- DEPT 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).

**Student Learning Outcomes:**

- Provide theoretical and clinical experiences to prepare students for employment as Licensed Psychiatric Technicians.
- A.S. Degree & Certificate:
  - Psychiatric Technician
  - Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT 011</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>PT 013A</td>
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</tr>
<tr>
<td>PT 013B</td>
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<td>D</td>
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<tr>
<td>PT 017A</td>
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<tr>
<td>PT 017B</td>
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<td>D</td>
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<tr>
<td>PT 017C</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>PT 018</td>
<td>D</td>
<td>D</td>
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<td>PT 019B</td>
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<tr>
<td>PT 067</td>
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<td>D</td>
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<td>D</td>
<td>D</td>
</tr>
<tr>
<td>PT 070C</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

- Acceptable for credit: University of California, California State University

**Core Curriculum Courses (Required):**

- **Semester I**
  - PT 011
  - PT 013A
  - PT 013B
  - PT 017A
  - PT 017B
  - PT 017C
  - PT 018
  - PT 019A
  - PT 019B
  - PT 067
  - PT 068
  - PT 069
  - PT 070A
  - PT 070B
  - PT 070C

- **Semester II**
  - PT 013A
  - PT 013B
  - PT 017A
  - PT 017B
  - PT 017C
  - PT 018
  - PT 019A
  - PT 019B
  - PT 067
  - PT 068
  - PT 069
  - PT 070A
  - PT 070B

- **Semester III**

- **Total Program Cert. Requirements:**
  - 56.0
**PSYCHIATRIC TECHNICIAN (PT)**

011 • INTRO. AND APPL. 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. Grade Only.

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 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. Grade Only.

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 therapies is included. The student is expected to examine and discuss his/her own beliefs, ideas, values, and feelings about the topic. Grade Only.

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. Grade Only.

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 018, 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. Grade Only.

013A • DEVELOPMENTAL DISABILITIES: ETIOLOGIES & CLASSIFICATIONS-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 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 programming 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. Grade Only.

017A • INTRODUCTION TO ABNORMAL PSYCHOLOGY: ETIOLOGIES AND CLASSIFICATIONS-PT 3.0 units
- Total lecture 54.4 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 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. Grade Only.

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 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. Grade Only.

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. Grade Only.

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. Grade Only.

067 • INTRO 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. Grade Only.

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. Grade Only.

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). Grade Only.

070A, B, C • PHARMACODYNAMICS 1.0 unit each
- Total lecture 20.8 hours each
- 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 therapeudic and non-therapeutic effects. PT 070A will emphasize on drugs used to treat the medically-surgically ill patient. PT 070B will emphasize on drugs used to treat childhood psychiatric disorders and developmental disabilities. PT 070C will emphasize on drugs used to treat a wide variety of psychiatric disorders. Grade Only.
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.

**Student Learning Outcomes:**
- Students completing a course 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.
- Students will also gain a breadth of knowledge in psychology, and investigate the various fields of psychology, including the research methods used to study them:
  - Classify the different theories that explain human behavior as well as substantial dependence
  - Identify five research methods used in various fields of psychology
  - Keep a written journal demonstrating an awareness and analysis of their personal growth
  - Analyze the effects of culture on a person’s development
  - Compile and critique the theories of early psychologists
  - Design and demonstrate an exercise showing how psychosocial factors influence behavior
  - Explain the effects of genetic and environmental factors on personality and behavior
  - Classify and analyze the process of development throughout a person’s life
- Students will demonstrate their progress and mastery through written tests, quizzes, projects, and course embedded tests and activities.

**Career Options:**
- Counseling
- Human Resources
- Market Research
- Social Work
- Training
- Clinical Psychology
- Clinical Psychologist
- Forensic Psychology
- General Psychology
- Health Psychology
- Industrial Psychology
- Neuropsychology
- Parapsychology
- Psychological Testing
- Public Relations
- Social Worker
- Survey Research
- Treatment Coordination

**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:**
- **Course**
- **Fall**
- **Spring**
- **Summer**
- **Weekend**
- **Units**
- **Grade Only**
- **Credit/No Credit Option**
- **Acceptable for credit**

**Psychology - A.A. Degree**
(Pending approval -- See pg. 16)

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.

**Core Curriculum Courses (Required):**
- **Units**
- **Acceptable for credit:**
  - University of California, California State University
  - Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological basis of behavior, environmental factors in behavior, psychological tests and measurements, learning, and personality theory. This course may also be offered by telecourse. Grade Only.

**Psychology (PSYCH)**
- **Units**
- **Acceptable for credit:**
  - University of California, 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.

**Experimental Psychophysics (PSYCH) 002**
- **Units**
- **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 neuropsychology, the functional nervous system, senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and pre-medical majors. This course may also be offered by telecourse/online. Grade Only.

**Physiological Psychology (PSYCH) 007**
- **Units**
- **Acceptable for credit:**
  - University of California, California State University
  - This course studies psychological and sociological influences on an individual while functioning in social contexts, including the development of self-image, patterns of social behavior, attraction/repulsion, conformity/rebellion, formation of attitudes, and problems during social change. This course may also be offered by telecourse/online. Credit/No Credit Option.

**Human Growth and Development (PSYCH) 012**
- **Units**
- **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. Grade Only.
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
This course is an introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. This course may also be offered by telecourse/online. 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.

READ 053
Total lecture 36.8 hours; Total lab 54.4 hours
Prerequisite: Eligibility for READ 053
Acceptable for credit: California State University
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.

051 • SPEED AND CRITICAL READING 3.0 units
Total lecture 54.4 hours
Prerequisite: READ 961 or qualifying score on placement test
Acceptable for credit: California State University
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. Grade Only.
063 • VOCABULARY DEVELOPMENT 3.0 units
Total lecture 54.4 hours
Accepted for credit: California State University
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. Grade Only.

073 • READING AND ANALYZING TECHNICAL MATERIALS 3.0 units
Total lecture 54.4 hours
Prerequisite: READ 961 or qualifying score into READ 053 on placement test
Accepted for credit: California State University
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 included in the Certificate Program in Technical Communication. Credit/No Credit Option.

960 • READING FUNDAMENTALS (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 44.8 hours; Total lab 27.2 hours
Prerequisite: Qualifying score on placement test
This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component. May be repeated one time. Credit/No Credit Option.

961 • EFFECTIVE READING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Prerequisite: READ 960, or ESL 970 RW, ESL 970G and ESL 970 LS, or qualifying score on placement test
This developmental course is designed for students who wish to correct or improve basic reading habits and skills including: expanding vocabulary, improving comprehension and attaining an efficient reading rate. The content and objectives of this course will vary somewhat to meet the student's individual needs. Some study skills may be included. May be repeated once for credit. This course may also be offered online. May be repeated one time. Credit/No Credit Option.

962 • CAREER SPELLING (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
Advisory: READ 960
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.

964 • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 3.0 units
Total lecture 54.4 hours
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.

964A • BASIC VOCABULARY IMPROVEMENT (NON-ASSOCIATE DEGREE COURSE) 2.0 units
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 (NON-ASSOCIATE DEGREE COURSE) 0.5 units each
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.
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: Units
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: Units
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
BUS 078 Business Communications ................................................. 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 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 provide the student with the awareness and communications skills to achieve and maintain the rapport with clients, other salespeople and brokers necessary to the professional real estate salesperson. The student will be encouraged to participate in simulated situations (role playing) likely to be encountered when “working in the field.” Credit/No Credit Option.

087A • ESCROW PROCEDURES I
Total lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This course deals with the purposes and procedures of escrow; the objective role of escrow officers in relation to their duties, and the why as well as the how of escrow procedures. The student will study all phases of handling the simpler escrow from 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.

087B • ESCROW PROCEDURES II
Total lecture 54.4 hours
Advisory: RLEST 087A and RLEST 090
Acceptable for credit: California State University

This advanced course covering 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. Escrow Procedures II builds on the material taught in Escrow Procedures I. This course applies toward the educational requirements of the California Real Estate 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 specialized 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.

136
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits/Option</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RLEST 090</td>
<td>Mission College 2005-2006 Real Estate</td>
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<tr>
<td>094A • REAL ESTATE APPRAISAL I</td>
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<td>Total lecture: 54.4 hours</td>
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<td>Advisory: RLEST 090</td>
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<td>Acceptable for credit: California State University</td>
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<tr>
<td>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.</td>
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| 094B • REAL ESTATE APPRAISAL II               | 3.0   |                  |                |
| Total lecture: 54.4 hours                    |       |                  |                |
| Advisory: RLEST 094A and 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   |                  |                |
| Total lecture: 54.4 hours                    |       |                  |                |
| Advisory: RLEST 090                          |       |                  |                |
| Acceptable for credit: California State University |
| The student will study day-to-day operations in real estate roles and brokerage, with emphasis on the practical application in listing, selling, advertising, financing, escrows, taxation, income tax, and the appraisal and valuation of real estate. This course will be of considerable assistance to those students preparing for the real estate salesperson’s or broker’s license examination. 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   |                  |                |
| 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, multiresidential, 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 total 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. Credit/No Credit Option. |

| 100 • PROPERTY MANAGEMENT                     | 3.0   |                  |                |
| 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. |
## Student 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>
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<tbody>
<tr>
<td>RF 024</td>
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D= DAY CLASSES; E= EVENING CLASSES

### Retail Floristry - Certificate Program

- **Core Courses (Required)**
  - 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**

- **Units**
  - RF 033: Dry and Silk Floral Design ......................... 1.0
  - RF 038: Weddings, High Style & Memorial Designs ......... 1.0
  - RF 041: Holiday Flower Arranging for your Home .......... 1.0
  - RF 045: Ikebana/Oriental Style Flower Arranging ........... 0.5
  - RF 046: Advanced Exotic & High Style Arranging ........... 0.5
  - RF 057: Introduction to Flower Arranging .................. 1.0
  - RF 061: European Design Techniques .......................... 0.5
  - RF 065: Advanced Silk Flower Arranging ..................... 0.5
  - RF 066: Design Without Flowers-Floral Preservation ...... 0.5
  - RF 069: The Natural Garden ...................................... 1.0

- **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 FLORISTY (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.
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 course work. 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. Credit/No Credit Option.
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.

**Student Learning Outcomes:**

Graduates from the Social Science program will possess an increased understanding of the world’s social, political, economic and natural systems and an appreciation of the diversity of human culture which in turn will enable them to better work in the global economy, live in a multicultural society and make intelligent decision as global citizens.

Through the subject matter and activities presented in each course, graduates from the Social Science program will be able to:

- Analyze major global challenges superseding the diverse traditions, values and practices in existence
- Identify varying worldviews on the same issues and occurrences
- Differentiate multiple perspectives affecting behaviors and decisions
- Explain how/why the environmental well-being of the world demands personal and collective responsibility at both the local and global levels
- Describe core civic values which generate socially responsible behavior at both local and global levels
- Explain the interconnectedness of global decisions and events
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts
- Develop the ability to analyze, synthesize and evaluate current world events, conditions and issues will be assessed through quizzes and exams, participation in discussions and activities, and term papers and/or projects.

**A.A. Degree:**

- Social Sciences

**Departments:**

- Anthropology
- Global Studies
- Political Science
- Economics
- History
- Philosophy
- Geography
- Psychology
- Sociology
- Community Relations
- Corrections Officer
- Reporter
- Editor
- Environmental Analyst
- Gerontologist
- Lawyer
- Peace Officer
- Probation Officer
- Public Relations Officer
- Sales Representative
- Social Worker
- Teacher
- Manager
- Housing
- Insurance
- Office

**Career Options:**

Some career choices may require courses beyond the Associate Degree.

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**SOCIAL SCIENCE (SOCSC)**

**001 • GLOBAL PERSPECTIVES**

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 technological, 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**

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.
**MISSION COLLEGE 2005-2006**

**SOCIAL SCIENCE**

**003 • INTRODUCTION TO PEACE STUDIES**

3.0 units
Total lecture 54.4 hours
Advisory: SOCSC 001 or SOCSC 002
Acceptable for credit: University of California, California State University

Peace Studies 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: University of California, California State University

This course presents an interdisciplinary approach to studying the various aspects of development among third world nations. It includes a historical analysis of the underdeveloped regions of the world, as well as a current analysis of issues such as the development of infrastructure, political stability and instability, the development, acquisition and use of new technologies, resolving ethnic conflicts, managing environmental problems and establishing new roles in a global economy. This course 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: University of California, California State University

This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe 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 experiences, 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.

**032 • INTRODUCTION TO COMMUNITY SERVICE**

2.0 units
Total lecture 36.8 hours
Advisory: SOC 001 or SOC 002
Corequisite: WRKEX 201A
Acceptable for credit: California State University

This course is an introduction to Community Service, including lectures that cover the basic concepts and the needs for community service. Students are introduced to various organizations that provide community services. Students are required to do community service work, including on-the-job training within agencies providing community services, and to provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**033 • INTERMEDIATE COMMUNITY SERVICE**

2.0 units
Total lecture 36.8 hours
Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 032
Corequisite: WRKEX 201B
Acceptable for credit: California State University

This course is a continuation of SOCSC 032, Introduction to Community Service. In this course the student continues to work at a community service agency at a higher level of knowledge or responsibility. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**034 • ADVANCED COMMUNITY SERVICE**

2.0 units
Total lecture 36.8 hours
Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 033
Corequisite: WRKEX 201C
Acceptable for credit: California State University

This course is a continuation of SOCSC 033, Intermediate Community Service. In this course the student continues to work at a community service agency at a higher level of knowledge or responsibility. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. Credit/No Credit Option.

**035 • INTERNSHIP IN COMMUNITY SERVICE**

2.0 units
Total lecture 36.8 hours
Advisory: SOC 001 or SOC 002
Prerequisite: SOCSC 034
Corequisite: WRKEX 201D
Acceptable for credit: California State University

This course is a continuation of SOCSC 034, Advanced Community Service. In this course the student works at a community service agency at the level of a regular employee. This course includes lectures that cover the appropriate level of service. Students will provide documentation and reports to the instructor. This course may also be offered by telecourse/online. 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 overview of the field of Human Services intended 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**

3.0 units
Total lecture 54.4 hours
Advisory: MATH 902
Corequisite: WRKEX 202A
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**

3.0 units
Total lecture 54.4 hours
Prerequisite: SOCSC 066A
Corequisite: WRKEX 202B
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.
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.

Student 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 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 disadvantaged elderly

Some career options may require work beyond two years of college work.

Schedule Matrix:

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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:

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<tr>
<td>SOC 001 Introduction to Sociology</td>
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<td>SOC 061 Basics of Human Services</td>
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<td>COUNS 001 College Survival Skills</td>
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<td>COUNS 012A Careers and Life Styles</td>
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<td>COUNS 051A Self Esteem and Goal Setting</td>
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<td>PSYCH 001 Introduction to Psychology</td>
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Total Program Certification Requirements: 15.0 units

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:

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<td>SOC 066A Family Services A</td>
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<td>SOC 066B Family Services B</td>
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Total Program Certification Requirements: 6.0 units

SOCIOLGY (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

An 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 sociocultural 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.

021 • MINORITIES IN THE UNITED STATES 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

This course is an analysis of the experiences, problems, integration, and lifestyles of ethnic and racial minority populations in the United States. This course may also be offered by telecourse. Credit/No Credit Option.

024 • SOCIAL ASPECTS OF AGING 3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University

The student will examine the biological aging process and the social, economic, and political forces which affect the population beyond retirement age. Lecture, laboratory study, and field research techniques will be utilized in order to increase the students’ knowledge of the aging process. This course may also be offered by telecourse. Credit/No Credit Option.
038 • AMERICAN CULTURE THROUGH FILM  3.0 units
Total lecture 54.4 hours
Acceptable for credit: University of California, California State University
This course is a study of American cultures, as depicted through movies and television. Changing images of various cultures will be addressed, along with the social issues of gender, sexual orientation, family structure, prejudice and discrimination. Special attention is paid to changes in attitudes throughout American history, changes in social and cultural values, and changes in the status of women, Native Americans, African Americans, Hispanic Americans, and other minorities.  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
Advisor: 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.
Before you enroll in degree applicable courses, it is recommended that you are eligible to enroll in ENGL 108A and READ 053

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 nursing 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 information regarding the vocational nursing program.

Core Curriculum Courses (Required) 

Units

AH 011 American Heart Association Health Care Provider CPR or equivalent ........................................... 0.5
BIO/SCI 022 Anatomy and Physiology for Allied Health Workers ......................................................... 4.0
VN 050 Introduction to Vocational Nursing .......................... 0.5
Semester I
VN 55A1 Clinical Lab ..................................................... 6.0
VN 55A2 Medical/Surgical Nursing Theory .................. 4.0
VN 55A3 Communications and Behavior ............... 3.0
VN 55A4 Introduction to Nursing Process .................. 1.0
VN 509A Pharmacology ............................................... 1.5
Semester II
NS 040 Diet in Health and Disease ....................... 2.0
PSYCH 012 Human Growth & Development ............ 3.0
VN 55B1 Clinical Lab ..................................................... 6.0
VN 55B2 Medical/Surgical Nursing Theory .............. 4.0
VN 056 Obstetrical Nursing ........................................ 1.0
VN 059B Pharmacology ............................................... 1.5
Semester III
VN 55C1 Clinical Lab ..................................................... 6.0
VN 55C2 Medical/Surgical Nursing Theory .............. 4.0
VN 55C3 Issues and Trends ........................................ 2.0
VN 57 Introduction to Gerontology ....................... 2.0
VN 58 Introduction to Child Health ................................... 2.0
Total Program A.S./Cert. Requirements ...................... 52.0
## MISSION COLLEGE 2005-2006

VOCATIONAL NURSING

### 55B2 • MEDICAL-SURGICAL NURSING THEORY

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Total lecture 72.0 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This course is designed to teach the vocational nursing student about</td>
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<td>disorders, principal problems of nursing care, the nurse’s role in</td>
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<td>assisting with the diagnosis, planning, and implementation of the</td>
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<td>therapeutic management of the patient with conditions affecting the</td>
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<td>respiratory, reproductive, cardiac, and vascular systems.  This course may</td>
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<td></td>
<td>also be offered via live broadcast. Grade Only.</td>
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</table>

### 55C1 • ADVANCED MEDICAL-SURGICAL CLINICAL

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0</td>
<td>Total lecture 72.0 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This advanced level course in which learning experiences are designed to</td>
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<td></td>
<td>give the student a working knowledge of the principles and skills necessary</td>
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<td></td>
<td>to nursing in both the community and institutional settings. Students spend</td>
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<td>18 hours a week in the clinical setting practicing skills through actual</td>
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<td>nursing care of patients. Clinical experience is correlated with classroom</td>
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<td>learning. Emphasis is placed on competence in performing nursing procedures</td>
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<td></td>
<td>and skills, including assessment, planning, implementation, and evaluation</td>
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<td>of care. Credit/No Credit Option.</td>
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</table>

### 55C2 • MEDICAL-SURGICAL NURSING THEORY

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
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</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Total lecture 72.0 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This course is designed to teach the student how a group of particular body</td>
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<td>systems are organized and to give them a beginning knowledge on how they</td>
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<td>function. The student will also learn about each system’s disorders, the</td>
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<td></td>
<td>principal problem of the nursing care and the nurse’s role in assisting</td>
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<td>with the diagnosis and in planning the therapeutic management of the patient</td>
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<td>with gastrointestinal, endocrine, neurological, and hematological disorders.</td>
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<td></td>
<td>This course may also be offered via live broadcast. Grade Only.</td>
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</table>

### 55C3 • SEMINAR IN ISSUES AND TRENDS

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Total lecture 36.8 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This course is designed to provide the student with an opportunity to</td>
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<td></td>
<td>explore the profession of nursing. It examines its history, legal aspects</td>
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<td>and professional organizations as well as pertinent issues facing the</td>
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<td>practice of nursing today. Learning is largely research panel and</td>
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<td>discussion oriented, offering the student further opportunity to explore</td>
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<td>the ever growing and changing profession. Student will take mock State</td>
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<td>Board exams. This course may also be offered via live broadcast. Grade</td>
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<td></td>
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</table>

### 056 • OBSTETRICAL NURSING

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
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<tbody>
<tr>
<td>2.0</td>
<td>Total lecture 36.8 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This course is designed to help the VN student to employ nursing</td>
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<td></td>
<td>interventions in assisting expectant parents and families to prepare for</td>
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<td>childbirth, parenting, share the childbearing experience, and make</td>
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<td>appropriate adaptations to their new roles during the post partum period,</td>
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<td>and respect the birth to death continuum. This course may also be offered</td>
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<td>via live broadcast. Grade Only.</td>
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### 057 • INTRODUCTION TO GERONTOLOGY

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<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Acceptable for credit:</th>
<th>Advisory:</th>
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</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Total lecture 36.8 hours</td>
<td></td>
<td></td>
<td>California State University</td>
<td>MATH 903</td>
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<tr>
<td></td>
<td>This course is designed to give the vocational nursing student an</td>
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<td>introduction to the care of the gerontological client both in an institutional</td>
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<td>and community setting. The focus will be to view the last developmental</td>
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<td>stage of the adult as a normal progression of life. The basic hierarchy</td>
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<td>of human needs within this last developmental stage will be explored to</td>
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<td>prepare the vocational nurse for the adaptations associated with the aging</td>
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<td></td>
<td>process. This course may also be offered via live broadcast. Grade Only.</td>
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</tbody>
</table>
Cooperative Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit.

One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Cooperative Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, and write measurable learning objectives in developing short- and long-range career goals.

Cooperative Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

Work experience classes are repeatable. A student may earn a total of 16 units of work experience while attending a California community college. A total of 6 units may be earned in general work experience.

NOTE: During Summer Session, the enrollment of 7 units do not apply. Students can enroll in only one class and be concurrently enrolled in Work Experience.

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>
<th>AVERAGE HOURS</th>
<th>TOTAL HOURS</th>
<th>OF CREDIT</th>
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<tbody>
<tr>
<td>1</td>
<td>5 - 9</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>10 - 14</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>15 - 19</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>20+</td>
<td>300</td>
</tr>
</tbody>
</table>

NOTE: D= DAY CLASSES; E= EVENING CLASSES

Cooperative Work Experience Education (WRKEX)

201A • INTRODUCTION TO COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester

Advisory: SOC 001, SOC 002

Prerequisite: SOCSC 032 and WRKEX 201A

Corequisite: SOCSC 002

Acceptable for credit: California State University

This course complements SOCSC 002. It is intended 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. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

201B • INTERMEDIATE COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester

Advisory: SOC 001, SOC 002

Prerequisite: SOCSC 032 and WRKEX 201A

Corequisite: SOCSC 033

Acceptable for credit: California State University

This course complements SOCSC 033. It is intended 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. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

201C • ADVANCED COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester

Advisory: SOC 001, SOC 002

Prerequisite: SOCSC 034 and WRKEX 201B

Corequisite: SOCSC 034

Acceptable for credit: California State University

This course complements SOCSC 034. It is intended 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. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

201D • INTERNSHIP IN COMMUNITY SERVICES 1.0 unit

60 hours of work performed within the semester

Advisory: MATH 902

Prerequisite: SOCSC 006A and WRKEX 202A

Corequisite: SOCSC 006A

Acceptable for credit: California State University

This course complements SOCSC 006A. It is intended for students who will complete a certificate or major in Family Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

202A • FAMILY SERVICES A 1.0 unit

60 hours of work performed within the semester

Advisory: MATH 902

Prerequisite: SOCSC 006A and WRKEX 202A

Corequisite: SOCSC 006A

Acceptable for credit: California State University

This course complements SOCSC 006A. It is intended for students who will complete a certificate or major in Family Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Community Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

202B • FAMILY SERVICES B 1.0 unit

60 hours of work performed within the semester

Advisory: MATH 902

Prerequisite: SOCSC 006A and WRKEX 202A

Corequisite: SOCSC 006A

Acceptable for credit: California State University

This course complements SOCSC 006B. It is intended for students who will complete a certificate or major in Family Services, as well as for students who transfer into a four-year program in Human Services, Community Services, or Social Work. In this class the student is introduced to the work place, the work-load and environment of Family Services. The student will be able to observe and use the information from the lecture class in the actual work situation and develop a foundation for future employment. Credit/No Credit Option.

301-304 • OCCUPATIONAL COOPERATIVE WORK EXPERIENCE EDUCATION 1.0-4.0 units

Hours vary depending on units (see above)

Prerequisite: Must have a declared major and corresponding course work. Enrollment in a minimum of 7 units which can include Work Experience.

Acceptable for credit: California State University

Cooperative Work Experience Education involves the supervised employment of students in positions which are commensurate with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and to assist students in learning about their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. May be taken for a total of 16 units. Credit/No Credit Option.

301-306 • GENERAL WORK EXPERIENCE EDUCATION 1.0-3.0 units

Hours vary depending on units (see above)

Prerequisite: Sociology 101

Acceptable for credit: California State University

General Work Experience involves the supervised employment of students in positions which will develop the students' 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. Credit/No Credit Option.
REGISTRATION PROCEDURES

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 online.

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
- Administers 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:
  - 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 18 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.

In accordance with Assembly Bill 540, non-resident students may be exempt from paying non-resident tuition, if they meet the following criteria:

- They attended a California high school for at least three full years.
- They graduated from a California high school or attained the equivalent of a high school diploma in California.
- They were issued a “non-immigrant alien” visa by the U.S. Immigration and Naturalization Services, or if not, filed an application to legalize their immigration status, or will do so as soon as they are eligible.

This legislation does not apply to students who hold an F-1 International Student visa. A student, who is eligible, must file a “Student Affidavit for Exemption from Non-resident Tuition” form with the Admissions and Records Office and must register in person only.

Non-resident students who are exempt from paying non-resident tuition under this legislation are not eligible for a Board of Governors fee waiver.

International Students

Residents of other countries may apply for admission as F-1 Visa students through the International Students Program. Special requirements and application deadlines apply. International students may qualify for admission to Mission College by meeting the following requirements:

- Complete an International Student Admission application.
- Have completed the equivalent of an American high school education with satisfactory grades (normally a “B” or 3.0 average.)
- Demonstrate sufficient command of English to profit from instruction at the College. A minimum score of 500 on the T.O.E.F.L. is required.

- Submit official transcripts from high school, college and/or ESL Language centers attended in the U.S., including a complete English Translation of any International Student transcripts.
- Prove evidence prior to registration of medical and hospitalization insurance coverage or must enroll in the plan for foreign students available in the Student Health Center.
- If a student carries 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 $151.00 per unit.
- In addition to the $26.00 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-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 $151.00 per unit in addition to the $26.00 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 bachelor’s 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 of transcripts is desired.

For purposes of satisfying graduation requirements, transcripts of prior college work must be on file at the College 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. Concurrent enrollment forms require signature from both high school official and Mission College administration. 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 enrolling in less than 12 units are considered part-time. Students are prohibited from taking more than 18 units without special authorization from a counselor.

UNITS OF WORK AND CREDIT
Title 5 (55002) specifies that the minimum standard for unit calculation for all credit courses is three hours of work per week, including class time, for each unit of credit, prorated for short-term, laboratory, and activity courses for lecture classes. This usually means two hours of independent assigned work for each lecture hour spent in class, some or all of which may require the student to 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 IV, 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 class standards.

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

ADDING CLASSES
Students may add open classes via TReg and Web Advisor until the first day of the term. On or after the first day of school, students who wish to enroll into a class must contact the instructor and ask for an “Add Code.” If there is room in the class, the instructor will assign an Add Code to the student, who will then be able to add the class via TReg. Students will be able to add Late-Start Classes throughout the term by phone or web. 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 associated degree requirements and are recognized for transfer by institutions as indicated.

WITHDRAWAL POLICIES
Any withdrawal 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 three 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 12th 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 12th 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 courses.

• The responsibility for withdrawing from courses within the authorized periods above rests with the student.
MISSION COLLEGE 2005-2006
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 $26.00 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 2005-2006 academic year, the non-resident tuition fee is $151.00 per semester unit, plus the enrollment fee of $26.00 per unit. International Students also pay $151.00 per unit, plus an enrollment fee of $26.00 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:

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.

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.
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 of the 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 absences of hours 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.

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.

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>
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</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>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>IP</td>
<td>In Progress</td>
<td></td>
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</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
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<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
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</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. 149)

MW - Military Withdrawal (See Withdrawal Policy on pg. 150)

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. “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.

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 (Lab units (\textit{ARE} \text{ NOT awarded}))</td>
<td>4 units in Area 5 (Lab units (\textit{ARE} \text{ awarded}))</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 001A</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>6.0 units</td>
<td>6 units in Areas A2 and C2</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>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>U.S. History</td>
<td>No course equivalent</td>
<td>6.0 units</td>
<td>3 units in Area D6 (\textit{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</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</td>
<td>10.0 units</td>
<td>3 units in Area B4 (\textit{note unit limitation})</td>
<td>5 units in Area 2 (\textit{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 (\textit{note unit limitation})</td>
<td>5 units in Area 5: Physical Science (\textit{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>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>Statistics</td>
<td>MATH 010</td>
<td>4.0 units</td>
<td>4 units in Areas B4</td>
<td>4 units in Area 2</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 2005: MC Office of Articulation
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 164)

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 in force 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
Honor 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 Honor 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.
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 AWARENESS AND CAMPUS SECURITY ACT

The West Valley-Mission District Police Department is a fully sworn P.O.S.T. certified department whose goal is to establish and maintain a safe and secure environment. The District Police Department provides patrol services for both of the campuses, responds to calls for assistance, prepares reports and investigates incidents, provides emergency medical assistance when needed, enforces state law, local ordinances and district policies, rules and regulations, and enforces traffic and parking rules and regulations.

In compliance with the State and Federal Crime Awareness and Campus Security Acts, a brochure is made available to all interested parties which outlines services provided by the Department of Public Safety and crime statistics of the West Valley and Mission campuses. Copies of this brochure are available to students and prospective students during registration process and in the Admissions Office, Counseling Center, Campus Center/Student Activities Offices, and at the District Police Department. Crime statistics and other mandated information are published in the college’s schedule of classes.

SEXUAL HARASSMENT AND SEX DISCRIMINATION

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, it is the policy of the West Valley-Mission Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment and/or sex discrimination as defined and otherwise prohibited by Federal and State law.

Engaging in sexual harassment and/or sex discrimination shall be a violation of this policy.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for 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 the Campus Center, Room CC-222, Mission College.
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,
  6. height and weight of members of athletic teams.
- A copy of the college policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the Records 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 statues, 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. Forgery, 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 disgraces 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 classroom by 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. Classroom instructors may temporarily suspend a student for up to two (2) days but may also recommend to the Vice President of Student Services the removal of any student or students from any class if 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.

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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 representatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college. Education Code Section 56021 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 are, therefore, subject to criminal and/or 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 violate state law are subject to criminal 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
- Job search assistance 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 stop 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 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) 855-5173.

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) 855-5105, (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 Admission Agreements (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 success.

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 within the first generation in their families to attend college. The intent, purpose, and resources of EOPS are directed at assisting students 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; help with applying for Financial Aid; book service; limited assistance with transportation and child care costs; emergency loans; university transfer assistance; care guidance; motivational workshops; cultural activities; and a CARE (Cooperative Agencies Resources for Education) program for single parents. EOPS students are eligible to receive a grant in addition to that which 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 access our webpage at www.wvmccd.cc.ca.us/mc/depts/eops/eopshomepage.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 (EOP's), 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 Waiver (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 dependant student's parent currently receive benefits from AFDC/TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran's Dependent Fee Waiver, be eligible as a recipient of the Congressional Medal of Honor or as a child of the recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty OR:

2. **(BOGW B)** - Meet specific income levels, e.g., household of 1—$13,965 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 one (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/financial_aid.htm>.

**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) 855-5245. 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 career 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 available daily. Optional hospitalization and dental/vision insurance plans are also available.

Special health promotion and educational programs, such as health fairs and disease awareness 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 welcomed 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 badminton.

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 have 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. Material is 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, phonic, 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.

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, you are interested in becoming a tutor or located in the Tutorial 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 reference assistance, orientations, and classes in the utilization of materials and research techniques. The library collection includes books, periodicals, pamphlets, videocassettes 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 available through the online catalog (http://lib.wvmccd.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 issued by the Campus Center. For additional computer work, students are encouraged to use the library's computers. These computers are equipped with professional software and provide the student with the opportunity to perform tasks typically found on office computers. Please do not hesitate to ask for assistance. Enjoy your experience with the Mission College Library.

ORIENTATION

Orientation is required for all new, transfer, and returning non-exempt students (exceptions 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 @ 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 brochures 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 Agency (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 a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential and experiencing a sense of community at the college.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvarado, Karina</td>
<td>Specialist I, Child Development Center</td>
</tr>
<tr>
<td>Angelotti, Linda</td>
<td>Executive Assistant, Senior, President’s Office</td>
</tr>
<tr>
<td>Ashford, Peggy</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>Atando, Arlene</td>
<td>Director, Admission &amp; Records</td>
</tr>
<tr>
<td>Barajas, Xochitl</td>
<td>Library Media Technician, Library</td>
</tr>
<tr>
<td>Belham, Elinor</td>
<td>Student Services Account Technician, Cashiers</td>
</tr>
<tr>
<td>Bibit, Ana Lisa</td>
<td>Student Services Technician-Senior, Admission &amp; Records</td>
</tr>
<tr>
<td>Blitz, Nan</td>
<td>Program Specialist, DISC</td>
</tr>
<tr>
<td>Brown, Rebecca</td>
<td>Instructional Lab Technician, Biology</td>
</tr>
<tr>
<td>Bunch, Jeff</td>
<td>Instructional Lab Technician, Math</td>
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<tr>
<td>Burrell, Polina</td>
<td>Instructional Lab Technician, Physics</td>
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<tr>
<td>Capurro, Jackie</td>
<td>Instructional Assistant, Foreign Language</td>
</tr>
<tr>
<td>Chan, Lee-Geok</td>
<td>Specialist II, Child Development Center</td>
</tr>
<tr>
<td>Cheng, Grace</td>
<td>Financial Analyst, Administrative Services</td>
</tr>
<tr>
<td>Cramer, Carole</td>
<td>Administrative Assistant-Senior, Community Education</td>
</tr>
<tr>
<td>Dacanay, Bill</td>
<td>Financial Analyst-Senior, Administrative Services</td>
</tr>
<tr>
<td>Dalton, Arlene</td>
<td>Office Coordinator-Senior, Commercial Services &amp; Technology</td>
</tr>
<tr>
<td>De los Reyes, Amber</td>
<td>Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>De los Reyes, Melissa</td>
<td>Student Records Advisor, Admission &amp; Records</td>
</tr>
<tr>
<td>Domenici, Debbie</td>
<td>Office Supervisor, Student Services</td>
</tr>
<tr>
<td>Domingue, Pertilla</td>
<td>Program Specialist, REBRAC</td>
</tr>
<tr>
<td>Eastom, Joan</td>
<td>Office Assistant, Allied Health</td>
</tr>
<tr>
<td>Estalilla, Christina</td>
<td>Student Records Advisor, Admission &amp; Records</td>
</tr>
<tr>
<td>Fee, Mike</td>
<td>AV Maintenance Specialist, Telecommunications</td>
</tr>
<tr>
<td>Foot, Thuy</td>
<td>Program Assistant, RHORC</td>
</tr>
<tr>
<td>Franco, Vicky</td>
<td>Student Services Technician, EOPS</td>
</tr>
</tbody>
</table>

### In Loving Memory

Dolores “Dee” Gonzales  
June 10, 1961 - June 5, 2005  
Administrative Specialist - Personnel  
Office of Instruction (1984 - 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.S. in Anthropology and B.A. in Spanish, Iowa State University.

ANNING, PETER, 1980
Director, Marketing, Public Relations and Graphic Design
- 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 Mexican American Studies, San Jose State University (in progress);
  B.A. in Spanish, California State University, Chico.

ASHLEY, MARY, 2004
Vice President of Student Support Services
- M.A. in Human Development with an emphasis in Leadership, Pacific
  Oaks College (in progress); BA in Psychology, University of California at
  Santa Cruz.

BECK, CAROL, 1980
Counselor
- Ed.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.

BEGGS, CATHY, 2003
Advisor, Career Placement
- M.A. in Counseling, University of San Francisco; M.S. in Clinical
  Counseling, California State University, Hayward; B.S., California State
  University, Sacramento; R.N., Catherine Laboure School of Nursing, Boston, Mass.

BERSOLA, SAMUEL, 2001
Instructor in Health Occupations
- M.A. in Counseling 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.

BOONE, MARGARET ANN D., 1989
Instructor in Health Occupations
- M.A. 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 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,
  Zaporozhye University, Ukraine; B.A. in French and German, Zaporozhye
  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 and M.A 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. 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 I/NA
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
Physical Education Department Co-Chair
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.

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.

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.

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
of M.B.A. 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.

COGSWELL, ELIZABETH, 2000
Instructor in Health Occupations
M.SN, San Jose State University, San Jose, California; BSN, Stanford University, Stanford, California.

COLEMAN, YOLANDA, 1999
Articulation Officer
Counselor
M.S. in Counseling/Career Development, CSU, Sacramento; B.A. in Sociology/Organizational Studies, U.C. Davis.

CORMIER, JEFF, 2004
Instructor in Psychology
M.A. in Sociology, San Jose State University, California; additional graduate study in Psychology, Northcentral University, Arizona; B.A. Clinical Psychology, San Jose State University, California.

COSTANZA, JENNIFER, 1990
Instructor in English as a Second Language
Ed.D. in Curriculum and Teaching, Boston University; M.A. in Teaching English as a Second Language (Linguistics), University of Minnesota; B.A. in Slavic Languages and Literature, Indiana University.

COWELS, ANN, 1996
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.

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.

DEDDINSKY, JOHN, 1982
Instructor in Computer Networking Electronics Technology
M.S. in Mathematics, Stanford University; B.S. in Mathematics, Stanford University.

DEL FRATE, JUDIE, 1995
Commercial Services Division Chair
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.S. 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.

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DENNIS, HAZE, 1996
Instructor in 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
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.

DWORKAK, 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
Men's Baseball Coach
M.A. in Health, Physical Education and Recreation, Saint Mary's College; B.S. in Human Performance, San Jose State University.

ENGEL, MARK, 2005
Instructor in Art

ENSMINGER, BETTY, 1979
Communication Studies Division Chair
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.

EVERETT, THERMA LEE, 2005
Instructor in Health Occupations
M.A. in Education, New York University, B.S. in Nursing, New Jersey City State University.

FONG, TAT, 2004
Economics Department Chair
Instructor in 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.

FRANKO, DANIEL, 1990
Counselor
M.A. in Guidance and Counseling, Loyola University, Los Angeles, California; B.A. in English.

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 Networking Electronics Technology Department Chair
Instructor in Computer Networking Electronics Technology
M.S. and B.S. in Physics, California State University, Northridge.

GUICH, DANIEL, 1990
Psychology Department Chair
Instructor in Psychology

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.

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
Foreign Languages Department Chair
Instructor in Foreign Language (Japanese)

HOBBIS, 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/TESOL, San Jose State University; additional course work at San Jose State University; B.A. in Psychology, University of California at Davis.

JACKINS, QUINLYNN C., 1988
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 Language, 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.

JAHAN, MINA, 1993
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.

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.

JUNCKER, 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, New York University.

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: I-100, I-200, I-300, Strike Team/Task Force Leader (Engine), Division/Group Supervisor, Investigation 1a/1b, State of California.
KITTOK, 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 History, Humanities and Sociology
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. of 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
Sociology Department 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 Division/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
English Department Chair
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., Ohio State University; M.A., Antioch College; B.A. in Political Philosophy, Fordham University.

LEDESMA, ROSALIE, 2001
Counselor
PhD course work in Curriculum and Institution, University of Wisconsin-Madison; M.A. in Counseling, Harvard University; B.A. in Child Development, San Jose State University.

LEFALLE, 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 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
Instructor in Graphic Arts
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.

MARTIN, CHRISTOPHER, 2000
Instructor in Design Drafting Technology
MARTINEZ, ALICIA, 2002
Counselor
M.A. in Counseling Psychology with emphasis in Marriage, Family and Child Counseling, University of San Francisco; B.A. in Psychology, University of California, San Diego.

MATOSSIAN, MICHIELE, 2004
Instructor in Art
McALISTER, ELLEN, 1999
Student Services Division Chair
Instructor in Disability Instructional Support Center
Learning Disabilities Specialist; High Tech Or Specialist
M.A. Education/Learning Disabilities, San Jose State University, San Jose, CA; B.A. Health Science, San Jose State University, San Jose; A.S. West Valley College, Saratoga, CA.

McBRIDE, JANET, 2004
Instructor in Health Occupations
B.S. in Nursing, San Jose State University, A.S. in Nursing, Evergreen College, A.A. in Liberal Arts, West Valley Community College.

McGEE, DONNELLE C., 1998
Counselor
M.A. in Counselor Education, San Jose State University; B.A. in Sociology, California State University, Stanislaus.

McKAY, DIANNE, 1989
Communications Division Chair
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 Santa Clara; B.A., 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. Chabot College; 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.
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<tr>
<th>Name</th>
<th>Degree/Year</th>
<th>Field</th>
<th>Institution</th>
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<tr>
<td><strong>Morgan, Janice</strong></td>
<td>2004</td>
<td>Instructor in Physical Education</td>
<td>Women's Softball Coach</td>
</tr>
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<td></td>
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<td></td>
<td>M.A. in Kinesiology, San Jose State University ; B.A. in Human Performance,</td>
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<td>San Jose State University.</td>
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<tr>
<td><strong>Mostyn, Greg</strong></td>
<td>1978</td>
<td>Instructor in Accounting</td>
<td>M.B.A., Indiana University; C.P.A.; member of California Certified Public</td>
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<td>Accountants and American Institute of Certified Public Accountants;</td>
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<td>B.A., Willamette University.</td>
</tr>
<tr>
<td><strong>Moys, Chris</strong></td>
<td>1997</td>
<td>Instructor in Sociology</td>
<td>Ph.D. in Sociology/Anthropology (with a specialization in Social Psychology),</td>
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<td>United States International University in San Diego.; M.A. in Behavioral</td>
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<td>Physiology, San Francisco State University;</td>
</tr>
<tr>
<td><strong>Musat, Carmen</strong></td>
<td>1999</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, University of Bucharest; M.A. in Finance, Golden</td>
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<td></td>
<td>Gate University; B.A. in Mathematics, University of Bucharest.</td>
</tr>
<tr>
<td><strong>Ngint, Myo</strong></td>
<td>1999</td>
<td>English as a Second Language Department Chair</td>
<td>Instructor English as a Second Language</td>
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<td></td>
<td>M.A. in Linguistics and TESL. Institute of Education, Myanmar; B.A.in</td>
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<td>English, Institute of Education, Myanmar.</td>
</tr>
<tr>
<td><strong>Nakamah, John</strong></td>
<td>2002</td>
<td>Instructor in Mathematics</td>
<td>M.A. in Mathematics, San Jose State University; B.A. in Mathematics, San</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Jose State University.</td>
</tr>
<tr>
<td><strong>Nelson, Jeffrey</strong></td>
<td>1988</td>
<td>Director of Athletics</td>
<td>Instructor in Physical Education Tennis Coach</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>M.A. in Education, Stanford University; B.S. in Physical Education,</td>
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<td></td>
<td>California State University, Hayward; A.A. Cañada Community College.</td>
</tr>
<tr>
<td><strong>Negash, Worku</strong></td>
<td>1999</td>
<td>Dean of Administrative Services</td>
<td>Ph.D. in Higher Educational Administration and Policy Analysis, Stanford</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>University; M.A. in School Administration, Loma Linda University; Ed. in</td>
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<td>Educational Administration, Loma Linda University; M.A. in Sociology,</td>
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<td></td>
<td>Stanford University; M.A. in Educational Administration and Policy Analysis,</td>
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<td></td>
<td></td>
<td>Stanford University; B.A. in Psychology, Loma Linda University.</td>
</tr>
<tr>
<td><strong>Nguyen, Myтра</strong></td>
<td>2001</td>
<td>Child Development Department Chair</td>
<td>Instructor in Child Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ed.D. (candidate) in Adult Education, NOVA Southeastern University; M.A. in</td>
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<td></td>
<td></td>
<td></td>
<td>Child Development, San Jose State University; B.A. in Psychology, San Jose</td>
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<td></td>
<td>State University.</td>
</tr>
<tr>
<td><strong>Nguyen, Phuong</strong></td>
<td>1996</td>
<td>Counselor</td>
<td>M.A. in Social Work, San Jose State University; B.A. in Child Development,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>San Jose State University.</td>
</tr>
<tr>
<td><strong>Nguyen, Thanh</strong></td>
<td>2001</td>
<td>Instructor in Foreign Language (Vietnamese Language &amp; Culture)</td>
<td>B.A. in Education, Van Hanh University; M.A. in Counseling Psychology,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>University of Notre Dame de Namur.</td>
</tr>
<tr>
<td><strong>Nguyen, Tho T.</strong></td>
<td>1990</td>
<td>Instructor in Mathematics</td>
<td>Ph.D. (candidate) in Human Science, Saybrook Graduate School and Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Center; M.A. in Math, University of California, San Diego in La Jolla; B.A.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>in Math with minor in History and French.</td>
</tr>
<tr>
<td><strong>Oborn, Christina</strong></td>
<td>1997</td>
<td>Program Manager, Corporate Education and Training</td>
<td>M.A., Public Administration, San Francisco State University; additional</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>study, University of California, Santa Cruz; B.A., Political Science, Sonoma</td>
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<td></td>
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<td></td>
<td>State University; A.A. Liberal Arts, Santa Rosa Community College.</td>
</tr>
<tr>
<td><strong>Oliver, Marsha</strong></td>
<td>2001</td>
<td>Instructor in Health Occupations</td>
<td>A.S. in Nursing, Oregon Institute of Technology.</td>
</tr>
<tr>
<td><strong>Ordaz, Joseph</strong></td>
<td>1997</td>
<td>Music Department Chair</td>
<td>Instructor in Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M.M. in Music, San Francisco Conservatory of Music, 1992; additional study</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>at Hart School of Music - University of Hartford, Texas Christian University;</td>
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<td></td>
<td></td>
<td></td>
<td>B.M. in Music, San Jose State University, 1989.</td>
</tr>
<tr>
<td><strong>Ostrander, Helen</strong></td>
<td>2001</td>
<td>Lab Faculty Specialist, DISC</td>
<td>Alternate Media Specialist/High Tech Center Specialist</td>
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<td></td>
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<td></td>
<td>M.A. in Education/Special Education; Certificate in Assistive Technology</td>
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<td>Applications, California State University, Northridge; Additional course</td>
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<td></td>
<td></td>
<td>work at University of Southern Maine, Portland, ME; B.A. in Child Development,</td>
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<td></td>
<td>San Jose State University, San Jose, CA; A.A. in Business, West Valley</td>
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<td></td>
<td>College, Saratoga, CA.</td>
</tr>
<tr>
<td><strong>Pabich, Philip</strong></td>
<td>1987</td>
<td>Dean of Workforce and Continuing Education</td>
<td>Ph.D and M.S. in Curriculum and Instruction, University of Wisconsin-Madison;</td>
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<td></td>
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<td></td>
<td>B.S. in Physical Education, University of Wisconsin-LaCrosse.</td>
</tr>
<tr>
<td><strong>Pancella, Susan</strong></td>
<td>1997</td>
<td>Instructor in Computer Applications</td>
<td>M.A. in Mathematics/education, Brooklyn College; Advanced Certificate</td>
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<td></td>
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<td></td>
<td>in Educational Administration, Hofstra University; B.A. in Mathematics, St,</td>
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<td></td>
<td>Joseph's College; B.S. in Computer Science, City University of New York</td>
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<td></td>
<td></td>
<td></td>
<td>(NSF Grant).</td>
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<tr>
<td><strong>Patton, Jane</strong></td>
<td>1986</td>
<td>Communication Studies Department Chair</td>
<td>Instructor in Communication Studies</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ed.D in Higher Education at University of Southern California; M.A. in</td>
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<td></td>
<td>Communications Arts, University of the Pacific; B.A. in Drama and Speech,</td>
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<td></td>
<td>University of the Pacific.</td>
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<tr>
<td><strong>Pavao, Rod</strong></td>
<td>2000</td>
<td>Fire Protection Technology Department Chair</td>
<td>Instructor in Fire Protection Technology</td>
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<td>Fire Instructor II, Fire Service Training and Education Program, State of</td>
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<td></td>
<td>California; A.S. in Fire Technology, Mission College.</td>
</tr>
<tr>
<td><strong>Pembrook, Curtis</strong></td>
<td>2001</td>
<td>Instructional Designer</td>
<td>M.A. in Instructional Technology, San Jose State University, San Jose,</td>
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<td></td>
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<td></td>
<td>California; FAA Certified Flight Instructor and Advanced Ground Instructor;</td>
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<td></td>
<td>B.S. in Aeronautics, minor in Business Management, San Jose State University,</td>
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<td>San Jose, California.</td>
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<tr>
<td><strong>Perlaz, Char</strong></td>
<td>2001</td>
<td>Counselor, MESA Director</td>
<td>M.S. in School Counseling and Pupil Personnel Services Cendental, CSU,</td>
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<td></td>
<td></td>
<td></td>
<td>Sacramento; B.A. in Psychology, Fresno State University; Currently working</td>
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<td></td>
<td></td>
<td></td>
<td>towards Masters in Public Administration, CSU, Hayward.</td>
</tr>
<tr>
<td><strong>Pham, Hung</strong></td>
<td>1998</td>
<td>Instructor in Computer Networking Electronics Technology</td>
<td>Fire Instructor II, Fire Service Training and Education Program, State of</td>
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<td></td>
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<td></td>
<td>California; A.S. in Fire Technology, Mission College.</td>
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<tr>
<td><strong>Poe, Clint H.</strong></td>
<td>1995</td>
<td>Physics and Astronomy Department Chair</td>
<td>Instructor in Physics</td>
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<td></td>
<td>Ph.D. in Astrophysics, University of Wisconsin; Madison; M.S. in Astronomy,</td>
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<td>Vanderbilt University, Nashville, TN; B.A. in Physics, University of North</td>
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<td>Carolina, Chapel Hill.</td>
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<tr>
<td><strong>Powers, Joan T.</strong></td>
<td>1989</td>
<td>Instructor in English as a Second Language</td>
<td>M.A. in Education (Curriculum and Instruction), University of California,</td>
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<td></td>
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<td>Riverside; Certificate in TESOL, University of California - Riverside</td>
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<td>Extension; B.A. in Individual Plans of Study (International Relations and</td>
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<td></td>
<td>Foreign Affairs), University of Illinois, Champaign-Urbana.</td>
</tr>
<tr>
<td><strong>Przybylski, Richard W.</strong></td>
<td>1977</td>
<td>Real Estate Department Chair</td>
<td>Instructor in Business and Real Estate</td>
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<tr>
<td></td>
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<td>M.B.A. in Finance, University of Santa Clara; B.A. in Management, San</td>
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<td>Jose State University; B.S.B.A. in Real Estate, San Jose State University;</td>
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<td>A.A.S. in Electronic Technology, DeVry Institute of Technology, Chicago;</td>
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<td>Conducting on-going research/studies in Computer Information Processing on</td>
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<td>DP, MIS, DS$; Expert Systems, Computer Modeling and Simulations for</td>
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<td></td>
<td></td>
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<td>Decision Making Applications in Business and Real Estate.</td>
</tr>
</tbody>
</table>

169
REEDY, AIMEE, 2004
Instructor in Child Development
Ed.D Learning and Instruction, University of San Francisco; MPH Health Policy and Administration, University of California, Berkeley; BS Special Education, University of Michigan, Ann Arbor, Michigan.

REPLICON, JEAN, 1995
Instructor in Biological Sciences
Ph.D. in Molecular Biology, Loyola University of Chicago; B.A. in Biology, Northwestern University, Evanston.

RETTERATH, LINDA, 1990
Instructor in Mathematics
M.A. in Mathematics, University of California, Los Angeles; M.A. in Counselor Education, San Jose State University; Masters of Christian Studies, New College, Berkeley; B.A. in Mathematics, University of California, Los Angeles.

RITZ, CHRISTINE, 2002
Instructor in English
M.A. in English Literature, San Jose State University; B.A. in English Literature, San Jose State University; A.A. in Liberal Arts, Mission College; Additional studies at U.C.S.C. Extension.

RIVAS, MONICA, 1999
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 of Instruction
Ed.D. in Educational Leadership and Change, Fielding Graduates University; 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.

ROSNER, 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 WA Medical Center, New York.

ROUNDS, MARY LYN, 2001
Instructor in Reading
M.A. in Education with emphasis in Reading, San Jose State University; B.A. in History, Seattle Pacific University.

SABHERWAL, SAROF, 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; LMFCC. Licensed Marriage, Family and Child Counselor, State of California; B.A. in Social Work, San Jose State University.

SANIDAD, DANIEL 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

SIENNA, PHILLIP, 1979
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.

SMEBYE, 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.

SPECK, MICHELE, 2004
Librarian
M.L.I.S. in Library and Information Studies, University of Hawaii; B.S. in Business Administration, University of Nevada, Reno.

STEPHENS, HYACINTH, 1988
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.

SUN, 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.

SZABADOS, 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.

THICKPENNY, HELAYNA, 1990
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.

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
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, KAMILKESH, 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.

VINSON, CINDY, 2004
Distance Learning Coordinator
Ed.D. Educational Psychology and Technology, University of Southern California; M.A. Instructional Technology, San Jose State University; M.S. Speech Pathology, University of Illinois; B.S. Speech and Hearing Science, University of Illinois.

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
B.A. in Linguistics, San Jose State University; B.A. in English, San Diego State University.

WITSchi, LAURA L., 2001
Librarian
M.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.L.S. in Library and Information Science, San Jose State University; B.A. in Graphic Communications and TEFL/ESL 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.

WUNDRAw, BRENNa, 2001
Physical Education Department Co-Chair
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, WENXIAN (WILBERT), 1989
History/Geography Department Chair
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

INSTRUCTORS 2005-2006
(Faculty are current as of Summer 2005)

AhIte, wARREN
Physics

AlamedA, CORA
Computer Applications

Allen, wRd
ESL

Allen, George
Reading

AmareLL, dIeTRICh
Hospitality Management

AndreatTA, PAM
Graphic Design

Andreas-Waage, Ellen
Health Occupations

Antisdel, Gene
Graphic Design

Arnold, kAthryn
Art

aronson, mIKE
Mathematics

asfoor, husAM
Computer Applications

Au Young, YATMAN
Mathematics

Baker, Carol
Retail Floristry

Barker, James
Vietnamese

Beaddell, Brad
DlS

Beaman, Donna
Computer Applications

Beck, Ronald
Reading

Belrue, Helen
Computer Applications

Benitez-Boyece, Iris
English/Reading

Bernabei, Donna
Mathematics

Bernacchi, William
Accounting

Bjork, William
HospitAltY Management

Boegholz, Fred
ESL

Boerner, Karen
ESL/LA/TC

BolanoS, Stephanie
Electric Science

Borror, David
ESL

BosSoyan, Eddie
Biological Science

Brems, Marianne
ESL

Brinkman, Bruce
Real Estate

Broder, Marina
ESL

Brown, George
Music

Brown, Jerry
Retail Floristry

Browning, Lucinda
Communication Studies

Bubula-Phillips, Irene
Spanish

Buckman, William
Fire Science

Butler, Priscilla
ESL

Buter, Kaylene
Physical Education

Cahill, Richard
Chemistry

Callahan, Laura
CIS

Campbell, Husayn
Mathematics

Cardinal, Jeff
Graphic Design

Casper, ArT
Physical Education

Chadwick, Jennifer
Physics

Chan, Marsha
Accounting

Chen, Peter
Computer Applications

Chang, Irene
CIS

Chang, Kim
Mathematics

Chew, James
Graphic Design

Chin, James
Physical Education

Christman, Patricia
Psychiatric Technician

Coate, Jeff
Health Occupations

Collins, Jim
Accounting

Cong-Huyen, Laimi
Computer Applications

Coon, Cheryl
CNET

Cordero, Don
Mathematics

Cormier, Jeff
Art

Cormier, Jeff
Astronomy

Sociology
Pessoa, Kenneth  Psychology  Watson, Alfrieda  History
Petty, Clint  CIS  Weiss, Patricia  Counseling
Peurifoy, Barbara  Health Occupations  Whistler, Bruce  ESL
Pham, Loan  Nutritional Science  Whitehill, Anita  Business/CIS
Phillion, Matthew  English  Wiley, John  ESL
Pinkus, Ruth  Child Development  Wilson, Natalie  Computer Applications
Porcella, Clara  Nutritional Science  Wisner, Sallie  English/LATC
Porcella, Lisa  Biological Science  Wolf, Jessy  Library
Provost, John  Business/Work Experience  Wong, Elaine  CIT
Plyler, Sandra  Spanish  Wong, Wallace  CTT
Qazi, Carol  ESL  Wyatt, Jim  Fire Science
Quaintance, Tina  Retail Floristry  Yang, J. C.  Mathematics
Randall, Howard  Accounting  Yang, Ling  Art
Ray, Emily  Music  Yarza, Myrna  Allied Health
Rea, John  Mathematics  Yu, Kenneth  Business
Rasmussen, Scott  Manufacturing Technology  Zaragoza, Gamaliel  Design Drafting Technology
Richmond, Barbara  Counseling  Zarghami, Fatemeh  Child Development
Ricossa, Katherine  Pharmacy Tech.  
Rienhart, John  Mathematics  
Riesenfeld, James  Mathematics  
Ringel, Kay  Computer Applications  
Ritoss, Robin  Applied Science  
Rivera, George  Art  
Robertis, Joe  Fire Science  
Rodriguez, Susan  Health Occupations  
Rogers, Marybeth  Counseling  
Robbe, Monika  English  
Rose, David  Fire Science  
Ross, Nina  ESL  
Rubenstein, Cliff  Psychology  
Russakovskii, Yeugeniy  Mathematics  
Ryan, Natalie  Physical Education  
Sanford, Dorothy  Economics  
Santos, Carlo  Physical Education  
Savage, Glenda  CIT  
Schiezek, Margaret  ESL  
Schwab, Jean  Library  
Sellers, Michael  Graphic Arts  
Serran, Antonio  English/LATC  
Sheldon, Marge  Work Experience  
Sherry, Paul  Retail Floristry  
Shweikeh, Jamal  Engineering  
Skyes, Edward  Computer Applications  
Smith, Lester  Chemistry  
Smith, Sharon  Reading  
Snapp, Marilyn  Computer Applications  
Stamps, Roy  Manufacturing Technology  
Staudinger, Jeffrey  Engineering  
Stine, David  Retail Floristry  
Sullivan, Carol  Physical Education  
Sullivan, Robert  Fire Science  
Sundarajan, Nalla  Communication  
Sutherland, Brenda  Graphic Art  
Szeto, Luan  CNET  
Tarver, Donald  CIS  
Taylor, James  English  
Thaggert, Henry  Mathematics  
Thielke, Katsuko  Retail Floristry  
Thomas, James  Mathematics  
Thronson, Marge  ESL/LATC  
Titus, Michele  Anthropology  
Tomasso, Ray  Art  
Toribio, Agnes  Health Occupations  
Torres, Paul  Political Science  
Tran, Jane  Health Occupations  
Tran, Rebecca  Counseling  
Tully, Dorothy  Spanish  
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VanEcke, Yolanda  Psychology  
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Vineburg, Shawna  Art  
Waltt, David  Engineering  
Wang, Fang-Yi  Allied Health  
Wang, Li  Mathematics  
Wartinger, Stephan  Design Drafting Technology  

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)

**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)

**Creed, Kathleen**
Instructor in Health Occupations

**DeMarco, Philip**
Instructor in Business
(1972-2002)

**Estrada, Erlinda**
Librarian
(1999-2005)

**Fisher, Carolyn**
Instructor in Health Occupations
(1977-2004)

**Fletcher, Mary**
Instructor in Sociology
(1970-1996)

**Flolo, Helene**
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**Ford, Jonel**
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(1968-1996)

**Gard, Ina**
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Instructor in Health Occupations
(1975-2004)

**Greenwood, Gail**
Instructor in History
(1987-2005)

**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, Gloria**
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  
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Madalena, Ruth  
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Magallon, Manuel  
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Vice President, Student Services  

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  

Noon, Rozanne  
Instructor in History  
(1967-1987)

Pette, Diane  
Counselor  

Pinto, Joseph  
Chemistry Department Chair  
Instructor in Chemistry  
(1981-2000)

Riegert, Evelyn  
Instructor in Health Occupations  
Counselor  
(1967-2001)

Ringel, Kay  
Instructor in Computer Applications  
(1977-2002)

Roberts, Ann  
Instructor in Reading  

Smith, Judie  
Librarian  
(1987-2005)

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)

Wisner, Sallie  
Computer Lab Faculty Specialist/Webmaster  
(2000-2004)

Xiques, Peter  
Instructor in Drafting  
(1977-2002)

Zerboni, Carolyn  
Instructor in English  
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